



**2007-2008 Career Planning Guide**  
**CERTIFIED PROFESSIONAL SECRETARY**  
**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:** Credit by Nontraditional Means

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

**Tuition and Fees**

**Approximate Quarterly Cost:** (subject to change without notice)  
Books \$ 200-300

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

### **Program Description**

Administrative assistants today are rewarded for their efforts to develop a broad knowledge of their own field and the business world by being awarded the title Certified Professional Secretary (CPS). This title is earned by those who meet the qualifications established by the Institute for Certification, an organization sponsored by International Association of Administrative Professionals.

Students who complete a two-year post secondary administrative assistant program in an accredited college such as SCC or SFCC may take the examination before they fulfill work experience requirements which are outlined as follows:

- Students who complete a two-year program in an accredited school and pass the CPS examination must complete three years of verified office experience.
- Students who complete a bachelor's or advanced degree program and pass the CPS examination must complete two years of verified administrative assistant experience.

Successful completion of the work experience requirements and the examination will permit candidates to receive the CPS certification.

Students who have successfully completed 15 to 30 quarter hours of credit at a college within Community Colleges of Spokane may be granted further credit of up to 60 quarter hours upon completing the requirements of the CPS examination.

Upon completion of the 15-credit-hour residency requirement, 30 credits may be granted. Upon completion of the 30-credit-hour residency requirement, 60 credits may apply toward the requirements for an associate in applied science or associate of arts degree at either SCC or SFCC. The designation as a certified professional secretary may permit specific credit to be given, up to 60 credits for the following courses:

### **Career Opportunities**

Students earning the Certified Professional Secretary rating show future employers their sincerity in career awareness in the administrative professional field.

## Suggested Course of Study 2007-2008

Consult Adviser/Counselor for Program  
Planning and Selection of Electives

### CERTIFIED PROFESSIONAL SECRETARY

Credit by Nontraditional Means: SFCC

		Credits			Credits	
ACCT	101	Principles of Accounting	5	BT	272 Business Correspondence	5
ACCT	102	Principles of Accounting	5	CAPPS	110 Word	5
BT	101	Keyboarding	5	CIS	101 Technical Introduction to Computer Information Systems <u>or</u>	
BT	102	Document Processing	5	CIS	110 Introduction to Computer Applications	5
BT	103	Formatting	5	CIS	255 BASIC Language for Business	5
BT	107	Business Communications <u>and</u>		ECON	201 Introduction to Macroeconomics	5
BT	108	Business Communications <u>or</u>		ECON	202 Introduction to Microeconomics	5
BT	109	Business Communications	5-6	GBUS	101 Introduction to Business	5
BT	165	Word Processing	5	GBUS	103 Basic Business Math and Electronic Calculators	5
BT	201	Information Processing	5	GBUS	104 Business Mathematics	5
BT	231	Office Procedures	5	GBUS	205 Business Law	5
BT	233	Directed Office Practice	6	GBUS	280 Human Relations in Business	5
BT	240	Administrative Office Procedures	8	MMGT	231 Human Resource Management	5
BT	255	Business Productivity Tools	3			
BT	260	Administrative Office Management	5			

The request for granting of these credits by nontraditional means should be directed to the Vice President of Student Services at SFCC.

**Disclaimer:** 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.