

Time	Days	Location	+Fee	Instructor	Cr	Item	Time	Days	Location	+Fee	Instructor	Cr	Item
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Winter - Mason County

Adult Education and Workforce Development

See pages ?? through ?? for these programs.

Anthropology

ANTHR 101—INTRO TO ANTHROPOLOGY SS

The human experience explored through paleontological and archaeological records, racial variation, and contemporary cultures.

5:00PM-7:15PM TTh OCS 116 TBA 5cr 7551
 ONLINE* ARR ARR TBA 5cr 3010

*See Washington Online section (pp. ??-??) BEFORE registering.

Art

ART 100—ART APPRECIATION H

Student finds personal meaning in visual arts, painting, sculpture, and architecture. Emphasis on diversity of form, and content, and comparative styles.

5:00PM-6:00PM* T 1/6* HL 114* \$30 Mc Phatter E 5cr 3030
 *Orientation. See Telecourse section (p. ??) BEFORE registering.

ONLINE* ARR ARR Mc Phatter E 5cr 3031

*See Washington Online section (pp. ??-??) BEFORE registering.

ART 106—DRAWING I H

Drawing from still life and the figure with emphasis on composition, sensitivity of seeing, and interpretation.

5:00PM-7:40PM TTh OCS 114 \$20 Batt J 5cr 7560

ART 107—DRAWING II H

Continued study of still life, figure, and landscape, with introduction to color and emphasis on sensitivity to design and expression. **Prerequisite:** ART 106.

5:00PM-7:40PM TTh OCS 114 \$20 Batt J 5cr 7561

ART 115—ART HISTORY/NATIVE AMERICAN H

This is the study of the "Native Arts" of the indigenous peoples of North America from Prehistory to Western expansion.

8:30AM-10:45AM TTh OCS 114 Olson B 5cr 7563

ART 206—DRAWING III H/SP

Further study of compositional and expressive intent in drawing as related to varied subject matter, and emphasizing techniques in color. **Prerequisite:** ART 107.

5:00PM-7:40PM TTh OCS 114 \$20 Batt J 5cr 7565

ART 230—WATERCOLOR I H/SP

An introductory course on the basic materials and techniques of watercolor painting. Emphasis will be on paint application, color theory and mixing, paper qualities, composition, and stylistic possibilities of the medium.

11:00AM-1:40PM TTh OCS 114 \$20 Olson B 5cr 7567

ART 231—WATERCOLOR II H/SP

Continuation of ART 230, encouraging further development of personal imagery, technique, and style. A variety of subject matter will be explored.

Prerequisite: ART 230.

11:00AM-1:40PM TTh OCS 114 \$20 Olson B 5cr 7568

ART 232—WATERCOLOR III H/SP

Emphasis on composition, combining transparent and opaque watercolor, acrylic, pastels, ink, charcoal and collage. The development of painting within an historical and multicultural context through individual instruction. **Prerequisite:** ART 231.

11:00AM-1:40PM TTh OCS 114 \$20 Olson B 5cr 7569

Biology

BIO 105—BIOLOGICAL PRINCIPLES NS

A general overview of important areas of biology for non-science majors beginning at the cellular level and culminating with a consideration of interactions and changes in natural populations. Includes laboratory.

5:00PM-9:10PM MW OCS 114 \$15 TBA 5cr 7580

Business and Economics

BS-EC 101—INTRO TO BUSINESS SS

Introduces the major operations of a business including production, marketing, finance, and human resource management. Examines the economic, social, and political environment of business.

5:30PM-6:00PM* M 1/5* HL 114* \$30 King S 5cr 2050

*Orientation. See Telecourse section (p. ??) BEFORE registering.

BS-EC 201—ECONOMICS—MACRO SS

Fundamentals of a private-enterprise economy; national income; employment; inflation; growth; money; the monetary system; Keynesian Economics; Monetarist Economics; international trade.

Prerequisite: MATH 107 or above with a grade of 2.0 or above and an ASSET Test reading skills score of 40 or above or permission of instructor.

6:30PM-7:00PM* M 1/5* HL 114* \$30 King S 5cr 2053

*Orientation. See Telecourse section (p. ??) BEFORE registering.

BS-EC 251—PRINCIPLES OF ACCOUNTING I

The course will begin with an overview of accounting as an information system, move to coverage of the accounting cycle, examine accounting for merchandising operation, and conclude with coverage of cash, receivables, and inventories.

5:00PM-5:30PM* M 1/5* HL 114* \$30 King S 5cr 2060

*Orientation. See Telecourse section (p. ??) BEFORE registering.

BS-EC 252—PRINCIPLES OF ACCOUNTING II

The course includes accounting for fixed assets, liabilities, partnerships, and corporations. Additionally, coverage should include the statement of cash flows as well as the underlying principles of accounting. **Prerequisite:** BS-EC 251.

4:30PM-5:00PM* T 1/6* HL 114* \$30 Snapp R 5cr 2065

*Orientation. See Telecourse section (p. ??) BEFORE registering.

BS-EC 260—BUSINESS LAW

Origin and development of business law, the legal system procedure, and institutions for enforcement of legal rights; business contracts, business organization. U.C.C. regulations.

