



2007-2008 Career Planning Guide
COMPUTING-SOFTWARE APPLICATIONS
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	\$	120
Supplies and Equipment	\$	10

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

Program Description

The computing–software applications certificate program is designed to meet the growing need for computer skills in daily business operations. Students and members of the business community need computer training for current and future employment. Students will develop speed and accuracy on the keyboard, develop skills in troubleshooting routine computer problems, and develop a solid foundation with current application software. A capstone course will integrate software knowledge into a simulated business project.

The primary goal of the certificate program is to teach students to use the computer for daily business operations. Special attention is given to “hands-on” experience using popular software applications.

This certificate will increase value in the workplace.

Career Opportunities

Employers today are eager to find employees who, in addition to being trained in their area of expertise, possess computer software application skills. When the computing–software applications certificate accompanies an A.A.S. degree or a working person earns a certificate, they enhance their skills and improve their employability.

COMPUTING-SOFTWARE APPLICATIONS

Certificate: SFCC

CERTIFICATE

First Quarter			Credits
BT	101	Keyboarding	5
CAPPS	104	Windows	1
CAPPS	110	Word	3
IS	120	Business Computer Use	3
IS	160	Internet Fundamentals	<u>1</u>
			13

Second Quarter			
CAPPS	112	Excel	3
CAPPS	114	Access	3
CAPPS	116	PowerPoint	3
CAPPS	120	Outlook	1
IS	142	Hardware Fundamentals	3
IS	143	Operating System Fundamentals	<u>2</u>
			15

Third Quarter			
BT	160	Job Preparation Techniques	3
BT	201	Information Processing	5
BT	270	Office Computer Support or	
IS	144	Programming Fundamentals	3
IS	210	Internet Programming I	<u>1</u>
			12

40 credits are required for a certificate.
 Clock hours are 536-560.

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.