GENERAL INFORMATION

Sustainable Office is a 19 credit I-BEST certificate program. I-BEST students enrolled in the Sustainable Office program are recruited from individuals testing at ABE (Adult Basic Education) Level 4 and above and ELA (English Language Acquisition) Level 5 and above. This program will combine ELA and ABE instruction with a series of technical classes to prepare students to work in occupations in a sustainable office environment. Upon completion of the program, students will receive a college-level certificate and be prepared to enter into the office work environment. Participants may continue on a pathway to other certificates and degree programs offered at EvCC. The credits earned in this program are transferrable and are prerequisites for many of those pathway programs.

PROGRAM INFORMATION

This 19 credit certificate prepares participants for entry-level positions in the area of an office work environment utilizing sustainable practices.

Certificate: Sustainable Office - IBEST
19 Credits

This checklist is targeted at students with an interest in Sustainable Office - IBEST. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: __________________________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Quarter Completed</th>
<th>Grade</th>
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<tbody>
<tr>
<td>BT 100</td>
<td>Keyboarding</td>
<td>5</td>
<td></td>
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<tr>
<td>CL 101</td>
<td>Computer Literacy</td>
<td>5</td>
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<td>BT 218</td>
<td>Sustainable Office</td>
<td>4</td>
<td></td>
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<td>WFT 100</td>
<td>Job Readiness</td>
<td>3</td>
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<td>BT 252</td>
<td>Internship</td>
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</table>

TOTAL: 19 credits Minimum 2.0 minimum GPA

PROGRAM ADVISORS

For specific guidance about this certificate, contact:

♦ Karen Manley, 425-388-9159, kmanley@everettcc.edu

If there is no answer, you may contact the Transitional Studies Office at 425-388-9200.

GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. Contact:

♦ Enrollment Services, Parks 201 425-388-9219 admissions@everettcc.edu

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