

**ACCOUNTING PROGRAMS**

**Accounting**  
**Associate in Applied Science Degree**

Core Courses

ACCT 113	Introduction to Accounting I	5-10
<b>and</b>		
ACCT 114	Introduction to Accounting II	
<b>or</b>		
ACCT& 201	Principles of Accounting I	
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
ACCT 175	Business/Payroll Tax Accounting	3
ACCT 176	Computerized Accounting Functions	3
ACCT 220	Federal Income Tax I	5
BA 150	Fundamentals of Finance	5
<b>Credits Required</b>		<b>31-36</b>

Support Courses Options

**Math and Computing Skills**

BA 104	Mathematics for Business	3-5
<b>or</b>		
MATH 101	Applications of Algebra (or higher)	
CIS 102	Microcomputer Applications	3
CIS 131	Access	5
CIS 140	Word Processing Applications	5
CIS 150	Excel	5
CIS 251	Management of Information Systems	5
OFTC 115	Electronic Math Applications	3
<b>Credits Required</b>		<b>29-31</b>

**Business Skills**  
*(select 4 of the following)*

BA 174	Small Business Management	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
BUS& 101	Introduction to Business	5
BUS& 201	Business Law	5
ECON& 202	Macro Economics	5
<b>Credits Required</b>		<b>20</b>

General Education Courses

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
SPCH 101	Fundamentals of Speech	3-5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	
<b>Credits Required</b>		<b>11-15</b>
<b>Minimum Credits Required</b>		<b>91+</b>

**Accounting/Bookkeeping  
 Certificate of Completion**

Core Courses

ACCT 113	Introduction to Accounting I	10
<b>and</b>		
ACCT 114	Introduction to Accounting II	
<b>or</b>		
ACCT& 201	Principles of Accounting I	
<b>and</b>		
ACCT& 202	Principles of Accounting II	
ACCT 175	Business/Payroll Tax Accounting	3
ACCT 176	Computerized Accounting Functions	3
ACCT 220	Federal Income Tax I	5
<b>Credits Required</b>		<b>21</b>

Support Courses

BA 174	Small Business Management	5
<b>or</b>		
BUS& 101	Introduction to Business	
BA 104	Mathematics for Business	3-5
<b>or</b>		
MATH 101	Applications of Algebra (or higher)	
CIS 102	Microcomputer Applications	3
CIS 140	Word Processing Applications	5
CIS 150	Excel	5
OFTC 115	Electronic Math Applications	3
<b>Credits Required</b>		<b>24-26</b>

General Education Courses

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>8-10</b>
<b>Minimum Credits Required</b>		<b>53</b>

Accounting  
 Accounting/  
 Bookkeeping

**Bookkeeping**

**Certificate of Achievement**

Prerequisite Requirements

Basic working knowledge of computers or CIS 102.

<u>Core Course</u>		<u>Credits</u>
ACCT 113	Introduction to Accounting I	5
ACCT 175	Business/Payroll Tax Accounting	3
ACCT 176	Computerized Accounting Functions	3
CIS 150	Excel	5
<b>Minimum Credits Required</b>		<b>16</b>

**Retail Bookkeeping**

**Certificate of Achievement**

Prerequisite Requirements

Basic working knowledge of computers or CIS 102.

<u>Core Course</u>		<u>Credits</u>
ACCT 113	Introduction to Accounting I	5
ACCT 175	Business/Payroll Tax Accounting	3
ACCT 176	Computerized Accounting Functions	3
BA 200	E-Commerce and Retailing	5
CIS 150	Excel	5
<b>Minimum Credits Required</b>		<b>21</b>

**AUTOMOTIVE  
TECHNOLOGY PROGRAMS**

Recommended Preparation for AUTO programs.

Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with course titles and descriptions of required program courses in this catalog.

**Automotive Technology  
Associate in Technology Degree**

Prerequisite Requirements

Place in MATH 060 and ENGL 060 or instructor permission is required prior to enrollment in core courses in this program.

<u>Core Courses</u>		<u>Credits</u>
AUTO 111	Brakes/Suspension/Steering	16
AUTO 112	Electrical/Electronics/ABS	16
AUTO 113	Engines/Electrical/ Tune-up/Ignition	16
AUTO 211	Power Train/Transmissions (Manual and Automatic)	16
AUTO 212	Fuel Systems/Electronic/ Computer Controls	16
AUTO 213	Advanced Engine Performance/ Air Conditioning/Heating	16
<b>Credits Required</b>		<b>96</b>

Support Courses

WELD 101	Related Welding I	6
<b>Credits Required</b>		<b>6</b>

General Education Courses

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>13-15</b>

Elective Courses

AUTO 224	Work Experience	1-5
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Elective courses must be approved by the student's academic advisor at Grays Harbor College.

**Minimum Credits Required 116+**  
**3 PE credits**

Bookkeeping

Retail  
Bookkeeping

Automotive  
Technology

Automotive  
Technology

Automotive  
Technology  
Levels 1-6

**Automotive Technology  
Certificate of Completion**

Prerequisite Requirements

Place in MATH 060 AND ENGL 060 or instructor permission is required prior to enrollment in the core courses for this program. Students select any three (3) of the six (6) core courses listed.

<u>Core Courses</u>		<u>Credits</u>
AUTO 111	Brakes/Suspension/Steering	16
AUTO 112	Electrical/Electronics/ABS	16
AUTO 113	Engines/Electrical/ Tune-up/Ignition	16
AUTO 211	Power Train/Transmissions (Manual and Automatic)	16
AUTO 212	Fuel Systems/Electronic/ Computer Controls	16
AUTO 213	Advanced Engine Performance/ Air Conditioning/Heating/ <b>Credits Required</b>	16 <b>48</b>

General Education Courses

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
	<b>Credits Required</b>	<b>13-15</b>

Elective Courses

AUTO 224	Work Experience	1-5
	<i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i>	

**Minimum Credits Required 62**

**Automotive Technology Level 1  
Certificate of Achievement**

<u>Core Courses</u>		<u>Credits</u>
AUTO 111	Brakes/Suspension/Steering	16
	<b>Minimum Credits Required</b>	<b>16</b>

