



2007-2008 Career Planning Guide
ADMINISTRATIVE SECRETARY
Spokane Falls Community College

Spokane Falls Community College
3410 West Fort George Wright Drive
Spokane, Washington 99224-5288
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

At the core of almost every business are administrative support personnel. Students will gain proficiency in computer and Windows applications, learn the latest electronic communication tools, acquire speed and accuracy on the keyboard, and learn office procedures essential in today's business environment.

Students completing this degree will be competent in the following areas: taking notes at meetings and preparing minutes, oral and written communications, document formatting, basic accounting procedures, machine transcription, records management, office procedures, desktop publishing and spreadsheeting. 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 a work experience internship as well as model office simulations. Students may begin in entry-level positions as front office professionals and work their way up to higher paying administrative secretaries, administrative assistants, or office managers.

Career Opportunities

Qualified graduates of the Administrative Secretary degree are prepared for unlimited opportunities in a variety of business and office professional positions.

POTENTIAL POSITIONS INCLUDE: administrative secretary, executive assistant, receptionist, office manager, information specialist, office assistant, and many other office positions.

Suggested Course of Study 2007-2008

Consult Adviser/Counselor for Program Planning and Selection of Electives

ADMINISTRATIVE SECRETARY

A.A.S. Degree: SFCC

A.A.S. Degree				A.A.S. Degree (continued)			
FIRST YEAR				SECOND YEAR			
First Quarter			Credits	Fourth Quarter			Credits
BT	101	Keyboarding ¹	5	BT	232	Office Procedures II	5
BT	107	Business Communications ²	3	BT	235	Machine Transcription	5
GBUS	102	Math Skills for Business ³	3	BT	257	Presentation Graphics/Publishing	3
GENST	106	College Success	3	CAPPS	112	Excel	1
IS	160	Internet Fundamentals	<u>1</u>	CAPPS	120	Outlook	<u>2</u>
			15				16
Second Quarter				Fifth Quarter			
ACCT	103	Fundamental Bookkeeping Procedures	3	BT	255	Business Productivity Tools	3
BT	102	Document Processing	5	BT	260	Administrative Office Management	5
BT	108	Business Communications ²	3	GBUS	280	Human Relations in Business <u>or</u>	
BT	170	WordPerfect 1	2	HS	136	Improving Interpersonal Communication	5
CAPPS	114	Access	<u>2</u>			Approved Electives	<u>4</u>
			15				17
Third Quarter				Sixth Quarter			
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
BT	272	Business Correspondence	<u>5</u>	BT	285	Administrative Professional Internship	<u>2</u>
			18				15
<p>95-96 credits are required for an A.A.S. degree.</p> <p>¹ Students may take BT 102 if they possess keyboarding skills at 35 wpm and knowledge of business document formatting. Permission of instructor recommended.</p> <p>² ENG 101 may be substituted.</p> <p>³ GBUS 103 may be substituted.</p> <p>See department for listing of approved electives.</p> <p><i>Disclaimer: 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. Students are responsible for consulting the appropriate academic unit or adviser for more current and specific information. The information in this guide is subject to change and does not constitute an agreement between the college and the student.</i></p>							