



Walla Walla Community College

Spring Class Schedule
March 29-June 9, 2004

Continuing Education

- *Allied Health & Safety Education*
- *Center for Business & Professional Development*
- *Community Education & Lifelong Learning*
- *Distance Learning*
- *Evening College*
- *Walla Walla Area Small Business Center*



Allied Health & Safety Education

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Center for Business and Professional Development

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Evening College

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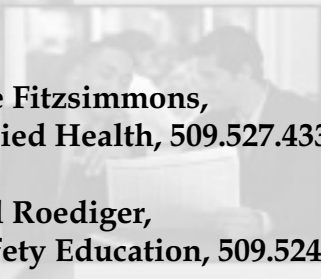
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Visit our website at <http://www.wallawalla.cc>

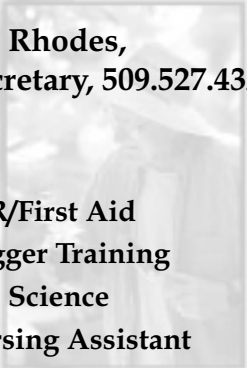
New Telephone Registration Hours: 1:00-4:30 p.m., Monday-Friday, 509.527.4443

Allied Health & Safety Education


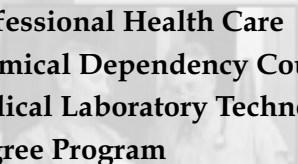


**Billie Fitzsimmons,
Allied Health, 509.527.4330**

**Carol Roediger,
Safety Education, 509.524.5144**



**Terry Rhodes,
Secretary, 509.527.4329**

- 
- CPR/First Aid
 - Flagger Training
 - Fire Science
 - Nursing Assistant
 - Phlebotomy
 - Professional Health Care
 - Chemical Dependency Counseling
 - Medical Laboratory Technology Degree Program
- 

The following classes may or may not be transferable nor do they necessarily fulfill a specific degree requirement. Students are encouraged to discuss course selections with their advisor to ensure courses will meet the student's intended goal. Please call the Student Development Center at 527.4262 for referral to an appropriate advisor.

Visit our website at <http://www.wallawalla.cc>
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CPR/FIRST AID

The CPR classes at WWCC follow the American Heart Association guidelines.

CPR for Healthcare Providers (Renewal Only)

0782/CPR 051C

Curriculum to include one and two person adult CPR, infant and child CPR, managing obstructed airway, barrier devices and use of the AED. Written and skill evaluation is required.

Monday, May 10, 6-10 p.m.; Room 404, Nursing Building; R. Montgomery; \$18.00 includes cost of AHA card; .2 Credit.

Heartsaver AED (Public Access Defibrillation-Pad)

Through the use of Public Access Defibrillation programs, members of the public can operate the Automated External Defibrillator or AED. These machines provide an electrical shock to the hearts of victims in sudden cardiac arrest. The use of the AED by laypersons in airports, casinos, churches, offices, and other public places has provided victim survival rates up to 70%. WWCC will provide the CPR and AED training as well as help in acquiring AED's.

Tuesday/ Thu-rsday; June 1 and 3, 6-10 p.m.; Room 421, Nursing Building; T. Cowell; \$40.00 includes booklet, supplies, and card; .5 Credit.

FIRST AID**Medic First Aid**

The following classes will be offered spring quarter using the Mark V series, a training program from EMP America, designers of Medic First Aid.

Times: 7:00-10:00 p.m.; Room 404, Health Sciences Building; \$35.00 includes text, supplies and card; .4 Credit.

3326/IFA 22

Session #1: Tuesday and Thursday; April 20 and 22; R. Montgomery.

1278/IFA 22

Session #2: Tuesday and Thursday; May 25 and 27; R. Montgomery.

MEDIC FIRST AID RECERT

1296/IFA 23

Need to be recertified? Check your card. Will it expire soon?

Thursday, May 13, 6:00-10:00 p.m.; Room 404, Nursing Building; L. Cowell; \$20.00; .2 Credit.

PEDIATRIC FIRST AID

1297/IFA 24

Designed especially for the care of little folks. This class is ideal for parents and grandparents of small children and child care personnel.

Tuesday/Thursday; June 1 and 3, 6-10 p.m.; Room 421, Nursing Building; T. Cowell; \$40.00 includes booklet, supplies, and card; .5 Credit.

FLAGGER**Flagger Training**

3051/CS 034

Six hour class meets the requirements for the State of Washington.

Tuesday, April 27, 8:30 a.m.- 4:00 p.m.; Room 185 Conference Center; Mary Rowe, Instructor; \$ 36.00 includes the required card and class materials; .6 Credit

FIRE SCIENCE**Building Construction**

1138/FCA 152

An overview of building construction engineering principles, fire and life safety concerns, hazardous materials, techniques, and related design factors.

Wednesdays, 6:00-9:00 p.m., March 31 - June 9; Walla Walla Fire Dept. 12th and Poplar; David Collette, Instructor; 3 Credits; \$210.45; Pre-requisite - FCA 115 or equivalent fire fighting training. Text available in the bookstore.

Fire Instructor 1

0117/FCA 155

This course provides instruction and experience in analyzing, presenting, and evaluating fire related educational materials.

Friday, April 2, 6:00-10:00 p.m., Saturday and Sunday, April 3 & 4, 8:00 a.m.- 5:00 p.m.; College Place Fire Dept.; Ralph Walters; \$140.30; 2 Credits. Pre-requisite: FCA 115 or equivalent training. Text available in the bookstore.

Public Fire and Life Safety Education

0118/FCA 285

Instruction on the skills and knowledge required to present public relations material and educational information from the fire service to the general public and other targeted groups on prevention, safety, and other fire related issues. Pre-requisite FCA 115 or equivalent training.

Friday, April 23, 6:00-10:00 p.m., Saturday, April 24, 8:00 a.m.- 5:00 p.m. additional time to be arranged; College Place Fire Dept.; David Winters; \$140.30; 2 Credits. Pre-Requisite: FCA 115 or equivalent training.

Leadership for Fire Science

1243/HO299

Special class on leadership designed for the Fire Science student.

Date and times to be arranged; Carol Roediger; \$74.15; 1 Credit. Pre-Requisite: FCA 115 or equivalent training.

Emergency Medical Technician (EMT)

1187/HO130

The purpose of this class is to prepare the student to deliver proper emergency care to the sick and injured in a pre-hospital setting. The course follows the DOT EMT-B curriculum with the additions required by the state of Washington Department of EMS and Trauma. A CPR component is included. At the completion of the course, the student is eligible to take the state EMT certification exam. Application is required prior to the class and can be obtained through the Safety Education Office and is due by March 3.

Mondays-Thursdays, some Fridays, 2:30-5:30 p.m., March 29 - June 18; Room 301, Vocational Building; Tad Cowell, SEI; \$235.00; 10 Credits. Call 524-5144 or 529-5553 for brochure and application.

NOTE:

Walla Walla Community College has been approved to offer the written examination for the National Registry of Emergency Medical Technicians at both Walla Walla and Clarkston Campuses. Please call Carol Roediger (509-524-5144) at Walla Walla or Carol Bennett (509-758-1718) at Clarkston.

**NURSING ASSISTANT PROGRAMS****Pre-Nursing Assistant**

1182/HO 090

This course provides instruction in Fundamentals of Caregiving and Medical Terminology as a foundation for the beginner healthcare provider. The course has been developed as a precursor for students interested in taking the Nursing Assistant Training Program at a later time. Students who successfully complete the program will receive a completion certificate. An application is required and is available in the Allied Health Department. Prerequisite levels: COMPASS 31-50 or ASSET 29-31. Free screening through Student Services with student identification number.

Tuition plus text and supply fee are required; total course fee \$344.68. Class begins March 30 and ends May 18. The first class will meet in Room #301 (Professional-Technical Building) at 6:00 pm. Detailed schedule of class is available in the Allied Health Department.

Nursing Assistant

1185/HO 100

(WEEKEND CLINICAL)

1195/HO 100

(WEEKDAY CLINICAL)

Meets OBRA Nursing Assistant training requirements. Students who successfully complete the program will be eligible to take the state exam for Certification as a Nursing Assistant. **An application is required** and is available in the Allied Health Department. **Class begins Monday, Mar. 29 and ends May 22. The first class will meet in Room 404 at 4:00 p.m. on March 29 in the Nursing Building.** Detailed schedules of class and clinical times will be available at the time of registration.

Weekend clinical rotation (1185) or**Week day clinical rotation (1195).****Prerequisite levels: COMPASS 51-70 or****ASSET 34-36; submit screen results****with application. Must submit current****TB screening clearance with****application.****\$491.05 plus malpractice insurance fee,****textbook, gait belt, name tag and****uniform are required. 7 Credits. Cathy****Westbrook, RN, Lead Instructor.**

Notice to Nursing Assistants: Walla Walla Community College, both at the main campus and Clarkston Center serve as testing sites for the State Certification exam. Please call 1-800-842-4562 to register for the test and obtain specific details.

Advanced Nursing Assistant

1186/HO 102

A course designed for Nursing Assistants who have completed the basic course and desire more advanced training. The course will consist of classroom, lab, and clinical components and will prepare the student to work in a variety of settings.

There is a \$13.00 insurance fee collected at time of registration.

Class schedule is available through Allied Health. Staff Instructor; \$210.45; Credits: 3. Call 527-4330 for schedule.

Adult Family Home Training Continuing Education for Adult Home Providers

A variety of video courses is available for Family Home providers and those working in other licensed facilities to meet some of the mandatory continuing education as required by the State of Washington. Please call 527-4330 for details.

Fundamentals of Care Giving – Basic

3120/HO 024A

This 28-hour certificate course focuses on basic caregiving job requirements. Client rights, communication and problem solving skills, protecting the health and safety of residents are all studied. There is a constant emphasis on excellence in care and professionalism. Students are required to attend each full session.

There are no new registrations accepted or refunds after the course begins.

Registration and payment required one week prior to program.

April 19-22 and also offered June 14-17 8am-4pm; Room #422; McClelland/Carman; \$145.04

Fundamentals of Care Giving – Modified

3003/HO 024B

This self-study certification program is designed for the healthcare worker with proficiency in the Basic Fundamentals of Caregiving. You may take Modified Fundamentals of Caregiving if you have completed training as a Nursing Assistant-Certified, Medicare Certified Home Health Aide, Occupational Therapist, Registered Nurse, Licensed Practical Nurse, or Physical Therapist. The course focuses on client/resident rights, reporting requirements, medication assistant regulations, self-directed care, observation, documentation and service planning.

Self-study program through Allied Health; call 527-4330 for more information; Fitzsimmons; \$36.26.

Nurse Delegation

3007/HO 024E

This certificate course outlines the nursing assistant's educational requirements for nurse delegation in designated settings. Students are required to attend each full session. There are no new registrations accepted or refunds after the course begins. Registration and payment required one week prior to program.

June 22 & June 23; 4:00pm-8:30pm.; Carman; \$46.62.

Professional Health Care Classes

12 Lead ECG Interpretation

1207/HO 104

This course is an introduction to the 12 lead ECG. It includes axis deviation, Bundle Branch Blocks, Acute MI patterns and Acute Coronary Syndromes.

This class will be held April 15, 22 & 29; 7-10p.m.; Room 401; O'Brien; \$50.00

Medical Vocabulary

1197/HO 280

The student will learn basic elements that make up medical words; prefixes, word roots, combining forms and suffixes. The course includes a review of each body system utilizing practical application of medical vocabulary. Text and medical dictionary available in the bookstore. Bev O'Laughlin, Instructor.

This is a Washington Online course. Go to www.waol.org, click on the Get Started link, and read all instructions carefully. Call the DL dept. if you have questions, 522-4331.

Chemical Dependency Counseling

Basic Chemical Dependency Counseling

0139/ALCDA 235

This course is open to any student who is interested in basic counseling techniques and is required for individuals seeking chemical dependency counseling certification.

Tuesdays, March 30-June 08, 6:00 - 10:00 p.m.; Room 104, Main Academic Building; Werst, \$350.75; 5 Credit



AIDS Education Self Study Programs

1180/HO110 4 Hours

This class meets the Washington State requirement for those needing 4 hours of AIDS education. It is a self-study program.

