



## 2007-2008 Career Planning Guide

# BUSINESS, GENERAL

### 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	\$	350-450
Supplies and Equipment	\$	60

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

### Program Description

The objective of this program is to permit the student maximum flexibility in designing a two-year program of study in business. The student may specialize in a particular area of business such as distribution, sales, or accounting; or select courses that provide a general exposure to several areas of business.

The general business curriculum serves the student who is uncertain about transferring to a four-year institution or who wants a curriculum that maximizes transferability and at the same time permits emphasis on business courses to a greater extent than is possible when taking the general two-year transfer program.

Such a curriculum does not permit a student to complete all the courses normally required by a four-year institution in the freshman-sophomore years; however, it is possible for the student to undertake a curriculum where many of these requirements are met and where all other completed courses taken could be accepted for elective credit by the four-year institution.

#### **PROGRAM GOALS -- Students who successfully complete this program should be able to:**

1. Understand the nature of operations, ownership, marketing, business environmental factors, ethics, human resources, finances, regulations, research methodology, and decision-making processes of business.
2. Understand realistic mathematical problems relating to the various segments of today's business world.
3. Use desk-top calculators efficiently and demonstrate computer user skills including Internet applications.
4. Understand the theory of occupation behavior, the basis of human motivation, cultural diversity, organizational structure, and the leader/manager's role in developing a sound behavioral climate in the business organization.
5. Communicate effectively--verbal and written--in order to function in the world of work.
6. Emphasize skills in one or more areas of business as well as possess "generalist" skills.
7. Participate in a supervised volunteer community service experience (SCC only).
8. Understand international business concepts.

### Career Opportunities

The student who doesn't wish to specialize in one specific business area will nevertheless find many employment opportunities. Many firms, especially those looking for management trainees, are primarily interested in hiring persons having a broad general background. Most employment opportunities in the Spokane area for the general business graduate would be with retailers, wholesalers and small businesses which now employ a large percentage of all workers in private industry.

**POTENTIAL POSITIONS INCLUDE:** accounting clerk, bank clerk, credit clerk, general office clerk, loan application clerk, management trainee, sales, distribution, customer service, and information input specialist. Salaries in Spokane range from approximately \$8.00 per hour and up depending on an individual's skills, experience, motivation, and attitude as well as the student's ability to sell herself/himself at the interview.

**Suggested Course of Study 2007-2008**

**Consult Adviser/Counselor for Program Planning and Selection of Electives**

**BUSINESS, GENERAL**  
A.A.S. Degree: SFCC

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<p><b>FIRST YEAR</b></p> <p><b>First Quarter</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right;">Credits</th> </tr> </thead> <tbody> <tr> <td>BT 100 Keyboarding for Computers<sup>1</sup></td> <td style="text-align: right;">1</td> </tr> <tr> <td>BT 107 Business Communications<sup>2</sup></td> <td style="text-align: right;">3</td> </tr> <tr> <td>GBUS 101 Introduction to Business</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="padding-left: 20px;">Business Elective<sup>3</sup></td> <td style="text-align: right;">3</td> </tr> <tr> <td style="padding-left: 20px;">General Elective</td> <td style="text-align: right;"><u>5</u></td> </tr> <tr> <td></td> <td style="text-align: right;">17</td> </tr> </tbody> </table> <p><b>Second Quarter</b></p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>BT 108 Business Communications<sup>2</sup></td> <td style="text-align: right;">3</td> </tr> <tr> <td>GBUS 103 Basic Business Math and Electronic Calculators</td> <td style="text-align: right;">5</td> </tr> <tr> <td>GBUS 108 eBusiness</td> <td style="text-align: right;">2</td> </tr> <tr> <td style="padding-left: 20px;">General Elective</td> <td style="text-align: right;"><u>5</u></td> </tr> <tr> <td></td> <td style="text-align: right;">15</td> </tr> </tbody> </table> <p><b>Third Quarter</b></p> <table style="width: 100%; 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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>		Credits	ACCT 101 Principles of Accounting <sup>5</sup>	5	ECON 201 Introduction to Macroeconomics	5	Business Electives <sup>3</sup>	<u>5</u>		15	ACCT 121 Payroll Procedures	3	ACCT 122 Business Tax Accounting	1	GBUS 205 Business Law	5	Business Electives <sup>3</sup>	<u>5</u>		14	GBUS 280 Human Relations in Business	5	Business Electives <sup>3</sup>	6	General Elective	<u>3</u>		14	CAPPS 102 Introduction to Office	1	CAPPS 110 Word	1	CAPPS 112 Excel	1	CAPPS 114 Access	1	CAPPS 116 PowerPoint	1
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