

ACCOUNTING PROGRAMS

Accounting

Associate in Applied Science Degree

<u>Core Courses</u>		<u>Credits</u>
ACCT 113	Introduction to Accounting I	
and		
ACCT 114	Introduction to Accounting II	5-10
or		
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
	Credits Required	31-36

Support Courses Options

Math and Computing Skills

BA 104	Mathematics for Business	
or		
MATH 101	Applications of Algebra (or higher)	3-5
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
	Credits Required	29-31

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
	Credits Required	20

General Education Courses

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

3 PE credits

**Accounting/Bookkeeping
Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
ACCT 113	Introduction to Accounting I	
and		
ACCT 114	Introduction to Accounting II	
or		
ACCT& 201	Principles of Accounting I	10
and		
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
	Credits Required	21

Support Courses

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

General Education Courses

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

Accounting

Accounting/
Bookkeeping

Bookkeeping

Retail Bookkeeping

Automotive Technology

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
Minimum Credits Required		16

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
Minimum Credits Required		21

**AUTOMOTIVE
TECHNOLOGY PROGRAMS**

Recommended Preparation for automotive 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.

Automotive Technology
Associate in Technology Degree

Prerequisite Requirements
Placement in ENGL 060, MATH 060 and instructor permission.

<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
Credits Required		96

<u>Support Courses</u>		<u>Credits</u>
WELD 101	Related Welding I	6
Credits Required		6

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

<u>Elective Courses</u>		<u>Credits</u>
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 116+
3 PE credits

**Automotive Technology
Certificate of Completion**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission. 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/	16
Credits Required		48

General Education Courses

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

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 62

**Automotive Technology Level 1
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

**Automotive Technology Level 2
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

**Automotive Technology Level 3
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

**Automotive Technology Level 4
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

**Automotive Technology Level 5
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

**Automotive Technology Level 6
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

Automotive
Technology

Automotive
Technology
Levels 1-6

Business Management

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.

<u>Core Courses</u> (required of all students)	<u>Credits</u>
BA 104 Mathematics for Business or MATH 101 Applications of Algebra (or higher)	3-5
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
Credits Required	28-30

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
Credits Required	10

Support Courses

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

General Education Courses

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

Business Management Degree (continued)

<u>Electives</u>	<u>Credits</u>
<i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i>	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.

<u>Core Courses</u>	<u>Credits</u>
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
Credits Required	15

Support Courses

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

General Education Courses

ENGL& 101 English Composition I or ENGL 150 Vocational/Technical/ Business Writing	5
PSYC& 100 General Psychology or PSYCH 106 Applied Psychology or SOC& 101 Introduction to Sociology	3-5
SPCH 101 Fundamentals of Speech	5
Credits Required	13-15
Minimum Credits Required	49

**Small Business/
Entrepreneurship
Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
BA 174	Small Business Management	5
BA 159	Principles of Salesmanship	5
BA 200	E-Commerce and Retailing	
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
Credits Required		20

<u>Support Courses</u>		
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
Credits Required		19

<u>General Education Courses</u>		
BA 140	Business English	3
SPCH 101	Fundamentals of Speech	3-5
SPCH 201	Fundamentals of Group Discussion	
PSYC& 100	General Psychology	3-5
PSYCH 106	Applied Psychology	
SOC& 101	Introduction to Sociology	9-13
Credits Required		
Minimum Credits Required		48

**Basic Small Business Skills
Certificate of Achievement**

<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
Minimum Credits Required		15

**Retailing
Certificate of Achievement**

Prerequisite Requirements
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
Minimum Credits Required		15

**CARPENTRY TECHNOLOGY
PROGRAMS**

Recommended Preparation for carpentry 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.

**Carpentry Technology
Associate in Technology Degree**

Prerequisite Requirements
Placement in ENGL 060, MATH 060 and
instructor permission.

