



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



Computer Applications Skills



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



Computer Applications 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.

Computer Applications Skills

Module I
Certificate of Completion

Major Area Requirements

Prerequisite	Keyboarding	30 wpm
BTEC 122	Word for Business	(50 hours)
BTEC 165	PowerPoint Presentations	(30 hours)
CTEC 102	Introduction to Windows	(30 hours)

Computer Applications Skills

Module II
Certificate of Completion

Major Area Requirements

BTEC 170	Excel for Business	(50 hours)
BTEC 175	Access for Business	(50 hours)
MGMT 126	Project Management	(30 hours)

Computer Applications Skills

Module III
Certificate of Completion

Major Area Requirements

BTEC 160	Web Page Introduction: FrontPage	(30 hours)
BTEC 212	E-Commerce: Intro to Business on the Web	(30 hours)
CTEC 105	Introduction to the Internet	(30 hours)
GRCP 120	Photoshop Fundamentals	(40 hours)

