

## 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)

## Business Administration

# Business Administration



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



# Business Administration

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.

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.



## Business Administration

### Certificate of Proficiency

This certificate is designed to provide basic training in business applications, emphasizing skills that are necessary within the business environment. Full credit for all courses completed for this certificate applies to the Business Administration Associate in Applied Science degree.

### Major Area Requirements

#### First Quarter

BTEC	100	Keyboarding or Elective	0-3 credits
BUS	028	Basic Accounting Procedures	3 credits
BUS	101	Introduction to Business	5 credits
or			
MGMT	100	The Business Environment	5 credits

#### Second Quarter

BTEC	150	Computer Business Applications	5 credits
BUS	029	Basic Accounting Procedures	3 credits
CMST	201	Small Group Communication	5 credits
MATH	065	Fundamentals of Business Math	5 credits

#### Third Quarter

BTEC	147	Professional Self-Development	2 credits
BUS	036	Accounting Applications	3 credits
BUS	199	Cooperative Work Experience	5 credits
BUS	260	Principles of Marketing	5 credits
MGMT	101	Principles of Management	3 credits

**Total Credits Required** **47-50 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.

## Business Administration

### Associate in Applied Science Degree

The Business Administration Applied Science degree is designed for the student who wishes to complete a general business program rather than one of the specialty areas. This degree requires a core of business courses as well as additional courses that can be structured to meet a student's individual needs.

### Major Area Requirements

In addition to completing all courses for the Certificate of Proficiency, students must also complete the following three quarters and all other requirements as prescribed in the Degree Requirements section of the Clark College Catalog.

#### Fourth Quarter

Additional Major Core Requirements \* 5-6 credits

#### Fifth Quarter

CMST	101	Public Speaking	5 credits
ECON	101	Introduction to Economics	3 credits
or	201	Macroeconomics	5 credits
Additional Major Core Requirements *			
			5-6 credits

#### Sixth Quarter

Additional Major Core Requirements \* 3-5 credits

**Minimum Credits Required** **90 credits**  
*(including General Education Requirements)*

\* Select a minimum of 15 credits from the following with the advice of your advisor: Business Administration (BUS); Economics (ECON); Supervisory Management (MGMT); or Microcomputer Applications (BTEC only—six credits maximum).

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