

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)

Business Technology

Office Software Applications/ Business Software Applications Specialist



- Certificate of Proficiency in Office Software Applications
- *Three-quarter program*
- Associate in Applied Science Degree in Business Software Applications Specialist
- *Two-year program*



Office Software Applications/ Business Software Applications Specialist

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 business technology, management, communication, and human relations.

Many software applications specialist positions are available in the business world with a wide range of responsibilities. Training for higher-level positions should provide skills in a variety of micro-computer software including Internet as well as a basic knowledge of business.

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.

Office Software Applications

Certificate of Proficiency

This program is designed for students who have had prior training in computer software applications and office skills. Students with no prior training should consider entering the two-year program. Prerequisites for enrollment: Ability to keyboard at 30 wpm (certified by a keyboarding test) and successful completion of English 101.

Students will be required to work part-time in an office during their last quarter.

Major Area Requirements

First Quarter

BTEC	122	Word for Business	5 credits
BTEC	165	PowerPoint Presentation	3 credits
CTEC	102	Introduction to Windows	3 credits
MATH	065	Fundamentals of Business Math	5 credits

Second Quarter

BTEC	160	Web Page Introduction: Front Page	3 credits
BTEC	170	Excel for Business	5 credits
BUS	101	Introduction to Business	5 credits
CMST	201	Small Group Communication	5 credits
or	211	Interpersonal Communication	5 credits

Third Quarter

BTEC	147	Professional Self-Development	2 credits
or	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
BTEC	212	E-Commerce: Introduction to Business on the Web	3 credits
BUS	211	Business Communications	3 credits

Total Credits Required **50-53 credits**

(including General Education Requirements)

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

Business Software Applications Specialist

Associate in Applied Science Degree

Major Area Requirements

First Quarter

BTEC	082	Spelling Skills	2 credits
BTEC	101	Beginning Keyboarding*	3 credits
or	190	Refresher Keyboarding*	3 credits
BTEC	131	Filing and Records Management	3 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	160	Web Page Introduction: FrontPage	3 credits
BTEC	165	PowerPoint Presentation	3 credits
CMST	201	Small Group Communication	5 credits
or	211	Interpersonal Communication	5 credits
ENGL	101	English Composition	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

Sixth Quarter

BTEC	141	Business Technology Seminar	2 credits
or	143	Business Technology Seminar	2 credits
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
CTEC	105	Introduction to the Internet	3 credits
ENGL	212	Business Communications	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.