



### 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)

## 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



# Office Assistant Office Support Specialist



- Certificate of Proficiency in Office Assistant - Three-quarter program
- Certificate of Achievement in Office Support Specialist - Two-quarter program



# Office Assistant Office Support 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.

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 Assistant *Certificate of Proficiency*

An office assistant compiles data and keyboards on a computer in performance of clerical duties to maintain business records and reports. A variety of other duties usually performed are filing, sorting mail, answering the telephone, posting data, and computing amounts on calculators.

### Major Area Requirements

#### First Quarter

BTEC	082	Professional Spelling & Proofreading Skills	2 credits
BTEC	101	Beginning Keyboarding *	3 credits
	190	Refresher Keyboarding *	3 credits
BTEC	131	Filing and Records Management	3 credits
BTEC	136	Business Calculators	5 credits

#### Second Quarter

BTEC	107	Business English	5 credits
BTEC	122	Word for Business	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
	or 147	Professional Self-Development	2 credits
BTEC	150	Computer Business Applications	5 credits

#### Third Quarter

BTEC	102	Document Formatting*	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	211	Administrative Procedures	5 credits
CMST	201	Small Group Communication	5 credits
	or 211	Interpersonal Communication	5 credits

### Recommended Elective (Not Required)

BTEC	010	Speed and Accuracy Building	3 credits
<b>Total Credits Required</b>			<b>47-51 credits</b>
<i>(including General Education Requirements)</i>			

\* 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.

## Office Support Specialist *Certificate of Achievement*

This two-quarter program enables students to become computer literate, gain competency working with current business software applications, and learn to perform office functions. Students will be proficient in Word, Excel, and PowerPoint software in addition to the operational techniques of electronic calculators. They will gain knowledge of grammar and punctuation skills and records management.

### Major Area Requirements

#### First Quarter

BTEC	087	Applied Office English	5 credits
	and	2 Credit Elective	5 credits
BTEC	101	Beginning Keyboarding *	3 credits
	or 190	Refresher Keyboarding *	3 credits
BTEC	131	Filing and Records Management	3 credits
BTEC	136	Business Calculators	5 credits
BTEC	147	Professional Self-Development	2 credits

#### Second Quarter

BTEC	122	Word for Business	5 credits
BTEC	141	Business Technology Seminar	2 credits
	or 143	Business Technology Seminar	2 credits
	or 145	Business Technology Seminar	2 credits
BTEC	165	PowerPoint Presentation	3 credits
BTEC	170	Excel for Business	5 credits
BTEC	199	Cooperative Work Experience	2 credits
HDEV		Human Development Course	1 credit

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

\* Register for BTEC 100.