

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

**ASSOCIATE IN TECHNOLOGY DEGREE**

**CERTIFICATE OF COMPLETION**

**CERTIFICATE OF ACHIEVEMENT**

**Summary of Requirements**

- Fulfill the specific course requirements of the published professional-technical program curricula
  - Complete the required credits, depending on program selected
  - Complete three PE requirement credits for Associate in Applied Science and Technology degrees
  - Maintain a GPA of at least 2.0 in core courses and overall
  - Fulfill all obligations to the college, financial or otherwise
  - Meet the graduation requirements in effect during the year in which the student started a program leading to a certificate of completion (these requirements must be met within a seven- year period), or meet the requirements in effect at the time of completion
- and**
- Fulfill general requirements for all degrees beginning on page 48.

**Outline of Programs**

The following pages outline the degree and certificate programs, the specific courses required in each program, and the number of credits required. Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with titles and descriptions of required program courses beginning on page 89 of this catalog.

**Professional Technical Programs**

In general, Grays Harbor College’s Associate in Applied Science (AAS) and Associate in Technology (AT) degrees are not designed for transfer to other colleges or universities. AAS and AT degrees will not be accepted as appropriate preparation for most BA or BS degrees. The Association in Applied Science, Associate in Technology, Certificate of Completion (CC), and Certificate of Achievement (CA) are designed for students whose primary goal is to enter the job market after completion. Students completing the requirements for the degrees or certificates will receive either the Associate in Applied Science degree, the Associate in Technology degree, a Certificate of Completion, or a Certificate of Achievement. The professional technical program choices are listed below with a page number reference:

<u>Program</u>	<u>Page #</u>
<b>Accounting Programs</b>	
Accounting (AAS)	69
Accounting/Bookkeeping (CC)	69
Bookkeeping (CA)	70
Retail Bookkeeping (CA)	70
<b>Automotive Technology Programs</b>	
Automotive Technology (AT)	70
Automotive Technology (CC)	71
Automotive Technology Levels 1-6 (CA)	71
<b>Business Management Programs</b>	
Business Management (AAS, CC)	72
Small Business/Entrepreneurship (CC)	73
Basic Small Business Skills (CA)	73
Retailing (CA)	73
<b>Carpentry Technology Programs</b>	
Carpentry Technology (AT)	73
Trim Carpentry (CC)	74
<b>Commercial Truck Driving Programs</b>	
Commercial Truck Driving (CC)	74
Beginning Commercial Truck Driving (CA)	75
Commercial Drivers License (CA)	75
Truck Driving Work Experience (CA)	75
<b>Computer Aided Drafting Programs</b>	
AutoCAD (CA)	75
<b>Computer Information Systems Programs</b>	
Technical Support Specialist - Information Technology (AAS)	75
PC Maintenance and Service Technician (CC)	76

<u>Program</u>	<u>Page #</u>
<b>Criminal Justice Programs</b>	
Criminal Justice (AAS, CC)	76
<b>Diesel Technology Programs</b>	
Diesel Technology (AT)	77
Diesel Technology Fundamentals (CC)	78
Advanced Diesel Technology (CC)	78
Diesel Technology Levels 1-3 (CA)	78
Diesel Technology Levels 4-5 (CA)	79
<b>Early Childhood Education Programs</b>	
Early Childhood Education (CA)	79
<b>Geographic Information Systems</b>	
Geographic Info. Systems (CC, CA)	79
<b>Health Sciences Programs</b>	
Nursing Program	80
Admission Requirements	80
Practical Nursing (CC)	80
Registered Nursing (AAS)	81
Nursing Assistant Training (CA)	81
<b>Human Services Programs</b>	
Human Services (AAS)	82
Human Services (CC)	83
<b>Medical Records Office Assistant Programs</b>	
Medical Records Office Assistant (CC)	83
Medical Coding (CA)	83
Medical Transcription (CA)	83
<b>Natural Resources Programs</b>	
Natural Resources Technology (AAS)	84
Aquaculture Technician (CC)	84
Watershed Restoration (CC)	85
Aquaculture (CA)	85
Natural Resource Management (CA)	85
Watershed Assessment (CA)	85
<b>Office Technology Programs</b>	
Office Technology (AAS, CC)	85-86
Software Applications (CC)	86
Formatting/Publishing Business Documents (CA)	86
Microcomputer Applications (CA)	87
Microsoft Office Applications (CA)	87
Office Professional Certification (CA)	87
<b>Welding Technology Programs</b>	
Welding Technology (AT, CC)	87-88
Related Welding (CC)	88
Welding Basics Level 1 (CA)	88
Welding Basics Level 2 (CA)	88
Pipe Welding Level 3 (CA)	88
Industrial Welding Level 4 (CA)	88
<b>Yacht Finish Carpentry</b>	
Beginning Yacht Finish Carpentry (CA)	88
Intermediate Yacht Finish Carpentry (CA)	88

**ACCOUNTING PROGRAMS**

**Accounting**

**Associate in Applied Science Degree**

Core Courses

	<u>Credits</u>
ACCT 113 Introduction to Accounting I <b>and</b> ACCT 114 Introduction to Accounting II or ACCT& 201 Principles of Accounting I	5-10
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 <b>or</b> 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
<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 <b>or</b> ENGL 150 Vocational/Technical/ Business Writing	5
PSYC& 100 General Psychology <b>or</b> PSYCH 106 Applied Psychology	3-5
SPCH 101 Fundamentals of Speech <b>or</b> SPCH 201 Fundamentals of Group Discussion	3-5
<b>Credits Required</b>	<b>11-15</b>
<b>Minimum Credits Required</b>	<b>91+</b>

3 PE credits

**Accounting/Bookkeeping  
Certificate of Completion**

Core Courses

	<u>Credits</u>
ACCT 113 Introduction to Accounting I <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	10
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 <b>or</b> BUS& 101 Introduction to Business	5
BA 104 Mathematics for Business <b>or</b> 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
<b>Credits Required</b>	<b>24-26</b>

General Education Courses

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

Accounting

Accounting/  
Bookkeeping