PENINSULA COLLEGE

Certificate

Computer Applications Technology

Sample Schedule

Fall

☐ CAT 111 Introduction to Microsoft Windows 5
☐ CAT 140 Introduction to Microsoft Excel..................................5
☐ MEDIA 111 Intro Multimedia for the Web 5

Winter

☐ CAT 130 Introduction to Microsoft Word 5
☐ ENGL& 101 (or above) English Composition 1 5
☐ IT 162 Upgrade and Maintain a PC 5

Spring

☐ ACCT 215 QuickBooks..5
☐ AMATH 121 Applied Math for Prof Tech Programs I or ☐ Above 100 level Math class...5
☐ HUMDV 120 Human Relations or ☐ PSYC& 100 3-5

Total Credits Required   43-45

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:	Certificate
Length of Program:	3 Quarters
Program Code:	MIACTC45

Program Coordinator (contact with questions)

Tanya Knight   (360) 417-6242
Office: C-210   Tknight@pencol.edu

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

Notes

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Program Description

Computers are an integral part of our business, educational, and personal lives. They give us access to vast amounts of information; therefore, the ability to access, manage, utilize, analyze, and disseminate information effectively is essential. The key to success in virtually every profession or career depends on the skillful use of information. This one-year program prepares students to integrate the use of computers into a variety of business and industry situations by providing training in computer concepts and applications. Successful completion of this program leads to a certificate in Computer Applications Technology.

Special Features

- Many of the courses in the Computer Applications Technology (CAT) program are taught on-line which lets the home and/or time-bound student improve his/her computer skills.

- The skills taught in this program are the most frequently requested competencies sought by employers throughout all industries.

- By working closely with the program advisor, the CAT student can arrange a concentration of classes to meet career goals. Students wishing to complete selected coursework or individualized certificate programs may contact the program advisor for further information

- The majority of courses in the CAT program are offered in an online format with computer access in Port Angeles, Port Townsend and Forks.

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

Positions for persons using computer applications are expected in most occupations. Sales positions generally require software knowledge as well as good interpersonal and communication skills. The rapid rate of growth and change in the field requires a commitment to stay current with new technologies. Graduates can be employed by public and private organizations; educational and research facilities; industrial and commercial businesses; and the makers, vendors, and distributors of hardware and software.

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................................ $1000.00 - 2000.00
USB flash drive...$40.00
Approx. total tuition based on 2012-2013 WA resident
tuition rates. (Based on 18 credits the 1st quarter, 17
credits the 2nd quarter and 15 credits the 3rd quarter.
– Additional fees may apply)..$5,837.00