Introduction

Welcome to Centralia College and the Bachelor of Applied Science in Applied Management (BAS-AM) program. The BAS-AM program provides graduates the training they need to succeed in management positions in a wide range of businesses and industries. Graduates learn the skills needed to run a small business or entrepreneurial venture, or to apply for graduate programs at colleges and universities.

A traditional bachelor degree requires general education classes from many disciplines and is designed to provide students a wide base of knowledge, allowing them to concentrate their education in the third or fourth year of their education. A BAS degree gives students the chance to focus their education on their specific educational and career goals early within your education and incorporates more practical and concentrated hands-on learning in a specific industry or the career of their choice.

This 90-credit degree program at Centralia College is specifically designed for working students throughout the region who want to prepare for management positions in a wide range of business and industry. Students meet on campus just two evenings a week, with the rest of the coursework available online. This hybrid format allows busy professionals and those seeking promotions at their present jobs to achieve the education they need for advancement while continuing to work.

Importance of your student handbook

Your success is important to us. We have developed this handbook to guide you by providing you with specific information on curriculum, policies, and expectations of the program. Each student is responsible for studying this handbook and understanding its contents. In general, the BAS program follows policies and rules established by Centralia College. As this is a unique program offered by the College, please note that some BAS policies may differ from policies related to associate degrees and courses. You are responsible for complying with instructor syllabi and this handbook.

About the Bachelor of Applied Science Programs

History

In late 2005, the Washington State Legislature approved the development of applied baccalaureate degree programs to be offered at Washington Community and Technical Colleges. The purpose of this initiative was to expand access to bachelor degree education in order to better serve the State’s workforce needs.

Due to strong community and business support and local demand, the College determined that it was best suited to start this new endeavor by offering a Bachelor of Applied Science degree in the area of Management. Enrollment in Centralia’s first BAS program began in fall 2012 and in winter 2015 Centralia received accreditation as a four-year degree granting institution from the Northwest Commission on Colleges and Universities (NWCCU). In the fall of 2014, Centralia College launched their second BAS degree in Diesel Technology followed by the BAS in Information Technology Application Development in the fall of 2016. Centralia College is one of four colleges in the country to offer a bachelor’s degree in diesel technology.

Since receiving accreditation from NWCCU, Centralia’s staff have been working closely with community members and local businesses to create additional BAS programs.
Centralia College – Educational Outcomes
Student learning is central to the college’s mission. All degrees offered by Centralia College are designed to
provide experiences that lead to the attainment of general education outcomes as embodied in the
following Learning Themes:

1. **Reasoning**
The ability to extract information from data, develop ideas and solutions, establish logical
progression in thinking, and problem solve using such procedures as literary analysis or the scientific
method.

2. **Written, Oral, and Visual Communication**
The ability to make oneself understood in public, interpersonal, professional, artistic, and technical
arenas.

3. **Exploration – Self and Others**
An awareness of the values, beliefs, customs, and contributions from one’s own and other
traditions, ethnicities, classes and genders.

4. **Resourcefulness**
The ability to adapt to change, such as technological innovations or environmental
conditions.

5. **Responsibility**
The ability to be accountable to self, society, and the natural world.

BAS – Applied Management: Program Outcomes
Students who successfully complete this program should be able to:

(A) **Communication Skills**
- Employ effective oral, written and analytical communication appropriate to
  organizational settings.
- Recognize communication issues in organizations and apply communication
  concepts to explain and manage such issues.
- Analyze and apply communication skills in human resource management,
  negotiations and small and large group discussions.

(B) **Decision-making**
- Differentiate among decision-making strategies and their application in management
  and analyze the institutional resource commitment required by different decisions.
- Apply analytical tools and quality information resources in the decision making
  process.
- Design evaluation strategies that will be integrated into business practices to foster
  continuous improvement.
(C) Diversity
- Articulate the benefits of diverse populations contributing diverse perspectives for better management decisions.
- Articulate the ethical issues with regard to community diverse populations that go beyond legal considerations.
- Analyze workplace scenarios to show how careful attention to members of a diverse population can result in significant competitive advantages.
- Access and articulate the key laws and regulations that structure personnel standards and guide management actions.
- Articulate how organizations can move from accommodation, to inclusion, to aggressive recruitment to attain a competitive advantage.

