



2007-2008 Career Planning Guide

ADMINISTRATIVE/COMPUTER SPECIALIST

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 \$ 250

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

Program Description

This curriculum is designed to prepare students for careers as management information specialists, salespersons for vendors or retailers of microcomputer hardware and software, or technical support specialists. The beginning classes provide students with basic computer processing concepts and skills, along with necessary related accounting, management and communication skills. The advanced classes develop skills in microcomputer applications for business systems, operating systems and local area networks. Topics include programming, system software concepts, using applications packages, data base concepts, telecommunications and support of end users.

Career Opportunities

Qualified graduates of the Administrative/Computer Specialist degree are prepared for unlimited opportunities in a variety of small to medium sized businesses. Graduates also have the opportunity to further their education at a four-year institution.

POTENTIAL POSITIONS INCLUDE: management information specialists, salespersons, technical support specialists, office managers, information processing supervisors, and end-user managers. Because of the heavy reliance on technology in the business world, more businesses are requiring technically competent and computer capable employees.

Suggested Course of Study 2007-2008

Consult Adviser/Counselor for Program Planning and Selection of Electives

ADMINISTRATIVE/COMPUTER SPECIALIST

A.A.S. Degree: SFCC

A.A.S. Degree	A.A.S. Degree (continued)																																																																																																																																																																
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Permission of instructor recommended.</p> <p>² ENG 101 may be substituted.</p> <p>³ GBUS 103 may be substituted.</p> <p>⁴ Students may take ACCT 103 (3 credits) AND two credits of approved accounting credits. Permission of instructor.</p> <p>See department for listing of approved electives.</p> <p>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.</p>				Credits	BT	257	Presentation Graphics/Publishing	3	BT	272	Business Correspondence	5	GRDSN	126	Web Production	2	IS	162	Data Communications and Networks	3	IS	210	Internet Programming I	<u>3</u>				16	BT	255	Business Productivity Tools	3	BT	260	Administrative Office Management	5	IS	164	Network Management	5			Elective	<u>2</u>				15	BT	160	Job Preparation Techniques	3	BT	201	Information Processing	5	BT	285	Administrative Professional Internship	2			Elective	<u>4</u>				14
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