



**GRAYS HARBOR
COLLEGE**

SOFTWARE APPLICATIONS AS A CAREER

Program Instructors/Advisors: Darrelyn Miller, (360) 538-4161

Scott Blankenship, (360) 538-4170



<http://www.ghc.edu/voc/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

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>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
<i>Credits Required</i>		35
<u>Support and General Education Courses</u>		<u>Credits</u>
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	
SPCH 101	Fundamentals of Speech	3-5
or		
SPCH 201	Fundamentals of Group Discussion	
<i>Credits Required</i>		11-15
<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

CIS 102 Microcomputer Applications <i>Recommended Preparation: CIS 100 and CIS 101 or concurrent enrollment.</i> <i>Prerequisite: READ 080.</i> This course introduces computer systems with emphasis on applications. Students will work with various applications including electronic spreadsheets, word processing and presentation software. 2 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.	3 Credits	CIS 150 Excel <i>Prerequisites: MATH 093; CIS 102 or instructor permission.</i> 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.	5 Credits
CIS 125 Internet Fundamentals <i>Prerequisite: CIS 102 with a grade of "C" or better or demonstrated proficiency using Windows XP measured by the ability to use the command line and Windows Explorer to locate, create, and manipulate folders and files; or instructor permission.</i> 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.	5 Credits	ENGL& 101 English Composition I <i>Prerequisite: Appropriate English placement test score or a grade of "C-" or better in ENGL 095.</i> 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.	5 Credits
CIS 131 Access <i>Prerequisite: CIS 102 or instructor permission.</i> 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.	5 Credits	ENGL 150 Vocational/Technical and Business Writing <i>Recommended Preparation: Competence in basic computer operation or concurrent enrollment in CIS 100.</i> <i>Prerequisite: Appropriate English placement score or a grade of "C-" or better in ENGL 095.</i> 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.	5 Credits
CIS 140 Word Processing Applications <i>Prerequisite: CIS 102 or instructor permission.</i> 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.	5 Credits	OFTC 252 Desktop Publishing <i>Prerequisite: CIS 140 or instructor permission.</i> 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.	5 Credits
CIS 141 PowerPoint <i>Prerequisite: CIS 102 or instructor permission.</i> 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.	2 Credits	OFTC 253 Integrated Software Applications <i>Prerequisite: OFTC 252 or instructor permission.</i> 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.	5 Credits

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 (formerly SOC 110)

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
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
ENGL& 101	English Composition I	5
PSYCH 106	Applied Psychology	3
TOTAL QUARTER CREDITS		16

2nd Quarter

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

3rd Quarter

Course #	Course Title	Credits
CIS 131	Access	5
CIS 150	Excel	5
OFTC 253	Integrated Software Applications	5
TOTAL QUARTER CREDITS		15

PLEASE NOTE: Students may substitute MATH 101 for BA 104; ENGL 150 for ENGL& 101; PSYC& 100 or SOC& 101 for PSYCH 106; SPCH 201 for SPCH 101.