Schedule arranged through Allied Health Department at 527-4329; \$35.00 .4 Credit

1181/HO110 7 Hours

This class meets the Washington State requirement for those needing 7 hours of AIDS education. It is a self-study program.

Schedule arranged through Allied Health Department at 527-4329; \$55.00 .7 Credit

Medical Laboratory Technology (MLT)

The MLT program is available through a cooperative arrangement between Walla Walla Community College, several regional healthcare facilities, and the parent program at Wenatchee Valley College. The agreement allows students to take all of their classes toward an MLT degree in the Walla Walla area.

Admissions to the MLT Program is offered during Spring Quarter by Wenatchee Valley College to the first qualifying applicants, who apply, complete (or are currently enrolled in) all of the required classes with a grade of "C" (2.0) or better, and following an interview are offered a training position in the Walla Walla Regional MLT Program. Applications and information are available on-line through Wenatchee Valley College website www.wvc.edu/go/mlt. Additional information may be obtained through our Allied Health Department at 527-4329.

Center for Business and Professional Development

Nancy Reller,
Training Coordinator, 509.527.4582

Nancy Rasmussen,
Administrative Assistant, 509.527.4649

Online Courses

- Computer
- Small Business
- Business Writing
- Professional Development
- Non-Profit Organizations
- Project Management Certificate
- Paralegal Certificate
- Fundamentals of Supervision & Management
- Other Courses for the Professional

Instructor-Led Courses

- Hospitality
- Workplace Spanish
- Professional Working Women's Seminar
- Breakfast With Champions
- Customer Service II
- Classes for Educators
- Computer Training
- Contract Training

The following classes may or may not be transferable nor do they necessarily fulfill a specific degree requirement. Students are encouraged to discuss course selections with their advisor to ensure courses will meet the student's intended goal. Please call the Student Development Center at 527.4262 for referral to an appropriate advisor.

Visit our website at <http://www.wallawalla.cc>

New Telephone Registration Hours: 1:00-4:30 p.m., Monday-Friday, 509.527.4443

ONLINE CLASSES

If you have a difficult time attending classes because your schedule is full or changes constantly, consider enrolling in an online class. You'll be able to study a lesson, complete assignments, and ask questions from the convenience of your home or office.



IT'S EASY TO REGISTER

1. Call (509) 527-4443, if you have a VISA or MasterCard, or mail/fax in the registration form on page __ of the brochure and be sure to include payment.
2. Once you have registered and paid WWCC for your online classes, you will need to attend your **online orientation**. Go to the course Web site and complete the online orientation for each registered course at <http://www.ed2go.com/wallawalla> no later than 8 a.m. the day prior to the start of the course. At that time, you will see a course outline, an orientation, and an introduction to the online instructor.
3. All classes run six weeks. Two class lessons are accessible each week for a total of 12 lessons.
4. The final exam is taken at the end of the sixth week.
5. Students can download a **Letter of Completion** for any class after meeting all course requirements. You will see instructions at the end of the final exam. Walla Walla Community College will send a **Certificate** out to those who successfully complete all courses in a certificate program.

2004 COURSE CALENDAR

Jan. 21	March 17
Feb. 18	April 21
Credit Hours: 2.4 (Each class takes about 6 weeks)	

REQUIREMENTS FOR ONLINE CLASSES:

Internet access, e-mail, and the Microsoft Internet Explorer or Netscape Navigator Web Browser.

Complete online courses at your home or office. For a detailed description of classes, visit our website at <http://www.ed2go.com/wallawalla>.

- You must call the DL Department after registering at 527-4331 to access your course material.
- Orientation must be completed by 7 a.m. of the second Friday after the course begins.
- The last day to drop a class is 7 a.m. of the second Friday after the course begins.
- Cancellation policy: A refund will be given if you drop a course before 7 a.m. on the second Friday after the course begins.



REGISTER ONLINE - SEE PAGE 63

Online Computer Classes

Intro to QuickBooks

4016/CT 078A

Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.

\$79.00

Performing Payroll in QuickBooks

4144/CT 088

QuickBooks software can be used to process payroll quickly and easily. This course details all the steps needed for proper set-up and even includes troubleshooting tips and solutions for common problems and mistakes.

\$79.00

Introduction to Microsoft Publisher

4108/CT077

Learn the basics of Publisher 2000, plus how to create a professional brochure, a newsletter, and a web site. Whether you are creating marketing materials for print or for the web, this small but powerful program can take you to levels of design expertise you did not know you had...and without any formal graphic design experience or training.

\$79



Online Small Business Classes

Construction

Business Management

4078/SBM014

Your contracting business can gain a powerful and permanent advantage over the competition by practicing expert business management. You and each person on your management staff can reap the business rewards from this complete, hands-on approach to expert management practices. This course can help you design and construct a superior business operation that serves your customers better and keeps them coming back. Better business operations usually keep talented employees happy and loyal too. Learn business skills the same way you learned your trade: one step at a time and with an eye on how the pieces go together successfully.

\$79.00

Accounting Fundamentals

4352/SBM014

New!

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

\$79.00

Creating a Successful

Business Plan

4392/SBM014

Turn your business ideas into a solid plan for financing and long-term success.

\$79.00

**Start Your Own
Consulting Practice***New!*

4396/SBM014

Do you have training or knowledge that could be useful to others? Have you ever considered becoming a consultant? This course is designed to help those who wish to set up a consulting practice get started. Topics will include skills assessments, pricing policies, contracting, \$79

**Online Business Writing
Classes****Keys to Effective Editing** *New!*

4328/SBM014

Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you're already working as an editor, you'll not only brush up on your skills, but will also learn about recent advances in your chosen profession. If you're a writer, you will learn essential self-editing tools to give your manuscripts the professional look that publishers like to see. \$79

Effective Business Writing *New!*

4358/SBM014

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until

Visit www.ed2go.com/wallawalla
for additional online courses

your very last, well-chosen word.
\$79

**Business Marketing
Writing** *New!*

4388/SBM014

This fun course will teach you to write or identify copy that achieves business and marketing goals. Improve your work, your knowledge, your company's image, and your chances of getting hired, promoted or applauded! Designed for writers, marketers and anyone interested in these exciting fields. \$79

**Online Professional
Development Classes****Administrative** *New!***Assistant Fundamentals**

4353/SBM014

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. \$79

**Project Management
Fundamentals** *New!*

4394/SBM014

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator,

you just might have what it takes to succeed in the fast-growing field of project management. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

\$79.00

Project Management *New!*

Applications

4393/SBM014

In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You'll increase the probability of project success by mastering the tricks of the trade:

Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. You'll also become proficient at recruiting project team members and empowering them to succeed. You'll understand the stages of team development, and you'll gain skills in developing and motivating team leaders. You'll even learn about project software, statistics, change management, processes, and estimating. And you'll gain valuable experience with project planning, control and data analysis tools.

\$79

Online Courses for Non-Profit Organizations

Writing Effective *New!*

Grant Proposals

4389/SBM014

Learn to prepare grant proposals that get solid results for your favorite organization or charity. Over \$200 billion annually is available for worthy causes and most people don't know how to prepare the application that will deliver needed funding. Avoid the mistakes that get applications for wonderful projects tossed into the wastebasket! Learn how to write professional proposals that actually succeed.

\$79

Fast Track Fund Raising *New!*

4390/SBM014

Jump start your fund-raising! Learn how to develop a plan involving staff, board and volunteers in getting new and bigger gifts from individuals and businesses. Discover valuable tips for talking to donors, training others to raise funds by phone, mail and in-person, and develop fool-proof solicitation packages. You'll increase your effectiveness, trim your workload, and raise more money than you ever imagined.

\$79

Introduction to *New!*

Nonprofit Management

4391/SBM014

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena.

Online Paralegal Certificate Courses

Paralegal Certificate Program 1

4045/SBM014

Legal Terminology, Process, Ethics, Tort and Contract Law.

\$159

Paralegal Certificate Program 2

4045/SBM014

Legal Documents and Analysis

\$159

Paralegal Certificate Program 3

4046/SBM014

Evidence, Legal Interviewing and Investigation

\$159

Paralegal Certificate Program 4

4047/SBM014

Legal Authority and Research

\$159

Paralegal Certificate Program 5

4048/SBM014

Computers, Legal Writing and Appellate Procedure

\$159

Paralegal Certificate Program 6

4049/SBM014

Law Office Administration, Advocacy, and Job Hunting Techniques

\$159

***Online Supervisory/
Management Training
Courses*****Fundamentals of Supervision****& Mgmt I**

4387/SBM014

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

\$79

Fundamentals of*New!***Supervision & Mgmt. II**

4395/SBM014

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

\$79

Other Online Courses**Discover Digital Photography**

4114/SBM014

This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. We'll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications.

\$79.00

Speed Spanish

4104/SBM014

This powerful course teaches six easy recipes you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. ¡Qué Bueno!

\$79.00

A to Z Grant writing

4033/SBM014

A to Z Grant writing is an invigorating and informative seminar specially created for executive directors, organizers, board members, community volunteers, development officers, and individuals who want to learn a 'bird's eye' view of the grant writing process and learn how to: research and develop mutually beneficial relationships with potential funding sources, organize a grant writing campaign and keep track of all funding sources, requests and donations, prepare complete proposal packages, and dissolve crisis management and submit one hundred proposals a year in ten hours a week.

\$79.00

**More information about
Continuing Ed Online
Courses and how they work:**Each course runs for **6 weeks and consists of 12 lessons**. Interactive quizzes, assignments, tutorials, and online discussion areas supplement the lessons. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is an e-mail address, Internet access and a Web browser. Please visit <http://www.ed2go.com/wallawalla> for requirements, demonstrations and additional information.**To view all online courses, visit our website at <http://www.ed2go.com/wallawalla> or turn to page 36, Distance Learning Section.**

Hospitality

Mandatory Alcohol Server Training

2457/SBM 014

- Are your employees legal?
- They must be state certified to serve alcohol.
- Walla Walla Community College has a certified instructor to train your staff.

Date: Tuesday, April 20

Time: 6-9 pm

Location: WWCC Conference Center 185C

Instructor: Carrie Harvey, Restaurant Supervisor at Backstage Bistro

Cost: \$35

Proper Wine Service

2480/SBM 014

- Presentation
- Storage
- Food & Wine Pairing
- Creating & Maintaining Wine Lists
- Suggestive Selling
- Knowledge of different kinds of wine including local wines

Monday & Tuesday, April 26 & 27; 5:30-

8:30 pm; WWCC Enology & Viticulture

Room 1609; Mary Derby, Co-Owner and Winemaker of Spring Valley Vineyards

and Krista McCorkle, Executive Director,

Walla Walla Valley Wine Alliance,

instructors; \$49; .3 credits. Send 3 from

your organization and the 4th person

goes free!



Foreign Language

Workplace Spanish

Most adults don't have the time or desire to "learn Spanish". However, many find it necessary to "communicate in Spanish" - especially at work with employees or customers. This type of communication must be brief and to the point. It does NOT require learning grammar, the alphabet, and all of the traditional language rules.

Workplace Spanish for Teachers & School Administrators

2478/SBM014

Developed specifically to help elementary, middle and high school teachers and administrators communicate more effectively, on a basic level, with Spanish speaking students and parents.

This program utilizes "bite-size" terms & phrases to enable you to convey or request information, conduct daily class activities, speak with parents, and handle problems or emergencies. It contains more than 500 terms & phrases organized into separate topics. Remember, "You don't have to be fluent to be effective!"™

Tuesdays and Thursdays, April 13 - May 20; 6-7:30 pm; Room 205; Evelyn Mariani, Ph.D; \$159 (includes book & CD); 1.8 credits

Other Workplace Spanish courses available upon request:

- Banking & Credit Unions
- Commercial Construction
- Customer Service
- Home Builders and Contractors
- Human Resources
- Landscapers
- Manufacturing
- Pharmacists
- Police Officers
- Restaurant and Food Service
- Supervisors
- Utility Companies

Call 527-4649 for a brochure.

Conversational French

2485/SBM014

Conversational French is a beginning level course designed to develop language proficiency in French. The course will help students acquire basic competence in speaking and listening as well as some knowledge of French culture. Classes focus on active language use involving how to get necessary information by asking questions. Students will learn to ask questions about people and things and to perform certain tasks such as ordering food and beverages. By the end of the course, students will be able to express their basic needs, wants, and abilities, to describe people, places and their surroundings.

