

A partnership of Spokane Community College and Institute for Extended Learning

Introduction to Medical or Legal Office

I-BEST

[Integrated Basic Education and Skills Training]

Enroll NOW for upcoming quarters.
Monday-Friday 9:30am-3:30pm (Study lab 2:30-3:30pm)

First quarter classes include Basic Grammar for Business, Business Student Preparation, Keyboarding, Office Math, and a Structured Study lab.

The **second quarter** allows students to choose one of three tracks: • Medical office • Legal office • Administrative office

After the second quarter, students may continue on to further education or enter the employment market in a variety of fields.

Program highlights:

- English as Second Language (ESL) or GED instruction
- Trade specific skill training while earning 32 transferable college credits
- An opportunity for college preparation through Pre-I-BEST
 - A short term (2 quarters) I-BEST certificate
 - Family support services

**Financial assistance
may be available.**

**For more information
contact Donna Syron
at 434-5166 or
Suzanne Bettinger
at 279-6226.**

**Training offered at
Spokane Community College**



Dream. Discover. Do!



WorkFirst students must have approval from their case manager.

This course is subject to cancellation if student enrollment does not achieve minimum enrollment required.