(D) Finance and Analytics
- Locate information using a variety of media and technologies and evaluate their reliability and usefulness.
- Design statistical models and apply standard statistical techniques to gather and analyze data in support of business decision-making and process refinement.
- Apply managerial accounting tools in the development and analysis of capital and operating budgets.
- Analyze financing options and avenues to best meet organizational needs.

(E) Global Perspectives
- Demonstrate an understanding of the interconnectivity between economies and markets and how overseas events often impact U.S. markets and U.S. businesses.
- Articulate the challenges and financial impacts associated with offshore supply of final goods, raw materials and components.

(F) Leadership and Management
- Analyze leadership and management practices, roles and styles in business and management situations.
- Work collaboratively in a team setting and identify practices that support and sustain positive team environments.
- Recognize the value of diversity and community involvement in business ventures.

(G) Legal Issues and Ethics
- Articulate a personal ethical philosophy and explain its application to the workplace.
- Develop and defend a course of action to address ethical issues in the context of business decision-making.
- Analyze the relationship between business ethics, business law and organizational integrity.
- Evaluate the impact of applicable local, state, and federal laws and regulations to business and management scenarios.
- Apply human resource management laws, principles, and practices in business and organizations.
• Analyze the impact of state and federal laws on management behavior and organizational practices.

(H) Operations Management
• Integrate operations management theory into the process for delivering goods and services.
• Apply established marketing principles to guide product and service development as well as the development of marketing plans.
• Apply current technologies to increase effectiveness in the practice of management.

(I) Strategic Management
• Apply financial management theory and tools in the strategic planning process.
• Use economic theory to explain the influence of local, national, and global economic issues in strategic planning.
• Apply project management concepts to develop a project plan and manage and track a project.
• Demonstrate the value of adjusting marketing strategies based on the analysis of company/product strengths to drive products and/or improve customer service.
• Use economic theory to explain the influence of local, national, and global economic issues in strategic planning.

(J) Tax & Audit
• Report financial performance in accordance with accounting principles required in tax, commercial, or government conceptual frameworks.
• Apply audit procedures necessary in creating reasonable assurance as it pertains to financial performance presentation.

People to Contact
The BAS Programs Office is located in the Walton Science Center (WSC) room 120. The BAS – Program Specialist can be reached using the contact information below. Each classroom instructor will provide their contact information in their course syllabus.

<table>
<thead>
<tr>
<th>Katie Dailey</th>
<th>Connie Smejkal</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAS – Program Specialist</td>
<td>BAS-AM Faculty Advisor</td>
</tr>
<tr>
<td><a href="mailto:katie.dailey@centralia.edu">katie.dailey@centralia.edu</a></td>
<td><a href="mailto:connie.smejkal@centralia.edu">connie.smejkal@centralia.edu</a></td>
</tr>
<tr>
<td>360-736-9391 ext. 608</td>
<td>360-736-9391 ext. 522</td>
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Accreditation Status
All BAS degrees are accredited by the regional accreditation body, the Northwest Commission on Colleges and Universities (NWCCU).
Getting Started (and Finished)

Application Process
Admission into our BAS programs is competitive and merit based. Meeting the minimum entrance requirements does not guarantee admission as the number of qualified applicants may exceed the number of amiable enrollment spaces.