Mondays & Wednesdays, April 12 - May 12; 6-8 pm; Room 107; Edith Liebrand, instructor; \$140.30 (Books available in the WWCC Bookstore); 2 credits

Professional Working Women's Seminar

"Setting the Stage for Success: Building Performance Values"

2487/SBM014

- Introduction
- Discover Your Inner Strengths
 - Activity – List your strengths
 - Understanding Control and Power
- Developing Healthy Relationships
 - The Relationship Matrix
 - The Interdependent Relationship
- Communicating for Success
 - Affective Communication
 - Intentional Focus on Feelings First
 - A Sure-Fire Formula for Connecting
- Creative Decision-Making and Problem-Solving
 - The Power of Choice
 - Understanding the Three Levels of Thinking
 - Designing a Personalized Process
- Discovering Your Style and Using It For Success
 - Soft Versus Hard
 - Elemental Activity
- Summary and Closure

Wednesday, April 21; 8 am-12 noon;
Conference Center 185; Ed Taylor,
Presenter; \$ 69 (includes continental
breakfast, lunch & workbook); .4 credits

Breakfast with Champions Series

Business Ethics and Social Responsibility

2489/SBM014

What do Enron, Martha Stewart, and other business ethics scandals of our day mean to businesses?

How do you, a business owner, sort out your own ethical stance—and then put it into practice?

How do you balance ethics and profit?

How do you define the ethics of YOUR business to ensure short-term and long-term survival and profitability?

Those are the questions this seminar will answer.

- Identify and understand your business ethics
- Determine your ethics' goals
- Implementing your ethics
- The Four C's: Clarification, Commitment, Consistency, and Courage

Benefits:

- Decrease your business risk factors
- Balance the ethical and the profitable, creating a win/win ethical culture
- Increased focus and commitment to your mission and vision
- Increased community and consumer trust

Thursday, April 22; 7-9 am; WWCC Board Room; Ed Taylor, instructor; \$69 (includes breakfast & workbook); .2 credits

The Missing Link to Profits

2490/SBM014

This class will present an overview of key issues that bog down a lot of businesses, big and small. There are some simple things that many executives and business owners hate to deal with, and if they ignore them too long, some of the key profit links fall apart and hurt the business.

There are several key links between your business, your customers and success. If those links are weak or missing, the workload feels unbalanced and achieving goals requires twice the effort.

This course will cover the following topics:

- Identify the key links to gaining profit
- How to know what is weak or missing
- How to make some organizational repairs

Thursday, May 20; 7-9 am; WWCC Board Room; Virginia Detweiler, presenter; \$69 (includes breakfast & workbook); .2 credits



Customer Service II

Beyond Customer Service Basics

Handling Intense Customer Interactions While Taking Care of Yourself in the Process

April 23, 2004

with **Larry Iverson, PhD**
2480/SBM014

Module #1

1. Conflict Management & Handling Frustration and Anger

In all frontline customer service positions, managing angry, frustrated or rude people come with the territory. You can either react defensively or aggressively, or you can maintain your composure and respond helpfully. Unmet needs, whether real or imagined, are what normally generate the conflict and the emotional outburst. Yet, while managing the situation we must also remember to deal with our own feelings so they are neither repressed nor excessively expressed. Topic areas that correspond with this include:

- Learn how to diffuse conflict when you are right in the middle of it
- Create a standard of conduct and methods for handling difficulties
- Understand what causes anger and frustration, and how to release it
- Know how to refuse a request/demand without being heavy handed
- Learn Transactional Models for anger management and self-care

2. Verbal & Nonverbal Communication for Diffusing Issues

Linguistic research has shown that communication is broken down into 3 components: what you see, the sound of the voice and the words themselves.

When talking with a customer, you must be concerned with not just the words you say, but with your “look” and how you say your message. In the process of serving customers, many times it is the attitude and professionalism you project that makes the difference. Topic areas that correspond with this include:

- Improve your ability to set limits without breaking rapport
- Learn to communicate more professionally, both verbally and nonverbally
- Improve rapport building methods for the phone
- Know how to ask good questions and elicit needed information
- Learn to pace and lead the customer in the right direction

3. Strategies for Not Taking It Personally

Everything that happens between the server and customer creates a lasting mental impression. When the customer behaves poorly, the server must deal with the situation in a professional manner. The difficulty in dealing with an upset person is that you have two issues in one package—the emotions and the problem. You must manage the emotional component while you assist in resolving the problem. Self-management and self-care are also central components to effective customer management. Topic areas that correspond with this include:

- Understand how to break free from hostility
- How to let others vent without becoming caught in their problem
- Learn methods for calming customers and not getting hooked in their emotions or behavior
- How to get control over your attitude so you can maintain poise and calm
- How to be caring, yet set boundaries for the interaction

Module #2

4. Avoiding Burnout through Managing Stress and Pressure

Beyond Customer Service Basics

Standard medical textbooks used in the United States and European medical schools state that between 50% to 80% of all illnesses have a psychosomatic component, or are related in some way to chronic stress. One tragic consequence of stress, pressure and overwhelm is that they can lead to a person being burned out. Each customer server must begin to manage stressors so that they can remain healthy and effective. Topic areas that correspond with this include:

- Learn strategies to rejuvenate before the next customer contact
- Stress-busters: gain simple techniques for breaking the stress cycle quickly
- Learn what causes burnout, and tools to avoid having it happen to you
- Gain control over internal dialogue and mental “noise”
- How to manage frustration during front line customer contact

5. How to Release a Negative State

Carrying a conflict inside is normal. Sometimes bringing a conflict from home to work, or work to home, is normal. But, blurring the boundaries of ones life so there is ongoing crossover is unhealthy. It is highly important to customer servers to be able to break a negative state so it isn't carried from one situation to another. Methods for diffusing the emotional baggage left behind in the wake of handling a distressed customer are good self-care. Topic areas that correspond with this include:

- Begin offering options so the customer feels like you support them
- Learn to switch mental positions to lower the stress and tension that can burn you out
- Know how to say “no” tactfully without escalating the situation
- Learn techniques to let go of a situation when the interaction is over
- Refine tools for self-care so you don't get your buttons pushed
- Learn techniques for breaking a negative state

6. Building a Positive Attitude

In motivational research performed at Brandeis University the single most outwardly identifiable trait demonstrated by winning human beings in sports, business, arts, education and music was that of positive self-expectancy. This is pure and simple optimism. This expectancy is the basic “can do” attitude. If you doubt your potential and worth, it is rare you will succeed. Topic areas that correspond with this include:

- Know how to build a positive attitude and get team members to support this
- Utilize techniques to build pride in self-accomplishment for a winning mental state
- Gain practices for dealing with negative people without it bringing you down
- How to use humor appropriately
- Learn tools to maintain composure while under fire

Friday, April 23, 8:30 am – 4 pm; WWCC Board Room; Larry Iverson, PhD; \$99 (includes lunch & workbook); .7 credits

Classes for Educators

Burnout Prevention for Educators

- Causes and effects of burnout
- Identify and prevent burnout – assessing yourself before it's too late
- The importance of self care
- Life domains – what they mean to harmony and balance
- Having fun in your work
- The Burnout Prevention Formula

Thursday, April 29, 4-9 pm; Room 242; Ed Taylor, ACSW, instructor; \$79 (includes dinner); 1 credit



REGISTER ONLINE – SEE PAGE 63

Discipline Versus Punishment: Classroom Management Success

- Defining punishment and discipline
- Identifying your role and style
- Defining teacher/student relationships
- Tools for discipline:
 - o Affective communication
 - o Focus on feelings first
 - o Consistency
 - o The Six A's of managing your feelings
 - o Confidence versus fear

Thursday, May 13, 4-9 pm; Room 242; Ed Taylor, ACSW, instructor; \$79 (includes dinner); 1 credit

Computer Classes

Introduction to Excel 2002

0543/CT073

- Creating a worksheet
- Formatting worksheets, cells, columns and rows
- Printing
- Conditional formatting
- Using and creating formulas and functions

Tuesday and Thursday, April 27 & 29, 4-6 p.m.; Room 201; Wally Fisher, instructor; \$75 (includes book); .4 credits

Intermediate Excel 2002

0544/CT083 - with book

0545/CT083 - without book

Intermediate usage of formulas

- Functions
- Filters/sorting
- Protection worksheets & cells
- Templates
- 3-D referencing & formulas
- Hands-on project utilizing intro & intermediate skills

Tuesday and Thursday, May 4 & 6, 4-6 pm; Room 201; Wally Fisher, instructor; \$75 (includes book), \$45 (w/o book); .4 credits



PowerPoint 2002

0550/CT075

- Introduction to PowerPoint Basics
 - Creating and modifying slides
 - Enhancing your presentation using graphics, charts, graphs, and animation
 - Inserting special graphics and text
- Tuesday and Thursday, May 11 & 13, 4-6 pm; Room 201; Wally Fisher, instructor; \$75 (includes book); .4 credits**

Does your staff need Customized Training either at your site or at ours?

Our staff at the Center for Business & Professional Development is available to work with you and your employees to develop training materials and classes customized to the specific needs of your business. We have experts available to work with you on many topics including:

For all employees:

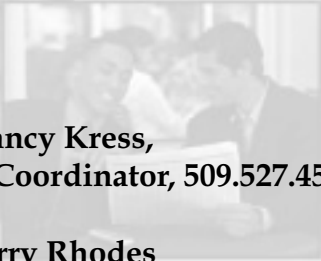
- ⊙ Team management
- ⊙ Project management
- ⊙ Employee orientation
- ⊙ Presentation skills
- ⊙ Writing skills
- ⊙ Time management
- ⊙ Computer skills
- ⊙ Customer Service
- ⊙ Workplace Spanish
- ⊙ Conflict Resolution
- ⊙ And more

For supervisors and managers:

- ⊙ Interviewing
- ⊙ Supervisory skills
- ⊙ Delegating
- ⊙ Effective meeting management
- ⊙ Creating performance standards
- ⊙ Creating job descriptions
- ⊙ Budget management
- ⊙ And more

Contact Nancy Reller at 527-4582 for more information.

Community Education & Lifelong Learning



Nancy Kress,
Coordinator, 509.527.4561

Terry Rhodes
Secretary, 509.527.4329

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- **Seminars and Special Interest**
 - **Professional Opportunity**
 - **Language Training**
 - **Photography**
 - **Expressive Arts and Crafts**
 - **Culinary Classes**
 - **Recreation**
 - **Classes for Seniors**
 - **Quest**

The following classes may or may not be transferable nor do they necessarily fulfill a specific degree requirement. Students are encouraged to discuss course selections with their advisor to ensure courses will meet the student's intended goal. Please call the Student Development Center at 527.4262 for referral to an appropriate advisor.

Visit our website at <http://www.wallawalla.cc>

REGISTER ONLINE - SEE PAGE 63

REGISTER EARLY! Registration for Community Education classes should be completed a week before the start of a class. Minimum enrollment must be met and the decision as to whether a class will go or cancel needs to be made in advance.

Note: Monday, May 31, is the Memorial Day holiday and the college will be closed.

Let's See the World

3055/CS 009

Whether you're a history buff or want to know more about the foundation of the USA, you will enjoy a 10-day adventure that showcases the legacy of a country. Beginning New York City, you will make stops in Philadelphia, Monticello, Colonial Williamsburg, and other locations before two days of sight seeing in Washington DC. This Collette Vacations tour is priced for twin lodging, a round-trip flight from Pasco, and 13 meals. The price does not include the optional \$100 cancellation waiver and travel insurance. Call 527-4561 for a flier with complete information.

Friday-Sunday, Sept. 3-12, 2004, Dr. Bill Krieger, local tour host; \$2039. Deposit of \$100 must be made by April 4, 2004 to reserve space.



Costa Rica Tropical Paradise Tour 3031/CS 009

Journey from San Jose, Costa Rica's colorful capital city located in the country's fertile Central Valley, ringed by soaring mountains on all sides, to three major nature reserves. Tour will include unscheduled time for personal discovery of the pristine natural wonders of Costa Rica. This Collette Vacations tour is priced for twin lodging, around-trip flight from Pasco, and 17 meals. The price does not include the optional \$100 cancellation waiver and travel insurance. Call 527-4561 for a flier with complete information.

Wednesday-Thursday, December 8-16, 2004 (nine days), \$1969. Deposit of \$350 must be made by June 8, 2004 to reserve space.