6:00PM-6:30PM* M 1/5* HL 114* \$30 King S 5cr 2075

*Orientation. See Telecourse section (p. ??) BEFORE registering.

Business Management

BMGMT 102—INTRO TO INTERNATIONAL BUSINESS

This course will draw you into the world of international business and culture. Learn how the foreign exchange markets work and how the world's religions impact a firm's ability to compete. Topics include: Trade deficits, balance of payments, trade barriers, the World Bank, NAFTA, The European Union, and the World Trade Organization.

7:10PM-9:25PM MW TJL 120 (ITV) Mc Namara K 5cr 7600

BMGMT 180—MARKETING

Learn the basics about marketing and promotional strategies, consumer buying behaviors, marketing management processes, organizational marketing research and targeting niches. Baby Boomers, X'ers and Generation Y, find out how organizations large and small target consumers like you in promoting their goods and services at a profit. You'll never view commercials the same way again.

1:30PM-3:45PM MW TJL 116 Mc Namara K 5cr 7602

BMGMT 220—HUMAN RELATIONS IN THE WORKPLACE

The study of interactions between people at the workplace. The course focuses on developing skills to work effectively with other people as a team member and as part of an organization. (Formerly BS-EC 220)

7:30PM-8:55PM TTh OCS 112 Mc Namara K 3cr 7608

Computer Information Systems

CMPTR 110—INFORMATION SYSTEMS CONCEPTS

Fundamentals of information processing; file concepts; hardware and software; documentation standards. **Prerequisite:** ENGL 101 or concurrent enrollment.

ONLINE* ARR ARR Felix T 5cr 2105

*See Washington Online section (pp. ??-??) BEFORE registering.

Time	Days	Location	+Fee	Instructor	Cr	Item	Time	Days	Location	+Fee	Instructor	Cr	Item
CMPTR 111—INTRO TO OPERATING SYSTEMS An introduction to operating system theory and common operating systems found in business environments, like Windows, MS-DOS, and UNIX with hands-on activities. Prerequisite: CMPTR 110 or concurrent enrollment. ONLINE* ARR ARR Westlund M 4cr 2109 *See Washington Online section (pp. ??-??) BEFORE registering.							CMPTR 254—PROGRAMMING WITH MS ACCESS Design and development of practical database systems using the MS Access Basic programming language. Development of practical applications using MS Access Basic. Prerequisite: CMPTR 154 and CMPTR 165 or permission of instructor. ONLINE* ARR ARR Kirkpatrick K 4cr 2190 *See Washington Online section (pp. ??-??) BEFORE registering.						
CMPTR 115—INTRO TO THE INTERNET An introduction to the tools and strategies available to communicate, explore, and retrieve information using the resources of the Internet. 11:00AM- 1:00PM TTh OCS 107 TBA 3cr 7641 ONLINE* ARR ARR Westlund M 3cr 2115 *See Washington Online section (pp. ??-??) BEFORE registering.							CMPTR 260—INTRO TO MS SQL SERVER An introduction to database operations using Microsoft SQL Server. Prerequisite: CMPTR 250, CMPTR 254. ONLINE* ARR ARR Kirkpatrick K 4cr 2191 *See Washington Online section (pp. ??-??) BEFORE registering.						
CMPTR 122—APPLICATIONS FOR IT PROFESSIONALS This class is designed for CIS students to introduce them to common applications from an IT perspective. Students will use basic applications to prepare IT documentation. ONLINE* ARR ARR Westlund M 4cr 2129 *See Washington Online section (pp. ??-??) BEFORE registering.							Cooperative Education						
CMPTR 141—MS WORD BASICS Comprehensive approach to learning the basic commands in MS Word 2002 in the Windows XP environment. Topics include: paragraph and page formatting, tables and columns, mail merge, graphics. Prepares completers to utilize Word in personal and business settings, and for the MOUS Word Core Exam. (Same as OFTEC 141) (Formerly BS-EC 135A) Prerequisite: CMPTR 150 and keyboarding by touch, or permission of instructor. 10:50AM-12:55PM TTh TJL 116 Ledgerwood A 3cr 7643 5:00PM- 7:15PM TTh TJL 116 Cunningham E 3cr 7644 ONLINE* ARR ARR White I 3cr 2150 *See Washington Online section (pp. ??-??) BEFORE registering.							For information, call Kelly Copp at 360-432-5431. CO-OP 111—COOPERATIVE EDUCATION SEMINAR I CE Course introduces application of critical job skills to support success in Co-op Work Experience. Prerequisite: Concurrent enrollment with first quarter of Co-op Work Experience. 11:00AM- 1:00PM F OCS 112 Copp K 2cr 7655						
CMPTR 150—SURVEY/MICROCOMPUTING—PCs An introduction to microcomputers for non-computer majors. Selecting and buying personal computers. Using word processing, spreadsheet, and database software. 5:00PM- 7:15PM TTh OCS 107 Ramsey L 4cr 7645 ONLINE* ARR ARR Salas J 4cr 2161 *See Washington Online section (pp. ??-??) BEFORE registering.							CO-OP 120—TRANSITION TO WORK A work-based learning course that prepares students for employment. 1:30PM- 3:45PM MW TJL 121 TBA 3cr 7657						
CMPTR 154—INTRO TO MS ACCESS Design and development of practical database systems using MS Access. Overview of database models and file structures. Development of practical applications using MS Access. Prerequisite: Windows skills and a prior computer class or permission of instructor. ONLINE* ARR ARR Kirkpatrick K 4cr 2164 *See Washington Online section (pp. ??-??) BEFORE registering.							CO-OP 123/223—COOPERATIVE WORK EXPERIENCE CO-OP 123 Contracted work experience coordinated with employer, faculty, and student to meet learning objectives specific to the work site and occupation/trade. Prerequisite: Co-op Seminar concurrent with first quarter work experience. CO-OP 223 Contracted work experience coordinated with employer, faculty and student to meet specific learning objectives for second-year Co-op students. Prerequisite: Permission of cooperative education coordinator and current enrollment in Co-op Seminar. CO-OP 123 ARR ARR Copp K 1-13cr 7659 CO-OP 223 ARR ARR Copp K 1-13cr 7660 *To enroll permission of the instructor is required.						
CMPTR 165—INTRO TO VISUAL BASIC I An introduction to applications development for the Windows environment using Visual Basic. Prerequisite: CMPTR 120 or permission of instructor. ONLINE* ARR ARR Kirkpatrick K 4cr 2170 *See Washington Online section (pp. ??-??) BEFORE registering.							Early Childhood Education						
CMPTR 172—PC HARDWARE BASICS This course is designed to give the student a basic knowledge of hardware and software configurations. It includes the installation of various peripheral devices as well as basic system hardware components. Prerequisite: CMPTR 111. ONLINE* ARR ARR Hertel G 5cr 2172 *See Washington Online section (pp. ??-??) BEFORE registering.							ECE 115—INTRO TO CHILD CARE Meets initial training requirements outlined by the Washington State Training and Registry System (STARS). Topics include an overview of best practices related to child development, child guidance, health and safety. ONLINE* ARR ARR Rhodes J 2cr 3105 *See Washington Online section (pp. ??-??) BEFORE registering.						
CMPTR 220—VISUAL BASIC II Intermediate applications development for the Windows environment using Visual Basic programming language. Prerequisite: CMPTR 165 or permission of instructor. ONLINE* ARR ARR Kirkpatrick K 4cr 2186 *See Washington Online section (pp. ??-??) BEFORE registering.							ECE 165—EARLY CHILDHOOD CURRICULUM This course focuses on current research methods and skills necessary for teachers to develop age and culturally appropriate curriculum and systematically evaluate children's learning. ONLINE* ARR ARR Garguile M 3cr 3114 *See Washington Online section (pp. ??-??) BEFORE registering.						
							ECE 171—OBSERVATION AND ASSESSMENT Techniques of observing, recording, and analyzing children's behavior with actual practice in early childhood settings. 1:00PM- 2:50PM M* TJL 120 (ITV) Garguile M 2cr 7665 *Additional hours required, scheduled on an arranged basis.						
							ECE 225—ISSUES AND TRENDS IN ECE Current issues and trends impacting the Early Childhood field. The history/philosophy of ECE, national/international developments, concerns facing teachers, families, children, and society today. ONLINE* ARR ARR TBA 3cr 3142 *See Washington Online section (pp. ??-??) BEFORE registering.						

