I-BEST BUSINESS TECHNOLOGY

YAKIMA VALLEY COLLEGE

Integrated Basic Education and Skills Training (I-BEST) programs offer an opportunity for Adult Basic Education (ABE) students to start a certificate or degree sooner, with extra support. Start on a career pathway leading to higher wages and opportunities while improving your academic skills.

DESCRIPTION

YVC's Business Technology I-BEST certificates are designed to assist students in obtaining general office and skills while reinforcing basic reading, writing and math through I-BEST supported classes. Courses are available for consecutive quarters at the Yakima Campus. The I-BEST Business Technology program provides an interactive business and professional partnership to enhance student-centered education for career office opportunities that match business needs to student outcomes. After completing the I-BEST certificates, students can pursue an associate degree in Yakima Valley College's Business Technology Program and will be placed according to their interest in fields such as: Medical, legal, or administrative office. Students can also use obtained skills for employment purposes or other degree programs.

ELIGIBILITY

• Students must first be enrolled in the College & Career Readiness program before beginning an I-BEST program. They must also be actively working towards their GED, high school diploma, or enrolled in Adult Basic Education courses.

• ABE Writing Level: 4

IMPORTANT DETAILS

• Funding is available for those who qualify.

• GED or High School Diploma is not required.

• I-BEST students receive registration, advising and career planning support.

• Adult Basic Education programs provide essential skills in areas such as reading, writing, mathematics, technology, and English language proficiency. These foundational skills enable adults to progress in higher education and secure well-paying jobs in growing industries.

CONTACT

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YVCC.EDU/CONTINUINGEDUCATION

I-BEST BUSINESS TECHNOLOGY COURSE SEQUENCE

FALL - QUARTER 1

BT 100 – Introduction to Business Technology	2 credits
BT 101 – Beginning Keyboarding	5 credits

WINTER - QUARTER 2

IT 102 – Windows	2 credits
IT 111 – Introduction to Spreadsheets	2 credits

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OFFICE SKILLS I CERTIFICATE

SPRING - QUARTER 3

BT 102 – Intermediate Keyboarding	5 credits
BT 130 – Workplace Professionalism	5 credits

SUMMER - QUARTER 4

BT 160 – Word Processing	2 credits
BT 190 – Job Shadow	1 credit

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OFFICE SKILLS II CERTIFICATE

SCHEDULE/SEQUENCE IS SUBJECT TO CHANGE BASED ON ENROLLMENT