<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
Credits Required		87

<u>Support Courses</u>		
WELD 101	Related Welding I (or higher)	6
Credits Required		6

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

Small Business/
Entrepreneurship

Basic Small
Business Skills

Retailing

Carpentry
Technology

<p>Trim Carpentry</p> <p>Commercial Truck Driving</p>	<p>Trim Carpentry Certificate of Completion</p> <p><u>Prerequisite Requirements</u> Placement in ENGL 060, MATH 060 and instructor permission.</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Core Courses</u></th> <th style="text-align: right;"><u>Credits</u></th> </tr> </thead> <tbody> <tr> <td>CARP 101 Trim Carpentry I</td> <td style="text-align: right;">5</td> </tr> <tr> <td>CARP 102 Trim Carpentry II</td> <td style="text-align: right;">5</td> </tr> <tr> <td>CARP 103 Trim Carpentry III</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="text-align: right;">Credits Required</td> <td style="text-align: right;">15</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <th style="text-align: left;"><u>Support Courses</u></th> <th style="text-align: right;"><u>Credits</u></th> </tr> <tr> <td>BUS& 101 Introduction to Business</td> <td style="text-align: right;">5</td> </tr> <tr> <td>CIS 102 Microcomputer Applications</td> <td style="text-align: right;">3</td> </tr> <tr> <td style="text-align: right;">Credits Required</td> <td style="text-align: right;">8</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <th style="text-align: left;"><u>General Education Courses</u></th> <th style="text-align: right;"><u>Credits</u></th> </tr> <tr> <td>ENGL& 101 English Composition I</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="text-align: center;">or</td> <td></td> </tr> <tr> <td>ENGL 150 Vocational/Technical/ Business Writing</td> <td style="text-align: right;">5</td> </tr> <tr> <td>MATH 100 Vocational/Technical Math (or higher)</td> <td style="text-align: right;">5</td> </tr> <tr> <td>PSYC& 100 General Psychology</td> <td style="text-align: right;">3-5</td> </tr> <tr> <td style="text-align: center;">or</td> <td></td> </tr> <tr> <td>PSYCH 106 Applied Psychology</td> <td style="text-align: right;">3-5</td> </tr> <tr> <td style="text-align: center;">or</td> <td></td> </tr> <tr> <td>SOC& 101 Introduction to Sociology</td> <td style="text-align: right;">3-5</td> </tr> <tr> <td style="text-align: right;">Credits Required</td> <td style="text-align: right;">13-15</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <th style="text-align: left;"><u>Elective Courses</u></th> <th style="text-align: right;"><u>Credits</u></th> </tr> <tr> <td colspan="2"><i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i></td> </tr> <tr> <td style="text-align: right;">Credits Required</td> <td style="text-align: right;">7-9</td> </tr> <tr> <td style="text-align: right;">Minimum Credits Required</td> <td style="text-align: right;">45</td> </tr> </tbody> </table>	<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	Credits Required	15	 		<u>Support Courses</u>	<u>Credits</u>	BUS& 101 Introduction to Business	5	CIS 102 Microcomputer Applications	3	Credits Required	8	 		<u>General Education Courses</u>	<u>Credits</u>	ENGL& 101 English Composition I	5	or		ENGL 150 Vocational/Technical/ Business Writing	5	MATH 100 Vocational/Technical Math (or higher)	5	PSYC& 100 General Psychology	3-5	or		PSYCH 106 Applied Psychology	3-5	or		SOC& 101 Introduction to Sociology	3-5	Credits Required	13-15	 		<u>Elective Courses</u>	<u>Credits</u>	<i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i>		Credits Required	7-9	Minimum Credits Required	45
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<p>COMMERCIAL TRUCK DRIVING PROGRAMS</p>																																																	
