

# *Spring 2017*

## *CCEast Advising Schedule*



Spring quarter classes begin April 3, 2017.  
*Updated 2/15/17*

Check our website for current class schedule information:  
<http://www.centralia.edu/academics/courses.html>



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# Centralia College East

## Spring 2017 Schedule

Classes begin the week of **April 3**.

☞ Class has online component(s)

☐ Evening class

☐ Class is offered at Centralia College East in Morton

### Class section codes:

1 = Class is fully online

3 = Class is hybrid (some class time replaced with online activities)

4 = Class is web enhanced (some class resources, files or activities are online)

Courses with ☞ have online requirements. Enrollment in an online, hybrid, web-enhanced, or flexible class will result in a once per quarter, once per student \$4 fee. Additionally, a \$2 per credit fee will be applied for online courses.

## ADULT BASIC EDUCATION

### Adult Basic Education - Writing

☐ 7025 ABE 042R4 (1-5) 10am-12:20pm MW MOR 108 Barnes

### Adult Basic Education - Integrated Skills

☐ 7029 ABE 048R4 (1-5) 1:30-3:50pm MW MOR 108 Barnes  
8234 ABE 048S4 (1-5) 5-7pm T Pwd Library Barnes

### Adult Basic Education - Math

☐ 7026 ABE 043R4 (1-5) 4:30-6:50PM MW MOR 108 Goodwin

## ACCOUNTING

### Practical Accounting II

☐☞ 7066 ACCT 120S4 (3) 5-6:20pm TTh MOR 101 Langrell

Accounting theory as applied to bookkeeping systems of small businesses and professional organizations. Focuses on accounting for payroll, merchandise sales and purchases, cash receipts and payments, preparation of the worksheet and annual financial statements. Prerequisite: ACCT 110.

### Basic Computer Accounting

☐☞ 7068 ACCT 130S4 (3) 5-7:50pm TTh MOR 101 Langrell

Accounting experience on a personal computer using QuickBooks Pro software. Reinforces procedures learned in ACCT 110 and 120 or ACCT& 201. Students use QuickBooks Pro software to record transactions, prepare financial statements, and payroll. Prerequisite: ACCT& 201 or ACCT 110 and 120. Lab fee \$15.12.

### Financial Reporting

☞ 8172 ACCT 200SP1 (5) Online Shepard

This course emphasizes the fundamentals of double-entry accounting and the preparation of financial statements for business entities. Topics include, but are not limited to, accounting for assets, liabilities, equity, revenue and expenses. Prerequisite: Compass minimum score of MATH 096 or evidenced score entrance equivalent.

### Prin of Accounting III

☐☞ 8165 ACCT& 203S3 (5) Online Shepard

This course emphasizes accounting for departments and branches, cost accounting in a manufacturing environment cost-volume-profit analysis, budget preparation and analysis, standard costs, segment reporting, differential costs and revenues, and capital budgeting decisions. Prerequisites: ACCT& 201 and 202 or ACCT 200.

## BUSINESS OFFICE TECHNOLOGY

### Keyboarding for Business

☐ 7114 BTEC 101R (3) 12-2:30pm TTh MOR 112 Cantin  
☐ 7115 BTEC 101RE (3) ARR TTh MOR 112 Cantin

For beginning students. Learn to keyboard to 25wpm by touch. Develop speed, accuracy and apply basic word processing techniques to letters, reports and tables.

### Keyboard Skillbuilding I

☐ 7118 BTEC 102R (3) 12-2pm TTh MOR 112 Cantin  
☐ 7119 BTEC 102RE (3) ARR TTh MOR 112 Cantin

Individualized skillbuilding program for increasing keyboarding speed and improving accuracy. Upon completion of this course, students should be able to type at a minimum of 35wpm with no more than one error per minute. Prerequisite: BTEC 101 and typing at 35wpm or instructor permission.

### Work Experience Seminar

☐ 7123 BTEC 191R (1) ARR M MOR 112 Cantin

Topics include professional image, business etiquette, sexual harassment, resolving conflict, and diversity in the workplace. Must be taken prior to or concurrently with Cooperative Work Experience.

### Word I

☐ 7125 BTEC 210R (5) 1:30-3:30pm TTh MOR 112 Cantin  
☐ 7126 BTEC 210RE (5) ARR TTh MOR 112 Cantin

Class covers Word in depth: document preparation, formatting, graphics, WordArt, columns, sorts, charts, mail merge, and styles. Students will format business documents to business standards. Prerequisite: keyboard skill of 35wpm or instructor permission.