**Automotive Technology Level 2  
Certificate of Achievement**

<u>Core Courses</u>		<u>Credits</u>
AUTO 112	Electrical/Electronics/ABS	16
	<b>Minimum Credits Required</b>	<b>16</b>

**Automotive Technology Level 3  
Certificate of Achievement**

<u>Core Courses</u>		<u>Credits</u>
AUTO 113	Engines/Electrical/ Tune-up/Ignition	16
	<b>Minimum Credits Required</b>	<b>16</b>

**Automotive Technology Level 4  
Certificate of Achievement**

<u>Core Courses</u>		<u>Credits</u>
AUTO 211	Power Train/Transmissions (Manual and Automatic)	16
	<b>Minimum Credits Required</b>	<b>16</b>

**Automotive Technology Level 5  
Certificate of Achievement**

<u>Core Courses</u>		<u>Credits</u>
AUTO 212	Fuel Systems/Electronic/ Computer Controls	16
	<b>Minimum Credits Required</b>	<b>16</b>

**Automotive Technology Level 6  
Certificate of Achievement**

<u>Core Courses</u>		<u>Credits</u>
AUTO 213	Advanced Engine Performance/ Air Conditioning/Heating	16
	<b>Minimum Credits Required</b>	<b>16</b>

**BUSINESS MANAGEMENT PROGRAMS**

**Business Management**

**Associate in Applied Science Degree**

*Entry-level employment for Business Management graduates can happen with a wide variety of potential employers. Business Management students can customize their degree by taking electives that relate to their interests and the potential job market.*

**Core Courses** Credits  
(required of all students)

BA 104	Mathematics for Business	3-5
<b>or</b>		
MATH 101	Applications of Algebra (or higher)	
BA 150	Fundamentals of Finance	5
BA 174	Small Business Management	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
BUS& 101	Introduction to Business	5
<b>Credits Required</b>		<b>28-30</b>

**Additional Core Courses**

*(students select two courses from the following)*

BA 200	E-Commerce and Retailing	5
BUS& 201	Business Law	5
ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5
<b>Credits Required</b>		<b>10</b>

**Support Courses**

ACCT 113	Introduction to Accounting I	
<b>and</b>		
ACCT 114	Introduction to Accounting II	10
<b>or</b>		
ACCT& 201	Principles of Accounting I	
<b>and</b>		
ACCT& 202	Principles of Accounting II	
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
CIS 150	Excel	5
<b>Credits Required</b>		<b>23</b>

**Business Management Degree (continued)**

**General Education Courses** Credits

ENGL& 101	English Composition I	5
ENGL 150	Vocational/Technical/ Business Writing	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
SPCH 101	Fundamentals of Speech	5
<b>Credits Required</b>		<b>18-20</b>

**Electives**

*Elective courses must be approved by the student's academic advisor at Grays Harbor College.*

**Credits Required 7-11**

**Minimum Credits Required 90+  
3 PE credits**

**Business Management Certificate of Completion**

*Select 15 credits along with your academic advisor from the following core courses.*

**Core Courses** Credits

BA 159	Principles of Salesmanship	5
BA 174	Small Business Management	5
BA 200	E-Commerce and Retailing	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
BUS& 101	Introduction to Business	5
<b>Credits Required</b>		<b>15</b>

**Support Courses**

ACCT 113	Introduction to Accounting I	
<b>and</b>		
ACCT 114	Introduction to Accounting II	10
<b>or</b>		
ACCT& 201	Principles of Accounting I	
<b>and</b>		
ACCT& 202	Principles of Accounting II	
BA 104	Mathematics for Business	3
BA 150	Fundamentals of Finance	5
CIS 102	Microcomputer Applications	3
<b>Credits Required</b>		<b>21</b>

*Business Management*

<b>Business Management</b>	<p><b>Business Management Certificate (continued)</b></p> <p><u>General Education Courses</u></p> <p>ENGL&amp; 101 English Composition I      5  <b>or</b>                  ENGL 150 Vocational/Technical/                  Business Writing</p> <p>PSYC&amp; 100 General Psychology      3-5  <b>or</b>                  PSYCH 106 Applied Psychology  <b>or</b>                  SOC&amp; 101 Introduction to Sociology</p> <p>SPCH 101 Fundamentals of Speech      5  <b>Credits Required</b>      <b>13-15</b>  <b>Minimum Credits Required</b>      <b>49</b></p>
<b>Small Business/ Entrepreneurship</b>	<p><b>Small Business/ Entrepreneurship Certificate of Completion</b></p> <p><u>Core Courses</u></p> <p>BA 174 Small Business Management      5  <b>or</b>                  BA 159 Principles of Salesmanship      5                  BA 200 E-Commerce and Retailing</p> <p>BA 240 Principles of Marketing      5                  BA 258 Principles of Management      5  <b>Credits Required</b>      <b>20</b></p> <p><u>Support Courses</u></p> <p>ACCT 113 Introduction to Accounting I      5                  ACCT 175 Business/Payroll Tax Accounting      3                  ACCT 176 Computerized Accounting Functions      3                  CIS 102 Microcomputer Applications      3                  CIS 125 Internet Fundamentals      5  <b>Credits Required</b>      <b>19</b></p> <p><u>General Education Courses</u></p> <p>BA 140 Business English      3</p> <p>SPCH 101 Fundamentals of Speech      3-5  <b>or</b>                  SPCH 201 Fundamentals of Group Discussion</p> <p>PSYC&amp; 100 General Psychology      3-5  <b>or</b>                  PSYCH 106 Applied Psychology  <b>or</b>                  SOC&amp; 101 Introduction to Sociology  <b>Credits Required</b>      <b>9-13</b>  <b>Minimum Credits Required</b>      <b>48</b></p>

<b>Basic Small Business Skills Certificate of Achievement</b>		
<u>Core Courses</u>		<u>Credits</u>
ACCT 113	Introduction to Accounting I	5
BA 174	Small Business Management	5
BA 240	Principles of Marketing	5
<b>Minimum Credits Required</b>		<b>15</b>

<b>Retailing Certificate of Achievement</b>		
<u>Prerequisite Requirements</u>		
Basic working knowledge of computers or CIS 102.		
<u>Core Courses</u>		<u>Credits</u>
BA 159	Principles of Salesmanship	5
BA 200	E-Commerce and Retailing	5
BA 240	Principles of Marketing	5
<b>Minimum Credits Required</b>		<b>15</b>