MASON COUNTY CREDIT

Time	Days	Location	+Fee	Instructor	Cr	Item	Time	Days	Location	+Fee	Instructor	Cr	Item
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Education

EDUC 101—INTRO TO EDUCATION SS

Introduction to the role of education in society and its sociological and psychological aspects; an orientation to the personal, academic, and professional requisites that contribute to success.

ONLINE* ARR ARR Sanford M 5cr 3182

*See Washington Online section (pp. ??-??) BEFORE registering.

English

Students enrolling in English 090-099 and 101 MUST take a placement test. See page 5: Advising Instructions.

ENGL 098—INTRO TO ACADEMIC READING & WRITING

This course develops students' critical strategies for reading, writing, problem solving, and handling academic life. Reading/writing assignments focus on personal academic/career interests. **Prerequisite:** Assessment Test Score, 2.0 in 091/092 but less than 2.5 or instructor permission.

8:30AM-10:45AM MWF TJL 121 Hoover C 5cr 7675

ENGL 099—READING AND WRITING IMPROVEMENT

This course develops students' critical strategies for reading, writing, problem solving, and handling academic life. Reading/writing assignments focus on academic and career topics.

Prerequisite: Assessment test score, or completion of ENGL 098 with a grade of 2.0 but less than 2.5 or completion of ENGL 091/092 with a grade of 2.5 or better, or permission of instructor.

1:30PM-3:45PM TTh TJL 121 Maddux C 5cr 7677

ENGL 101—COMPOSITION

A college-level introduction to effective written composition for academic, vocational, and occupational students, with emphasis on exposition.

Prerequisite: Appropriate placement test score, or completion of ENGL 099 with a grade of 2.0 or better, or completion of ENGL 098 with a grade of 2.5 or better, or permission of instructor.

11:00AM-1:15PM TTh TJL 121 Hoover C 5cr 7678

ONLINE* ARR ARR Newcomer R 5cr 3228

ONLINE* ARR ARR Newcomer R 5cr 3229

*See Washington Online section (pp. ??-??) BEFORE registering.