In order to be placed into the admissions pool, applicants must complete and submit the following:

1. An earned associate’s or higher degree from a regionally accredited college or university with a minimum cumulative GPA of 2.5.
2. Completion of the Free CC online admission application
   (https://www.public.ctc.edu/ApplicantWebClient/Applicant/AppIWelcome.aspx)
3. BAS Application form: Page 3 of the application packet
   (http://bachelors.centralia.edu/docs/ApplicationPacket.pdf)
4. Personal Statement: Applicants are required to write a one-page minimum essay describing their interest in the BAS-AM program. This essay is a critical element in the review of the applicant’s qualifications. It should be typed, in a legible 12-point font size.
   - Include information about the following:
     o Previous career experience
     o Previous experience working in team settings
     o Career goals
     o Application of BAS degree to career advancement
5. Resume: Page 5 of application packet
   - Include information about the following:
     o Any work experience (paid or volunteer) with dates and hours of involvement
     o Any special awards, achievements, or honors that you have earned (academic or professional)
6. 35 non-refundable application fee: Check made payable to Centralia College (Include your name and Student ID) OR In person at the Cashier's Office.
7. Official transcripts from all previous colleges attended: If degree or credits were earned at Centralia College, you do not need to request a CC transcript.
8. Optional – Letter of Recommendation from previous or current employer

Acceptance decisions are based on the strength of the overall application. Incomplete applications will not be processed. All materials, must be submitted together via email, by mail, or delivered in person.

Email: Katie Dailey
BAS Program Specialist
katie.dailey@centralia.edu

Mail: BAS Programs Office
Centralia College
600 Centralia College Blvd
Centralia, WA 98531

In Person: Instruction Office
Centralia College
Walton Science Center, Room 120
**Admissions Requirements**
To be eligible for full admission into the BAS program, each student must meet the following requirements:

- An earned associate’s or higher degree from a regionally accredited college or university with a minimum cumulative GPA of 2.5.

Priority will be given to students who apply during the priority application dates that typically start early February. These dates will be posted on the BAS-AM webpage as well as in the application packet. A priority applicant is guaranteed to have their application reviewed in the first batch of students to be considered for the BAS-AM program.

**Degree Requirements**
The following courses must be completed prior to bachelor degree obtainment. The courses can be included in the two year degree or be completed during the bachelor’s program in addition to the required courses. Students who have completed the requirements at the time of application will receive preferred entrance consideration.

Successful completion of each of these required courses with a minimum 2.0 grade:

- English 101 – English Composition (5 credits).
- College-level math course for which intermediate algebra is a prerequisite (5 credits).
- Social science course (5 credits).
- Natural science course (5 credits).
- Communications, quantitative skills, humanities, social science, or natural science (5 credits total)

Additional consideration will be given to applicants in the admissions pool who have successfully completed (2.0 grade minimum) these recommended courses:

- English 102 – Composition II (5 credits) or English 235 – Technical Writing (5 credits).
- Speech 110 – Principles of Speech Communication (5 credits) or Speech 220 – Theory and Practice of Public Speaking (5 credits) or CMST& 220 Public Speaking.
- ACCT& 201, 202 – Principles of Accounting I & II (prerequisites for BACCT 301, 302, 401, 402, 403)

To qualify for a Bachelor of Applied Science – Applied Management degree, students must complete a minimum of 180 credits in courses numbered 100 and above of which 90 credits must be BAS courses all of which are numbered 300 or above. Students must have a cumulative grade point average (GPA) of at least a 2.0 (“C” average) for the BAS courses and all credits at the 300 or above levels must have been earned with a minimum grade of 2.0 in each course. The 180 credits must include the following general education requirements

**Foundation Coursework from Associate Degree**

- ENGL& 101 English Composition
- Social Science course
- College-Level Math with prerequisite of intermediate algebra
- Physical, biological or earth science (lab course)
- Five additional credits in general education in one of the above distribution areas is required for admission
BAS-AM general education coursework
- CMST 330 Professional and Organizational Communications
- HUM 315 Ethics • BMGMT 325 Legal Issues
- MGMT 320 Leadership and Organizational Behavior
- ECON 305 Managerial Economics
- MATH 350 Managerial Statistics
- ENVS 440 Environmental Issues

BAS-AM Core Coursework
- MGMT 300 Foundations of Management
- MGMT 340 Applied Financial Management
- MGMT 370 Practicum
- MGMT 420 Human Resource Management
- MGMT 470 Management Internship
- MGMT 490 Strategic Management and Policy

