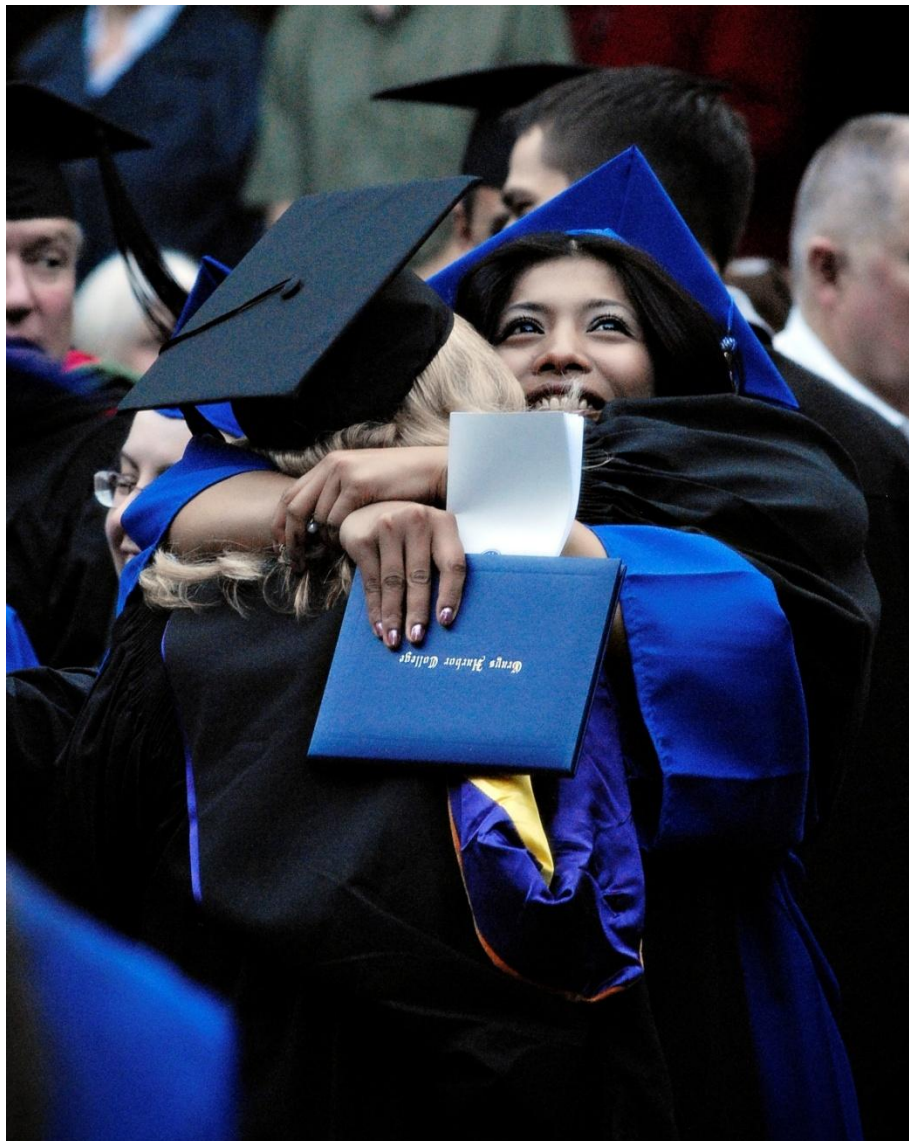




**GRAYS HARBOR
COLLEGE**

OCCUPATIONAL ENTREPRENEURSHIP

Program Advisor: Ron Deaton, (360) 538-4173



<http://www.ghc.edu/voc/occentre.pdf>



OCCUPATIONAL ENTREPRENEURSHIP

Associate in Applied Science Degree

Students who have earned a certificate of completion in any of the Industrial Technology Division programs can apply that certificate towards this associate in applied science degree.

Core Courses (23 credits)

		<u>Credits</u>
ACCT 113	Introduction to Accounting I	5
BA 174	Small Business Management	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
CIS 102	Microcomputer Applications	3

Core Courses (33-48 credits)

Students must meet the requirements for a certificate of completion, in any of the following programs:

Automotive Technology	48
Carpentry Technology	48
Commercial Truck Driving	33
Diesel Technology	48
Welding Technology	48

General Education Courses (18-20 credits)

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

Suggested Electives (4-21 credits)

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

BUS& 101	Introduction to Business	5
BA 104	Mathematics for Business	3
BA 140	Business English	3
BA 150	Fundamentals of Finance	5
BUS& 201	Business Law	5

Minimum Credits Required

**95+
3 PE credits**

Grays Harbor College complies with all Federal and State rules and regulations and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.

