FINAL DEADLINE

LOOKING FOR A NEW CAREER PATH?

Become an Office Assistant!

FREE FOR SELECTED APPLICANTS

GET YOUR

CERTIFICATE *IN AS LITTLE AS* 2 QUARTERS!

FINAL APPLICATION DEADLINE
★ APRIL 3, 2014 ★
HURRY! THIS IS THE LAST CHANCE TO APPLY!

CALL

Travis Peterson, *IBEST Coordinator*
360.383.3970
tpeterson@whatcom.ctc.edu
Kelly Hall, Room 113

IBEST Office Assistant

Integrated Basic Education & Skills Training

Learn skills

- Clerical Assistant
- Office Support

Classes in

- Business
- Keyboarding
- Customer Service
- Accounting

IBEST Office Assistant training counts toward

- Business Administration Associate Degree
- Accounting Certificate
- Office Administration Certificate

An evaluation funded by the federal government is being conducted to determine how Whatcom Community College helps people increase their skills and find jobs. There will be more applicants than spaces available in this program. Individuals who are eligible for the program and agree to participate in the study will be selected into the program based on a lottery.

Notice of Non-Discrimination

Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, genetic information or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director for Human Resources, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3400. For Title IX compliance, contact: Vice President for Educational Services, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3070. WCC publications are available in alternate formats upon request by contacting the Disability Support Services Office at 360.383.3080; VP 360.255.7182.

Whatcom COMMUNITY COLLEGE

Professional Technical Programs

237 West Kellogg Road
Bellingham, WA 98226
www.whatcom.ctc.edu/programs
360.383.3080

IBEST classes are small with hands-on, lab-based, personalized instruction

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