BAS-AM Electives (must take 5)
- ACCT 310 Accounting Principles for Managers
- ACCT 401 Governmental Accounting*
- MGMT 380 Marketing for Managers
- ACCT 402 Audit & Fraud*
- MGMT 360 Business Principles, Planning & Strategy
- ACCT 301 Intermediate Accounting I*
- MGMT 410 Project Management
- ACCT 302 Intermediate Accounting II*
- MGMT 435 Operations Management
- ACCT 403 Issues in Federal Taxation*

* Prerequisite ACCT& 201 and 202.

Admissions Status
Students may be admitted to the BAS-AM program under one of the following conditions:

1. **Full Acceptance:** Students will be fully admitted to the program.
2. **Conditional Acceptance:** Student will be admitted to the program once the admission requirements have been met. These requirements will be listed in the acceptance letter for any students who have been conditionally accepted into the program.
3. **Non-matriculated students:** The BAS programs are designed for student cohorts who are committed to the attainment of the Bachelor of Applied Science degree. Non-matriculated students may be enrolled in specific courses on a space available basis at the discretion of the respective faculty member and with the concurrence of the applicable dean. A maximum of three courses may be taken by any non-matriculated student. Non-matriculated students must meet all of the normal BAS entrance requirements with the exception of the requirement to have an associate degree. Centralia College will consider non-matriculated students for enrollment in 300/400 level courses including:
   - Community members employed in the occupation who could benefit from the specific course as an educational or skills upgrade
   - Students with deferred admission status
   - Students seeking future admission interested in trying an upper division course before applying to the program
• Students in related lower division programs who use the 300 or 400 level courses as electives or substitutes for required courses in the associate degree

Cohort/Course Delivery
Centralia College’s Bachelor of Applied Science in Applied Management (BAS-AM) builds on an existing Associate in Arts, Associate in Applied Science, or Associate in Applied Science Transfer adding upper division coursework to complete a four year degree. Applicants are accepted for the fall quarter of each year. The BAS-AM program operates as a cohort-based program with all students starting in fall quarter and completing the program in two years (six quarters).

All classes are conducted using the hybrid modality with each class meeting on campus for one two-hour period in the evening each week. Classes are on Tuesdays from 5-7 p.m., 7-9 p.m. and Thursdays from 6-8 p.m. The balance of class work is online.

Advising and Registration
Students will be contacted by Connie Smejkal, BAS-AM Faculty Advisor, with registration information. This information is usually relayed via email. For this reason, it is extremely important that BAS-AM students ensure that the program office has their most up-to-date email address.

If a student needs to take any of the lower-level degree required courses, an academic plan will need to be developed with the Program Specialist and/or the Faculty Advisor to ensure that all courses are completed by time of graduation.

Changes in pathways, assistance in selecting electives, or other advising related concerns will be addressed by Connie Smejkal, BAS-AM faculty advisor.

Financial Aid
Financial aid is available to all eligible students, including Federal, State and institutional grant funds, such as the Pell Grant, WA State Need Grant or Work Study. To determine whether you are eligible for financial aid, you will need to complete the Free Application for Federal Student Aid (FAFSA).

To find out more information about financial aid, please visit the Centralia College financial aid webpage at http://www.centralia.edu/admissions/finaid/ and check with the Financial Aid office in the student center building located on the second floor. Financial aid can also be reached at 360-736-9391 ext. 234.

Scholarships
Scholarships are available for BAS students through the Centralia College Foundation Office. Typically the application for this scholarship will be aligned with priority application dates that start in early February. For more information, visit the BAS-AM webpage at http://bachelors.centralia.edu/management/index.html. Specific information will be under the “Tuition and Fees” drop down menu.

Veteran Services
Our Program Coordinator for Veterans Services helps those who are eligible to apply and register for classes at Centralia College, and obtain Veterans Educational Benefits through the Department of Veterans Affairs (VA). Contact Kelly Worthey in the Enrollment Services Office for more information.
Based on the type of funding you receive, the hybrid format of the BAS-AM program could affect your benefits. Every BAS-AM student should check with Kelly Worthey, the program coordinator, for veteran services, regarding their VA rewards.