Special Interest

Debt-Free & Prosperous Living 3321/CS 030

Live a stress-free, debt FREE lifestyle by paying off your credit debt in 1-3 years and your 30-year mortgage in another 3-4 years – all with current income. Learn specific, powerful, and proven strategies that work every single time. Bring a list of all of your debts, your minimum payments, and a small calculator to the workshop.

Thursday, April 1 (one session) 6:30-10 p.m., Conference Center 185 A& B, Gerry and Rosa Yates, presenters; \$29 Couples rate: \$39 (item #3055)

How to Make \$\$\$ in Real Estate 3220/CS 020

Finding "the good ones" is one of the tips you'll get as this entrepreneur teaches you how to grow your real estate investments as quickly and safely as possible. You will learn how to prepare for real estate investing, how to do a financial analysis of a property before purchase, and how to make your investment grow rapidly.

Wednesdays, April 14-June 2 (eight sessions) 7-9 p.m., Technology Center room 1107, Parley Pearce, instructor; \$49.

Practical Guide to GPS & GIS

3004/CS 021

This introductory class on the theory and practice of using the global positioning system (GPS) and geographic information system (GIS) will teach you how to navigate in your backyard or around the world. Emphasis will be on Garmin navigators and on learning your own hand held system. Bring your GPS and the owner's manual to the first class and come prepared by reading your owners manual first.

Tuesdays, April 13-27 (three sessions) 7-9 p.m., Automotive Bldg. Room 1404, Joe Grant, instructor; \$29.

Professional Opportunity

Real Estate Fundamentals Online

3023/SBM 014

Get your training online on your personal computer or at WWCC and when you complete the 60-hours of pre-license training you will be ready to take – and pass – the State license exam. After you register for this class call 527-4561 for your set-up CD, password and short orientation. Textbooks are available in the WWCC Bookstore. Note: You must have Windows 98 or higher to get this program online. If you have basic computer skills, you may also take this class in a WWCC computer lab.

Open entry, open exit, \$345. Call 527-4561 for more information.



Language Training

American Sign Language III

0484/COMM 109

This class is a continuation of Comm 108 and is for those with a beginning knowledge of ASL vocabulary, grammar, and Deaf Culture. It includes appropriate ways to express emotion and opinion in Deaf Culture. Grammar introduces the expression of possibility and obligation, qualifiers, and advanced use of qualifiers. **Tuesdays & Thursdays, March 30-June 8 (21 sessions) 5:30-7:30 pm; Tech Center room 1107; Diana Clark, instructor; \$280.60 (four credits).**

Basic Spanish III

2230/SPAN 49

Continue your start in learning this important second language. The development of speaking, reading, and writing skills will all be emphasized. This is the third class of a three quarter study progression and Span 048 is a prerequisite or the instructor's permission.

Wednesdays, Mar. 31 – June 9 (11 sessions) 5:30-8:30 pm; Tech Center room 1107A; Solange Henderson, instructor; \$210.45 (three credits).

Photography

Intermediate Photography

0492/PHOT 025

This is a studio critique class that incorporates technical information and deals with photo composition, lighting, and images. There is an emphasis on development and outdoor work.

Thursdays, April 1- June 10 (11 sessions); 6:30-9:30 p.m., room 1107A; Charly Bloomquist, instructor; \$210.45 (three credits).



REGISTER ONLINE - SEE PAGE 63

Digital Imaging

3192/CS 030

You will be introduced to image acquisition, editing, and output using Photo Elements. Most concepts taught are applicable to other image editing programs as well. You will start with a picture, put it on the computer, and work with editing it. It is not necessary to have a digital camera for this class.

Wednesdays, April 7-May 12 (six sessions); 7-9 p.m.; WWCC Tech Center 1204A; Larry Goodhew, instructor; \$59.

Expressive Arts & Crafts

Relief Wood Carving

3002/ CS 002

Your block of wood will take on the features of a landscape or wildlife as you practice the relief carving techniques taught. The wood will be furnished but you need to bring wood carving tools to class.

Thursdays, April 1-May 20 (8 sessions) 1:30-4:30 p.m.; WWCC room 116; Mel Wheatley, instructor; \$39.



Beginning Watercolor Painting

3017/CS 010

This beginner's class will teach you how to use color and washes and achieve distance in landscapes. A supply list will be given to you the first night of class. Come and discover the artist you can become.

Wednesdays, April 7-May 26 (eight sessions); 7-10 p.m.; Tech Center room 1108; Joyce Anderson, instructor; \$69.

Intermediate Watercolor Painting

3019/CS 010 and 3349/CS 010

Continue your experience with watercolors by studying colors, composition principles, and the basic elements of art. This class is for you if you have studied beginning watercolors and want to upgrade your skills.

3349: Tuesdays, April 6-May 25 (eight sessions); 7-10 p.m.; Tech Center room 1108, Joyce Anderson, instructor; \$69.
3019: Thursdays, April 8-May 27 (eight sessions); 7-10 p.m.; Tech Center room 1108; Joyce Anderson, instructor; \$69.

Picture Matting

3343/CS 010

Color concepts in choosing the right mat, how to measure the artwork, how to cut it, and other basics of matting will be taught. No supplies necessary the first night of class.

Mondays, April 12-19 (two sessions) 7-9 p.m., WWCC Dining Room, Joyce Anderson, instructor; \$29.

Culinary Classes

Healthy Oriental Cooking

2025/CS 014

Hot sour soup, pot sticker, noodle stir fry, and healthy vegetarian dishes will be prepared by the instructor with your help in this hands-on class taught by the owner-chef of the Modern Restaurant. You'll learn the best and easiest way to cook stir-fry and how to present your food properly. Bring your apron with you to class.

Mondays, April 12- 26 (three sessions) 6:30 p.m.-9:00 p.m., Enology Bldg. Room 1624, Hai Peng Huang, instructor; \$45.



Outdoor Dutch Oven Cooking**3340/CS 014**

For some reason, food always tastes better outdoors, and this class is no exception. Experience the fun of preparing gourmet dishes for the cast-iron Dutch oven, letting it cook hassle free in its own 350 degree space, and then opening the dish to a delightfully tasty array of food. This adventure in outdoor cooking will feature a variety of dishes that you can try at home, camping, or for back yard get-togethers.

Thursday, April 8 (one session) 6-9 p.m., WWCC Back Dining Room, Paul Mantz-Powers, instructor, \$18.

Austrian Pastry Presentations**3022/CS 012**

Apple strudel, apricot dumplings, prune dumplings, and other cakes and hors d'oeuvres native to Austria will be the feature of this presentation and tasting class. You'll become acquainted with "quark" and why it is a key ingredient to making wonderful pastry.

Tuesday, April 13 (one session) 6:30-9:00 p.m., Wa-Hi S-20, Ilse Edwards, instructor; \$18.

Recreation**Fly-Casting****3171/CS 098**

Bring a fly rod and get instruction and practice in how to use it. You'll be able to practice your casting skills outside also. If you do not have a fly rod, you may borrow one from the instructor for a \$10 fee.

Tuesdays, May 4- 25 (four sessions) 7-9 p.m., WWCC Dome, Skip Pritchard, instructor; \$39.

**Playing Pool: From Start to Shark****3341/CS 008**

Whether you are clueless about cues or have an intermediate understanding of the game, you will improve your shots considerably with this class and move in the direction of pool shark status. Stance, bridge, grip, stroke, and how to control the cue ball to increase shot making consistency will be covered. Bring a pool cue with you to class if you have one. Class will be held at The Underground, 36 Colville.

Tuesdays, April 13-May 11 (five sessions); 7-9 p.m.; Jeremy Gradwohl, instructor; \$39.

Classes for Seniors

The following classes are intended for students over 60-years of age. They are held at the Senior Center, 720 Sprague, unless otherwise stated. Register for the classes at the Senior Center prior to classes starting. Registration for the computer class, that is offered on the WWCC campus, is taken at the Registrar's Office at WWCC. You may also register for this class by calling Telephone Registration, 527-4443, between 1-4:30 p.m. and use your VISA or MasterCard.

**Computer Concepts****2281/CT 070**

You will get a fundamental understanding of the computer hardware, operating system and word processing in this beginning computer class. You may use the WWCC computer lab outside of class time.

Mondays & Wednesdays, March 29-June 7; 3-5 pm; WWCC room 101; Carolyn Hansen, instructor; \$91.40.

REGISTER ONLINE - SEE PAGE 63

Writing Fundamentals

2100/WRIT 089

Use your own life story as the basis for writing and learning the fundamentals of the craft.

Mondays, March 29-June 7; 1-3 p.m.;
Shirley Waite, instructor; \$46.

Basic Watercolors

2555/ART 019

The use of color and composition and distance in landscapes will be taught and practiced. The class is designed for the beginning and intermediate student.

Fridays, April 2-June 4; 1-4 pm; Joyce Anderson, instructor; \$46.



Beginning Oil Painting

2087/ART 020

Your artistic skills will be developed as you learn painting techniques using oils.

Wednesdays, Mar. 31-June 2; 1-4 p.m.;
Bette Rollins, instructor; \$46.

Yoga

2096/HPER 098

Are you feeling your age...or worse? Practice the dynamic techniques of Yoga and develop a strength and range of motion you didn't know you could. Class is especially designed for the senior student.

Mondays & Thursdays, April 1-June 3;
10:15-11:15 a.m.; Karen Johnson,
instructor; \$23.50

Tai Chi

2097/HPER 016

Slow, controlled movements will be practiced to increase your strength and range of motion.

Tuesdays & Thursdays, March 30-June 8;
1:30-2:30; Ron Johnson, instructor;
\$23.50.

Aerobics

These aerobics classes all give you a full-body workout with an emphasis on stretching, full range of motion, and cardiovascular fitness.

Aerobics A

2091/HPER 011A

Mondays & Wednesdays, March 29-June 9;
8-9 a.m.; Karen Fredericks, instructor;
\$23.50.

Aerobics B

2092/HPER 011B

Mondays & Wednesdays, March 29-
June 9; 9:10-10:10 a.m.; Karen Fredericks, instructor; \$23.50.

Aerobics C

2093/HPER 011C

Tuesdays & Thursday, March 30-June 8;
8-9 a.m.; Karen Fredericks, instructor;
\$23.50.

Aerobics D

2094/HPER 011D

Tuesdays & Thursdays, March 30-June 8;
9:10-10:10 a.m.; Karen Fredericks,
instructor; \$23.50.



Use your Visa or MasterCard to register and call between 1-4:30 p.m.

Numbers to call for:

- A flier 527-4329
- Telephone Registration..... 527-4443
- More Information ... 527-4561

Quest is a membership driven institute for active learners 50+ years of age that encourages learning, socializing, and active participation. It is one of over 260 college-sponsored institutes for learning in retirement in the U.S. and Canada that are affiliated with the Elderhostel Institute Network.

Membership

Join Quest by the quarter for \$25 (sch.#2112) and enjoy the privileges of a WWCC student. Membership allows you to take **Quest** classes, attend the social events, and get a **Quest** ID card with which you have access to free theater and symphony tickets.

Quest Social

The spring quarter social is Thursday, April 1, 3-5 p.m. in the WWCC Dining Area. Come and get acquainted with other Quest members and listen to the instructors introduce their classes. Cost of the social event without a Quest membership is \$10 (sch.#2111). You may apply this to your membership if you decide to join Quest after the event.

90+ Quest Free Membership

2519/CS 032

Are you at least 90 years old and still interested in learning? Congratulations! Now you can get a Quest membership for free and have the full privileges of other dues-paying Quest members. Call 527-4443 between 1-4:30 p.m. to register and get your free Quest card.

Spring Quarter Classes

The Role of Colonial Taverns in Village Life

3012/ Hum 070

Taverns, inns, and ordinaries were an important part of colonial American life as places of entertainment, political activity, places of respite for travelers, and establishments for food and drink. Their role in society and the stories behind their existence will be told with some of the tastes of the day being recreated in class.

Mondays, April 5- May 3 (five sessions)

2:30-4:30 p.m., WWCC room 103,

William Krieger, instructor; \$25.



Yoga for the Rusty

2119/HPER 098

Time can make anyone rusty, but Yoga can loosen your joints and strengthen your muscles so you can enjoy new physical vitality with increased flexibility and strength. You'll be guided through slow stretching and strengthening exercises in an environment of relaxation. Yoga mats are recommended and available in the WWCC Bookstore.