<p>Commercial Truck Driving Certificate of Completion</p> <p><u>Recommended Preparation for Commercial Truck Driving Program</u> Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with course titles and descriptions in the general college catalog.</p> <p><u>Prerequisite Requirements</u> Instructor permission is required prior to enrollment in core courses in this program. CDL 101 is offered each academic quarter. Only 9 students will be accepted each quarter into CDL 101 on a first-come-first-serve basis.</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Core Courses</u></th> <th style="text-align: right;"><u>Credits</u></th> </tr> </thead> <tbody> <tr> <td>CDL 101 Commercial Drivers License Training</td> <td style="text-align: right;">8</td> </tr> <tr> <td>CDL 120 Range Operations & Equipment</td> <td style="text-align: right;">2</td> </tr> <tr> <td>CDL 125 Range Operations and Maneuvers II</td> <td style="text-align: right;">5</td> </tr> <tr> <td>CDL 130 Range Operations and Beginning Over the Road</td> <td style="text-align: right;">6</td> </tr> <tr> <td>CDL 135 Over the Road Driving II</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CDL 140 Cooperative Work Experience Seminar</td> <td style="text-align: right;">1</td> </tr> <tr> <td>CDL 141 Cooperative Work Experience</td> <td style="text-align: right;">7</td> </tr> <tr> <td style="text-align: right;">Credits Required</td> <td style="text-align: right;">32</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <th style="text-align: left;"><u>Support and General Education Courses</u></th> <th style="text-align: right;"><u>Credits</u></th> </tr> <tr> <td>ENGL& 101 English Composition I</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="text-align: center;">or</td> <td></td> </tr> <tr> <td>ENGL 150 Vocational/Technical/Business Writing</td> <td style="text-align: right;">5</td> </tr> <tr> <td>FKLT 101 Forklift Certification Training</td> <td style="text-align: right;">1</td> </tr> <tr> <td>MATH 100 Vocational/Technical Math (or higher)</td> <td style="text-align: right;">5</td> </tr> <tr> <td>PE 177 First Aid/CPR</td> <td style="text-align: right;">2</td> </tr> <tr> <td>PSYC& 100 General Psychology</td> <td style="text-align: right;">3-5</td> </tr> <tr> <td style="text-align: center;">or</td> <td></td> </tr> <tr> <td>PSYCH 106 Applied Psychology</td> <td style="text-align: right;">3-5</td> </tr> <tr> <td style="text-align: center;">or</td> <td></td> </tr> <tr> <td>SOC& 101 Introduction to Sociology</td> <td style="text-align: right;">3-5</td> </tr> <tr> <td style="text-align: right;">Credits Required</td> <td style="text-align: right;">16-18</td> </tr> <tr> <td style="text-align: right;">Minimum Credits Required</td> <td style="text-align: right;">48</td> </tr> </tbody> </table>		<u>Core Courses</u>	<u>Credits</u>	CDL 101 Commercial Drivers License Training	8	CDL 120 Range Operations & Equipment	2	CDL 125 Range Operations and Maneuvers II	5	CDL 130 Range Operations and Beginning Over the Road	6	CDL 135 Over the Road Driving II	3	CDL 140 Cooperative Work Experience Seminar	1	CDL 141 Cooperative Work Experience	7	Credits Required	32	 		<u>Support and General Education Courses</u>	<u>Credits</u>	ENGL& 101 English Composition I	5	or		ENGL 150 Vocational/Technical/Business Writing	5	FKLT 101 Forklift Certification Training	1	MATH 100 Vocational/Technical Math (or higher)	5	PE 177 First Aid/CPR	2	PSYC& 100 General Psychology	3-5	or		PSYCH 106 Applied Psychology	3-5	or		SOC& 101 Introduction to Sociology	3-5	Credits Required	16-18	Minimum Credits Required	48
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Beginning Commercial Truck Driving