**Kelly Worthey**  
Veteran Services – Program Coordinator  
360-736-9391 ext. 684  
kelly.worthey@centralia.edu

**Tuition Waivers**  
Students enrolled in the BAS-AM program are not eligible to receive a Washington State tuition waiver.

**Program Costs**  
The State Board for Community and Technical Colleges (SBCTC) sets the tuition rate. For the current year’s tuition rate for the Applied Baccalaureate Degree Programs, see [http://www.centralia.edu/admissions/tuition.html](http://www.centralia.edu/admissions/tuition.html)

The cost of room and board would be additional.

**Policies**  
For more College Policies, Procedures, & Practices visit [http://www.centralia.edu/students/policies.html](http://www.centralia.edu/students/policies.html)

**Attendance Policy**  
Students are expected to attend all classes for which they enroll. Students who do not attend during the first week of class will be dropped from their classes unless they have received prior approval from their faculty.

**Leave of Absence**  
Our goal is to have you complete your bachelor degree in a timely and efficient manner. Every admitted student is required to progress through BAS-AM classes as illustrated in the Educational Plans (page 13) in order to maintain active status in the program.

If there is an extenuating circumstance that prohibits you from meeting this obligation, you must notify the BAS Programs Office as soon as possible.

On a space available basis, students will be able to resume their studies after submitting a written request to rejoin the BAS-AM program. Students will have to work with the Program Specialist and/or their faculty advisor to map out an academic plan for the remaining courses.

**Minimum Grade**  
The student must achieve a grade of 2.0 or better in each of the upper division courses (300 or 400 level) that comprise the BAS program. No credit is given for any grade lower than 2.0, and if the course is a prerequisite for another BAS course, that prerequisite is not met. A student who earns a grade lower than 2.0 in a BAS course may repeat that course only once. A student who earns grades lower than 2.0 in two or more courses is subject to removal from the program. The applicable dean in consultation with the VP Instruction will determine the feasibility of a student repeating more than one BAS course due to a grade less than 2.0
Student Rights and Responsibilities
The college has established policies providing for the rights and responsibilities of students. Copies of this code (WAC 132L-120) are available from the SLIC or the Vice President of Student Services Office. More information can be found in the Centralia College Course Catalog (http://www.centralia.edu/academics/catalog.html).

Grievances
If you have a concern or complaint about a faculty member or an instructional program, use the process outlined below.

If the complaint is about sexual harassment or illegal discrimination, there is a process that is different from this one. To get more information about the discrimination/sexual harassment process contact the Human Resource Office, the Counseling Office, or any administrative office.

Step 1 – Informal Meeting
Talk directly to the faculty member involved. If this is hard for you, you may bring someone with you. Make an appointment, and if you are bringing someone with you, let the faculty member know this.

Step 2 – Formal Letter
In the unlikely event that your meeting does not solve your concern, write a letter to the faculty member’s immediate administrator. This will be the dean listed in the chart below. In your letter describe the situation, provide dates and times, give examples, and provide documents. The administrator that receives your letter will send a copy of your letter to the faculty member. The administrator will send you and the faculty member a written response within 15 contract days after receiving your letter. (The administrator may request to meet with you, first)

Step 3 – Appeal to Vice President
If you wish to appeal the decision of the first administrator, you have five contract days after you receive your written response. Write a formal letter of appeal to the appropriate vice president (listed in the chart below). Include all the materials you sent and received in step 2. The vice president will send you and the faculty member a written response within 15 contract days after receiving your letter.

Step 4 – Appeal to President
If you wish to appeal the decisions of the vice president, you have five contract days after you receive your written response. Write a formal letter of appeal to the president. Include all the materials you sent and received in Step 3. The president will send you and the faculty member a written response within 15 contract days after receiving your letter. The decision of the president is final.