Mondays & Thursdays, April 5-June 10 (19 sessions) 2:30-3:30 p.m., WWCC

Dining Room, Karen Johnson, instructor; \$25.



The Yukon:

The Last Great Gold Rush

3009/ HIST 093

The everyday experiences of those who participated in the last great gold rush in the Yukon will get special attention as you get an historical look at the event.

The events leading up to the Klondike gold rush and its effects on the social development of the people involved will be examined and you'll compare the actual events with the popular myths of the Klondike era.

Tuesdays, April 6-May 4 (five sessions)

2:30 - 4:30 p.m. WWCC room 108, Robb

Lincoln, instructor; \$25.

Study of Neotropical Migration

3006/BIO 055

Look to the sky and you'll see that this area is on the flight path for dozens of migratory birds that winter in Central and South America and come through here on their way to spring and summer habitats. You'll learn about where they have been and where they are going and the problems that are being recorded about their populations. Part of the time will be spent in the field observing the species that have arrived here.

Tuesdays, April 6-27 (four sessions) 2:00 - 4:00 p.m. , WWCC room 102, Mike Denny, instructor; \$25.



Computer Concepts

2546/CT 070

Start your knowledge of computers at the beginning by learning how to turn on the machine and becoming acquainted with the difference between hardware and software. You'll be comfortable with creating Word documents, sending e-mail, and working with the Internet by the end of the quarter.

Tuesdays & Thursdays, April 6-June 10 (20 sessions); 3-5 p.m., WWCC room 101; Jeff Watson, instructor; \$91.40.

Studio Art Tours**3335 & 3336/ART 190**

There are working artists in Walla Walla, some with their own shops, many working in their homes, who welcome guests to their studios. You'll visit different art studios each week and have a tour of the outside art in Walla Walla along the way. Meet the van at the flagpole on the WWCC campus. Tour is limited to 10 people.

Tour 1 (3336): Tuesdays, April 6-May 4 (five sessions), 2:30-4:30 p.m., Bill Piper, tour guide; \$25.

Tour 2 (3335): Tuesdays, May 11-June 8 (five sessions) 2:30-4:30 p.m., Bill Piper, tour guide; \$25.

Great Decisions 2004**2534/HIST 299**

Go beyond the headlines with a revealing look at eight of the most significant and far-reaching challenges facing the world.

Topics are: The Media and Foreign Policy, The Philippines, Weapons of Mass Destruction, US and Europe, Diversity in Islam, Latin America Overview, Public Diplomacy, and Reform in the Middle East. Briefing books will be available in the WWCC Bookstore.

Wednesdays, April 7-May 26 (eight sessions) 1:30-3:30 p.m., Technology Building room 1107, Jonathan Webster, instructor; \$36.

Digital Imaging**3011/Phot 030**

Explore the world of digital cameras and digital imaging by learning to take great photographs and process them for printing. You'll also learn how to edit your pictures and put them on the Internet. Handicraft items you can make using your digital camera skill will also be introduced. Bring your camera to class, if you have one, and come prepared by having read the owners manual first.

Wednesdays, April 7-May 5 (five sessions); 2:30-4:30 p.m.; Tech Center 1204A; David Walk, instructor; \$25.

**Big Trees & Old Places****3010/ CS 009**

You'll spend one session hearing about the history of the old homes of Walla Walla that includes a visit to the inside of at least one home; another session will be spent touring downtown Walla Walla, followed by a visit to the Veterans Memorial grounds. The final tour will be of the big trees of the area. Meet on the north side of the Whitman Conference Center for the bus tour each week.

Thursdays, April 8-29 (four sessions) 2:00-4:00 p.m., Kathy Weingart, Steve Stevenson, and Shirley Muse, tour guides; \$25.

Walkabout**3024/CS 032**

Put on your walking shoes and join the group that will walk to a new site each week. Meet the first session at the WWCC baseball parking lot off of Tausick Way for a walk to Rooks Park. Other destinations will be decided upon each week.

Fridays, April 9-May 7 (five sessions); 1-2 pm; Veva Hepler, leader; \$5.

Understanding the Hanford Reach

3005/CS 009

About 195,000 acres of land known as the Hanford Reach, and 51 miles of the Columbia River, are protected by the government as a monument to protect salmon, wildlife, and artifacts from 10,000 years of human history. This undisturbed chunk of arid Eastern Washington allows scientists time to study an undisturbed chunk of land, rich in history, rich in wildlife. Learn why the Reach is rare and important, then join the boat tour and get a waterside view of the area.

Wednesday, April 28 (one session) 2-4 p.m., WWCC room 109, Mike Denny, instructor; \$10 (free to those taking the Hanford Reach Boat Tour.)

The Hanford Reach by Boat

3008/CS 009

Discover why the Reach is a valuable national monument in this afternoon boat tour that will take you 50 miles up and back on the Columbia River. The guided tour will explain the history of the area and help spot wildlife for you so bring your camera and binoculars. The boat is covered and has restrooms and bottled water, but wear layers (a tight fitting hat is recommended) and bring any additional food and drink you might need. Meet at Columbia Park Marina on the West end of the Columbia Park.

Friday, May 14 (one session) 1:00-5:00 p.m., Columbia River Boat Tours, \$57.

On the Frontier of Life Itself

3014/BIO 090

There may be life on Mars, but it may be so extreme that we would not recognize it as such. This class will deal with these extreme forms of life as well as the development of emerging viruses that may influence our health.

Mondays, May 3- June 7 (five sessions) 9:30-11:30 a.m., Enology Building room 1608, George Cooper and Robert Schaeffer, instructors; \$25.

The Artist was a Woman

3020/ART 091

Get a look at the significant contributions of selected women artists and gain an understanding of their various styles of work and the subjects they used. You'll learn by viewing art images, video clips, and by observing several demonstrations.

Mondays, May 3-June 7 (five sessions) 2:30-4:30 p.m., WWCC room 104, Elizabeth Harris Matschukat, instructor, \$25.



Home Movies & More

3060/PHOT 040

Starting with the fundamentals of using a video camera, such as using a tripod, you'll learn how to make movies to fit on the Internet and send them to friends.

Also included will be video scrap booking so you can take old pictures and turn them into video with a musical accompaniment. Bring your camera and a tripod (if you have one) to class.

Wednesdays, May 12-June 9 (five sessions) 2:30-4:30 p.m., Technology Bldg. Room 1121, David Walk, instructor; \$25.



Beginning Golf

2130/HPER 012

You won't need your own golf clubs for this class. Look forward to gaining both aptitude and the right attitude on the links as you practice driving, putting, and chipping.

Thursdays, May 13-June 10 (five sessions) 8:30 a.m.-10:30 a.m., Technology Center room 1205, Mike Rostollan, instructor; \$25.


Opera's Top 10 Hits

3330/MUS 071

Your favorite operatic stories and melodies will be revisited as you cover the Top 10 list of great operatic stories, great music, and great performers. The performing lives of some of the most famous – and most notorious – singing actors will also be discussed. Expect lots of listening, lots of insights, and lots of viewing of actual operatic performances. **Thursdays, May 13 – June 10 (five sessions) 3-5 p.m., Music Room 303, Vic Chacon, instructor, \$25.**





Distance Learning



Sandi Madsen,
Director of Distance Learning
509.527.4571

Hildy Helgeson,
Secretary, 509.527.4331

- 
- **Online Classes**
 - **Telecourses**
 - **Washington Online**
 - **ITV (Interactive Television)**
 - **Correspondence Courses**



The following classes may or may not be transferable nor do they necessarily fulfill a specific degree requirement. Students are encouraged to discuss course selections with their advisor to ensure courses will meet the student's intended goal. Please call the Student Development Center at 527.4262 for referral to an appropriate advisor.

Visit our website at <http://www.wallawalla.cc>

New Telephone Registration Hours: 1:00-4:30 p.m., Monday-Friday, 509.527.4443

EVENING COLLEGE AND DISTANCE LEARNING

2004 TUITION AND FEE SCHEDULE*

Credit Hours	A	B	C	D	E
1	\$74.15	\$74.15	\$245.85	\$11.00	\$10.00
2	140.30	140.30	483.70	22.00	20.00
3	210.45	210.45	725.55	33.00	30.00
4	280.60	280.60	967.40	44.00	40.00
5	350.75	350.75	1,209.25	55.00	50.00
6	420.90	420.90	1,451.10	66.00	60.00
7	491.05	491.05	1,692.95	77.00	70.00
8	561.20	561.20	1,934.80	88.00	80.00
9	631.35	631.35	2,176.65	99.00	90.00
10	701.50	701.50	2,418.50	110.00	100.00
11	712.00	1,058.00	2,432.80	120.00	110.00
12	722.50	1,068.50	2,447.10	130.00	120.00
13	733.00	1,079.00	2,461.40	140.00	130.00
14	743.50	1,089.50	2,475.70	150.00	140.00
15	754.00	1,100.00	2,490.00	160.00	150.00
16	764.50	1,110.50	2,504.30	170.00	160.00
17	775.00	1,121.00	2,518.60	180.00	170.00
18	785.50	1,131.50	2,532.90	190.00	180.00
19+ per cr	59.50	59.50	231.20	10.00	10.00

- A - (1) Washington residents (for residency questions, see college catalog);
 (2) nonresidents who are taking classes toward H.S. completion; or
 (3) residents who are under 19 taking classes toward high school completion, with permission only.
 (4) non US citizens without visa if the Washington High Education residency, Affidavit/
 Declaration/Certification, is met.

Note: Effective July 1, 2003, individuals who are not permanent residents or U.S. citizens MAY qualify for resident tuition if they have or will have graduated from a Washington State high school, or while living in Washington, have received the equivalent of a high school diploma. A three year residency requirement must be fulfilled. Additional criteria are required. Please contact the Walla Walla Campus Admissions Office, 509-527-4283; toll free 1-877-992-9922.

B - U.S. residents, not residents of Washington State.

C - International students, not U.S. residents.

D - Washington residents enrolled in high school completion classes (19 years or older).

E - Family/Parent Education classes only.

* - Facility Use Fee: \$1.00 per credit (minimum \$2.00, maximum \$10.00) included in above schedule.

Technology Fee: \$3.00 per credit (minimum \$6.00, maximum \$30.00) included in above schedule.

Professional-Technical students registered exclusively in required professional-technical courses for their degree will be charged \$12.00 per credit in excess of 18; other students registered for more than 18 credits, see schedule above for 19+ credits.

Reduced tuition rates available for qualified Vietnam & Persian Gulf Veterans. See Admissions Office for qualifications.

ABE, GED, ESL classes - no tuition charge.

OTHER REQUIRED COSTS

- Application fee: \$40.00-one-time fee, paid at time of application
- ID card fee: \$7.20-per year
- Lab fee: \$23.90 lab fee is per quarter for science, professional-technical, computer and other selected classes
- Books: estimated cost - \$250 per quarter
- Fitness fee: \$6 charged quarterly for specific fitness classes (see course description footnote)
- Other fees may be charged for specific courses
- Registration fee: \$31.40-to be paid after quarterly registration/tuition due date

OTHER INFORMATION

- Call toll free 1-877-992-9922 if you have additional questions.
- Senior Citizens:
- Classes developed specifically for senior citizens, including QUEST - \$23.50 per credit (includes facility use fee) plus any appropriate lab fees for specific classes.
- On a space-available, not-for-credit basis, **Washington State seniors** (age 60 and above) may also enroll in other classes for \$2.50 per class, limited to two classes per quarter (does not include special fee classes). Seniors cannot register for these classes until after the second class meeting.

REGISTER ONLINE - SEE PAGE 63

Distance Learning **(CORRESPONDENCE, ITV, ONLINE, TELECOURSE)**

In a Distance Learning (DL) course the instructor and student participate in the course at a time and place separate from one another. Depending on the course, these courses are largely self-study with varying amounts of interaction with an instructor. DL courses require self-discipline and must be completed within the quarter. Where applicable, DL courses are subject to the same assessment and prerequisites of all WWCC courses.

FOR MORE INFORMATION ON DISTANCE LEARNING, VISIT <http://www.wallawalla.cc/programs/distance>, or call 527-4331.