ENGL 102—COMPOSITION

A continuation of ENGL 101 with emphasis on argumentation, research, and documentation. **Prerequisite:** Successful completion of ENGL 101 with a 2.0 or better or its equivalent.

11:00AM-1:15PM MW TJL 121 Hoover C 5cr 7680

5:00PM-7:15PM TTh TJL 121 Maddux C 5cr 7682

ONLINE* ARR ARR Wainwright J 5cr 3254

ONLINE* ARR ARR Wainwright J 5cr 3255

*See Washington Online section (pp. ??-??) BEFORE registering.

ENGL 104—TECHNICAL WRITING

Problem-solving strategies for professional and technical writing applications. **Prerequisite:** ENGL 101 or equivalent. **Prerequisite:** Successful completion of ENGL 101 with a 2.0 or better or its equivalent.

7:25PM-9:40PM MW TJL 116 Crumley L 5cr 7684

ONLINE* ARR ARR Newcomer R 5cr 3274

ONLINE* ARR ARR Newcomer R 5cr 3275

*See Washington Online section (pp. ??-??) BEFORE registering.

ENGL 140—INTRO TO LITERATURE H

A study of major literary forms and methods of interpretation.

6:00PM-7:00PM* T 1/6* HL 114* \$30 Meyers J 5cr 3282

*Orientation. See Telecourse section (p. ??) BEFORE registering.

ENGL 261—AMERICAN LITERATURE H

A survey of the development of American literature from the post-Civil War period to the present.

ONLINE* ARR ARR Meyers J 5cr 3286

*See Washington Online section (pp. ??-??) BEFORE registering.

ENGL 284—SURVEY OF WORLD LIT—20TH CENTURY H

This on-line course covers 20th Century literary selections from many countries. It also covers literary genre, critical methodologies, and research.

(Same as HUMAN 284) **Prerequisite:** As for other on-line courses, students must have access to certain hardware.

ONLINE* ARR ARR Wainwright J 5cr 3298

ONLINE* ARR ARR Wainwright J 5cr 3299

*See Washington Online section (pp. ??-??) BEFORE registering.

Family Service

FS 221—LEADERSHIP FOR 21ST CENTURY

This course introduces basic leadership skills, allowing students to identify their own style to develop a personal leadership plan by observing effective community leaders. (Formerly FSS 221)

10:00AM-10:50AM TTh TJL 121 TBA 2cr 7700

Foreign Languages-Spanish

FLSPN 102—ELEMENTARY SPANISH H

Deals with practical vocabulary and broader grammar patterns for communication in a daily, urban context. Explores geographical and cultural aspects of Spanish speaking countries. **Prerequisite:** FLSPN 101 or equivalent.

7:25PM-9:40PM MW TJL 121 Luengo-Vera M 5cr 7705

General Studies

GEN-S 100—STRATEGIES FOR ACADEMIC SUCCESS

This course is designed for first year and returning students to enhance academic success and retention in college.

ONLINE* ARR ARR Adamson L 2cr 5426

*See Washington Online section (pp. ??-??) BEFORE registering.

GEN-S 140—CAREER PLANNING/LIFE EXPLORATION

Course open to all students, vocational and transfer. Identify interests and values in relationships to the world of work. Establish or change career goals and learn skills for ongoing career and life planning. Determine the effects of outside variables to see the impact on career choices. (Formerly PSYCH 140)

11:00AM-11:50AM W OCS 116 Ramaker J 1cr 7714

Geography

GEOG 110—INTRO TO PHYSICAL GEOGRAPHY SS

The study of the causes of spatial variations of, interrelationships between, and human effects on climate, vegetation, soils and landforms. (Same as PH-SC 110)

Prerequisite: MATH 094 and ENGL 099 or equivalent as determined by ASSET scores.

7:25PM-9:40PM TTh PB 002 TBA 5cr 7721

History

HIST 102—WESTERN CIVILIZATION—1300 TO 1815 SS

Introductory course in the development of Western Civilization from 1300 to 1815 AD, analyzing the major political, religious, economic, and social trends.

7:00PM-8:00PM* T 1/6* HL 127* \$30 Schaeffer P 5cr 3400

*Orientation. See Telecourse section (p. ??) BEFORE registering.

HIST 104—THE UNITED STATES TO 1865 SS

Survey of the political, social, economic, and intellectual forces involved in the foundation and development of the United States from pre-Columbian America through the Civil War. **Prerequisite:** ENGL 101 with a grade of 2.0 or above.

7:25PM-9:40PM TTh TJL 121 TBA 5cr 7751

HIST 105—THE UNITED STATES SINCE 1865 SS

Survey of the political, social, economic, and intellectual forces involved in the development of the United States from Reconstruction to the present.

Prerequisite: ENGL 101 with a grade of 2.0 or above.

7:00PM-8:00PM* T 1/6* HL 127* \$30 Schaeffer P 5cr 3414

*Orientation. See Telecourse section (p. ??) BEFORE registering.