Who to contact:

<table>
<thead>
<tr>
<th>Step</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty Member – please see course syllabus for contact information</td>
</tr>
<tr>
<td>2</td>
<td>Academic Transfer Dean – Christian Bruhn 360-736-9391 ext. 258 <a href="mailto:christian.bruhn@centralia.edu">christian.bruhn@centralia.edu</a></td>
</tr>
<tr>
<td>3</td>
<td>Vice President Instruction – John Martens 360-736-9391 ext. 411, <a href="mailto:john.martens@centralia.edu">john.martens@centralia.edu</a></td>
</tr>
<tr>
<td>4</td>
<td>President – Dr. Bob Mohrbacher 360-736-9391 ext. 200, <a href="mailto:bob.mohrbacher@centralia.edu">bob.mohrbacher@centralia.edu</a></td>
</tr>
</tbody>
</table>
Some Important Ideas:

- Teaching and learning are complex processes. The expectations for each may not always be communicated clearly or understood completely.
- Most people try to do the best job they can. Assume people have the best intentions.
- It is natural for people to have different ideas, opinions, or expectations.
- Most differences are resolved by in-person communications that are courteous and respectful.
- Think about what would be a reasonable solution for all parties.
- If you have questions about this process, talk to someone like a counselor, advisor or other faculty or staff members.
- Most differences are resolvable at Step 1.
- Be open to alternate solutions.

Equal Opportunity Statement and Accommodations

It is the policy of Washington’s community and technical college to provide equal opportunity in education regardless of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status, or the presence of any sensory, mental, or physical disability.

Centralia College does not discriminate in admission or access to, or treatment or employment in, its program or activities. Designated Title II, VI, VII, IX, Section 504, ADA compliance officer: Julie Ledford, Vice President for Human Resources and legal Affairs, Hanson Hall Room 101, Centralia College, 600 Centralia College Blvd, Centralia WA 98531-4099, 360-736-9391, extension 285.

Disability Statement

Students with disabilities may contact the Director of Disability Services to determine their eligibility for reasonable accommodation. Disability Services is located on the 2nd floor of the Student Center in the Student Services Department. Their phone number is 360-736-9391, extension 320.
Course of Study Information

A complete list of courses offered can be found in the Centralia College Catalog: [http://www.centralia.edu/academics/catalog.html](http://www.centralia.edu/academics/catalog.html)

**Curriculum Sequence**

*Subject to change at any time.*

<table>
<thead>
<tr>
<th>Required course schedule - TWO year track</th>
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<tbody>
<tr>
<td><strong>Fall Quarter, First Year</strong></td>
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<tr>
<td>MGMT 300 Foundations of Mgmt</td>
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<tr>
<td>MGMT 370 Practicum in Management</td>
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<tr>
<td>MGMT 380 Marketing for Managers*</td>
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<tr>
<td>OR</td>
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<tr>
<td>ACCT BAS-AM Accounting Elective*</td>
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<tr>
<td><strong>Winter Quarter, First Year</strong></td>
</tr>
<tr>
<td>HUM 315 Ethics</td>
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<tr>
<td>CMST 330 Pro. &amp; Org. Communication</td>
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<tr>
<td>ACCT 310 Accounting Principles for Managers*</td>
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<tr>
<td>OR</td>
</tr>
<tr>
<td>ACCT BAS-AM Accounting Elective*</td>
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<tr>
<td><strong>Spring Quarter, First Year</strong></td>
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<tr>
<td>MGMT 320 Leadership &amp; Organizational Behavior</td>
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<td>MGMT 420 Mgmt of Human Resources</td>
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<td>MGMT 325 Legal Issues</td>
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<tr>
<td><strong>Fall Quarter, Second Year</strong></td>
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<tr>
<td>ENVS 440 Environmental Issues</td>
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<td>MGMT 340 Applied Financial Mgmt</td>
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<tr>
<td>MGMT 360 Business Princ., Planning &amp; Strategy*</td>
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<td>OR</td>
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<tr>
<td>ACCT 301 BAS-AM Accounting Elective*</td>
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<tr>
<td><strong>Winter Quarter, Second Year</strong></td>
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<tr>
<td>MATH 350 Managerial Statistics</td>
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<td>MGMT 490 Strategic Mgmt &amp; Policy</td>
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<tr>
<td>MGMT 410 Project Management*</td>
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<td>OR</td>
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<tr>
<td>ACCT BAS-AM Accounting Elective*</td>
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<tr>
<td><strong>Spring Quarter, Second Year</strong></td>
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<tr>
<td>MGMT 435 Operations Management*</td>
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<td>OR</td>
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<tr>
<td>ACCT BAS-AM Accounting Elective*</td>
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<tr>
<td>ECON 305 Managerial Economics</td>
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<tr>
<td>MGMT 470 Applied Mgmt Internship</td>
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**Internships**