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## CARPENTRY TECHNOLOGY PROGRAMS

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<b>Carpentry Technology Associate in Technology Degree</b>		
<u>Prerequisite Requirements</u>		
Instructor permission is required prior to enrollment in CARP 101 and CARP 111.		
<u>Core Courses</u>		<u>Credits</u>
CARP 101	Trim Carpentry I	5
CARP 102	Trim Carpentry II	5
CARP 103	Trim Carpentry III	5
CARP 111	Introduction to Carpentry	12
CARP 112	Residential/Commercial Carpentry I	12
CARP 113	Residential/Commercial Carpentry II	12
CARP 211	Residential/Commercial Carpentry III	12
CARP 212	Residential/Commercial Carpentry IV	12
CARP 213	Residential/Commercial Carpentry V	12
<b>Credits Required</b>		<b>87</b>

**Carpentry Degree (continued)**

<u>Support Courses</u>		<u>Credits</u>
WELD 101	Related Welding I (or higher)	6
<b>Credits Required</b>		<b>6</b>
<u>General Education Courses</u>		
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>13-15</b>
<b>Minimum Credits Required</b>		<b>106+</b> <b>3 PE credits</b>

**Trim Carpentry  
Certificate of Completion**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in CARP 101.*

<u>Core Courses</u>		<u>Credits</u>
CARP 101	Trim Carpentry I	5
CARP 102	Trim Carpentry II	5
CARP 103	Trim Carpentry III	5
<b>Credits Required</b>		<b>15</b>
<u>Support Courses</u>		
BUS& 101	Introduction to Business	5
CIS 102	Microcomputer Applications	3
<b>Credits Required</b>		<b>8</b>

**Trim Carpentry (continued)**

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>13-15</b>
<u>Elective Courses</u>		
<i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i>		
<b>Credits Required</b>		<b>7-9</b>
<b>Minimum Credits Required</b>		<b>45</b>

Carpentry  
Technology

Trim Carpentry

Computer Aided  
Design

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**COMPUTER AIDED  
DESIGN PROGRAM**

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**AutoCAD  
Certificate of Achievement**

<u>Core Courses</u>		<u>Credits</u>
CAD 105	AutoCAD I	5
CAD 106	AutoCAD II	5
CAD 107	AutoCAD III	5
<b>Minimum Credits Required</b>		<b>15</b>

Technical Support Specialist - Information Technology

PC Maintenance and Service Technician

**COMPUTER INFORMATION SYSTEMS PROGRAMS**

**Technical Support Specialist - Information Technology Associate in Applied Science Degree**

<u>Core Courses</u>		<u>Credits</u>
BA 124	Cooperative Work Experience I	3
BA 224	Cooperative Work Experience II	3
BA 174	Small Business Management	5
<b>or</b>		
BA 200	E-Commerce and Retailing	
BA 281	Client/Customer Relations	5
CIS 110	Introduction to Programming	5
CIS 115	Cisco Networking	5
CIS 125	Internet Fundamentals	5
CIS 130	Operating Systems	5
CIS 131	Access	5
CIS 150	Excel	5
CIS 161	Hardware/Software/ Configuration/Upgrades	5
CIS 211	Technical Support	5
CIS 251	Management Information Systems	5
CIS 279	Network Client and Server Administration	5
CIS 284	Using and Supporting Linux	5
CIS 285	Current Topics in Networking	5
<b>Credits Required</b>		<b>76</b>
<u>General Education/Support Courses</u>		
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH& 107	Math in Society (or higher)	5
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	
SPCH 101	Fundamentals of Speech	3-5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	
<b>Credits Required</b>		<b>16-20</b>
<b>Minimum Credits Required</b>		<b>92+</b>
		<b>3 PE credits</b>

**PC Maintenance and Service Technician Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
CIS 115	Cisco Networking	5
CIS 125	Internet Fundamentals	5
CIS 130	Operating Systems	5
CIS 161	Hardware/Software/ Configuration/Upgrades	5
CIS 211	Technical Support	5
<b>Credits Required</b>		<b>25</b>
<u>General Education/Support Courses</u>		
<u>Credits</u>		
BA 104	Mathematics for Business	3-5
<b>or</b>		
MATH& 107	Math in Society (or higher)	
BA 174	Small Business Management	5
<b>or</b>		
BA 200	E-Commerce and Retailing	
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>16-20</b>
<u>Elective Courses</u>		
<i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i>		
<b>Credits Required</b>		<b>0-4</b>
<b>Minimum Credits Required</b>		<b>45</b>

**CRIMINAL JUSTICE PROGRAMS**

Graduates of the Basic Police Academy, Correctional Officer Academy, and Police Reserve Academy may request in lieu credit. Credit for advanced training provided by the Washington State Criminal Justice Training Commission may also be accepted. Please see the Criminal Justice advisor for additional information.

**Criminal Justice**

**Associate in Applied Science Degree**

(With specializations in Law Enforcement, Correctional Services, or Juvenile Justice)

<u>Core Courses</u>		<u>Credits</u>
CJ& 101	Introduction to Criminal Justice	5
CJ& 106	Juvenile Justice	5
CJ& 112	Criminology	5
CJUS 102	Law and Society	5
CJUS 104	The Line Officer Function: Police and Corrections	5
CJUS 110	Law and Justice	5
CJUS 201	The Art of Public and Private Investigation	5
CJUS 204	Introduction to Administration & Management	5
<b>Credits Required</b>		<b>40</b>
<u>Support Courses</u>		
CIS 102	Microcomputer Applications	3
CJUS 151	Drugs and Our Society	5
<b>or</b>		
HPE 151	Drugs and Our Society	
CJUS 258	Criminal Justice Internship	1-5
PSYCH 250	Social Psychology	5
<b>or</b>		
PSYC& 220	Abnormal Psychology	
<b>Credits Required</b>		<b>14-18</b>

**Criminal Justice Degree (continued)**

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
MATH 101	Applications of Algebra (or higher)	5
PSYC& 100	General Psychology	5
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
PSYC& 200	Lifespan Psychology	
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
<b>Credits Required</b>		<b>28-30</b>

Elective Courses

Elective courses must be approved by the student's academic advisor at Grays Harbor College. **Credits Required 2-8**

**Minimum Credits Required 90+  
3 PE credits**

Criminal Justice

**Criminal Justice**

**Certificate of Completion**

(With specializations in Law Enforcement, Correctional Services, or Juvenile Justice)

Prerequisite Requirements

MATH 095 or placement in MATH 098 is a requirement for program completion.