Certificate of Achievement

Prerequisite Requirements

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

<u>Core Courses</u>		<u>Credits</u>
CDL 101	Commercial Drivers License Training	8
CDL 120	Range Operations and Equipment	2
Credits Required		10

Commercial Drivers License

Certificate of Achievement

Prerequisite Requirements

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

<u>Core Courses</u>		<u>Credits</u>
CDL 125	Range Operations and Maneuvers II	5
CDL 130	Range Operations and Beginning Over the Road	6
CDL 135	Over the Road Driving II	3
Credits Required		14

Truck Driving Work Experience

Certificate of Achievement

Prerequisite Requirements

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

<u>Core Courses</u>		<u>Credits</u>
CDL 140	Cooperative Work Experience Seminar	1
CDL 141	Cooperative Work Experience	7
FKLT 101	Forklift Certification Training	1
Credits Required		9

COMPUTER AIDED DESIGN PROGRAM

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
Minimum Credits Required		15

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
or		
BA 200	E-Commerce and Retailing	5
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
Credits Required		76

General Education/Support Courses

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	5
MATH& 107	Math in Society (or higher)	5
PSYCH 106	Applied Psychology	3-5
or		
SOC& 101	Introduction to Sociology	3-5
SPCH 101	Fundamentals of Speech	3-5
or		
SPCH 201	Fundamentals of Group Discussion	3-5
Credits Required		16-20

**Minimum Credits Required 92+
3 PE credits**

Beginning Commercial Truck Driving

Commercial Drivers License

Truck Driving Work Experience

Computer Aided Design

Technical Support Specialist - Information Technology

PC Maintenance
and Service
Technician

Criminal Justice

**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
Credits Required		25

<u>General Education/Support Courses</u>		
BA 104	Mathematics for Business	3-5
or		
MATH& 107	Math in Society (or higher)	
BA 174	Small Business Management	5
or		
BA 200	E-Commerce and Retailing	
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/ Business Writing	
PSYC& 100	General Psychology	3-5
or		
PSYCH 106	Applied Psychology	
or		
SOC& 101	Introduction to Sociology	
Credits Required		16-20

<u>Elective Courses</u>		
<i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i>		
Credits Required		0-4
Minimum Credits Required		45

**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
Credits Required		40
<u>Support Courses</u>		
CIS 102	Microcomputer Applications	3
CJUS 151	Drugs and Our Society	5
or		
HPE 151	Drugs and Our Society	
CJUS 258	Criminal Justice Internship	1-5
PSYCH 250	Social Psychology	5
or		
PSYC& 220	Abnormal Psychology	
Credits Required		14-18

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
PSYC& 200	Lifespan Psychology	
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
Credits Required		28-30

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

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
Credits Required		25

Support Courses

CJUS 151	Drugs and Our Society	5
HPE 151	Drugs and Our Society	
CIS 102	Microcomputer Applications	3-5
SPCH 101	Fundamentals of Speech	
Credits Required		8-10

Criminal Justice Certificate (continued)

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	3-5
PSYCH 106	Applied Psychology	
SOC& 101	Introduction to Sociology	5
Credits Required		13-15
Minimum Credits Required		46

DIESEL TECHNOLOGY PROGRAMS

Recommended Preparation for diesel 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

Placement in ENGL 060, MATH 060 and instructor permission.

<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
Credits Required		96

Support Courses

WELD 101	Related Welding I	6
Credits Required		6

General Education Courses

ENGL& 101	English Composition I	5
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
PSYCH 106	Applied Psychology	
SOC& 101	Introduction to Sociology	13-15
Credits Required		
Minimum Credits Required		115+ 3 PE credits

Criminal Justice

Diesel Technology

*Diesel Technology
Fundamentals*

**Diesel Technology
Fundamentals
Certificate of Completion**

Prerequisite Requirements
*Placement in ENGL 060, MATH 060 and
instructor permission.*

<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
Credits Required		48

<u>Support Courses</u>		<u>Credits</u>
WELD 101	Related Welding I	6
Credits Required		6

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/ Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
or		
PSYCH 106	Applied Psychology	3-5
or		
SOC& 101	Introduction to Sociology	13-15
Credits Required		13-15
Minimum Credits Required		67

**Advanced Diesel Technology
Certificate of Completion**

Prerequisite Requirements
*Placement in ENGL 060, MATH 060 and
instructor permission.*

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

<u>Support Courses</u>		<u>Credits</u>
WELD 101	Related Welding I	6
Credits Required		6

**Advanced Diesel Certificate
(continued)**

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/ Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
or		
PSYCH 106	Applied Psychology	3-5
or		
SOC& 101	Introduction to Sociology	13-15
Credits Required		13-15
Minimum Credits Required		51

**Diesel Technology Level 1
Certificate of Achievement**

Prerequisite Requirements
*Placement in ENGL 060, MATH 060 and
instructor permission.*

<u>Core Courses</u>		<u>Credits</u>
DT 121	Introduction to Diesel Technology	16
Minimum Credits Required		16

**Diesel Technology Level 2
Certificate of Achievement**

Prerequisite Requirements
*Placement in ENGL 060, MATH 060 and
instructor permission.*

<u>Core Courses</u>		<u>Credits</u>
DT 122	Intermediate Diesel Technology	16
Minimum Credits Required		16

