

Standards for Success

A commitment to excellence in the mastery of business skills and technology is the formula used at Clark College to prepare students for career success today and in the future.

Through close association with business representatives in the community, Clark College faculty have developed a curriculum based upon the knowledge, job skills, and professional attitudes needed to meet the challenge of the workplace.

The goals for those studying business at Clark College may include:

- Acquiring immediate skills to enter the job market
- Increasing earning potential
- Expanding career options
- Personal growth
- Transferring to a four-year degree college or university



ClarkCollege *The Next Step*



College Abilities

Clark College has identified six college-wide abilities that help students apply what they learn. The core abilities are taught across the curriculum and students continually practice and improve their skills in the six areas.

Communication

The ability to understand and deliver written, spoken and visual communication clearly and accurately.

Critical Thinking/Problem Solving

The ability to formulate, evaluate and synthesize facts, data, ideas, assumptions, values and points of view.

Effective Citizenship

The ability to identify community issues; evaluate and respect various opinions and values; and articulate one's own perspective.

Global/Multicultural Perspectives

The ability to identify, analyze and demonstrate how culture shapes world perceptions, values and behaviors.

Lifelong Learning

The ability to set and revise goals, access resources and assume responsibility for one's own learning.

Information/Technology

The ability to identify resources; retrieve and manage data; interpret, evaluate and use information; and adapt to changing technologies.

Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director for Equity and Diversity
Baird Administration Building
(360) 992-2355
(360) 992-2835 (TTY)

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Business Administration

Accounting Clerk Accounting



- Certificate of Proficiency in Accounting Clerk
– *Three-quarter program*
- Associate in Applied Science Degree in Accounting
– *Two-year program*



Accounting Clerk Accounting

The Business Administration program teaches individuals how to maintain a competitive edge in business today through theory and practical application.

Whether you are intending to work for yourself or for someone else, our professional-technical training programs are specially designed to meet your needs. Our Business Administration graduates have found successful positions in accounting, sales and service, merchandising, and management.

Computer Training

Computers have revolutionized the business world. Clark College's business administration courses provide a solid foundation in using computers for business functions. Students receive practical, hands-on training using current equipment and software programs. Classes are designed to closely reflect the needs of business. Computers are available for class use and individual practice.

In the Tutoring Center, students can receive one-on-one assistance and use PC tutorials for skill practice and assignments.

Students must complete all specifically listed courses and major area requirements with a minimum grade of "C" or better in order to successfully complete the program and earn the award.



Accounting Clerk

Certificate of Proficiency

This program is designed to prepare the student for an entry-level position in accounting as an accounting system operator, an accounting clerk, or a bookkeeper in a computerized environment. Special emphasis is placed on learning the computer skills of today as well as the ability to adapt to the computer skills of the future.

Major Area Requirements

First Quarter

BTEC	087	Applied Office English	3 credits
BTEC	101	Beginning Keyboarding*	3 credits
	or 190	Refresher Keyboarding*	3 credits
BUS	028	Basic Accounting Procedures	3 credits
MATH	065	Fundamentals of Business Math	5 credits

Second Quarter

BTEC	136	Business Calculators	5 credits
BTEC	149	Microcomp. Application Essentials	3 credits
BUS	029	Basic Accounting Procedures	3 credits
BUS	101	Introduction to Business	5 credits
	or		
MGMT	100	The Business Environment	5 credits

Third Quarter

BTEC	147	Professional Self-Development	2 credits
BTEC	170	Excel for Business	5 credits
BUS	036	Accounting Applications	3 credits
BUS	130	Computerized Accounting	5 credits
BUS	199	Cooperative Work Experience	2 credits

Total Credits Required 48 credits
(including General Education Requirements)

* Register for BTEC 100.

Refer to the Degree & Certificate Requirements section in the Clark College Catalog to identify the courses needed to satisfy the General Education Requirements.

Accounting

Associate in Applied Science Degree

The accountant's work is to take the pulse of business and to aid in the efficient management of business enterprises. Completion of this two-year program prepares the graduate for entry-level employment in private or public accounting.

Major Area Requirements

First Quarter

BTEC	101	Beginning Keyboarding*	3 credits
	or 190	Refresher Keyboarding*	3 credits
BUS	101	Introduction to Business	5 credits
	or		
MGMT	100	The Business Environment	5 credits
MATH	090	Elementary Algebra	5 credits
	or 095	Intermediate Algebra	5 credits

Second Quarter

BTEC	136	Business Calculators	5 credits
BTEC	150	Microcomp. Business Applications	5 credits
MATH	095	Intermediate Algebra	5 credits

Third Quarter

BUS	224	Business Law	5 credits
ENGL	101	English Composition	5 credits

Fourth Quarter

BUS	203	Descriptive Statistics	3 credits
BUS	231	Principles of Accounting	5 credits
ECON	201	Macroeconomics	5 credits

Fifth Quarter

BTEC	170	Excel in Business	5 credits
BUS	232	Principles of Accounting	5 credits
ECON	202	Microeconomics	5 credits

Sixth Quarter

BUS	130	Computerized Accounting	5 credits
BUS	233	Managerial Accounting	5 credits

Total Credits Required 91-93 credits
(including General Education Requirements)

* Register for BTEC 100.

Refer to the Degree & Certificate Requirements section in the Clark College Catalog to identify the courses needed to satisfy the General Education Requirements.

www.clark.edu

For more information, see the Clark College Catalog or contact the General Advising Office at (360) 992-2345
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