



**GRAYS HARBOR
COLLEGE**

SOFTWARE APPLICATIONS AS A CAREER

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:
<http://www.ghc.edu/voc/disclosures/Software.pdf>.

SOFTWARE APPLICATIONS AS A CAREER

Grays Harbor College has worked with industry to develop leading-edge programs that reflect current trends in the computer software applications field.

This program is designed for those seeking immediate employment and for employed professionals seeking additional training. Students wishing to transfer to a four-year institution should plan a special transfer program with their program advisor.

Students should pay particular attention to basic computer skill requirements prior to enrolling in core courses. Students are also encouraged to recognize the required levels of competency in English, reading, and mathematics.

Classes are scheduled for daytime or evening enrollment. Students should apply for admissions, schedule a placement test, and meet with their program advisor to plan their course of study.

Employment Opportunities

Some of the typical employment opportunities for graduates of this certificate include:

- Software Specialist
- Computer Applications Technician
- Data Entry Operator
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Salary Expectations

For job opportunities and salary expectations, please see: <http://www.workforceexplorer.com/>

When Can I Enroll?

Students may enter the Software Applications program in any quarter, including: Fall, Winter or Spring.

What Do I Need To Do First?

Apply for Admission (<https://admissions.ctc.edu/applicant/welcome.cfm>)

Request Official Transcripts from high school, previous colleges or GED certificate. Have them sent directly to GHC.

Take the College Placement Test (CPT). Make an appointment at GHC Counseling Center (360-538-4099 or toll-free 1-800-562-4830). The CPT is not required if 100 level English and math were completed at another college.

Meet with an entry advisor.



SOFTWARE APPLICATIONS Certificate of Completion

<u><i>Core Courses (35 credits)</i></u>		<u><i>Credits</i></u>
BTECH 131	Access	5
BTEC 140	Word Processing Applications	5
BTEC 141	PowerPoint	2
BTEC 150	Excel	5
BTEC 252	Desktop Publishing	5
BTEC 253	Integrated Software Applications	5
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
 <u><i>Support and General Education Courses (11-15 credits)</i></u>		
ENGL& 101	English Composition I	5 <u>or</u>
ENGL 150	Vocational/Technical/Business Writing	5
PSYC& 100	General Psychology	5 <u>or</u>
PSYCH 106	Applied Psychology	3 <u>or</u>
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5 <u>or</u>
SPCH 201	Fundamentals of Group Discussion	3
 <i>Minimum Credits Required</i>		46



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.

SOFTWARE APPLICATIONS PROGRAM COURSE DESCRIPTIONS

BTECH 131 **Access**

5 Credits

Prerequisite: CIS 102 or instructor permission.

This course teaches basic electronic database capabilities. The course emphasizes the skills necessary to create, edit and utilize a database. Filters, forms, queries and reports are covered. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

BTECH 140 **Word Processing Applications**

5 Credits

Prerequisite: CIS 102 or instructor permission.

This course provides thorough coverage of text editing and formatting using word processing software. Tables, columns, styles, graphics, merge operations, and basic web design are covered. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

BTECH 141 **PowerPoint**

2 Credits

Prerequisite: CIS 102 or instructor permission.

Students learn and apply intermediate and advanced features of Microsoft PowerPoint to create and modify presentations by customizing the color schemes; adding charts, diagrams, and graphs; importing Word and Excel documents; adding links and animation; and creating self-running presentations. 1 lecture hour; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

BTECH 150 **Excel**

5 Credits

Prerequisites: MATH 070; CIS 102 or instructor permission.

This course teaches electronic spreadsheet capabilities in realistic private or business related problems. The course emphasizes the skills necessary to create, modify and print a worksheet and includes the use of functions, graphics, data lists, and other enhancements. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

BTECH 252 **Desktop Publishing**

5 Credits

Prerequisite: CIS 140 or instructor permission.

This course emphasizes professional use of desktop publishing software, including advanced text editing, in the production of various business documents. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

BTECH 253 **Integrated Software Applications**

5 Credits

Prerequisite: CIS 140, CIS 150, and BTECH 252 or instructor permission.

This course is designed for the advanced student. It covers production jobs that would be expected of a secretary in an executive capacity utilizing integrated software packages. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

CIS 102 **Introduction to Microsoft Office**

3 Credits

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.

CIS 125 **Internet Fundamentals**

5 Credits

Prerequisite: CIS 102 with a grade of "C" or better or instructor permission.

The goal of this course is to provide an introduction to Web Browsers, E-mail clients and Basic HTML. This course prepares students to work with and understand the basic concepts and terminology associated with the tools we use today when working with the Internet. Students will learn how to use and configure a web browser, how to use e-mail and finally how to be able to put together a basic web page using HTML tags. Optional lab components will be used to enhance student learning. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

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 instruction in 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.

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

5 Credits

Recommended Preparation: Competency 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.

SOFTWARE APPLICATIONS PROGRAM COURSE DESCRIPTIONS

PSYC& 100

5 Credits

General Psychology

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

3 Credits

Applied Psychology

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

5 Credits

Introduction to Sociology

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

5 Credits

Fundamentals of Speech

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.

SPCH 201

3 Credits

Fundamentals of Group Discussion

Introduction to problem solving in small groups. Emphasis is given to practical experience in group discussion participation and leadership. Additional attention is given to meeting management and panel discussion. 3 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.



GRAYS HARBOR COLLEGE - Typical Student Schedule
SOFTWARE APPLICATIONS – CERTIFICATE OF COMPLETION

1st Quarter

Course #	Course Title	Credits
BTECH 131	Access	5
CIS 102	Introduction to Microsoft Office	3
CIS 125	Internet Fundamentals	5
PSYCH 106	Applied Psychology	3
TOTAL QUARTER CREDITS		16

2nd Quarter

Course #	Course Title	Credits
BTECH 140	Word Processing Applications	5
BTECH 141	Power Point	2
BTECH 252	Desktop Publishing	5
SPCH 101	Fundamentals of Speech	5
TOTAL QUARTER CREDITS		17

3rd Quarter

Course #	Course Title	Credits
BTECH 150	Excel	5
BTECH 253	Integrated Software Applications	5
ENGL& 101	English Composition I	5
TOTAL QUARTER CREDITS		15

***PLEASE NOTE: Students may substitute ENGL 150 for ENGL& 101;
 PSYC& 100 or SOC& 101 for PSYCH 106; SPCH 201 for SPCH 101.***