**Diesel Technology Level 3
Certificate of Achievement**

Prerequisite Requirements
*Placement in ENGL 060, MATH 060 and
instructor permission.*

<u>Core Courses</u>		<u>Credits</u>
DT 123	Advanced Diesel Technology	16
Minimum Credits Required		16

**Diesel Technology Level 4
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

<u>Core Courses</u>		<u>Credits</u>
DT 221	Diagnostics, Testing, and Repair	16
Minimum Credits Required		16

**Diesel Technology Level 5
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

<u>Core Courses</u>		<u>Credits</u>
DT 222	Advanced Diagnostics, Testing, and Repair	16
Minimum Credits Required		16

**EARLY CHILDHOOD
EDUCATION**

**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.edu/distance/index.htm>).

<u>Core Courses</u>		<u>Credits</u>
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

**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	Coopertive Work Experience	10
Credits Required		30

Support Courses

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

**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	Coopertive Work Experience	5
Credits Required		25

Diesel Technology
Levels 4-5

Early Childhood
Education

Geographic
Information
Systems

NURSING PROGRAMS

Nursing

Associate in Applied Science Degree

This is a competitive admission program. Nursing Program Applications are available during the application period each year in the Workforce Education Office or online at <http://ghc.edu/nursing>.

The following are minimum requirements but do not guarantee admission. Each of the admission requirements must be completed with a minimum grade of "C" (2.0) prior to consideration for admission. Admission requirements must be completed by the end of spring quarter to be considered for selection for the following fall entry. Points toward selection will be awarded for support courses completed by the end of spring quarter as detailed in the "Nursing Information Packet" available from the Workforce Education Office or online at <http://ghc.edu/nursing>. 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 Registered Nursing. Most students take a year of admission and support courses prior to entry. Student who take an additional one (1) credit course in "Personal and Vocational Relationships" at the end of their first year will have the option to apply for a Certificate of Completion in Practical Nursing and be eligible to take the NCLEX-PN licensure examination to become a Licensed Practical Nurse. Qualified LPNs who wish to complete the Associate of Applied Science Degree in Registered Nursing must apply for admission to the second year of the program. Admission is on a space available basis. Upon successful completion of the Associate of Applied Science Degree, the graduate is eligible to take the NCLEX-RN licensure examination for licensure as a Registered Nurse.

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

Nursing Degree (continued)

Clinical rotations are schedule during the day and evening hours with some night and weekend rotations possible in order to gain specific experiences. Students are responsible for providing their own transportation.

The Associate in Applied Science Degree Nursing Program is accredited by the national League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, 1-800-669-1656.

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 or AHLTH 150 (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

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
Credits Required		38

First-Year Support Courses

BIOL& 160	General Biology *	5
BIOL& 241	Anatomy & Physiology I	5
BIOL& 242	Anatomy & Physiology II	5
BIOL& 260	Microbiology	5
ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
Credits Required		35

Optional Courses

NURS 198	Personal & Vocational Relationship PN option	1
Practical Nursing		
Minimum Credits Required		74

** BIOL& 160 is waived if BIOL& 241, BIOL& 242, and BIOL& 260 have been successfully completed.*

Health Sciences

Nursing

Nursing Degree (continued)

<u>Second-Year Core Courses</u>		<u>Credits</u>
NURS 251	Complex Health Alterations I	13
NURS 252	Complex Health Alterations II	13
NURS 253	Transition to Professional Nursing	10
Credits Required		36

<u>ADN (Second-Year) Support Courses</u>		
NUTR& 101	Human Nutrition	5
SOC& 101	Introduction to Sociology	5
PE	Any Activity Course	1
Credits Required		11
Minimum Credits Required		120

LPN to RN Completion
Associate in Applied Science Degree
 See Selection Process: Associate of Applied Science Nursing Degree for details of the Point Value Scale for selection into the program. Placement in the program is on a space available basis.

