



### 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. South-west Washington companies who hire Clark College graduates include:

- Georgia Pacific
- Farmers Insurance
- Nordstrom
- Moss Adams Accountants
- Hewlett-Packard
- 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, political affiliation, creed, disabled veteran status, marital status, honorably discharged veteran or Vietnam-era veteran status in its programs and activities.

Revised 10/24/2008 • This publication was printed with funds from the Carl D. Perkins Act.

### Business Technology

## Office Skills



- Certificate of Completion
- Short Term Training
- Three Award Options





## Office Skills

Professional skills that can prepare you for the job market in just three months are available through the Clark College Business Technology department.

The Certificate of Completion is designed for students who wish to gain entry level skills or for those who wish to upgrade their skills in a short period of time. Certificates of Completion typically consist of three to four courses. They are awarded by the department with approval of the program advisory committee and the Office of Instruction. The courses can be taken simultaneously or individually as your schedule allows. Certificates of Completion are not recorded on the student's Clark College transcript.

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 Skills-Module I

*Certificate of Completion*

#### Major Area Requirements

BTEC	082	Professional Spelling & Proofreading Skills	(20 hours)
BTEC	087	Applied Office English	(30 hours)
BTEC	100	Keyboarding	
or	190	Refresher Keyboarding	(30 hours)

#### Program Competencies

- Proficient in using English spelling words correctly in business correspondence and communication.
- Proficient in basic writing skills for business letters and memorandums including word usage, grammar, sentence structure, and punctuation.
- Proficient at keyboarding business documents including business letters, memorandums, tables and reports using Microsoft Word at a minimum keyboarding speed of 30 wpm.

### Office Skills-Module II

*Certificate of Completion*

#### Major Area Requirements

BTEC	131	Filing and Records Management	(30 hours)
BTEC	147	Professional Self-Development	(20 hours)
BTEC	149	Computer Application Essentials	(30 hours)
or		Software: Microsoft Office Professional Suite 2003	
BTEC	150	Computer Business Applications	(50 hours)

#### Program Competencies

- Proficient in using indexing rules, coding, and filing for alphabetic, numeric, geographic, and subject filing systems Knowledge of records storage including equipment and supplies.
- Knowledge of professional concepts for individuals in business including customer service skills, interpersonal communications, work ethics, team building, job applications, interviewing techniques, résumés, and professional attire.
- Ability to produce routine business documents using Microsoft Office Professional Suite 2003.

### Office Skills-Module III

*Certificate of Completion*

#### Major Area Requirements

BTEC 122	Word for Business	(50 hours)
BTEC 141	Business Technology Seminar	(20 hours)
or 143	Business Technology Seminar	(20 hours)
or 145	Business Technology Seminar	(20 hours)
BTEC 199	Cooperative Work Experience	(20 hours)

#### Program Competencies

- Proficient at using Microsoft Word to create, edit, format, manage files, and print basic letters, tables, memos, and reports. Demonstrated proficiency in using merged form letters, envelopes, mailing labels, outlines, styles and templates.
- Knowledge of human relations including customer service skills, work ethics, team building, office organization and supervision, job application, interviewing techniques, résumés, and professional attire.
- Minimum of 100 hours work experience in business and office environment.