Time	Days	Location	+Fee	Instructor	Cr	Item	Time	Days	Location	+Fee	Instructor	Cr	Item
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Humanities

HUMAN 220—WOMEN IN AMERICAN CULTURE H

A survey of the role and status of American women from Colonial Times to the present, with emphasis on the arts. (Same as SOCIO 220)

ONLINE*	ARR	ARR		Meyers J	5cr	3429
ONLINE*	ARR	ARR		Meyers J	5cr	3430

*See Washington Online section (pp. ??-??) BEFORE registering.

HUMAN 284—SURVEY OF WORLD LIT—20TH CENTURY H

This on-line course covers 20th Century literary selections from many countries. It also covers literary genre, critical methodologies, and research. (Same as ENGL 284) **Prerequisite:** As for other on-line courses, students must have access to certain hardware.

ONLINE*	ARR	ARR		Wainwright J	5cr	3440
ONLINE*	ARR	ARR		Wainwright J	5cr	3442

*See Washington Online section (pp. ??-??) BEFORE registering.

Mathematics

Math prerequisites are strictly enforced. Please see the Mathematics section on page ?? for details.

MATH WORKSHOP CLASSES

Math 090W and Math 094W are taught in the "Workshop" format, designed for students who have done well in math in the past and who just need to review. Students learn by working individually or in small groups and by reading the text. Students in Math 090W who also complete Math 094W during the same quarter will be awarded credit for Math 094W.

MATH 090W—COLLEGE ARITHMETIC

College Arithmetic includes operations using fractions, decimals and signed numbers; ratio and proportion; percent; geometry; measurement; and charts and tables.

5:00PM- 7:15PM	TTh	PB 002		Bandes W	5cr	7772
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MATH 094W—ELEMENTARY ALGEBRA

First quarter of the sequence of Elementary Algebra, Intermediate Algebra, and College Algebra. Basic algebraic concepts, first degree equations, polynomials, whole number and rational exponents, roots and radicals, word problems. **Prerequisite:** MATH 090 with a grade of 2.0 or above or satisfactory placement test score.

5:00PM- 7:15PM	TTh	PB 002		Bandes W	5cr	7775
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MATH LECTURE CLASSES

MATH 090—COLLEGE ARITHMETIC

College Arithmetic includes operations using fractions; decimals and signed numbers; ratio and proportion; percent; geometry; measurement; and charts and tables.

8:15AM- 9:45AM	TThF	OCS 116		Bandes W	5cr	7771
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MATH 094—ELEMENTARY ALGEBRA

First quarter of the sequence of Elementary Algebra, Intermediate Algebra, and College Algebra. Basic algebraic concepts, first degree equations, polynomials, whole number and rational exponents, roots and radicals, word problems. **Prerequisite:** MATH 090 with a grade of 2.0 or above or satisfactory placement test score.

7:25PM- 8:55PM	MTTh	OCS 116		Bandes W	5cr	7774
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MATH 099—INTERMEDIATE ALGEBRA

Second course in the sequence of Elementary Algebra, Intermediate Algebra, and College Algebra. Includes systems of equations, factoring, rational expressions, quadratic equations, logarithmic and exponential functions, and graphs of conic sections. A scientific calculator is required.

Prerequisite: MATH 094 or 094B with a grade of 2.0 or above, or satisfactory placement test score.

1:30PM- 3:45PM	TTh	OCS 116		Bandes W	5cr	7777
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Music

MUSIC 102—MUSIC APPRECIATION H

Introduction to music in Western culture from the listener's point of perception. Recommended for students who wish to fulfill Humanities requirements in the area of music. Open to all students.

ONLINE*	ARR	ARR		TBA	5cr	3504
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*See Washington Online section (pp. ??-??) BEFORE registering.

Office Technology

OFTEC 101—ONE-HANDED KEYBOARD CE

Students will learn and develop skill in alphanumeric keyboarding and 20-key data entry using a one-handed keyboard.

ARR	ARR	PB 001		Ledgerwood A	3cr	7795
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OFTEC 102—SCREEN MAGNIFICATION CE

Students will acquire the skills and knowledge to access and manipulate text using screen magnification.

ARR	ARR	PB 001		Ledgerwood A	1cr	7796
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OFTEC 103—BRAILLE TRANSLATION AND PRINTING CE

Comprehensive introduction to translating an ink-print document into Braille using a Braille translation program and printing in Braille. **Prerequisite:** OFTEC 104.

ARR	ARR	PB 001		Ledgerwood A	3cr	7797
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OFTEC 104—VOICE OUTPUT LEVEL 1 CE

An introduction to the basics of voice-output software using JAWS for Windows. Provides instruction on using basic keyboard commands that allow students to access and hear text voiced on the computer screen. **Prerequisite:** Keyboard skills.

ARR	ARR	PB 001		Ledgerwood A	3cr	7798
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OFTEC 105—VOICE OUTPUT LEVEL 2 CE

Students will build on the knowledge learned in OFTEC 104. Course provides instruction on producing, reading, and manipulating a word processing document using PC cursor commands to access menu bars and icons. **Prerequisite:** OFTEC 104.

ARR	ARR	PB 001		Ledgerwood A	3cr	7799
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OFTEC 106—VOICE OUTPUT LEVEL 3 CE

Students will build on the knowledge learned in OFTEC 105. Provides instruction on the use of voice output to access and read graphic based, mouse driven environments, such as Windows desktop and web pages. **Prerequisite:** OFTEC 105.