OCCUPATIONAL ENTREPRENEURSHIP COURSE DESCRIPTIONS

ACCT 113 **5 Credits**

Introduction to Accounting I

Prerequisites: READ 090, completion of or current enrollment in MATH 093 or instructor permission.

Theory and practice of double-entry bookkeeping and accounting for professional, service and merchandising business organizations. Coverage of both cash and accrual systems with preparation of worksheets, adjusting and closing entries, reversing entries, and financial statements. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

BA 104 **3 Credits**

Mathematics for Business

Prerequisite: MATH 095, placement in MATH 098 or instructor permission.

Review of basic arithmetic and algebraic fundamentals and their application to typical business problems. A practical mathematical approach to business problems, such as cash and trade discounts, commissions, simple and compound interest, markups and markdowns, net present values, and insurance rates, etc., will be employed. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

BA 140 **3 Credits**

Business English

Prerequisite: A grade of "C" or better in ENGL 095 or placement in ENGL& 101; READ 090 or placement in READ 120.

The study of English grammar, spelling, and punctuation as particularly applied to business applications. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

BA 150 **5 Credits**

Fundamentals of Finance

Prerequisites: BA 104; ACCT 113 or ACCT& 201 or instructor permission.

This course presents the basics of financial analysis, forecasting, operating and financial leverage, working capital, current asset management, short term financing, and investment options. Orientation will be towards small business and personal finance. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

BA 174 **5 Credits**

Small Business Management

Prerequisites: READ 090; ENGL 095; MATH 095 or instructor permission.

A study of small business covering reasons for success and failure and a practical approach on how to start a small business and continue successfully. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

BA 240 **5 Credits**

Principles of Marketing

Prerequisites: READ 090; ENGL 095 or instructor permission.

Inquiry into the institutions engaged in the movement of goods and services from producers to consumers. Primary emphasis on basic marketing with a managerial approach. Required for business management. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

BA 258 **5 Credits**

Principles of Management

Prerequisites: READ 090; ENGL 095 or instructor permission.

A study of leadership and executive behavior and how to develop a successful leadership style. Employee motivation, managerial environment, planning, controlling, and organizing are also studied. A "systems" approach to management is emphasized. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

BUS& 101 **5 Credits**

Introduction to Business

Prerequisites: Math 060 and READ 080 or instructor permission.

Introduction to Business is a general course designed to provide an understanding of how the American business system operates and its place in the economy. The course provides background for more effective and better use of business services in personal affairs as well as foundation for future courses in various business programs. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

BUS& 201 **5 Credits**

Business Law

Prerequisite: READ 080 or instructor permission.

A study of the United States legal system, institutions and processes. Principles of the law of contracts, sales, property, negotiable instruments, secured transactions and agency. Includes legal reasoning. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

CIS 102 **3 Credits**

Introduction to Microsoft Office

Recommended Preparation: CIS 100 and CIS 101 or concurrent enrollment.

Prerequisite: READ 080.

This course introduces Microsoft Office Suite and emphasizes hands on experience. Students will work with various applications including electronic spreadsheets, word processing and presentation software. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

ENGL 150 **5 Credits**

Voc/Tech/Business Writing

Recommended Preparation: Competence in basic computer operation or concurrent enrollment in CIS 100.

Prerequisite: Appropriate English placement score or a grade of "C-" or better in ENGL 095.

This course is designed for both vocational/technical and business students. It emphasizes written and oral communication required in the world of work. Major topics include business letters and memorandums, formal and informal reports, computer graphics, basic principles of technical writing, and oral presentations. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

OCCUPATIONAL ENTREPRENEURSHIP COURSE DESCRIPTIONS

ENGL& 101 **English Composition I** **5 Credits**

Prerequisite: Appropriate English placement test score or a grade of "C-" or better in ENGL 095.

ENGL& 101 emphasizes the basic rhetorical principles and development of expository and argumentative prose. Included is an introduction to the research methods necessary for evidence-backed writing. Skills gained in this course should help students improve their performance of such tasks as writing for a variety of purposes and audiences, as well as writing informative and persuasive essays and research-backed reports, projects and papers. 5 lecture hours. Satisfies writing skills requirement for the AA degree.