There Are Five Types of DL Courses:

- **CORRESPONDENCE**
- **INTERACTIVE TELEVISION**
- **ONLINE**
- **TELECOURSES**
- **WAOL / WASHINGTON ONLINE**

Continuing Education ***Online Classes***

Update your skills, discover a new talent, or chart a career path at your own pace and at your convenience with our new instructor-led online courses. Each course runs for **6 weeks and consists of 12 lessons**. These lessons are supplemented by: interactive quizzes, assignments, tutorials, and online discussion areas. All materials will be made available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is an e-mail address, Internet access and a Web browser. Please visit <http://www.ed2go.com/wallawalla> for requirements, demonstrations and additional information, or call 527-4331. If you have a difficult time attending classes because your schedule is full or

changes constantly, consider enrolling in an online class. You'll be able to study a lesson, complete assignments, and ask questions from the convenience of your home or office.

WINTER, SPRING & SUMMER 2004 COURSE CALENDAR

- **Jan. 21**
- **Feb. 18**
- **Mar. 17**
- **April 21**
- **May 19**
- **June 16**
- **July 21**
- **Aug. 18**

Web Page Design

Visit www.ed2go.com/wallawalla for course description.

Creating Web Pages

4015/CT 076F \$79.00

Intermediate Web Pages

4381/CT086E \$79.00

Advanced Web Pages

4025/CT 096A \$79.00

Imaging for the Web Using Fireworks 4.0

4307/CT096G \$79.00

Microsoft FrontPage

4012/CT 076C \$79.00

Introduction to XML

4303/CT 096F \$79.00

Introduction to Dreamweaver 4.0

4309/CT 076J \$79.00

Web Programming with ColdFusion

4010/CT 096H \$79.00

Introduction to Flash MX

4383/CT 086A \$79.00

Introduction to Adobe 6

4386/SBM 014 \$79.00

Java for the Beginner

4312/CT 086D \$79.00

Introduction to Perl Programming

4323/CT 084C \$79.00

Intermediate Java 2 Programming

4314/CT 096H \$79.00

Introduction to Java 2 Programming

4313/CT 086E \$79.00

Introduction to Oracle

4320/CT 080C \$79.00

Introduction to Red Hat Linux

4112/CT 084A \$79.00

Introduction to SQL

4322/CT 074B \$79.00

Web Graphics – Paintshop

4005/SBM 014 \$79.00

Achieving Top Search Engine Positions

4311/SBM 014 \$79.00

Computer Courses*Visit www.ed2go.com/wallawalla for course description***Digital Photography OUTPUT**

4315/CT 070C \$79.00

Photoshop 7 for the Absolute Beginner

4316/CT 070D \$79.00

Introduction to Visual Basic 6.0

4105/CT079A \$79.00

Introduction to Networking

4325/CT084E \$79.00

Intermediate Networking

4326/CT071A \$79.00

Creating User Requirements Documents

4327/CT089 \$79.00

Introduction to Database Mgmt.

4321/CT 074A \$79.00

Introduction to Windows XP

4077/CT*070B \$79.00

Intro to PC Troubleshooting

4000/CT 070A \$79.00

Intro to QuickBooks

4130/CT 077 \$79.00

Performing Payroll in QuickBooks

4144/CT 088 \$79.00

Quicken

4017/CT 078B \$79.00

Introduction to Microsoft Word

4004/CT 072B \$79.00

Intermediate Microsoft Word

4019/CT 082 \$79.00

Advanced Microsoft Word

4024/CT 092 \$79.00

Introduction to Microsoft Excel

4006/CT 073B \$79.00

Intermediate Microsoft Excel

4020/CT 083 \$79.00

Introduction to Microsoft Access

4007/CT 074 \$79.00

Intermediate Microsoft Access

4021/CT 084 \$79.00

Microsoft PowerPoint

4009/CT 075B \$79.00

Microsoft Publisher

4108/CT077 \$79.00

Certification Preparation

Visit www.ed2go.com/wallawalla for course description

Basic A+ Certificate Prep Course**#1: Hardware I**

4018/CT 079 \$79.00

Intermediate A+ Certificate Prep Course #2: Operating Systems I**4023/CT 089 \$79.00****Advanced A+ Certification Prep Course #3: Hardware II and****Operating Systems II****4029/CT 099 \$79.00****Personal Enrichment****and Development**

Visit www.ed2go.com/wallawalla for course description

Mastering Digital Photography:**Photographing People**

4001/SBM 014 \$79.00

Medical Terminology: A Word**Association Approach**

4110/SBM 014 \$79.00

A to Z Grantwriting

4033/SBM 014 \$79.00

Debt Elimination That Works

4034/SBM 014 \$79.00

Speed Spanish

4104/SBM 014 \$79.00

Discover Digital Photography

4114/SBM 014 \$79.00

Genealogy Basics

4116/SBM 014 \$79.00

Guiding Kids on the Internet

4351/SBM 014 \$79.00

Stress S.O.S. for Women

4337/SBM 014 \$79.00

Fast Track Fund Raising

4340/SBM 014 \$79.00

Secrets of Better Photography

4341/SBM 014 \$79.00

Outdoor Survival Techniques

4343/SBM 014 \$79.00

Assisting Aging Parents

4344/SBM 014 \$79.00

Stocks, Bonds, and Investing

4346/SBM 014 \$79.00

Online Investing

4347/SBM 014 \$79.00

Buy or Lease Your Car Like a Pro

4348/SBM 014 \$79.00

Job Search Strategies

4349/SBM 014 \$79.00

Resume Writing Workshop

4350/SBM 014 \$79.00

Test Preparation

Visit www.ed2go.com/wallawalla for course description

SAT Preparation (Course One)**Verbal**

4039/SBM 014 \$79.00

SAT Preparation (Course Two)**Quantitative**

4040/SBM 014 \$79.00

Preparing for the LSAT I

4037/SBM 014 \$79.00

Preparing for the LSAT II

4038/SBM 014 \$79.00

Health Care

Visit www.ed2go.com/wallawalla for course description

Healthy Aging

4371/SBM 014 \$40.00

Mental Health and Aging

4372/SBM 014 \$40.00

Pain Assessment and Management in the Older Adult

4379/SBM 014 \$40.00

Complementary and Alternative Medicine

4380/SBM 014 \$15.00

Understanding Alzheimers

4385/SBM 014 \$79.00

Writing Courses*Visit www.ed2go.com/wallawalla for course description***The Keys to Effective Editing**

4328/SBM 014 \$79.00

Crafting Your Short Fiction

4329/SBM 014 \$79.00

Your Screen Writing Career

4331/SBM 014 \$79.00

Write Like a Pro

4332/SBM 014 \$79.00

Write Your Life Story

4335/SBM 014 \$79.00

Fundamentals of Technical Writing

4125/SBM 014 \$79.00

The Craft of Magazine Writing

4030/SBM 014 \$79.00

Creativity for Writers

4031/SBM 014 \$79.00

Effective Business Writing

4358/SBM 014 \$79.00

Business Marketing Writing

4388/SBM 014 \$79.00

Non-Profit Management*Visit www.ed2go.com/wallawalla for course description***Introduction to Non-Profit Management**

4391/SBM 014 \$79.00

Fast Track Fund Raising

4390/SBM 014 \$79.00

Writing Effective Grant Proposals

4389/SBM 014 \$79.00

Small Business*Visit www.ed2go.com/wallawalla for course description***Construction****Business Management**

4078/SBM 014 \$79.00

Accounting Fundamentals

4352/SBM 014 \$79.00

Creating a Business Plan

4392/SBM 014 \$79.00

Administrative Assistant Fundamentals

4353/SBM 014 \$79.00

Starting a Consulting Practice

4396/SBM 014 \$79.00

Start and Operate Your Own Home-Based Business

4042/SBM 014 \$79.00

Legal Courses**Paralegal Certificate Program***Visit www.ed2go.com/wallawalla for course description***Legal Terminology, Process, Ethics, Tort, and Contract Law**

4044/SBM 014 \$159.00

Legal Documents and Analysis

4045/SBM 014 \$159.00

**Evidence, Legal Interviewing
and Investigation**

4046/SBM 014 \$159.00

**Legal Authority &
Legal Research**

4047/SBM 014 \$159.00

**Computers, Legal Writing, and
Appellate Procedure**

4048/SBM 014 \$159.00

**Law Office Administration,
Advocacy, and Job Hunting
Techniques**

4049/SBM 014 \$159.00

Large Business*Visit www.ed2go.com/wallawalla for course description***Understanding the Human
Resource Function**

4161/SBM014 \$79.00

Project Management @ E-Speed

4301/SBM 014 \$79.00

Project Management Applications

4393/SBM 014 \$79.00

Project Management Fundamentals

4394/SBM 014 \$79.00

Leadership

4338/SBM 014 \$79.00

High Powered Communication

4339/SBM 014 \$79.00

Principles of Sales Management

4302/SBM 014 \$79.00

Hire Smart

4002/SBM 014 \$79.00

**Fundamentals of
Supervision & Mgmt.**

4387/SBM 014 \$79.00

Supervision & Management II

4395/SBM 014 \$79.00

Mastery of Business Fundamentals

4011/SBM 014 \$79.00

**Mastery of
Business Applications**

4013/SBM 014 \$79.00

HOW TO REGISTER

1. Register by calling (509) 527-4443, if you have a VISA or MasterCard, or mail/fax in the registration form on page 15 of the brochure and be sure to include payment. ** Please note - telephone registration hours are from 1-4pm., M-F.
2. Once you have registered and paid WWCC for your online classes, you will need to attend your **online orientation**. Go to the course Web site and complete the online orientation for each registered course at <http://www.ed2go.com/wallawalla> no later than 8 a.m. the day prior to the start of the course. At that time, you will see a course outline, an orientation, and an introduction to the online instructor.
3. All classes run six weeks. Two class lessons are accessible each week for a total of 12 lessons.
4. The final exam is taken at the end of the sixth week.
5. Students can download a letter of completion for any class after meeting all course requirements. You will see instructions at the end of the final exam. Walla Walla Community College will send a certificate out to those who successfully complete all courses in a certificate program.

ONLINE COURSE INFORMATION IS LOCATED AT

<http://www.wallawalla.cc>

7:30 a. m. to 9:00 p. m. - Monday through Thursday. 7:30 a. m. to 4:30 p. m. - Friday, 10:00 a. m. to 3:00 p. m. , Saturday, and 4:00 p. m. to 9:00 p. m. - Sunday. Online course information is located at <http://www.wallawalla.cc>.

REQUIREMENTS FOR ONLINE CLASSES

Internet access, e-mail, and the Microsoft Internet Explorer or Netscape Navigator Web Browser.

Cost: Price varies for each class. Please see course description.

Complete online courses at your home, office or use our computer labs at Walla Walla Community College or Clarkston.

- Go to the ed2go web site to complete an online orientation **before** your course begins. www.ed2go.com/wallawalla
- The last day to drop a class is 7 a.m. of the second Friday after the course begins.
- Cancellation policy: A refund will be given if you drop within 10 days following the beginning of the course.

CORRESPONDENCE COURSES

Correspondence courses are conducted by mail. Students receive syllabus, and any additional information via mail or in person. Students need to contact instructor and make arrangements to receive course materials. If you have questions, please call the Distance Learning Department at 527-4331.

There are no correspondence courses being offered this quarter.

ON-LINE COURSES

Online courses are delivered all or in part over the World Wide Web. These courses can be taken at home using your own computer, modem and Internet access or in the college computer labs. Computer labs are available to students as follows:



Introduction to Business

5525/BA*101

A survey for individuals who have a limited background in business. Introduces students to various environment issues that businesses operate within, including the history of business, typical forms of business, accounting, management styles, and marketing elements. Fulfills a Social Science requirement.

Steve Peters, Instructor; 5 credits

Instructor email is steve.peters@wwcc.edu. BA 101 online web site is <http://staff.wwcc.edu/stephen.peters>. Your instructor will send instructions to your WWCC student email account.

Lab Orientation

5502/CT*055

Orientation will be held on **Tuesday, 3/30/04 at 1:00 pm.**, in room 1121. Students unable to come to the WWCC campus need to contact instructor via phone or email - tamra.crider@wwcc.edu.

Course web site is <http://staff.wwcc.edu/tamra.crider>.