Students are required to complete and document 100 hours of internship experience during their MGMT 470 Management Internship course. This course is taken during their last quarter in the program.

More information will be provided during an internship workshop their last year in the program as well as during the internship course.

**Student Services & Resources**

As a student at Centralia College, you are eligible for all services offered by the college. The fees you pay entitle you access to student computer labs, the library, disability resource center, student clubs and programs, reading and writing labs, the career center, and all other Centralia College services.

**Disability Support Services**

Student Center Building, Student Services Department – Second Floor
Phone: 360-736-9391 ext. 320
Hearing Impaired: 800-833-6388
Centralia College offers support services for students with disabilities to help you access programs and services. They are here to help you succeed. If you are a student or prospective student with a disability, their webpage will help answer any questions you may have: http://www.centralia.edu/students/disabilities/

**Bookstore**
Student Center Building, Bottom Floor next to the counseling center
Phone: 360-736-9391 ext. 310
Webpage: http://www.centraliabookstore.com/

**Tutoring Center**
Walton Science Center, Room 309
Phone: 360-736-9391 ext. 205
Webpage: http://www.centralia.edu/students/tutoring.html

You can access tutoring services by either calling, emailing, or visiting the tutoring center. You can also access eTutoring as a free online student resource. For more information please visit their webpage listed above.

**Writing Center**
Kemp Hall, Room 105
Phone: 360-736-9391
Webpage: http://www.centralia.edu/academics/writingcenter/
The writing center offers free drop-in or appointment-based assistance for all Centralia students. They also offer free workshops every quarter on topics such as APA citation, formatting a paper in word, and resume workshops. Some of their other offerings include:
- Computer Stations
- Friendly Staff
- Group Work Areas
- Coffee/Reading Areas
- Reference Materials
- Online Resources

BAS-AM students can also submit their papers for review via the online classroom in Canvas.

**Computer Labs**
Computer labs for Centralia College students are located in Washington Hall on the second floor as well as in the library. Users must have student ID with them while in the computer lab. Printing cards can be purchased at the Centralia College bookstore. Hours are posted in the computer commons quarterly.

**Library**
Kirk Library, located across the Aadland Esplanade from the student center.
Phone: 360-736-9391 ext. 241
Webpage: http://library.centralia.edu/index.html

During fall, winter, and spring quarters the library is open Mon – Thurs. 7:30am – 9:00pm and Fridays 7:30am – 4:00pm. The library is closed Saturday and Sunday. Kirk library is also closed on holidays and on quarter breaks.
Students can access research databases from the Kirk Library home page.

**eLearning Center**
eLearning is located within the Kirk Library  
Phone: 360-736-9391 ext. 672  
Webpage: [https://www.centralia.edu/elearning/](https://www.centralia.edu/elearning/)

The eLearning office is your resource for online, hybrid, web-enhanced, and face-to-face classes, Canvas help, Microsoft IT Academy, online tutoring, web conferencing and instructional design.

**Counseling & Advising Center**
Student Center building, bottom floor (next to the bookstore)  
Phone: 360-736-9391 ext.265  
Webpage: [http://www.centralia.edu/students/advising/](http://www.centralia.edu/students/advising/)

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