



AAS Degree

Computer Applications Technology

Year One (Sample schedule)

Quarter One (Fall)

- CAT 100 Introduction to Microsoft Applications4
- CAT 111 Introduction to Windows5
- ENGL& 101 English Composition I.....5
- HUMDV 101 Success in the Online Classroom.....1

Quarter Two (Winter)

- CAT 130 Introduction to Word.....5
- AMATH 121 Applied Math for Prof/Tech Programs I.....5
- Elective*5

Quarter Three (Spring)

- HUMDV 120 Human Relations3
- CAT 114 PowerPoint Presentation.....2
- ENGL& 102 English Composition II.....5
- CAT 140 Introduction to Excel5

Year Two (Sample schedule)

Quarter Four (Fall)

- IT 111 Fundamentals of Information Technology5
- MEDIA 111 Introduction to Multimedia for the Web5
- CAT 212 Help Desk Support Services.....5

Quarter Five (Winter)

- IT 107 Intro to Networking5
- IT 162 Upgrading and Maintaining your PC.....5
- Elective*5

Quarter Six (Spring)

- ACCT 215 Quickbooks5
- IT 156 Introduction to Operating Systems5
- CAT 242 Intermediate Microsoft Excel.....5

*Choose from the following Electives (Year 1 and 2, Winter)

- CAT 270 Computer Applications Technology Internship5
- Social Science, Humanities, or Natural Science.....5
- AOS 107 Database Applications I.....5

Total Credits Required 90

Specifics

Length of Program

Courses with prerequisites, and the placement level of the student, may extend the Length of Program listed on this page.

Which Quarter Can I begin?

The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Details

- Completion Award:** AAS Degree
- Length of Program:** 6 Quarters
- Program Code:** INPCTAPT

Program Coordinator (contact with questions)

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Apply online: <http://pencol.edu/GetStarted>

Notes



AAS Degree

Computer Applications Technology

Program Description

The Associate of Applied Science (AAS) degree program provides an avenue for developing a person's skills in the use of the Microsoft Office suite of business software applications—Word, Excel, and PowerPoint.

Special Features

- The office application classes provide a foundation for personal as well as employment use.
- The application classes (Word, Excel, PowerPoint) taught in this program are the most frequently requested by employers throughout all industries.
- The transfer classes include English, math, social science, natural science, and humanities.
- Some classes have the option being taken either within a classroom setting or as online classes; and many of the classroom classes include web enhancement. In addition, the online classes offer the time-bound student the ability to complete his/her educational goals while staying at home and/or working.
- A computer lab is available for all students
- This program helps prepare the student for a life-long learning process that accommodates rapidly changing technologies.
- Several of the first-year program-specific courses are offered at the Port Townsend and Forks branch sites.

Student Learning Outcomes

When this program is completed, the student will be able to:

- Communicate effectively through written, verbal, and visual methods
- Work collaboratively and independently to achieve a defined goal.
- Demonstrate use of Word, Excel, and PowerPoint.
- Distinguish between hardware and software; determine the type of software necessary to complete an objective; understand the functions of an operating system.
- Access information from a hard or removable drive; locate information in subdirectories.
- Access a variety of Windows tabs and icons.
- Use spreadsheet software to solve mathematical/quantitative problems.
- Format and edit documents using Microsoft software.
- Solve problems using the appropriate software; apply systematic approaches and logic to solving problems; troubleshoot problems; collect and apply data to solve problems.
- Communicate findings in the form of printed and electronic documents, create and interpret graphs and charts using appropriate software, and synthesize and apply information to meet an identified need.
- Ask questions and give answers using discipline-specific vocabulary.

- Translate math symbols into words and words into math symbols.
- Utilize electronic technology including accessing information from various sources.
- Apply basic computational skills to practical applications.
- Work cooperatively and collaboratively with others.
- Communicate in writing for a variety of purposes and audiences.
- Demonstrate competencies to succeed in the selected career pathway workplace.

Career Opportunities

The need for computer software knowledge for personal use and employment is a must in today's environment. Graduates may be employed by public and private organizations; educational and research facilities; and industrial and commercial businesses.

Potential Positions and Earning

Position titles are infinite. Since most businesses now use computers for a variety of tasks, virtually all position categories are represented in potential positions from clerical to technical and managerial.

For current employment and wage estimates, please visit and search for the relevant occupational term:

www.bls.gov/oes

Assessment

Students entering this program should have basic keyboarding skills. Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: <http://www.pencol.edu/placement-testing>

Approximate Additional Costs

Books, supplies and miscellaneous fees (per quarter).....	\$250.00 - \$400.00
Optional/Recommended:	
Personal computer and software.....	\$400.00 - \$1000.00