ARR	ARR	PB 001		Ledgerwood A	3cr	7800
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OFTEC 107—VOICE RECOGNITION LEVEL 1 CE

Introduction to the fundamentals of voice-activated software using DragonDictate. Provides instruction on using basic voice-activated input commands, including how to build voice files, dictate a simple written document, and correct errors.

ARR	ARR	PB 001		Ledgerwood A	3cr	7801
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OFTEC 108—VOICE RECOGNITION LEVEL 2 CE

Builds on the fundamentals of voice recognition learned in OFTEC 107. Provides instruction on using intermediate voice-activated input commands, focusing on how to format and manipulate a document. **Prerequisite:** OFTEC 107.

ARR	ARR	PB 001		Ledgerwood A	3cr	7802
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OFTEC 109—VOICE RECOGNITION LEVEL 3 CE

Students will build on the knowledge learned in OFTEC 108. Course provides instruction on using advanced voice commands to imitate a mouse driven environment related to Windows and the internet. **Prerequisite:** OFTEC 108.

ARR	ARR	PB 001		Ledgerwood A	3cr	7803
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OFTEC 110—BEGINNING KEYBOARDING

Learn and develop skill in alphanumeric keyboarding, 10-key data entry, basic computer functions, and basic document formatting.

10:50AM-12:55PM	TTh	TJL 116	\$12	Ledgerwood A	3cr	7804
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5:00PM- 7:15PM	TTh	TJL 116	\$12	Cunningham E	3cr	7805
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MASON COUNTY CREDIT