Tami Crider, instructor; .5 credits

Computer Literacy

5503/CT*100

An introductory hands-on computer course intended for non-majors. Gives the beginning computer user an elementary understanding of computer hardware, the operating system, word processing, and spreadsheets.

Prerequisite: CT*055.

Tami Crider, instructor; 5 credits

Instructor e-mail is tamra.crider@wwcc.edu. Course web site is <http://staff.wwcc.edu/tamra.crider>.

Introduction to**Computer Technology**

5504/CT*103

Provides an in-depth study of computer technology including concepts, terminology, history, usage, ethics, hardware and software. **Prerequisite:** CT 100 equivalency knowledge.

Robin Greene, instructor; 5 credits*Instructor email is robin.greene@wwcc.edu.**Course web site is <http://staff.wwcc.edu/robin.greene>.***Computer Software Principles**

5505/CT*121

Survey of software currently used in home and work environments. Emphasis is on proficiency in using the basic functions in word processing, spreadsheets, database, presentations, Internet, and Microsoft Windows.

Prerequisites: CT 055.**Robin Greene, instructor; 5 credits***Instructor email is robin.greene@wwcc.edu.**Course web site is <http://staff.wwcc.edu/robin.greene>.***Advanced Word Processing**

5507/CT*211

A study of advanced word processing procedures and techniques using a project-based approach. **Prerequisite:** CT 055 and CT 121.

Tami Crider, instructor; 5 credits*Instructor e-mail is tamra.crider@wwcc.edu.**Course web site is <http://staff.wwcc.edu/tamra.crider>.***Advanced Spreadsheets**

5508/CT*221

A study of advanced electronic spreadsheet procedures and techniques using a project-based approach.

Prerequisite: CT 055 and CT 121.**Tami Crider, instructor; 5 credits***Instructor e-mail is**tamra.crider@wwcc.edu. Course web site is <http://staff.wwcc.edu/tamra.crider>.***Database Management**

5509/CT*241

A study of advanced database procedures and techniques using a project-based approach. **Prerequisite:** CT 055 and CT 121.

Tami Crider, instructor; 5 credits*Instructor e-mail is tamra.crider@wwcc.edu.**Course web site is <http://staff.wwcc.edu/tamra.crider>.***Advanced Software Applications**

5523/CT*251

Focuses on the advanced functions of Microsoft Office applications, using these functions and Visual Basic in integration projects. **Prerequisite:** BA 217 or instructor's permission.

Tami Crider, instructor; 5 credits*Instructor e-mail is tamra.crider@wwcc.edu.**Course web site is <http://staff.wwcc.edu/tamra.crider>.***Drip Irrigation**

5530/IRT*220

An introduction to drip irrigation concepts, methods, and components. Basic drip system maintenance, troubleshooting, and design will be performed.

Greg Farrens, instructor; 5 credits*This course is an online course delivered via Tegrity. Contact instructor to get started, greg.farrens@wwcc.edu***Introductory Algebra**

5526/MATH*065

Introductory Algebra is the first of a two-course series covering the basics of algebra (MATH 65/95). Topics for the course include: variables and their applications working with algebraic expressions, solving equations, and an introduction to graphing linear and quadratic functions. **Prerequisite:** Grade of "C-" or higher in MATH 50, satisfactory placement score or permission of Mathematics department.

Sheila Palmer, instructor; 5 credits*Email instructor at sheila.palmer@wwcc.edu, or visit web site <http://staff.wwcc.edu/sheila.palmer> to get started.***Intermediate Algebra**

5527/MATH*095

Intermediate Algebra is the second of a two-course series covering the basics of algebra (MATH 65/95). Topics for the course include: working with algebraic expressions (polynomial, algebraic fractions, radicals, exponential,

logarithmic), solving equations and inequalities (polynomial, rational, radical, exponential, logarithmic), solving systems of linear equations, an introduction to functions, and graphing functions/relations (linear, quadratic, simple conics, exponential, logarithmic). **Prerequisite: Grade of "C-" or higher in MATH 65 or MATH 65B, satisfactory placement score or permission of Mathematics Department.**

Sheila Palmer, instructor; 5 credits

Email instructor at

sheila.palmer@wwcc.edu, or visit web site

<http://staff.wwcc.edu/sheila.palmer> to get started.

Introduction to Word Processing 5512/OT*125

An introductory course using the "key-by-touch" method of keyboarding. Concepts of Microsoft Word are taught in conjunction with formatting theory for business letters, memoranda, reports, centering, and simple tabulation. Skills in speed and accuracy, as well as editing, proofreading, are emphasized. An ideal course for the student who knows the keyboard and desires to learn formatting of business documents through computer software. Students will be pre-tested the first week of class.

Susan Quinn, instructor; 5 credits

Email instructor at

susan.quinn@wwcc.edu. Web site is <http://staff.wwcc.edu/susan.quinn>

Word Processing

5513/OT*126

An intermediate course reinforcing formatting theory for business documents; progressively learning additional features of letters, tables, memoranda, and reports; and, learning new concepts of Microsoft Word. Speed and accuracy are emphasized through an additional software program. An ideal course for the student wishing to review business document formatting in Microsoft Word.

Susan Quinn, instructor; 5 credits

Email instructor at

susan.quinn@wwcc.edu. Web site is <http://staff.wwcc.edu/susan.quinn>

TELECOURSES

Telecourses offer you the opportunity to complete courses offered by WWCC in the comfort and convenience of your own home or at a chosen place of study.

Telecourses consist of video programs, textbooks, study guides and/or lab manuals. A licensing fee of \$25.00 is required for each of these courses.

Videotapes are available either in the WWCC Library in Walla Walla or Clarkston, for viewing at no charge. A set of rental tapes is available in the Bookstore for each of these courses for a non-refundable fee of \$40 a quarter. To order textbooks or rental tapes by telephone, call the WWCC Bookstore at 527-4255 or 527-4256. *Telecourse students need to pick up a free telecourse information packet in the bookstore and read enclosed material before the beginning of the course and/or orientation.*

Please contact your instructor via phone or email to get started. Contact information is in your telecourse packet. Please call the Distance Learning Department at 527-4331, if you have any questions.

Principles of Accounting

5001/ACCT*201

Fundamentals of accounting theory and practice, including a study of the accounting cycle, the use of special journals and the use of accounting in management decisions.

Sam Barker, instructor; 5 credits

Telecourse orientation is Monday, March 29, 2004, 6:00 pm., room 185C. Instructor email is sam.barker@wwcc.edu.

Principles of Accounting II

5002/ACCT*202

This course develops the accounting principles employed by partnerships and corporations with a heavy emphasis on the partners' and stockholders' equities. Also covered is the time value of money concepts, which are used extensively throughout accounting. **Prerequisite: ACCT 201.**

Sam Barker, instructor; 5 credits

Telecourse orientation is Monday, March 29, 2004, 6:00 pm., room 185C. Instructor email is sam.barker@wwcc.edu.

Managerial Accounting**5026/ACCT*203**

Application of accounting concepts and techniques to managerial problems of planning and control. Accounting viewed as a management tool.

*Prerequisite: ACCT 202.***Sam Barker, instructor; 5 credits**

Telecourse orientation is Monday, March 29, 2004, 6:00 pm., room 185C. Instructor email is sam.barker@wvcc.edu.

Basic Soil Science**5080/AGPR*201**

Introductory course designed to provide an understanding of soil structure and composition as related to temperature, water, and other environmental controls. Emphasizes studying soils from a land use and management perspective.

Jerry Kjack, instructor; 5 credits*There is no orientation is for this course.*

Please email instructor at jerry.kjack@wvcc.edu to get started.

English Composition I**5007/ENG*101**

Focuses on the development of structural and stylistic writing skills with concentration on expository, critical, analytical, and persuasive essay techniques. *Prerequisite: Placement by entrance assessment or a grade of "C" or better in ENG 100.*

Sheryl Herres, instructor; 5 credits

There is no orientation for this course. Please email instructor at sheryl.herres@wvcc.edu to get started.

Winemaking for Viticulture**5081/EV*107**

Introduces the science of wine farming and investigates how premium wines are called in the vineyard, as well as at the winery. *Prerequisite: WINE 102 or instructor's permission.*

Stan Clarke, instructor; 3 credits

There is no orientation for this course. Please email instructor at stan.clarke@wvcc.edu to get started.

Western Civilization I**5010/HIST*101**

Three surveys of the history of Western society and culture covering from origins to Renaissance, Renaissance to Industrial Revolution, Industrial Revolution to the present. Suggested minimum reading level: READ 98. May be taken to satisfy AA degree requirements in other Humanities or Sciences.

James Underwood, instructor; 5 credits*There is no orientation for this course.*

Please email instructor at james.underwood@wvcc.edu to get started.

Western Civilization II**5024/HIST*102**

Three surveys of the history of Western society and culture covering from origins to Renaissance, Renaissance to Industrial Revolution, Industrial Revolution to the present. (Suggested minimum reading level: READ 98). May be taken to satisfy AA degree requirements in either Humanities or Social Sciences.

James Underwood, instructor; 5 credits*There is no orientation for this course.*

Please email instructor at james.underwood@wvcc.edu to get started.

Western Civilization III**5025/HIST*103**

Three surveys of the history of Western society and culture covering from origins to Renaissance, Renaissance to Industrial Revolution, Industrial Revolution to the present. (Suggested reading level: READ 98). May be taken to satisfy AA degree requirements in either Humanities or Social Sciences.

James Underwood, instructor; 5 credits*There is no orientation for this course.*

Please email instructor at james.underwood@wvcc.edu to get started.

Lawn and Turf Irrigation**5046/IRT*110**

A course of study designed to give the student skills in the design and installation of lawn irrigation systems.

Greg Farrens, instructor; 3 credits

There is no orientation for this course. Please email instructor at greg.farrens@wwcc.edu to get started.

Irrigation Principles**5022/IRT*112**

A study of irrigation methods, efficiencies, equipment, and their relationships to soils and plants.

Greg Farrens, instructor; 5 credits

There is no orientation for this course. Please email instructor at greg.farrens@wwcc.edu to get started.

Irrigation Design**5045/IRT*225**

Total irrigation system design will be developed. Mechanical and electrical components of irrigation systems will be analyzed as units. Hydraulics, pumps, piping, valves and sprinkler selection will be included.

Greg Farrens, instructor; 6 credits

There is no orientation for this course. Please email instructor at greg.farrens@wwcc.edu to get started.

Introduction to Literature**5027/LIT*140**

An introduction to literary study including poetry, drama and fiction from around the world.

Bruce Schmidlkofer, instructor; 5 credits

There is no orientation for this course. Please email instructor at bruce.schmidlkofer@wwcc.edu to get started.

Mathematics I**5013/MATH*049**

This course deals with the fundamental operations of whole numbers, fractions, decimals, and percentages. MATH 49 provides an introduction to measurements, graphs, exponents, and informal geometry including perimeter, area, volume, and basic construction.

Prerequisite: ASSET placement in MATH 49.

TELECOURSE ORIENTATION LOCATIONS

Walla Walla: Conference Room 185C
Clarkston: ITV room #201

Monica Nelson, instructor; 5 credits

Orientation is Monday, March 29, 2004, 7:00 pm., room 185C. Please email instructor at monica.nelson@wwcc.edu to get started.

Mathematics II**5014/MATH*050**

This course is designed to bridge the gap between arithmetic and algebra. Topics include arithmetic review, informal geometry, measurement, signed numbers, linear equations and inequalities, polynomials, and graphing. **Prerequisite:** "C-" in MATH 49 or ASSET placement.

Monica Nelson, instructor; 5 credits

Orientation is Monday, March 29, 2004, 7:00 pm., room 185C. Please email instructor at monica.nelson@wwcc.edu to get started.

Introduction to Psychology**5017/PSY*101**

A survey course introducing students to factors which influence human behavior and thinking. The outcome of this study should be a clearer understanding of individual behavior. Critical thinking skills and practical applications are emphasized. Suggested minimum reading level: READ 98.

Marleen Ramsey, instructor; 5 credits

There is an orientation tape included in your video set - please view this before you contact your instructor. Instructor email is marleen.ramsey@wwcc.edu



Introduction to Sociology**5018/SOC*101**

Introduces the basic principles of social relationships, collective behavior and human interaction. These principles are applied to the study of culture; race, gender, and class inequality; deviance; law; social institutions; and social change. Suggested minimum reading level: READ 98.