<u>Core Courses</u>		<u>Credits</u>
CJ& 101	Introduction to Criminal Justice	5
<i>In consultation with your academic advisor, select 20 additional credits from the following core courses.</i>		
CJ& 106	Juvenile Justice	5
CJ& 112	Criminology	5
CJUS 102	Law and Society	5
CJUS 104	The Line Officer Function: Police and Corrections	5
CJUS 110	Law and Justice	5
CJUS 201	The Art of Public and Private Investigation	5
CJUS 204	Introduction to Administration & Management	5
<b>Credits Required</b>		<b>25</b>
<u>Support Courses</u>		
CJUS 151	Drugs and Our Society	5
<b>or</b>		
HPE 151	Drugs and Our Society	
CIS 102	Microcomputer Applications	3-5
<b>or</b>		
SPCH 101	Fundamentals of Speech	
<b>Credits Required</b>		<b>8-10</b>

**Criminal Justice Certificate (continued)**

General Education Courses

ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	

*Criminal Justice*

*Dieselt Technology*

SOC& 101	Introduction to Sociology	5
<b>Credits Required</b>		<b>13-15</b>
<b>Minimum Credits Required</b>		<b>46</b>

*Diesel Technology  
Fundamentals*

**DIESEL TECHNOLOGY  
PROGRAMS**

*Advanced Diesel  
Technology*

Recommended Preparation for DT programs

*Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with course titles and descriptions in this catalog.*

**Diesel Technology  
Associate in Technology Degree**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in core courses in this program.*

<u>Core Courses</u>		<u>Credits</u>
DT 121	Introduction to Diesel Technology	16
DT 122	Intermediate Diesel Technology	16
DT 123	Advanced Diesel Technology	16
DT 221	Diagnostics, Testing, and Repair	16
DT 222	Advanced Diagnostics, Testing, and Repair	16
DT 223	Certification and Testing	16
<b>Credits Required</b>		<b>96</b>

Support Courses

WELD 101	Related Welding I	6
<b>Credits Required</b>		<b>6</b>

General Education Courses

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>13-15</b>

**Minimum Credits Required 115+  
3 PE credits**

**Diesel Technology**

**Fundamentals**

**Certificate of Completion**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in the core courses for this program.*

Core Courses

		<u>Credits</u>
DT 121	Introduction to Diesel Technology	16
DT 122	Intermediate Diesel Technology	16
DT 123	Advanced Diesel Technology	16
<b>Credits Required</b>		<b>48</b>

Support Courses

WELD 101	Related Welding I	6
<b>Credits Required</b>		<b>6</b>

General Education Courses

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>13-15</b>

**Minimum Credits Required 67**

**Advanced Diesel Technology**

**Certificate of Completion**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in the core courses for this program.*

Core Courses

		<u>Credits</u>
DT 221	Diagnostics, Testing, and Repair	16
DT 222	Advanced Diagnostics, Testing, and Repair	16
<b>Credits Required</b>		<b>32</b>

Support Courses

WELD 101	Related Welding I	6
<b>Credits Required</b>		<b>6</b>

**Advanced Diesel Certificate (continued)**

General Education Courses

ENGL& 101 English Composition I 5  
or

ENGL 150 Vocational/Technical/  
Business Writing

MATH 100 Vocational/Technical Math 5  
(or higher)

PSYC& 100 General Psychology 3-5  
or

PSYCH 106 Applied Psychology

or  
SOC& 101 Introduction to Sociology

**Credits Required 13-15**  
**Minimum Credits Required 51**

**Diesel Technology Level 1  
Certificate of Achievement**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in the core courses for this program.*

Core Courses Credits

DT 121 Introduction to Diesel Technology 16

**Minimum Credits Required 16**

**Diesel Technology Level 2  
Certificate of Achievement**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in the core courses for this program.*

Core Courses Credits

DT 122 Intermediate Diesel Technology 16

**Minimum Credits Required 16**

**Diesel Technology Level 3  
Certificate of Achievement**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in the core courses for this program.*

Core Courses Credits

DT 123 Advanced Diesel Technology 16

**Minimum Credits Required 16**

**Diesel Technology Level 4  
Certificate of Achievement**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in the core courses for this program.*

Core Courses Credits

DT 221 Diagnostics, Testing, and Repair 16

**Minimum Credits Required 16**

**Diesel Technology Level 5  
Certificate of Achievement**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in the core courses for this program.*

Core Courses Credits

DT 222 Advanced Diagnostics, Testing, and Repair 16

**Minimum Credits Required 16**

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**EARLY CHILDHOOD  
EDUCATION**

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**Early Childhood Education  
Certificate of Achievement**

*Busy childcare professionals can now improve their professional skills, complete mandatory continuing education requirements, and receive high-quality training, anytime, anywhere, via Grays Harbor College's **on-line Early Childhood Education Certificate of Achievement Program.***

*This twenty credit program includes STARS training and other important continuing education skill programs for working childcare professionals. For more information, please visit the WAOL Virtual Campus of Grays Harbor College (<http://www.ghc.ctc.edu/distance/index.htm>).*

Core Courses Credits

ECE 103 Guiding the Behavior of Young Children 3

ECE 111 Methods in Designing Curriculum 3

ECE 112 Health Safety and Nutrition 3

ECE 113 Family Dynamics and Culture 3

ECE 114 Issues and Trends in ECE 3

EDUC& 114 Child Development 3

**Minimum Credits Required 18**

Advanced Diesel  
Technology

Diesel Technology  
Levels 1-5

Early Childhood  
Education

Geographic Information Systems

Health Sciences

Nursing

**GEOGRAPHIC INFORMATION SYSTEMS**

**Geographic Information Systems Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
GIS 110	Principles of GIS I	5
GIS 115	Cartography	5
GIS 200	Principles of GIS II	5
GIS 250	GIS Applications in Natural Resources	5
NR 258/259	Cooperative Work Experience	10
<b>Credits Required</b>		<b>30</b>

