



2007-2008 Career Planning Guide
OFFICE ASSISTANT
Spokane Falls Community College

Spokane Falls Community College
3410 West Fort George Wright Drive
Spokane, Washington 99224-5288
www.spokanefalls.edu

Completion Award: Certificate

Start: Fall, Winter, Spring, Summer

Tuition and Fees

Approximate Quarterly Cost: (subject to change without notice)

Books	\$	175
Supplies and Equipment	\$	25

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

Program Description

The office assistant certificate, a three-quarter program of study, prepares students for entry-level office positions. Students receiving this certificate possess skills in keyboarding and formatting, computer software applications, records management, beginning bookkeeping procedures, and business communications.

Students are prepared to greet customers, make and receive telephone calls, format correspondence and reports, maintain business files, and perform general office duties as assigned.

Students have the opportunity to bridge the gap between the classroom and the working world by participating in cooperative work-classroom experience.

Career Opportunities

Opportunities for employment in both large and small offices should be excellent for those completing this certificate program.

POTENTIAL POSITIONS INCLUDE: receptionist, general office clerk, records management clerk, data entry clerk, office assistant and customer service assistant.

OFFICE ASSISTANT

Certificate: SFCC

Certificate

First Quarter			Credits
BT	101	Keyboarding ¹	5
BT	107	Business Communications ²	3
GBUS	102	Math Skills for Business	3
GENST	106	College Success	3
IS	160	Internet Fundamentals	<u>1</u>
			15

Second Quarter

ACCT	103	Fundamental Bookkeeping Procedures	3
BT	102	Document Processing	5
BT	108	Business Communications ²	3
CAPPS	112	Excel	1
CAPPS	114	Access	1
CAPPS	116	PowerPoint <u>or</u>	
CAPPS	120	Outlook	<u>1</u>
			14

Third Quarter

BT	155	Records Information Management	3
BT	160	Job Preparation Techniques	3
BT	231	Office Procedures	5
BT	266	Cooperative Education Seminar	1
BT	267	Cooperative Education Work Experience	1
BT	272	Business Correspondence	<u>5</u>
			18

47 credits are required for a certificate.

¹ Students may take BT 102 if they possess keyboarding skills at 35 wpm and knowledge of business document formatting. Permission of instructor is recommended.

² ENG 101 may be substituted.

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.