Time	Days	Location	+Fee	Instructor	Cr	Item	Time	Days	Location	+Fee	Instructor	Cr	Item
OFTEC 111—DATA ENTRY SKILL BUILDING							OFTEC 152—MS EXCEL BASICS						
The objectives of the course are to improve both speed and accuracy of alphabetical and numerical keyboarding skills including 10-key pad and figure rows using the touch system. (Formerly BS-EC 111) Prerequisite: OFTEC 110 or equivalent.							Comprehensive approach to learning the basic commands in MS Excel 2002 in the Windows XP environment. Topics include: simple formulas, logical functions, building charts. Prepares completers to utilize Excel in personal and business settings, or meet entrance requirements for the UW Business School, or prepare for the MOUS Excel Core exam. (Formerly BS-EC 137A) Prerequisite: CMPTR 150.						
10:50AM-12:55PM	TTh	TJL 116	\$12	Ledgerwood A	3cr	7806	11:30AM-12:54PM	MWF	TJL 120 (ITV)	White I		3cr	7821
5:00PM-7:15PM	TTh	TJL 116	\$12	Cunningham E	3cr	7807	OFTEC 162—GENERAL OFFICE PROCEDURES						
OFTEC 112—INTRO TO WORD PROCESSING							Office procedures including introduction to the office environment, receptionist duties, equipment and supply control, banking services, payroll procedures, mail responsibilities, and resume/job hunting techniques. Prerequisite: CMPTR 150 and OFTEC 110 or equivalent skills with permission of instructor.						
Develop industry-standard formatting and production skills with MS Word software by keying letters, memos, reports, tables, agendas, minutes of meetings, itineraries, financial statements, etc. Includes mail merge, use of graphics, editing/proofreading, and keyboarding skill development. (Formerly BS-EC 112) Prerequisite: OFTEC 141, keyboarding proficiency at 30+ NWAM or permission of instructor.							10:00AM-11:24AM MWF TJL 120 (ITV) White I 4cr 7820						
10:50AM-12:55PM	TTh	TJL 116		Ledgerwood A	3cr	7808	OFTEC 214—ADVANCED OFFICE APPLICATIONS						
5:00PM-7:15PM	TTh	TJL 116		Cunningham E	3cr	7809	Integration of all software skills including database, spreadsheet, word processing, desktop publishing, and electronic presentation. Machine transcription skills will be introduced. Emphasis is on critical thinking, problem solving, collaboration, and independent thinking. (Formerly BS-EC 114)						
OFTEC 115—SPEED AND ACCURACY KEYBOARDING							Prerequisite: OFTEC 112, OFTEC 152, and OFTEC 170 or CMPTR 154 and keyboarding proficiency at 50+ NWAM, or permission of instructor.						
The objectives of the course are to improve both speed and accuracy of alphabetical and numerical keyboarding skills using the touch system and to provide training in keyboarding test techniques. (Formerly BS-EC 111A) Prerequisite: OFTEC 111; course designed to improve skill beyond that achieved in OFTEC 111.							10:50AM-12:55PM TTh TJL 116 Ledgerwood A 3cr 7825						
10:50AM-12:55PM	TTh	TJL 116		Ledgerwood A	3cr	7810	5:00PM-7:15PM	TTh	TJL 116		Cunningham E	3cr	7826
5:00PM-7:15PM	TTh	TJL 116		Cunningham E	3cr	7811	OFTEC 256—BUSINESS CORRESPONDENCE						
OFTEC 123—PAYROLL ACCOUNTING							Effective composition for business of letters, memos, and reports. Includes writing style, tone, grammar, punctuation, and vocabulary. Recommended for all business administration and office technology students. (Formerly BS-EC 256)						
A course designed to provide information and study regarding the benefits, taxes, payroll deductions, and employment accounting records incidental to the social security and tax program. (Formerly BS-EC 123)							Prerequisite: OFTEC 156 or permission of instructor; keyboarding ability.						
Prerequisite: OFTEC 121 or BS-EC 251 with a grade of 2.0 or higher.							ONLINE* ARR ARR De Lorme L 5cr 2670						
4:45PM-7:00PM	MW	TJL 120 (ITV)		Drzewiecki E	5cr	7812	*See Washington Online section (pp. ??-??) BEFORE registering.						
OFTEC 124—ELECTRONIC PRINTING CALCULATORS							Philosophy						
Control and operation of electronic printing and display calculators. Emphasis on attaining minimum office proficiency. (Formerly BS-EC 124)							PHILO 120—INTRO TO LOGIC SS/NS						
5:00PM-7:15PM	TTh	TJL 116	\$12	Cunningham E	2cr	7813	Introduction to symbolic logic, emphasizing the relationship of Logic to language, and the analysis and evaluation of arguments.						
OFTEC 134—COMPUTERIZED ACCOUNTING							11:00AM-1:15PM TTh OCS 116 Beck S 5cr 7836						
A hands-on, realistic approach to computerized, integrated accounting for students who have had a beginning course in bookkeeping or accounting.							Physical Science						
(Formerly BS-EC 134) Prerequisite: OFTEC 121 or BS-EC 251 and OFTEC 110 with 2.0 or higher, or permission of instructor.							PH-SC 110—INTRO TO PHYSICAL GEOGRAPHY NS						
ONLINE*	ARR	ARR		Salas J	3cr	2626	The study of the causes of spatial variations of, interrelationships between, and human effects on climate, vegetation, soils, and landforms. (Same as GEOG 110)						
*See Washington Online section (pp. ??-??) BEFORE registering.							Prerequisite: MATH 094 and ENGL 099 or equivalent as determined by ASSET scores.						
OFTEC 139—QUICKBOOKS							7:25PM-9:40PM TTh PB 002 TBA 5cr 7845						
This course will provide a foundation in QuickBooks software. It will cover a review of fundamental accounting principles and include practical applications.							Political Science						
Prerequisite: CMPTR 150 and OFTEC 121 or BS-EC 251 or permission of instructor.							POL-S 210—AMERICAN GOVERNMENT SS						
1:00PM-3:15PM	TTh	TJL 120 (ITV)	\$12	Salas J	3cr	7815	Development, structure and role of U.S. Government, with attention to democratic traditions. Constitutionalism, federalism, civil liberties, political parties, and propaganda.						
OFTEC 140—BUSINESS AND PERSONAL MATHEMATICS							8:00PM-9:00PM* T 1/6* HL 114* \$30 Toren D 5cr 3786						
A course designed to develop the mathematical knowledge needed by college students to meet the demands of modern business. Emphasis is placed on developing the ability to solve practical business problems quickly and accurately.							*Orientation. See Telecourse section (p. ??) BEFORE registering.						
(Formerly BS-EC 140) Prerequisite: MATH 090 with a grade of 2.0 or above or satisfactory placement test score.							Practical Nursing						
5:00PM-7:15PM	TTh	OCS 112		Mc Namara K	5cr	7816	Students need to contact Rose Ferri at 360-432-5423 for permission to enroll in these courses.						
OFTEC 141—MS WORD BASICS							PNURS 102—PRACTICAL NURSING PHYSICAL ASSESSMENT						
Comprehensive approach to learning the basic commands in MS Word 2002 in the Windows XP environment. Topics include: paragraph and page formatting, tables and columns, mail merge, graphics. Prepares completers to utilize Word in personal and business settings, and for the MOUS Word Core Exam. (Same as CMPTR 141)							Describes basic structures and functions of body systems and identifies appropriate assessment techniques (inspection, palpation and auscultation) for each system.						
(Formerly BS-EC 135A)							Prerequisite: Admission to the Practical Nursing Program and/or permission of instructor.						
Prerequisite: CMPTR 150 and keyboarding by touch, or permission of instructor.							4:00PM-5:50PM M OCS 118 TBA 3cr 7855						
10:50AM-12:55PM	TTh	TJL 116		Ledgerwood A	3cr	7818	6:00PM-8:50PM	M	OCS 118		TBA		LAB
5:00PM-7:15PM	TTh	TJL 116		Cunningham E	3cr	7819	Prerequisite: Admission to the Practical Nursing Program and/or permission of instructor.						
ONLINE*	ARR	ARR		White I	3cr	2636	*See Washington Online section (pp. ??-??) BEFORE registering.						