<u>Support Courses</u>		
CIS 102	Microcomputer Applications	3
CIS 110	Intro to Programming	5
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
SPCH 101	Fundamentals of Speech	5
<b>Credits Required</b>		<b>26-28</b>
<b>Minimum Credits Required</b>		<b>56</b>

**Geographic Information Systems Certificate of Achievement**

<u>Core Courses</u>		<u>Credits</u>
GIS 110	Principles of GIS I	5
GIS 115	Cartography	5
GIS 200	Principles of GIS II	5
GIS 250	GIS Applications in Natural Resources	5
NR 258	Cooperative Work Experience	5
<b>Credits Required</b>		<b>25</b>

**HEALTH SCIENCES PROGRAMS**

**Nursing**

*This is a competitive admission program. Nursing Program Applications are available from the Nursing and Workforce Education Office. The following are minimum requirements but do not guarantee admission. Each of the admission requirements and prerequisite courses must be completed with a minimum grade of "C" (2.0) prior to consideration for admission. Admission and prerequisite courses must be completed by the end of Spring Quarter to be considered for selection for the following Fall entry. Each of the core nursing and support courses must be completed with a grade of "C" or better to remain in the program. A failing grade in clinical will result in a C- for the course.*

*Grays Harbor College offers a six-quarter program (2 academic years) leading to an Associate of Applied Science Degree in Nursing. Most students take a year of pre/co-requisite courses prior to entry. Students who successfully complete the first 3 quarters and take an additional 1 credit course in personal and vocations relationships will have the option of taking NCLEX-PN examination for licensure as a Licensed Practical Nurse.*

*Upon admission, students must submit documentation of current immunizations, Adult/ Child CPR certification, and submit to Criminal History Background checking. Students are responsible for providing their own insurance for illness/injury.*

*Qualified LPNs who wish to complete the Associate of Applied Sciences Degree for RN licensure must apply for admission to the second year of the program. Admission is on a space available basis. Upon successful completion of the second year, the graduate is eligible to take the NCLEX-RN examination for licensure as a Registered Nurse.*

*Clinical rotations are scheduled during the day and evening hours with some night and weekend rotations possible in order to gain specific experiences. Students must provide their own transportation.*

*The Applied Sciences Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York NY 10006, 1-800-669-1656.*

**Nursing (continued)**

Admission Requirements

- Age 18
- Earned high school diploma or GED
- GPA 2.5
- MATH 095 (grade of “C” or better) or placement in MATH 098
- High school chemistry within the past 3 years or CHEM& 121 (grade of “C” or better)
- CIS 100 or CIS 102 (grade of “C” or better) or demonstrated competency
- AHLTH 130 (grade of “C” or better) or demonstrated competency

Prior to Beginning Core Nursing Courses

Documentation of CNA licensure in Washington State.

First-Year Core Courses

	<u>Credits</u>
NURS 151 Concepts Basic to Nursing	11
NURS 152 Nursing Pharmacology	3
NURS 153 Common Health Alterations I	12
NURS 154 Common Health Alterations II	12
<b>Credits Required</b>	<b>38</b>

First-Year Support Courses

BIOL 208 Anatomy & Physiology I	5
BIOL 209 Anatomy & Physiology II	5
BIOL& 160 General Biology *	5
BIOL& 260 Microbiology	5
ENGL& 101 English Composition I	5
PSYC& 100 General Psychology	5
PSYC& 200 Lifespan Psychology	5
<b>Credits Required</b>	<b>35</b>

**Practical Nursing**

**Minimum Credits Required 73**

\* BIOL& 160 is waived if BIOL 208, BIOL 209, and BIOL& 260 have been successfully completed.

Optional Courses

NURS 198 Personal & Vocational Relationship PN option	1
NURS 149 LPN to RN Transition	3
<b>Credits Required</b>	<b>4</b>

Second-Year Core Courses

	<u>Credits</u>
NURS 251 Complex Health Alterations I	13
NURS 252 Complex Health Alterations II	13
NURS 253 Transition to Professional Nursing	10
<b>Credits Required</b>	<b>36</b>

**Nursing (continued)**

ADN (Second-Year) Support Courses

NUTR& 101 Human Nutrition	5
SOC& 101 Introduction to Sociology	5
PE Any Activity Course	1
<b>Credits Required</b>	<b>11</b>
<b>Minimum Credits Required</b>	<b>120</b>

**Nursing Assistant Training**

**Certificate of Achievement**

Successful completion of this Nursing Assistant Training qualifies a student to take the state licensure exam for NA-C.

Prerequisites:

Completion of Washington State Criminal History Background Check is required prior to entry into clinical agencies. Documentation on file in Nursing Program Office of the following immunizations: Hepatitis B immunization series started, skin test or x-ray findings negative for active TB within 1 year.

Additional Information:

This course includes both classroom lecture and work in a nursing home under the direct supervision of the instructor. Students will spend 8 hours weekly providing direct care to residents. Clinical sections will be established during the first week of class. Only 10 students are allowed per instructor in clinicals.

Core Courses

	<u>Credits</u>
CNA 102 Certified Nursing Assistant Training	9
<b>Minimum Credits Required</b>	<b>9</b>

Nursing

Nursing Assistant Training

Human Services

**HUMAN SERVICES PROGRAMS**

Recommended Preparation for HUST programs

Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with course titles and descriptions in this catalog.

**Human Services**

**Associate in Applied Science Degree**

Core Courses Credits

HUST 101	Introduction to Human Services	5
HUST 102	Community Resources	5
HUST 103	Interview/Assessments	5
HUST 108	Counseling/Crisis Intervention	5
HUST 110	Nutrition/Medication Management	5
HUST 158	Cooperative Work Internship	3
HUST 202	Counseling Special Populations	5
HUST 203	Law/Ethics Human Services	5
HUST 204	Advanced Counseling/Case Management	5
HUST 258	Advanced Cooperative Work Internship	5
<b>Credits Required</b>		<b>48</b>

General Education Courses

ENGL& 101	English Composition I	5
MATH 101	Applications of Algebra (or higher)	5
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
SPCH 101	Fundamentals of Speech	3-5
or		
SPCH 201	Fundamentals of Group Discussion	
<b>Credits Required</b>		<b>23-25</b>

**Human Services Degree (continued)**

Support Course Options

Entry level employment in human services crosses a broad spectrum of career options. These include mental health, chemical dependency counseling, criminal justice/corrections, among other related areas. Many students also transfer to The Evergreen State College under the Direct Transfer Agreement. Support courses can be selected to pursue a specific career objective, to explore the human services field, or to transfer to a four-year program. Support course selections must be approved by the student's academic advisor. A minimum of twenty (20) support course credits are required.

