

## 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)



# Clerical Assistant Receptionist



- Certificate of Achievement in Clerical Assistant
- Certificate of Achievement in Receptionist
- Two-quarter programs



# Clerical Assistant Receptionist

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.

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.



## Clerical Assistant *Certificate of Achievement*

Clerical assistants are all-around office workers who perform many clerical duties which are important for the smooth operation of an office. They may file records; compile reports; tabulate and post data in record books; prepare and mail bills, receipts, invoices, and similar items; and operate calculators, copiers, and computers.

### Major Area Requirements

#### First Quarter

BTEC	082	Professional Spelling & Proofreading Skills	2 credits
BTEC	087	Applied Office English	3 credits
BTEC	101	Beginning Keyboarding *	3 credits
	or	190 Refresher Keyboarding *	3 credits
BTEC	131	Filing and Records Management	3 credits
BTEC	147	Professional Self-Development	2 credits
BTEC	149	Computer Application Essentials	3 credits
HDEV		Human Development Course	1 credit

#### Second Quarter

BTEC	122	Word for Business	5 credits
BTEC	136	Business Calculators	5 credits
BTEC	141	Business Technology Seminar	2 credits
	or	143 Business Technology Seminar	2 credits
	or	145 Business Technology Seminar	2 credits
BTEC	170	Excel for Business	5 credits
BTEC	199	Cooperative Work Experience	2 credits

### Recommended Elective (Not Required)

CMST	201	Small Group Communication	5 credits
	or	211 Interpersonal Communication	5 credits

**Total Credits Required** **36 credits**

\* Register for BTEC 100

## Receptionist *Certificate of Achievement*

Large and small organizations employ receptionists to receive callers, determine the nature of business, and direct callers to destinations. Receptionists, particularly in small offices, perform other duties including keyboarding, e-mailing, filing, records management and customer service. Employment outlook shows this occupation is expected to grow much faster than the average growth for all occupations in the next decade.

### Major Area Requirements

#### First Quarter

BTEC	082	Professional Spelling & Proofreading Skills	2 credits
BTEC	087	Applied Office English	3 credits
BTEC	101	Beginning Keyboarding *	3 credits
	or	190 Refresher Keyboarding *	3 credits
BTEC	131	Filing and Records Management	3 credits
BTEC	147	Professional Self-Development	2 credits
BTEC	149	Computer Application Essentials	3 credits
BUS	110	Customer Service	3 credits

#### Second Quarter

BTEC	122	Word for Business	5 credits
BTEC	136	Business Calculators	5 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
		Electives	3 credits

### Recommended Elective (Not Required)

CMST	201	Small Group Communication	5 credits
	or	211 Interpersonal Communication	5 credits

**Total Credits Required** **36-37 credits**

\* Register for BTEC 100