### Excel

☐ 7128 BTEC 214R (5) 12:30-2:30pm TTh MOR 112 Cantin  
☐ 7129 BTEC 214RE (5) ARR TTh MOR 112 Cantin

A hands-on approach for beginning through intermediate level applications of Excel spreadsheet using a variety of business applications. Prerequisite: word processing, windows, keyboard skills.

### Desktop Publishing

☐ 7130 BTEC 218R (4) 1-4pm TTh MOR 112 Cantin  
☐ 7131 BTEC 218RE (4) ARR TTh MOR 112 Cantin

Course covers desktop publishing terminology and concepts to plan, create, and design professional-looking businesses and personal documents. Prerequisite: Word, keyboard speed of 35wpm.

### Word II

☐ 7133 BTEC 219R (4) 11am-1:30pm TTh MOR 112 Cantin  
☐ 7134 BTEC 219RE (4) ARR TTh MOR 112 Cantin

Course covers footnotes, endnotes, citations, bibliographies, table of contents, indexes, linked textboxes, multilevel lists, building blocks, fill-in forms, macros, outlines, Quick Parts, templates, formal reports. Prerequisite: Word I, keyboard speed of 35wpm.

### Microsoft Office-PowerPoint Module

☐ 7137 BTEC 222R (1) 11am-1pm M MOR 112 Cantin  
☐ 7138 BTEC 222RE (1) ARR Th MOR 112 Cantin

An introduction to Microsoft PowerPoint. Upon completion of this course students should have beginning knowledge of a presentation program. Prerequisite: keyboard speed of 35wpm, Windows Workstations OS or instructor permission.

**General Office Procedures**

□ 8167 BTEC 224R (5) 11am-2pm M MOR 112 Cantin  
+2.5 hours/week

Topics include: professional image and dress, employer expectations, human relations, receptionist techniques, telephone procedures, processing mail, business ethics, job safety, office supplies and equipment, travel and meeting arrangements, reprographics, financial activities, PC cleaning/care, internet and email. Prerequisite: grade of 2.0 in BTEC 110 or instructor permission.

**CHEMICAL DEPENDENCY****Drug & Alcohol Responses**

□ 7158 CDP 101RT (5) 1-3:20pm TTh MOR 110 Rabe S

Body's physical and behavioral response to alcohol and drugs, research findings, basic information and terminology essential for working and communicating with professionals, patients, and families. Four-hour HIV/AIDS brief risk intervention for the chemically dependent training. Prerequisite: CDP 100. *This class is offered via interactive video with the Centralia campus.*

**CDP Counseling Theory**

□ 7160 CDP 110RT (5) 1-3:20pm M MOR 110 Rabe S  
2-3:20pm W MOR 110 Rabe S

Overview of communication skills, theories, and techniques used in developing a common understanding of addictive behavior. Comprehensive review of behaviors and an introduction to counseling methods to facilitate change in chemically dependent clients. Prerequisite: CDP 100 and PSYC& 200. *This class is offered via interactive video with the Centralia campus.*

**COOPERATIVE WORK EXPERIENCE****Cooperative Work Experience**

□ 7232 COOP 190RE (1-12)ARR ARR MOR Barnes

Credit is earned for new and continued learning taking place in the work environment. Reaching set learning objectives and development of positive work habits are emphasized. Instructor's permission is required. Corequisite: Enrollment in a Work Experience Seminar is required. You may take the Work Experience Seminar before or in the same quarter as the Co-op course.

**DRAMA****Applied Drama**

□ 7246 DRMA 100S (3) 6-8pm TWTh ROX Schwindt

Provides credit for participation in either the artistic or technical aspects of the college's quarterly play production of "Peril of the Plains (and other foolery)". **Auditions are Wednesday, 3/7**, 6:30pm at the Roxy Theater. Rehearsals will be three evenings/week from 6-8:30pm (days to be determined by the cast). **Performances are 5/5 and 5/6** at the Packwood Mountain Festival. This course may be repeated for credit.