Support Courses Credits

AIDS 103	AIDS/ Substance Abuse Counselor (4 hours minimum)	2
ALSA 120	Pharmacology of Alcohol/Drugs	4
ALSA 125	The Dysfunctional Family	3
ALSA 136	Group Dynamics	3
ALSA 140	Chem. Dependency/Case Mgmt.	3
ALSA 209	Law and Ethics in Chemical Dependency Treatment	2
ALSA 210	Chemical Dependency Treatment and the Law	2
ALSA 211	Relapse Prevention	2
ALSA 212	Youth Chemical Dependency	2
ALSA 270	Alcohol/Substance Abuse Couns.	4
CJ& 101	Introduction to Criminal Justice	5
CJ& 106	Juvenile Justice	5
CJ& 112	Criminology	5
CJUS 102	Law and Society	5
CJUS 104	The Line Officer Function: Police and Corrections	5
CJUS 110	Law and Justice	5
ECE 101	Introduction to Childcare	2
ECE 103	Guiding the Behavior of Young Children	3
EDUC& 114	Child Development	3
HSSA& 101	Intro to Addictive Drugs	4
HUMDV 109	Personal Development	2
HUMDV 111	Career Options/ Life Planning	3
HUST 150	Introduction to Family Violence Counseling	5
HUST 151	Case Management and Counseling in Family Violence	5
PSYCH 106	Applied Psychology	3
PSYCH 210	Psychology of Adjustment	5
PSYCH 250	Social Psychology	5
PSYC& 220	Abnormal Psychology	5
SOC 110	Introduction to Sociology	5
SOC 252	Marriage and Family	5
<b>Credits Required</b>		<b>20</b>

**Minimum Credits Required 91+  
3 PE credits**

**Human Services**

**Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
HUST 101	Introduction to Human Services	5
HUST 102	Community Resources	5
HUST 108	Counseling/Crisis Intervention	5
<b>or</b>		
HUST 110	Nutrition/Medication Management	
HUST 158	Cooperative Work Internship	3
HUST 203	Law/Ethics Human Services	5
HUST 258	Advanced Cooperative Work Internship	5
<b>Credits Required</b>		<b>28</b>
<u>General Education Courses</u>		
CIS 102	Microcomputer Applications	3
ENGL& 101	English Composition I	5
MATH 101	Applications of Algebra for Vocational/Technical Students	5
SPCH 101	Fundamentals of Speech	3-5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	
<b>Credits Required</b>		<b>16-18</b>
<u>Elective Courses</u>		
<i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i>		
<b>Credits Required</b>		<b>0-1</b>
<b>Minimum Credits Required</b>		<b>45</b>

**MEDICAL RECORDS OFFICE ASSISTANT PROGRAMS**

**Medical Records Office**

**Assistant**

**Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
AHLTH 150	Comprehensiv Medical Terminology	5
BIOL 118	Human Biology	5
OFTC 117	Medical Transcription	3
OFTC 132	Insurance Billing and Coding	3
OFTC 175	Medical Coding	3
OFTC 221	Medical Office Procedures	3
OFTC 254	Computerized Information Processing	3
<b>Credits Required</b>		<b>25</b>

**Medical Records Certificate (continued)**

<u>Support Courses</u>		<u>Credits</u>
CIS 102	Microcomputer Applications	3
CIS 140	Word Processing Applications	5
OFTC 113	Document Formatting	5
OFTC 115	Electronic Math Applications	3
OFTC 116	Machine Transcription	3
OFTC 124	Keyboard Skillbuilding I	2
OFTC 205	Records Information Management	5
<b>Credits Required</b>		<b>26</b>
<u>General Education Courses</u>		
BA 140	Business English	3
ENGL& 101	English Composition I or	5
ENGL 150	Vocational/Technical/ Business Writing	
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>11-13</b>
<b>Minimum Credits Required</b>		<b>62</b>

**Medical Coding**

**Certificate of Achievement**

<u>Core Course</u>	<u>Credits</u>	
AHLTH 150	Comprehensiv Medical Terminology	5
OFTC 132	Medical Records: Insurance Billing and Coding	3
OFTC 175	Medical Coding	3
<b>Minimum Credits Required</b>		<b>11</b>

**Medical Transcription**

**Certificate of Achievement**

<u>Core Course</u>	<u>Credits</u>	
AHLTH 150	Comprehensiv Medical Terminology	5
BIOL 118	Human Biology	5
OFTC 117	Medical Transcription	3
OFTC 118	Medical Transcription II	3
OFTC 124*	Keyboard Skillbuilding I	2
<b>Minimum Credits Required</b>		<b>18</b>

\* OFTC 124 is used for speed-building. Transcription candidates need an entry level typing speed of 35-40 wpm and an exit speed of 60-75 wpm.

Human Services

Medical Records Office Assistant

Medical Coding

Medical Transcription

Natural Resources

Aquaculture  
Technician

**NATURAL RESOURCES  
PROGRAMS**

Recommended Preparation for NR Programs

Students are particularly encouraged to take note of the skills required in English, reading, math and computers prior to enrollment in natural resources, fisheries, or geographic information systems core courses.

**Natural Resources Technology  
Associate in Applied Science Degree**

<u>Common Core Courses</u>		<u>Credits</u>
BIOL 114	Marine Biology	5
	<b>or</b>	
NR 140	Stream Ecology	
FISH 215	Fish Biology	5
	<b>or</b>	
NR 131	Plant Biology	
FISH 121	Fisheries Management	5
GIS 110	Principles of GIS I	5
NR 120	Society and Natural Resources	5
NR 221	Population Assessment	5
NR 240	Ecosystem Assessment	5
	<b>Credits Required</b>	<b>35</b>

Core Course Options

Students need to complete 15 credits from one of the three options listed.