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Time	Days	Location	+Fee	Instructor	Cr	Item	Time	Days	Location	+Fee	Instructor	Cr	Item
PNURS 104—PRACTICAL NURSING LAB I Introductory lab class on direct care skills, asepsis, universal precautions, vital signs, body mechanics, restraints, postmortem care, safety, and charting in the medical record. Prerequisite: Admission to the Practical Nursing Program and/or permission of instructor. ARR ARR ARR 000 \$15 TBA 1cr 7857							SOCIO 135—THE FAMILY SS This course examines structural and personal change factors in families in Western and non-Western countries. 5:00PM- 7:15PM MW PB 002 Crumley L 5cr 7891						
PNURS 110—PRACTICAL NURSING MEDICAL TERMINOLOGY An introduction to word roots, combining forms, suffixes, prefixes, spelling and pronunciation guidelines using a body systems approach. Prerequisite: Admission to the Program and/or permission of the PN faculty. 4:00PM- 5:50PM Th TJL 120 (ITV) Kerdus M 2cr 7859							SOCIO 220—WOMEN IN AMERICAN CULTURE SS A survey of the role and status of American women from Colonial Times to the present, with emphasis on the arts. (Same as HUMAN 220) ONLINE* ARR ARR Meyers J 5cr 3884 ONLINE* ARR ARR Meyers J 5cr 3885 *See Washington Online section (pp. ??-??) BEFORE registering.						
PNURS 112—PRACTICAL NURSING PERS/PROF ROLE DEV Introduction to the personal and professional role development of the practical nursing student regarding the Nurse Practice Act, law, ethics, history, change theory, and self assessment. Prerequisite: Admission to the Practical Nursing Program and/or permission of instructor. 2:00PM- 3:50PM F TJL 120 (ITV) Kerdus M 2cr 7861							SOCIO 260—INTRO TO CLINICAL PSYCHOLOGY SS An introduction to professional issues in clinical and counseling psychology and major therapeutic techniques used in the professions. (Same as PSYCH 260) Prerequisite: Either PSYCH 101 or SOCIO 101 or instructor approval. ONLINE* ARR ARR Toren D 5cr 3888 *See Washington Online section (pp. ??-??) BEFORE registering.						
PNURS 114—PRACTICAL NURSING FUNDAMENTALS I Introduction to health-illness model: Basic human needs, health promotion, communication, patient relationships, nursing process, universal precautions, elderly growth and development, loss and grief concepts. Prerequisite: Admission to the Practical Nursing Program and/or permission of instructor. 4:00PM- 7:50PM T TJL 120 (ITV) Mulligan A 4cr 7863							SOCIO 271—SOCIAL DEVIANCE SS Examine the concepts of deviance, deviant behavior, and social control; theories of deviance and deviant behavior; types of deviant behavior; and societal responses. ONLINE* ARR ARR Barker C 5cr 3890 *See Washington Online section (pp. ??-??) BEFORE registering.						
PNURS 122—PRACTICAL NURSING LONG TERM CARE CLIN Direct care experience using practice/application of physical assessment, communication, hygiene and safety using correct medical terminology/documentation with long-term care residents. Prerequisite: Admission to the Practical Nursing Program and/or permission of instructor. ARR ARR ARR 000 TBA 3cr 7865							Speech SPCH 151B—FUNDAMENTALS OF SPEECH H Principles and techniques of preparing and delivering effective public speeches to inform, analyze, and persuade. 8:30AM-10:45AM TTh PB 002 Crumley L 5cr 7896						
Psychology PSYCH 101—GENERAL PSYCHOLOGY SS Survey of basic topics in psychology including methods, the biological basis of behavior, sensation, perceptions, learning, memory, motivation, emotion, and clinical psychology. 7:00PM- 8:00PM* T 1/6* HL 114* \$30 Toren D 5cr 3802 *Orientation. See Telecourse section (p. ??) BEFORE registering. ONLINE* ARR ARR TBA 5cr 3800 *See Washington Online section (pp. ??-??) BEFORE registering.							Workforce Training WFT 121—CUSTOMER SERVICE/INFORMATION AGE Students will be introduced to and participate in the use of technology and research tools common to a customer service environment. Students will respond to customer service scenarios by locating and providing appropriate information while maintaining quality customer service. (Pass/No Credit) 8:45AM- 9:45AM MW OCS 116 TBA 2cr 7900						
PSYCH 240—ABNORMAL PSYCHOLOGY SS A survey of psychopathology, specifically a study of abnormal human behavior, its description and explanation from several theoretical perspectives, and an overview of therapies to modify abnormal behavior. Prerequisite: PSYCH 101 or permission of instructor. 4:00PM- 4:30PM* M 1/5* HL 110* \$30 Sandler J 5cr 3832 *Orientation. See Telecourse section (p. ??) BEFORE registering.							Sociology SOCIO 101—INTRO TO SOCIOLOGY SS Introduces the subject matter, theories, and methods of sociology. Focuses on the interaction between the individual and the social milieu. 4:00PM- 5:00PM* M 1/5* HL 114* \$30 Barker C 5cr 3852 *Orientation. See Telecourse section (p. ??) BEFORE registering. ONLINE* ARR ARR TBA 5cr 3850 *See Washington Online section (pp. ??-??) BEFORE registering.						
PSYCH 260—INTRO TO CLINICAL PSYCHOLOGY SS An introduction to professional issues in clinical and counseling psychology and major therapeutic techniques used in the professions. (Same as SOCIO 260) Prerequisite: Either PSYCH 101 or SOCIO 101 or instructor approval. ONLINE* ARR ARR Toren D 5cr 3838 *See Washington Online section (pp. ??-??) BEFORE registering.													

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