MATH 100 **Vocational Technical Math** **5 Credits**

Prerequisites: A grade of "C-" or better in MATH 059 or MATH 060 or appropriate placement score.

This course is designed to meet the needs of the vocational-technical student. Topics will include powers and roots, signed numbers, formulae manipulation, plane and solid geometry, trigonometry and specialized formulae. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

PSYC& 100 **General Psychology** **5 Credits**

Recommended Preparation: Placement in ENGL& 101.

An introduction to psychology utilizing lectures and group exercises. Deals with the psychology of behavior, development, learning, cognition, motivation and emotion, perception, memory, and both normal and abnormal personalities. Provides an overview of modern psychology in terms of biological, social and intrapsychic factors. 5 lecture hours. Satisfies social science distribution area D requirement or specified elective for the AA degree.

PSYCH 106 **Applied Psychology** **3 Credits**

Applications of theory and current research in psychology with major topics of personality, decision making, communications, motivation, learning and the workplace. Focuses on individual and group thought and behavior in the world of work. Emphasis is placed on change, personal and professional growth. 3 lecture hours. May be used as a general elective in the AA degree.

SOC& 101 **Introduction to Sociology** **5 Credits**

Recommended Preparation: ENGL 095 or placement in ENGL& 101.

An introduction to the principles, concepts, theories and methods of the sociological perspective. Emphasis is placed upon relating sociological ideas to national, community, and individual levels. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

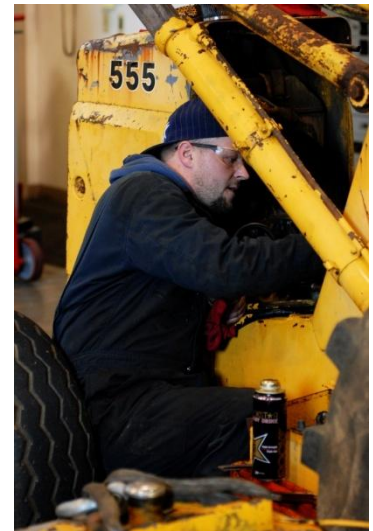
SPCH 101 **Fundamentals of Speech** **5 Credits**

Principles of effective oral communication including delivery, organization, content, and stress management. A functional approach to effective speaking with practical application in informative, impromptu, and persuasive speeches. 5 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.



INDUSTRIAL TECHNOLOGY CORE COURSES

	<u>Required Core Credits</u>
<u>Automotive Technology</u>	48
AUTO 111, 112, 113, 211, 212, 213	
<u>Carpentry Technology</u>	48
CARP 111, 112, 113	
<u>Commercial Truck Driving</u>	33
CDL 101, CDL 120, CDL 125, CDL 130, CDL 135, CDL 140, CDL 141, FKLT 101	
<u>Diesel Technology</u>	48
DT 121, 122, 123, DT 221, 222	
<u>Welding Technology</u>	48
WELD 110, WELD 120, WELD 130	



GRAYS HARBOR COLLEGE – Typical Student Schedule
OCCUPATIONAL ENTREPRENEURSHIP - ASSOCIATE IN APPLIED SCIENCE DEGREE

1st Quarter

Course #	Course Title	Credits
ENGL 150	Vocational/Technical/Business Writing	5
	Core course(s)	16
TOTAL QUARTER CREDITS		21

2nd Quarter

Course #	Course Title	Credits
PSYCH 106	Applied Psychology	3
	Core course(s)	16
TOTAL QUARTER CREDITS		19

3rd Quarter

Course #	Course Title	Credits
MATH 100	Vocational/Technical Math (or higher)	5
	Core course(s)	16
TOTAL QUARTER CREDITS		21

4th Quarter

Course #	Course Title	Credits
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
	Suggested electives	5
TOTAL QUARTER CREDITS		15

5th Quarter

Course #	Course Title	Credits
ACCT 113	Introduction to Accounting	5
SPCH 101	Fundamentals of Speech	5
CIS 102	Introduction to Microsoft Office	3
	Suggested electives	5
TOTAL QUARTER CREDITS		18

6th Quarter

Course #	Course Title	Credits
BA 174	Small Business Management	5
	Suggested electives	10
TOTAL QUARTER CREDITS		15

**PLEASE NOTE: Students may substitute PSYC& 100 or SOC& 101 for PSYCH 106,
 ENGL& 101 for ENGL 150.**



OCCUPATIONAL ENTREPRENEURSHIP