Fisheries Technician Option A

FISH 122	Introduction to Aquaculture	5
FISH 222	Advanced Aquaculture	5
NR 258/259	Cooperative Work Experience	5

Watershed Technician Option B

<u>Watershed Technician Option B</u>		<u>Credits</u>
NR 230	Aquatic Entomology	5
NR 220	Water Quality Analysis	5
NR 258/259	Cooperative Work Experience	5

Geographic Information Systems Option C

GIS 200	Principles of GIS II	5
GIS 250	GIS Applications in NR	5
NR 258/259	Cooperative Work Experience	5

**Option Credits Required 15**

**Natural Resources Degree (continued)**

General Education Courses

ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5

MATH& 107	Mathematical Applications	5
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**or**

MATH& 141	Precalculus I	
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PSYC& 100	General Psychology	5
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**or**

SOC& 101	Introduction to Sociology	
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SPCH 101	Fundamentals of Speech	5
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**Credits Required 25**

Support Courses

BIOL& 160	General Biology	5
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BIOL 102	General Biology II	5
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CHEM& 121	Introduction to Chemistry	5
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**or**

CHEM& 161	General Chemistry I	
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NR 100	Vehicle Safety	1
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PE 177	First Aid and CPR	2
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**Credits Required 18**

**Minimum Credits Required 93+**

**1 additional PE credit**

**Aquaculture Technician  
Certificate of Completion**

Core Courses

<u>Core Courses</u>		<u>Credits</u>
BIOL 114	Marine Biology	5

FISH 121	Fisheries Management	5
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FISH 122	Introduction to Aquaculture	5
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FISH 215	Fish Biology	5
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FISH 222	Advanced Aquaculture	5
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NR 258	Cooperative Work Experience	5
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**Credits Required 30**

Support and General Education Courses

CIS 102	Microcomputer Applications	3
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ENGL& 101	English Composition I	5
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**or**

ENGL 150	Vocational/Technical/ Business Writing	
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**or**

ENGL& 235	Technical Writing	
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MATH 100	Vocational/Technical Math (or higher)	5
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PSYC& 100	General Psychology	3-5
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**or**

PSYCH 106	Applied Psychology	
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**or**

SOC& 101	Introduction to Sociology	
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SPCH 101	Fundamentals of Speech	5
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**Credits Required 21-23**

**Minimum Credits Required 51**

**Watershed Restoration**

**Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
NR 131	Plant Ecology	5
NR 140	Stream Ecology	5
NR 220	Water Quality Analysis	5
NR 230	Aquatic Entomology	5
NR 240	Ecosystem Assessment	5
NR 258	Cooperative Work Experience	5
<b>Credits Required</b>		<b>30</b>
<u>Support and General Education Courses</u>		
CIS 102	Microcomputer Applications	3
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
<b>or</b>		
ENGL& 235	Technical Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
SPCH 101	Fundamentals of Speech	5
<b>Credits Required</b>		<b>21-23</b>
<b>Minimum Credits Required</b>		<b>51</b>

**Aquaculture**

**Certificate of Achievement**

<u>Core Course</u>	<u>Credits</u>	
BIOL 114	Marine Biology	5
FISH 121	Fisheries Management	5
FISH 122	Introduction to Aquaculture	5
FISH 215	Fish Biology	5
FISH 222	Advanced Aquaculture	5
<b>Minimum Credits Required</b>		<b>25</b>

**Natural Resources Management**

**Certificate of Achievement**

<u>Core Course</u>	<u>Credits</u>	
BIOL 114	Marine Biology	5
<b>or</b>		
NR 140	Stream Ecology	
FISH 121	Fisheries Management	5
FISH 215	Fish Biology	5
<b>or</b>		
NR 131	Plant Biology	
NR 120	Society and Natural Resources	5
NR 221	Population Assessment	5
<b>Minimum Credits Required</b>		<b>25</b>

**Watershed Assessment**

**Certificate of Achievement**

<u>Core Course</u>	<u>Credits</u>	
NR 131	Plant Ecology	5
NR 140	Stream Ecology	5
NR 220	Water Quality Analysis	5
NR 230	Aquatic Entomology	5
NR 240	Ecosystem Assessment	5
<b>Minimum Credits Required</b>		<b>25</b>

*Watershed  
Restoration*

*Aquaculture*

*Natural Resources  
Management*

*Watershed  
Assessment*

Office Technology

Software Applications

**OFFICE TECHNOLOGY PROGRAMS**

**Office Technology**

**Associate in Applied Science Degree**

<u>Core Courses</u>		<u>Credits</u>
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
CIS 131	Access	5
CIS 140	Word Processing Applications	5
CIS 141	PowerPoint	2
CIS 150	Excel	5
OFTC 113	Document Formatting	5
OFTC 115	Electronic Math Applications	3
OFTC 116	Machine Transcription	3
OFTC 124	Keyboard Skillbuilding I	2
OFTC 205	Records Information Management	5
OFTC 220	Office Procedures and Ethics	5
OFTC 252	Desktop Publishing	5
OFTC 253	Integrated Software Applications	5
<b>Credits Required</b>		<b>58</b>

<u>Support Courses</u>		
ACCT 113	Introduction to Accounting I	5
BA 140	Business English	3
BUS& 101	Introduction to Business	5
<b>Credits Required</b>		<b>13</b>

<u>General Education Courses</u>		
ENGL& 101	English Composition I	5
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	
SPCH 101	Fundamentals of Speech	3-5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	
<b>Credits Required</b>		<b>16-20</b>

Elective Courses  
*Elective courses must be approved by the student's academic advisor at Grays Harbor College.*  
**Credits Required 0-3**

**Minimum Credits Required 90+**  
**3 PE credits**

**Office Technology Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
CIS 102	Microcomputer Applications	3
CIS 140	Word Processing Applications	5
CIS 150	Excel	5
OFTC 113	Document Formatting	5
OFTC 115	Electronic Math Applications	3
OFTC 116	Machine Transcription	3
OFTC 124	Keyboard Skillbuilding I	2
OFTC 205	Records Information Management	5
OFTC 220	Office Procedures and Ethics	5
<b>Credits Required</b>		<b>36</b>

<u>General Education Courses</u>		
BA 140	Business English	3
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>11-13</b>
<b>Minimum Credits Required</b>		<b>47</b>