- Admission Requirements
- Graduation from an approved practical nursing program
 - Current unencumbered Washington State LPN license
 - Evidence of clinical practice within the last three (3) years
 - High school chemistry within the past three (3) years or CHEM& 121 (grade of “C” or better)
 - BIOL& 241, Anatomy & Physiology I
 - BIOL& 242, Anatomy & Physiology II
 - BIOL& 260, Microbiology
 - ENGL& 101, English Composition I
 - PSYC& 100, General Psychology
 - PSYC& 200, Lifespan Psychology

<u>Nursing Courses</u>		<u>Credits</u>
NURS 149	LPN to RN Transition	3
NURS 251	Complex Health Alterations I	13
NURS 252	Complex Health Alterations II	13
NURS 253	Transition to Professional Practice	10
Credits Required		39

<u>Support Courses</u>		
NUTR& 101	Human Nutrition	5
SOC& 101	Introduction to Sociology	5
PE	Any Activity Course	1
Credits Required		11
Minimum Credits Required		50

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.

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

Nursing

LPN to RN Completion

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

<u>Core Courses</u>	<u>Credits</u>
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
Credits Required 48	
<u>General Education Courses</u>	
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	
Credits Required 23-25	

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.

<u>Support Courses</u>	<u>Credits</u>
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
Credits Required 20	
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
or		
HUST 110	Nutrition/Medication Management	5
HUST 158	Cooperative Work Internship	3
HUST 203	Law/Ethics Human Services	5
HUST 258	Advanced Cooperative Work Internship	5
Credits Required		28
<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
or		
SPCH 201	Fundamentals of Group Discussion	3-5
Credits Required		16-18
<u>Elective Courses</u>		
<i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i>		
Credits Required		0-1
Minimum Credits Required		45

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
Credits Required		25

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 124	Keyboard Skillbuilding I	2
OFTC 205	Records Information Management	5
Credits Required		23
<u>General Education Courses</u>		
BA 140	Business English	3
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 106	Applied Psychology	3-5
or		
SOC& 101	Introduction to Sociology	3-5
Credits Required		11-13
Minimum Credits Required		59

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
Minimum Credits Required		11

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
Minimum Credits Required		18

** 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
or		
NR 140	Stream Ecology	
or		
FISH 215	Fish Biology	5
or		
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
Credits Required		35

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

NR 220	Water Quality Analysis	5
NR 230	Aquatic Entomology	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 **Credits**

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

MATH& 107	Mathematical Applications	5
or		
MATH& 141	Precalculus I	

PSYC& 100	General Psychology	5
or		
SOC& 101	Introduction to Sociology	

SPCH 101	Fundamentals of Speech	5
Credits Required		25

Support Courses

BIOL& 160	General Biology	5
BIOL 102	General Biology II	5

CHEM& 121	Introduction to Chemistry	5
or		
CHEM& 161	General Chemistry I	

NR 100	Vehicle Safety	1
PE 177	First Aid and CPR	2
Credits Required		18

**Minimum Credits Required 93+
1 additional PE credit**

Aquaculture Technician Certificate of Completion

Core Courses **Credits**

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
NR 258	Cooperative Work Experience	5
Credits Required		30

Support and General Education Courses

CIS 102	Microcomputer Applications	3
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ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/ Business Writing	
ENGL& 235	Technical Writing	

MATH 100	Vocational/Technical Math (or higher)	5
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PSYC& 100	General Psychology	3-5
or		
PSYCH 106	Applied Psychology	
or		
SOC& 101	Introduction to Sociology	

SPCH 101	Fundamentals of Speech	5
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
Credits Required		30
<u>Support and General Education Courses</u>		
CIS 102	Microcomputer Applications	3
ENGL& 101	English Composition I	
or		
ENGL 150	Vocational/Technical/ Business Writing	5
or		
ENGL& 235	Technical Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	
or		
PSYCH 106	Applied Psychology	3-5
or		
SOC& 101	Introduction to Sociology	
SPCH 101	Fundamentals of Speech	5
Credits Required		21-23
Minimum Credits Required		51

**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
Minimum Credits Required		25

**Natural Resources Management
Certificate of Achievement**

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

**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
Minimum Credits Required		25

Watershed
Restoration

Aquaculture

Natural Resources
Management

Watershed
Assessment

Office Technology

**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
Credits Required		58
<u>Support Courses</u>		
ACCT 113	Introduction to Accounting I	5
BA 140	Business English	3
BUS& 101	Introduction to Business	5
Credits Required		13