**Dramatic Performance (H)**

□ 8160 DRMA 115S (5) 6-8pm TWTh Roxy Schwindt

For students involved in the creative/performance aspects of a play, from audition through research/preparation for their portrayal and evaluation of their performance. The student must successfully audition and be cast in the spring production of "Peril of the Plains (and other foolery)". **Auditions are Wednesday, 3/7**, 6:30pm at the Roxy Theater. Rehearsals will be three evenings/week from 6-8:30pm (days to be determined by the cast). **Performances are 5/5 and 5/6** at the Packwood Mountain Festival. Prerequisite: audition selection for quarterly play production.

**ENGLISH****Writing & Grammar Review**

□ 7278 ENGL 098R4 (1-5) 10am-12:20pm MW MOR 108 Barnes  
+2.5 hours/week

Study proper word usage, sentence structure, and punctuation. Writing includes personal essays and summaries. Emphasis is on improving grammar and writing skills for personal needs and preparation for technical coursework. Prerequisite: students must meet mandatory placement requirements to enroll.

**Fundamentals of English**

□ 7283 ENGL 099R4 (1-5) 10-12:20pm MW MOR 108 Barnes  
+2.5 hours/week

Prepares students for college composition. Students analyze texts, review sentence structure and punctuation, and write several short essays and other writing. Students must meet mandatory placement requirements to enroll.

**Composition II (C)**

□ 7306 ENGL& 102R (5) 8-10:20am TTh MOR 108 Nellis

A course in argumentative and persuasive writing, methods of research, development and preparation of original source-based papers and projects. Prerequisite: completion of ENGL& 101 with a minimum grade of 2.0.

**HEALTH****Women's Health Issues (HF)(D)**

□ 7343 HLTH 120RP1 (3) Online Jones

An opportunity to examine current women's health and well-being issues.

**Health & Wellness (HF)**

□ 7345 HLTH 130R3 (3) 1-2:20pm TTh MOR 101 Jones

An exploration of current personal health issues and a presentation of contemporary approaches to obtaining and maintaining a high level of wellness. Lab fee \$3.10.

**HISTORY****US History III (SS)**

□ 8163 HIST 148RT4 (5) 12-12:50pm Daily MOR 110 Peterson J

Analysis of American history from World War One to the present. Emphasis will be on the political, social, and economic changes. *This class is offered via interactive video with the Centralia campus.*

**HUMAN RELATIONS****Human Relations-Workplace**

□ 8164 HR 110R4 (5) 8-9:30am MWF MOR 108 Barnes

Study of behavior, personality, self-management, self-development, and elementary business psychology in the workplace. Focus on understanding and demonstrating skills imperative to workplace success including communications, personal attitude, motivation, and workplace etiquette. Lab fee \$5.

**HUMANITIES****Lyceum VI**

□ 7385 HUM 286R (1) 12-12:50pm Th ROX Schinnell

The Lyceum offers a variety of lectures on topics of current interest across a wide variety of disciplines. The class meets in the Roxy Theater.

## MATHEMATICS

### Basic Mathematics

☐☎ 7439 MATH 095S4 (1-5) 4:30-6:50pm MW MOR 108 Goodwin D

For students who need to review basic math concepts such as whole number, fraction and decimal operations. Appropriate placement test scores.

### Pre-Algebra

☐☎ 7447 MATH 096S4 (1-5) 4:30-6:50pm MW MOR 108 Goodwin D

Covers percents, proportions, unit conversions, geometry, simplifying algebraic expressions and solving simple first degree linear equations. Prerequisite: MATH 095 or appropriate test score placement.

### Algebra I

☐☎ 7456 MATH 098S4 (1-5) 4:30-6:50pm TTh MOR 108 Goodwin D

For students with good arithmetic skills and familiarity with signed numbers and basic algebraic expressions. Problem-solving skills are emphasized. Topics include: linear equations and inequalities, graphing, polynomials, and rational expressions. Prerequisite: MATH 096.

### Algebra II

☐☎ 7465 MATH 099S4 (1-5) 4:30-6:50pm TTh MOR 108 Goodwin D

Introduces the concept of functions, their graphs and properties. Particular attention will be paid to linear, quadratic, exponential and logarithmic functions. Prerequisite: MATH 098 or equivalent.