**Software Applications Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
CIS 131	Access	5
CIS 140	Word Processing Applications	5
CIS 141	PowerPoint	2
CIS 150	Excel	5
OFTC 252	Desktop Publishing	5
OFTC 253	Integrated Software Applications	5
<b>Credits Required</b>		<b>35</b>

**Software Applications Certificate  
(continued)**

<u>Support and General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
SPCH 101	Fundamentals of Speech	3-5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	
<b>Credits Required</b>		<b>11-15</b>
<b>Minimum Credits Required</b>		<b>46</b>

**Formatting and Publishing  
Business Documents  
Certificate of Achievement**

Prerequisite Requirements  
*Basic working knowledge of computers or  
CIS 100 and CIS 101; CIS 102.*

<u>Core Courses</u>		<u>Credits</u>
CIS 140	Word Processing Applications	5
OFTC 113	Document Formatting	5
OFTC 252	Desktop Publishing	5
<b>Minimum Credits Required</b>		<b>15</b>

**Microcomputer Applications  
Certificate of Achievement**

Prerequisite Requirements  
*Basic working knowledge of computers and  
accounting or CIS 102 and ACCT 113.*

<u>Core Courses</u>		<u>Credits</u>
ACCT 176	Computerized Accounting Functions	3
CIS 125	Internet Fundamentals	5
CIS 131	Access	5
CIS 140	Word Processing Applications	5
CIS 141	PowerPoint	2
CIS 150	Excel	5
<b>Minimum Credits Required</b>		<b>25</b>

**Microsoft Office Applications  
Certificate of Achievement**

Prerequisite Requirements  
*Basic working knowledge of computers or  
CIS 100 and CIS 101; CIS 102.*

<u>Core Courses</u>		<u>Credits</u>
CIS 131	Access	5
CIS 140	Word Processing Applications	5
CIS 141	PowerPoint	2
CIS 150	Excel	5
<b>Minimum Credits Required</b>		<b>17</b>

**Office Professional Certification  
Certificate of Achievement**

Prerequisite Requirements  
*Basic working knowledge of computers or  
CIS 100 and CIS 101; CIS 102.*

<u>Core Courses</u>		<u>Credits</u>
BA 140	Business English	3
CIS 140	Word Processing Applications	5
OFTC 115	Electronic Math Applications	3
OFTC 205	Records Information Management	5
OFTC 220	Office Procedures and Ethics	5
<b>Minimum Credits Required</b>		<b>21</b>

Software  
Applications

Formatting and  
Publishing  
Business  
Documents

Microcomputer  
Applications

Microsoft Office  
Applications

Office Professional  
Certification

Welding  
Technology

Related Welding

**WELDING TECHNOLOGY  
PROGRAMS**

**Welding Technology**

**Associate in Technology Degree**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in core courses in this program.*

<u>Core Courses</u>		<u>Credits</u>
WELD 100	Welding Blueprint Reading	5
WELD 110	Beginning Welding	16
WELD 120	Intermediate Welding	16
WELD 130	Advanced Welding	16
WELD 240	Pipe Welding	16
WELD 245	Fabrication	16
WELD 250	Certification	16
<b>Credits Required</b>		<b>101</b>

General Education Courses

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>13-15</b>
<b>Minimum Credits Required</b>		<b>114+</b>
<b>3 PE credits</b>		

**Welding Technology  
Certificate of Completion**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in core courses in this program.*

<u>Core Courses</u>		<u>Credits</u>
WELD 100	Welding Blueprint Reading	5
WELD 110	Beginning Welding	16
WELD 120	Intermediate Welding	16
WELD 130	Advanced Welding	16
<b>Credits Required</b>		<b>53</b>

General Education Courses

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>13-15</b>
<b>Minimum Credits Required</b>		<b>66</b>

**Related Welding Technology  
Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
WELD 100	Welding Blueprint Reading	5
WELD 101	Related Welding I	6
WELD 102	Related Welding II	6
WELD 103	Related Welding III	6
<b>Credits Required</b>		<b>23</b>

General Education Courses

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>13-15</b>
<b>Minimum Credits Required</b>		<b>36</b>

**Welding Basics Level 1**  
Certificate of Achievement

<u>Core Courses</u>		<u>Credits</u>
WELD 101	Related Welding I	6
WELD 102	Related Welding II	6
WELD 103	Related Welding III	6
<i>Minimum Credits Required</i>		<b>18</b>

**Welding Basics Level 2**  
Certificate of Achievement

<u>Core Courses</u>		<u>Credits</u>
WELD 100	Welding Blueprint Reading	5
WELD 110	Beginning Welding	16
WELD 120	Intermediate Welding	16
<i>Minimum Credits Required</i>		<b>37</b>

**Pipe Welding Level 3**  
Certificate of Achievement

<u>Core Courses</u>		<u>Credits</u>
WELD 130	Advanced Welding	16
WELD 240	Pipe Welding	16
<i>Minimum Credits Required</i>		<b>32</b>

**Industrial Welding Level 4**  
Certificate of Achievement

<u>Core Courses</u>		<u>Credits</u>
WELD 245	Fabrication	16
WELD 250	Certification	16
<i>Minimum Credits Required</i>		<b>32</b>

**YACHT FINISH CARPENTRY**

**Beginning Yacht Finish**  
**Carpentry**  
Certificate of Achievement

<u>Core Courses</u>		<u>Credits</u>
YFC 070	Yacht Finish Carpentry I	2.5
YFC 071	Yacht Finish Carpentry II	2.5
YFC 072	Yacht Finish Carpentry III	2.5
<i>Minimum Credits Required</i>		<b>7.5</b>

**Intermediate Yacht Finish**  
**Carpentry**  
Certificate of Achievement

<u>Core Courses</u>		<u>Credits</u>
YFC 074	Yacht Finish Carpentry IV	2.5
YFC 075	Yacht Finish Carpentry V	2.5
YFC 076	Yacht Finish Carpentry VI	2.5
<i>Minimum Credits Required</i>		<b>7.5</b>

*Welding Basics*  
*Levels 1-2*

*Pipe Welding*  
*Level 3*

*Industrial Welding*  
*Level 4*

*Beginning Yacht*  
*Finish Carpentry*

*Intermediate Yacht*  
*Finish Carpentry*

