

Computer Training and Work Experience

Clark College's business technology 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 business resource lab students can receive one-on-one tutoring and use PC tutorials and business calculators for skill practice and assignments.

Through Cooperative Education and Work Study programs, many students have the opportunity to gain practical work experience in positions related to their fields of study before graduation. Southwest Washington companies who hire Clark College graduates include:

- Georgia Pacific
- Nordstrom
- Hewlett-Packard
- Farmers Insurance
- Moss Adams Accountants
- Clark Public Utilities



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)



Administrative Assistant



- Become part of the management team
- Associate in Applied Science Degree in Administrative Assistant
- Two-year program



Administrative Assistant

The office professional is indispensable in every business, industry, and agency in the United States. Career advancement is readily available for the individual who develops a high degree of skill in technology, management, communication, and human relations.

Today, administrative assistants are a part of the management team. They perform and coordinate office activities and ensure that information gets disseminated in a timely fashion to staff and clients. Management and other support staff rely on them to keep administrative operations under control. The administrative assistant is an entry-level professional administrator in many organizations.

Administrative assistants must be proficient in keyboarding and communication skills (verbal and written) and possess good interpersonal communication skills. Continuing technological changes also require them to be adaptable and versatile. Training should include a thorough knowledge of microcomputer applications. Nationally, this occupation is expected to grow more than the average for all occupations, while an average growth is anticipated in the State of Washington through the next decade.



Administrative Assistant

Associate in Applied Science Degree

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.

Major Area Requirements

First Quarter

BTEC	082	Professional Spelling & Proofreading Skills	2 credits
BTEC	101	Beginning Keyboarding *	3 credits
	or	190 Refresher Keyboarding *	3 credits
BTEC	131	Filing and Records Management	3 credits
ENGL	101	English Composition	5 credits
MATH	065	Fundamentals of Business Math	5 credits

Second Quarter

BTEC	107	Business English	5 credits
BTEC	122	Word for Business	5 credits
BTEC	136	Business Calculators	5 credits

Third Quarter

BTEC	102	Document Formatting *	3 credits
BTEC	160	Web Page Introduction: FrontPage	3 credits
BTEC	165	PowerPoint Presentation	3 credits
ENGL	212	Business Communications	3 credits

Fourth Quarter

BTEC	141	Business Technology Seminar	2 credits
	or	143 Business Technology Seminar	2 credits
	or	145 Business Technology Seminar	2 credits
	and	199 Cooperative Work Experience	2-3 credits
	or	147 Professional Self-Development	2 credits
BTEC	170	Excel for Business	5 credits
BUS	101	Introduction to Business	5 credits
CTEC	102	Introduction to Windows	3 credits

Fifth Quarter

BTEC	010	Speed and Accuracy Building	3 credits
BTEC	141	Business Technology Seminar	2 credits
	or	143 Business Technology Seminar	2 credits
	or	145 Business Technology Seminar	2 credits
	and	199 Cooperative Work Experience	2-3 credits
BTEC	175	Access for Business	5 credits
CMST	201	Small Group Communication	5 credits
	or	211 Interpersonal Communication	5 credits

Sixth Quarter

BTEC	141	Business Technology Seminar	2 credits
	or	143 Business Technology Seminar	2 credits
	or	145 Business Technology Seminar	2 credits
	and	199 Cooperative Work Experience	2-3 credits
BTEC	211	Administrative Procedures	5 credits
BTEC	212	E-Commerce: Introduction to Business on the Web	3 credits

Total Credits Required

101-106 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.