### Introduction to Stats (M)

☐☎ 7479 MATH& 146ST3 (5) 5-6:50pm T MOR0110 Kiekel

Introduction to concepts of data collection, organization and summaries. Develop the fundamental concepts of mean, median and standard deviation, probability, probability distributions, and apply these ideas to hypothesis testing, linear regression and analysis of variance. Prerequisite: MATH 097, MATH 099 or equivalent. *This class is offered via interactive video with the Centralia campus.*

## PHYSICAL EDUCATION

### Physical Fitness (HF)

☐ 8168 PE 110R (1) 9:30-10:30am TTh MOR 101 Jones

Study of all five areas of fitness: aerobic endurance, muscle strength, muscle endurance, flexibility, and body composition. Students work at their own fitness levels. Lab fee \$3.10.

### Pilates/Core (HF)

☐☎ 7565 PE 152R3 (1) 3:30-4:30pm Th MOR 101 Johnson C

An exercise class designed to teach breathing with movement, body mechanics, balance, coordination, spatial awareness, strength and flexibility. Lab fee \$3.10.

### Advanced Physical Fitness (HF)

☐ 8207 PE 210R (1) 9:30-10:30am TTh MOR 101 Jones

Designed to continue the individual's personal physical fitness - cardiovascular endurance, muscular strength and endurance, body composition and flexibility. Students are encouraged to work at their own level of fitness. Prerequisite: PE 110 or permission of instructor. Lab fee \$3.10

### Adventure PE - Hiking

☐ 8221 PE 291R (1) 5:30-6:20pm Th MOR 101 Johnson C

Learn hiking as a fitness program. The class format will be lecture with a Saturday hike on 5/20 as well as a required hike on your own. Topics will include the 10 essentials, weather, equipment, clothing, wildlife, plants, fueling yourself, basic first aid, trip planning, and trails and maps. Lab fee \$29.15

## PSYCHOLOGY

### Lifespan Psychology (SS)

☐☎ 7596 PSYC& 200RT4 (5) 10-10:50am Daily MOR0110 MacNamara

Human development from conception to death. Basic concepts and principles of biological, cognitive, and psychosocial development are integrated for each age period. Typical developmental tasks as well as problems are emphasized. Prerequisite: PSYC& 100. *This class is offered via interactive video with the Centralia campus.*

## COMMUNITY BUSINESS CLASS

### Microsoft Excel-Brief

☐ 7614 SMGT 120R (2) 2:30-4:30pm Th MOR 112 Cantin

Courseware incorporates an accelerated, step-by-step, project-based approach, students develop an introductory level competency in Excel learning to create, edit, format, calculate and add special features to spreadsheets. Prerequisite: some computer experience. Class fee \$45.13.

### Introduction to Bookkeeping II

☐☎ 7615 SMGT 156S4 (3) 5-6:20pm TTh MOR 101 Langrell

Accounting theory as applied to bookkeeping systems of small business including the completion of the accounting cycle. Prerequisite: SMGT 152. Class fee \$66.13.

### Computer Keyboarding

☐ 7616 SMGT 157R (2) 11:30am-1pm TTh MOR 112 Cantin

Beginning keyboarding. Upon completion of this class, students should be able to type at 20wpm. Class fee \$45.13.

### Quickbooks

☐☎ 7617 SMGT 161S4 (4) 5-7:50pm TTh MOR 101 Langrell

Courseware incorporates a step-by-step, project-based approach to creating a company, working with customer, vendor and banking transactions along with inventory, payroll, and balance sheet accounts. Use quick learning tutorials for audio instruction. Class fee \$87.13.

### Microsoft Word

☐ 7618 SMGT 197R (3) 2-4pm T MOR 112 Cantin

Courseware incorporates a step-by-step, project-based approach, to develop competency in Microsoft Word learning to create, edit, format, and add graphics to documents. In addition to effectively plan, research, write and publish documents. Prerequisite: General understanding of personal computers and Windows. Class fee \$66.13.

### Microsoft PowerPoint

☐ 7619 SMGT 298R (3) 11:30am-1pm T MOR 112 Cantin

Courseware incorporates a step-by-step, project-based approach, to develop competency in Microsoft PowerPoint learning to create, edit, and format professional presentations using tables, graphics, sound, animation, SmartArt and other common features. Class fee \$66.13.

# COMMUNITY EDUCATION CLASSES

## Health & Fitness

### *Pilates/Core*

☐ 7088 ASI 011R3 (1) 3:30-4:30pm Th MOR 101 Johnson C  
An exercise class designed to teach breathing with movement, body mechanics, balance, coordination, spatial awareness, strength and flexibility. Class fee \$29.

