



**2007-2008 Career Planning Guide**  
**INFORMATION PROCESSING**  
**Spokane Falls Community College**

**Spokane Falls Community College**  
3410 West Fort George Wright Drive  
Spokane, Washington 99224-5288  
[www.spokanefalls.edu](http://www.spokanefalls.edu)

**Completion Award:** A.A.S. Degree

**Start:** Fall, Winter, Spring, Summer

**Tuition and Fees**

**Approximate Quarterly Cost:** (subject to change without notice)

Books	\$	200
Supplies and Equipment	\$	50

**PROGRAM WEBSITE:** <http://tech.spokanefalls.edu/BT/>

### **Program Description**

This program is for students who desire to work in an office environment using their skills in computer software applications, desktop publishing, web publishing, communications, business management, and office procedures.

This two-year degree prepares graduates to choose from a wide variety of positions available in business, industry, or non-profit organizations. Students will acquire speed and accuracy on the keyboard, develop business writing skills, acquire skills in troubleshooting routine computer problems, and develop a solid working knowledge of Microsoft Applications. Students will complete capstone courses which will integrate classroom learning into "real-world" office situations.

Students will have the opportunity to bridge the gap between the classroom and the working world by participating in model office simulations as well as a professional work experience internship.

### **Career Opportunities**

Qualified graduates of the Information Processing degree are prepared for unlimited opportunities in a variety of administrative office positions.

**POTENTIAL POSITIONS INCLUDE:** administrative assistant, word processor, office manager, receptionist, and information specialist. All office support personnel use computer applications in offices today.

## Suggested Course of Study 2007-2008

Consult Adviser/Counselor for Program Planning and Selection of Electives

### INFORMATION PROCESSING

A.A.S. Degree: SFCC

A.A.S. Degree				A.A.S. Degree (continued)			
<b>FIRST YEAR</b>				<b>SECOND YEAR</b>			
<b>First Quarter</b>			<b>Credits</b>	<b>Fourth Quarter</b>			<b>Credits</b>
BT	101	Keyboarding <sup>1</sup>	5	BT	170	WordPerfect 1	2
BT	107	Business Communications <sup>2</sup>	3	BT	257	Presentation Graphics/Publishing	3
GENST	106	College Success	3	BT	272	Business Correspondence	5
IS	120	Business Computer Use	3	GRDSN	126	Internet Graphics	2
IS	160	Internet Fundamentals	<u>1</u>	IS	210	Internet Programming I	<u>3</u>
			15				15
<b>Second Quarter</b>				<b>Fifth Quarter</b>			
ACCT	103	Fundamental Bookkeeping Procedures	3	BT	235	Machine Transcription	5
BT	102	Document Processing	5	BT	255	Business Productivity Tools	3
BT	108	Business Communications <sup>2</sup>	3	BT	260	Administrative Office Management	5
GBUS	102	Math Skills for Business <sup>3</sup>	3	CAPPS	114	Access	2
		Elective	<u>1</u>	CAPPS	120	Outlook	<u>2</u>
			15				17
<b>Third Quarter</b>				<b>Sixth Quarter</b>			
BT	103	Formatting	5	BT	160	Job Preparation Techniques	3
BT	155	Records Information Management	3	BT	201	Information Processing	5
BT	231	Office Procedures	5	BT	234	Administrative Professional Practicum	5
CAPPS	112	Excel	2	BT	270	Office Computer Support	3
GRDSN	158	PhotoShop I	<u>2</u>	BT	285	Administrative Professional Internship	<u>2</u>
			17				18
				97 credits are required for an A.A.S. degree.			
				<sup>1</sup> Students may take BT 102 if they possess keyboarding skills at 35 wpm and knowledge of business document formatting. Permission of instructor recommended. <sup>2</sup> ENG 101 may be substituted. <sup>3</sup> GBUS 103 may be substituted.			
				See department for listing of approved electives.			
				<p><b>Disclaimer:</b> The college cannot guarantee courses will be offered in the quarters indicated. During the period this guide is in circulation, there may be curriculum revisions and program changes. <b>Students are responsible for consulting the appropriate academic unit or adviser for more current and specific information.</b> The information in this guide is subject to change and does not constitute an agreement between the college and the student.</p>			