



2007-2008 Career Planning Guide

BUSINESS OCCUPATIONS

Spokane Community College

Spokane Community College
1810 North Greene Street
Spokane, Washington 99217-5399
www.scc.spokane.edu

Completion Award: Certificate

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://www.scc.spokane.edu/?progs>

Program Description

The business occupations certificate is designed to provide a balanced survey of business knowledge and skills that are core to the general business associate in applied science degree program and most other business A.A.S. degree programs. All students graduating from this program must have a minimum grade of 2.0 on each of the Accounting, Economics and General Business required courses. Students must also have a 2.0 cumulative minimum grade point average on all required courses in the program.

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

1. Understand the private enterprise system, basic business math applications, and accounting principles.
2. Communicate effectively – verbal and written – in order to function in the world of work.
3. Develop desk-top 10-key calculator and computer skills.
4. Select business elective classes to meet individual goals, including Supervised Volunteer Experience or co-op work experience to gain current work experience.

Career Opportunities

The student who doesn't wish to specialize in one specific business area will nevertheless find many employment opportunities. Many firms are primarily interested in hiring persons having a broad general background who possess positive work attitudes. Most employment opportunities in the Spokane area for the general business graduate would be with retailers and wholesalers and with small business organizations.

POTENTIAL POSITIONS INCLUDE: Positions will vary according to the specific courses that the student has taken. However, there are a variety of positions that students might pursue such as store clerk, sales associate, basic bookkeeping, and information input specialist, proof machine operator, customer service, telemarketing, general office clerk and trainee. Salaries in the Spokane area will start at approximately \$8.00 per hour with advancement opportunities. An individual's own skills, experience, motivation and attitudes will definitely affect earning power.

BUSINESS OCCUPATIONS

Certificate: SCC

CERTIFICATE

ACCT	151	College Accounting I <u>or</u> higher ³	5
BT	101	Keyboarding ¹	0-5
CIS	110	Introduction to Computer Applications <u>or</u>	
CS	101	Computer Literacy <u>or</u>	
IS	120	Business Computer Use	3-5
GBUS	101	Introduction to Business	5
GBUS	102	Math Skills for Business <u>or</u>	
GBUS	103	Basic Business Math and Electronic Calculators	3-5
GBUS	280	Human Relations in Business <u>or</u>	
MMGT	101	Principles of Management	5
		Business Electives	16-17
		Written Communications - List A	5-6
		Speech Communications - List B ²	<u>3-5</u>
			45-58

45-58 credits are required for a certificate.

¹ Students with keyboarding experience may waive this requirement by passing a department proficiency test at SCC or obtaining a waiver from the business technology chair at SFCC.

² Additional courses in written communications may be substituted for the speech communication list at SFCC only.

³ ACCT 101 may be taken in place of ACCT 151.

List A:

BT	107	Business Communications	3
BT	108	Business Communications	3
BT	109	Business Communications	5
BT	272	Business Correspondence	5
ENG	101	English Composition	5
ENG	201	Advanced English Composition	5

List B:

ENG	109	Speech Composition <u>and</u>	
SPCH	101	Introduction to Speech Communication	5
SPCH	102	Interpersonal Communication	5
SPCH	201	Speech for Business and Professions	3

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.