### *Tai Chi Basics*

☐ 8209 ASI 018S (1) 6:30-7:30pm M Tiller Art Center Abe  
Develop balance, strength, and relaxation in motion with Tai Chi stances and exercises focusing on body alignment and body mechanics. Students will work at their own level of fitness. Class fee \$30.

### *Middle Eastern Dance*

☐ 7089 ASI 014S (1) 6:30-7:30pm T Tiller Art Center Klein  
Learn and practice dance postures, flexibility, and dance movements traditional to Middle Eastern cultures. Discover rich and varied music and movement inherent in Middle Eastern dance. Dress for exercise. Class fee \$30.

### *Better Bones and Balance*

☐ 7090 ASI 015R (1) 9:30-10:30am TTh MOR 101 Jones  
Reap the benefits OSU Bone Research studies have shown: this exercise program can significantly slow loss of bone density in adults of all ages as well as improve balance, flexibility, coordination, muscle tone and overall body fitness. Class fee \$25.

### *Adventure PE - Hiking*

☐ 8222 ASI 012R (1) 5:30-6:20pm Th MOR 101 Johnson C  
Learn hiking as a fitness program. The class format will be lecture with a Saturday hike on 5/20. Topics will include the 10 essentials, weather, equipment, clothing, wildlife, plants, fueling yourself, basic first aid, trip planning, and trails and maps. Class fee \$30.

### *Health & Wellness*

☐ 8161 ASI 038R3 (2) 1-2:20pm TTh MOR 101 Jones  
An exploration of current personal health issues and a presentation of contemporary approaches to obtaining and maintaining a high level of wellness. Class fee \$49.

## Exploring the Pacific Northwest

### *Mount St. Helens Field Trip*

☐ 8225 ASI 041R (1) 8am-5pm Sa (4/8) MOR Fagin  
In a field trip setting, students will learn about the 1980 eruption of Mount St. Helens including the human responses to the awakening events, the geologic processes driving the eruption, and the ecological response to the volcanic disturbance. **The field trip is on April 8.** It will take students up SR 504 on the west side of MSH National Volcanic Monument. Transportation is provided. Class fee is \$35.

## Computers

### *Introduction to Digital Cameras*

☐ 7092 ASI 025R (2) 8:30-11am TTh MOR 112 Burres  
Learn how to: download, rename, and organize digital images; apply basic image retouching, resizing and color balance; insert images into a Power Point presentation for displaying on the computer and/or overhead display. **Class meets 4/11 - 4/20.** Class fee \$53.

## Humanities

### *Lyceum (Community Speaker Series)*

☐ 8162 ASI 063R (1) 12-12:50pm Th Roxy Schinnell  
The Lyceum offers a variety of lectures on topics of current interest across a wide variety of disciplines. The noon-time lectures are held at the Roxy Theater in Morton. Drop in for individual lectures or sign up for the class and attend as many as you can! Class fee \$25

### *Introduction to Spanish II*

8233 ASI 061R 3-5pm Th Mossyrock Martinez  
This course is a continuation of Introduction to Spanish I class offered winter quarter. The course will provide an introduction to the Spanish language and culture, including the alphabet, basic vocabulary and phrases for conversation, beginning grammar concepts, and aspects of the culture key to intercultural communication and understanding. Students should have either taken the Spanish I class, or have a basic understanding of the language from previous classes or travel.

## Flagging

### *Flagging Training & Certification*

☐ 2605 CS 200R 8am - 5pm Sa (5/20) MOR 101 Bunker R  
You will be taught professional flagging techniques and proper work zone set-up in accordance with standards and guidelines of the Federal Manual on Uniform Traffic Control Devices (MUTCD), Washington State Department of Transportation (WSDOT), and the Department of Labor and Industries (L & I) Washington Administrative Code pertaining to flagging and temporary traffic control. Students passing the demonstration portion and 50-question exam will receive the Washington State Flagger Certification Card accepted in Washington, Oregon, Idaho, and Montana, and the American Traffic Safety Services Association (ATSSA) National Flagger Certification Card accepted in most other States. Course includes references to the ATSSA flagging workbook, MUTCD, workshops, flagging demonstration, video, and PowerPoint presentation. Successful completion of course certifies students for a period of three years. Students must be 18 years of age to receive certification. Bring a highlighter pen to class. No refunds will be given if you do not withdraw at least 24 hours prior to the start of class. **The class meets Saturday, May 20.** Class fee is \$65.