Office Technology

Software Applications

Formatting and Publishing Business Documents

Office Technology Degree (continued)

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 106 or	Applied Psychology	3-5
SOC& 101	Introduction to Sociology	
SPCH 101 or	Fundamentals of Speech	3-5
SPCH 201	Fundamentals of Group Discussion	
Credits Required		16-20
<u>Elective Courses</u>		
<i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i>		
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
Credits Required		36
<u>General Education Courses</u>		
BA 140	Business English	3
ENGL& 101 or	English Composition I	5
ENGL 150	Vocational/Technical/ Business Writing	
PSYCH 106 or	Applied Psychology	3-5
SOC& 101	Introduction to Sociology	
Credits Required		11-13
Minimum Credits Required		47

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
Credits Required		35
<u>Support and General Education Courses</u>		
ENGL& 101 or	English Composition I	5
ENGL 150	Vocational/Technical/ Business Writing	
PSYC& 100 or	General Psychology	
PSYCH 106 or	Applied Psychology	3-5
SOC& 101	Introduction to Sociology	
SPCH 101 or	Fundamentals of Speech	3-5
SPCH 201	Fundamentals of Group Discussion	
Credits Required		11-15
Minimum Credits Required		46

Formatting and Publishing Business Documents Certificate of Achievement

<u>Prerequisite Requirements</u>		
<i>Basic working knowledge of computers or CIS 100 and CIS 101; CIS 102.</i>		
<u>Core Courses</u>		<u>Credits</u>
CIS 140	Word Processing Applications	5
OFTC 113	Document Formatting	5
OFTC 252	Desktop Publishing	5
Minimum Credits Required		15

**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
Minimum Credits Required		25

**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
Minimum Credits Required		17

**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
Minimum Credits Required		21

**WELDING TECHNOLOGY
PROGRAMS**

Recommended Preparation for welding 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.

**Welding Technology
Associate in Technology Degree**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

<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
Credits Required		101

General Education Courses

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

**Welding Technology
Certificate of Completion**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

<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
Credits Required		53

Microcomputer
Applications

Microsoft Office
Applications

Office Professional
Certification

Welding
Technology

Welding Technology Certificate (continued)																																					
<i>Welding Technology</i>	<table border="0"> <tr> <td colspan="2"><u>General Education Courses</u></td> <td style="text-align: right;"><u>Credits</u></td> </tr> <tr> <td>ENGL& 101</td> <td>English Composition I</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="text-align: center;">or</td> <td></td> <td></td> </tr> <tr> <td>ENGL 150</td> <td>Vocational/Technical/ Business Writing</td> <td></td> </tr> </table>	<u>General Education Courses</u>		<u>Credits</u>	ENGL& 101	English Composition I	5	or			ENGL 150	Vocational/Technical/ Business Writing																									
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Welding Basics Level 2 Certificate of Achievement	
<u>Prerequisite Requirements</u>	
<i>Placement in ENGL 060, MATH 060 and instructor permission.</i>	

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

Pipe Welding Level 3 Certificate of Achievement	
<u>Prerequisite Requirements</u>	
<i>Placement in ENGL 060, MATH 060 and instructor permission.</i>	

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

Industrial Welding Level 4 Certificate of Achievement	
<u>Prerequisite Requirements</u>	
<i>Placement in ENGL 060, MATH 060 and instructor permission.</i>	

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

YACHT FINISH CARPENTRY

Beginning Yacht Finish Carpentry Certificate of Achievement		
<u>Core Courses</u>		<u>Credits</u>
YFC 081	Yacht Finish Carpentry I	2.5
YFC 082	Yacht Finish Carpentry II	2.5
YFC 083	Yacht Finish Carpentry III	2.5
	Minimum Credits Required	7.5

Intermediate Yacht Finish Carpentry Certificate of Achievement		
<u>Core Courses</u>		<u>Credits</u>
YFC 084	Yacht Finish Carpentry IV	2.5
YFC 085	Yacht Finish Carpentry V	2.5
YFC 086	Yacht Finish Carpentry VI	2.5
	Minimum Credits Required	7.5