Reid Helford, instructor; 5 credits

There is no orientation for this course. Please email instructor at reid.helford@wvcc.edu to get started.

Family Communication**5028/SOC*212**

Family Communication provides a framework for analyzing the family as a communication system. It examines the ways in which members of family systems interact to develop, sustain, and manage their relationships.

Veronica Sandau, instructor; 5 credits

There is no orientation for this course. Please email instructor at veronica.sandau@wvcc.edu to get started.

Fundamentals of Speech**5055 SPCH*101**

This course emphasizes developing competency in planning, preparing, presenting, and evaluating basic speech with emphasis on critical and orderly thinking; using appropriate language, support and motivational appeals; handling speech anxiety; and assessing audiences.

Sheryl Herres, instructor; 3 credits

There is no orientation for this course. Please email instructor at sheryl.herres@wvcc.edu

Turf Equipment Operations I**5031/TURF*101**

Use and operation of turf equipment: mower units, top dressers, soil aerators, trimmers and edgers. Safety will be emphasized.

Bill Griffith, instructor; 3 credits

There is no orientation for this course. Please email instructor at bill.griffith@wvcc.edu to get started.

Turf Equipment Operations II**5043/TURF*102**

Continuation of Turf Operations I, to include tractors, sprayers, and snow removal equipment.

Bill Griffith, instructor; 3 credits

There is no orientation for this course. Please email instructor at bill.griffith@wvcc.edu to get started.

Turf Physiology**5032/TURF*201**

Introductory class on turf grass science covering: turf grass physiology, plant physiology, turf grass identification, turf grass uses, cultivar selection future trends, and waste disposal methods.

Bill Griffith, instructor; 6 credits

There is no orientation for this course. Please email instructor at bill.griffith@wvcc.edu to get started.

Turf Management**5044/TURF*211**

Fundamentals in turf management, operation and performance in areas of budgeting, aeration, sodding, overseeding, top dressing, mowing, and monitoring of weather and field conditions.

Bill Griffith, instructor; 5 credits

There is no orientation for this course. Please email instructor at bill.griffith@wvcc.edu to get started.

Turf Diseases and Insects**5049/TURF*215**

An introductory course on the identification, study of life cycles, and control of insects and diseases common to turf. The course will concentrate on the fundamentals of entomology and plant pathology, as well as specific problems and their controls on turf.

Bill Griffith, instructor; 3 credits

There is no orientation for this course. Please email instructor at bill.griffith@wvcc.edu to get started.

Pesticide Licensing**5048/TURF*231**

Preparation for taking the State of Washington Pesticide Licensing exam.

Bill Griffith, instructor; 3 credits*There is no orientation for this course. Please email instructor at bill.griffith@wvcc.edu to get started.***WASHINGTON ONLINE
(WAOL) COURSES**

Washington Online is a cooperative effort by the Washington State Community and Technical College System. The courses offered are taught through the Internet by faculty at any of the Washington State Community and Technical Colleges. Classes are "attended" completely online. WAOL tuition is the same as on-campus classes plus a \$40 technical online fee. *You must have an active E-Mail account, 486 or higher PC or Mac equivalent, 56k modem or higher, CD ROM drive with a sound card, 3.5 high density floppy drive, Netscape or Microsoft Internet Explorer 5.0 or higher, any type of word processing software compatible with Word 95/98, and internet connection.* WAOL classroom opens 3/25/04. Instruction begins 4/01/04 and ends 06/09/04.

PLEASE NOTE:

- To begin your course you need go to www.waol.org, and click on the "Get Started" link. Read all steps carefully.
- Not all Texts are carried in the WWCC bookstore, check first. If you need to order texts **do it early, at least a week** before the course begins.
- Go to the "Blackboard" link on the "Get Started" page to enter your classroom. Username is: waol+ your SID (waol814000000), and password is: waol
- Early registration for WAOL courses only, begins February 4, 2004.
- LAST day to register is March 30, 2004.

**INTRODUCTION TO
ANTHROPOLOGY****5759/ANTH*101**

An introductory course designed for the beginner in the study of anthropology. The course includes a brief study of the

evolution of man and animals, man's place among the animals, and various cultures around the world. An introduction to the terminology of the discipline and the role of today's anthropologist will be emphasized.

5 credits**ART APPRECIATION****5757/ART*100**

Study and appreciation of the various periods in the history of art and the materials and methods used by artists. Course satisfies five of the Humanities credits required for graduation.

5 credits**CHILD DEVELOPMENT****5787/ECE*141**A survey of the development and behavior of the child from birth to adolescence. *Prerequisite: READ 088 recommended.***3 credits****INTRODUCTION TO
CHILDCARE****5752/ECE*148**Survey course provides STARS-approved basic training for childcare workers and licensed family day care personnel. Emphasis on care and guidance of children birth to 8 years. *Prerequisite: READ 88 recommended.***2 credits****GUIDING THE BEHAVIOR OF
YOUNG CHILDREN****5788/ECE*170**A study of classroom behavior management. *Prerequisite: READ 088 recommended.***3 credits****CURRICULUM
DEVELOPMENT****5789/ECE*231**Provides students with a basic knowledge of developmentally appropriate teaching procedures. *Prerequisite: READ 088 recommended.***3 credits**

CHILD NUTRITION, HEALTH AND SAFETY

5773/ECE*234

This course will help students explore, understand and analyze how various factors contribute to children's health and safety. *Prerequisite: READ 088 recommended.*

3 credits**SURVEY OF ECONOMICS**

5755/ECON*200

Emphasis is given to application of economic principles and concepts in solving economic problems encountered by individuals at the firm or household level up to the national level. *College transfer students are encouraged to take ECON 201 and 202.*

5 credits**ENGLISH COMPOSITION II**

5767/ENG*102

Concentrates on learning how to gather and present evidence for a research or library paper in the humanities, social sciences, or natural sciences. Both MLA and APA documentation will be studied.

Prerequisite: ENG 101 with a grade of "C" or better.

5 credits**GENERAL NUTRITION**

5771/FCS*165

Study of food nutrients and application of this knowledge in relation to normal health throughout the life cycle, including socio-economic, cultural, ethnic and psychological implications of food.

Prerequisite: Reading 98 recommended.

High school or college chemistry recommended.

5 credits**MEDICAL VOCABULARY**

5749/HO*280

The student will learn basic elements that make up medical words: prefixes, word roots, combining forms and suffixes. The course includes a review of each body system utilizing practical application of medical vocabulary. Text and medical dictionary available in the bookstore.

2 credits**BEGINNING YOGA**

5761 HPER 166

Beginning Yoga is an introduction to the philosophy and practice of the ancient art of Yoga. This course will teach beginning Yoga students the basic physical components of Yoga as well as the essential written principles of this ancient art.

*HPER 166 Beginning Yoga 1 credit

*HPER 167 Beginning Yoga II 1 credit

**These two courses must be taken concurrently.*

*** BEGINNING YOGA II**

5762/HPER 167

Beginning Yoga II continues in the exploration of philosophy and practice of the ancient art of Yoga. This course will teach beginning Yoga students the basic physical components of Yoga as well as the essential written principles of this ancient art.

*HPER 166 Beginning Yoga 1 credit

*HPER 167 Beginning Yoga II 1 credit

**These two courses must be taken concurrently.*

BASIC FITNESS I

5768/HPER*188

This fitness level course includes one lecture session per week covering the basic "how-to's" of exercise and nutrition, starting a fitness program, eating for maximum energy and weight management; and two activity sessions per week of low-level, non-impact, non-intimidating activity which will focus on the topics covered during the lecture sessions (i.e. fat burning; muscle toning; preventing low back pain.) HPER 188 and HPER 189 (1 credit each) must be taken concurrently.

1 credit**BASIC FITNESS II**

5769/HPER*189

This fitness level course includes one lecture session per week covering the basic "how-to's" of exercise and nutrition, starting a fitness program, eating for maximum energy and weight management; and two activity sessions

per week of low-level, non-impact, non-intimidating activity which will focus on the topics covered during the lecture sessions (i.e. fat burning; muscle toning; preventing low back pain.)

*HPER 188 Basic Fitness I 1 credit

*HPER 189 Basic Fitness II 1 credit

**These two courses must be taken concurrently.*

1 credit

INTERMEDIATE FITNESS

5770/HPER*190

Intermediate fitness will offer students the opportunity to continue the activity portion of the Basic Fitness I and II classes. Activity sessions will provide a twice weekly low-level, non-impact workout focusing on the fundamental components of an exercise class.

Prerequisite: HPER 188 and HPER 189.

2 credits

PERSONAL AND COMMUNITY HEALTH & HYGIENE

5753/HPER*274

A course designed to present current information to students and enable them to make intelligent decisions concerning their physical, mental and social well-being. The importance of positive personality and self-image is also stressed as a basis for sound health decisions.

1-5 credits

INTRODUCTION TO INFORMATION RESOURCES

5754/LIB*110

A course designed to introduce the student to computer-based research and print resources. Resources used will include library information networks, online catalogs, and the Internet. Students will learn strategies for locating and citing resources.

1-5 credits

WORLD LITERATURE

5730/LIT*265

Study of literature of the modern world, including Western, African, Latin American, and Asian authors.

5 credits

MATH:

A PRACTICAL EXPERIENCE

5756/MATH*107

A course demonstrating the use of a variety of mathematical topics in management science, social choice, measurement and geometry, and other miscellaneous areas. Quantitative skills necessary to understanding and taking a part in our technological society will be stressed. *Prerequisite: Grade of "C-" or higher in MATH 095 or permission of the Mathematics department.*

5 credits

MUSIC APPRECIATION

5760/MUS*101

This course is a historical survey of western music that focuses primarily upon the song, though other musical forms are examined. The course consists large of directed listening to a broad range of musical ideas and guided hands-on musical activities. The course covers the musical period from 1600 to the modern era.

5 credits

MEDICAL TERMINOLOGY

5750/OT*280

Students study medical terminology to prepare for an entry-level position as a medical transcriptionist or medical secretary. Terminology in the fields of pediatrics, surgery, psychiatry, dermatology, urology, cardiology, in addition to medical suffixes and prefixes are learned. This course is ideal for the student interested in a medical profession.

5 credits

INTRODUCTION TO PHILOSOPHY

5758/PHIL*101

This course confronts the big questions human beings have struggled with for millennia, and engages in dialog with some of the world's greatest thinkers and seekers. Examines important terminology, chronology, and conceptual language of some of the great philosophical traditions. *At a minimum, students should read above READ 98 and write above WRITE 100.*

5 credits

INTRODUCTION TO PSYCHOLOGY

5764/PSY*101

A survey course introducing students to factors which influence human behavior and thinking. The outcome of this study should be a clearer understanding of individual behavior. Critical thinking skills and practical applications are emphasized. *Suggested minimum reading level: READ 98.*

5 credits



DEVELOPMENTAL PSYCHOLOGY

5765/PSY*103

An in-depth study of human development focusing on the physical, cognitive and psychosocial domains of each of the stages of the life span from birth to death. *Suggested minimum reading level: READ 98.*

5 credits

FUNDAMENTALS OF SPEECH

5715/SPCH*101

This course emphasizes developing competency in planning, preparing, presenting, and evaluating basic speech with emphasis on critical and orderly thinking; using appropriate language, support and motivational appeals; handling speech anxiety; and assessing audiences.

5 credits


INTERACTIVE TELEVISION

Interactive television uses video conferencing technology to connect an instructor and students at two or more distant locations. ITV allows fully interactive visual and audio contact between and among students and the instructor. Using ITV technology, WWCC can offer traditional courses to any student in any area with ITV capabilities. WWCC ITV courses are held in room 285 on the main campus and in room 201 at the Clarkston Campus.

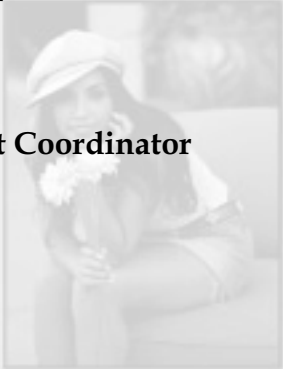
No courses currently offered.



Evening College




George Fuhr, Coordinator
509.527.4696 (Daytime)
509.522.2500 (Evening)



Linda Sherman, Assistant Coordinator
509.524.5165 (Daytime)
509.522.2500 (Evening)

Nancy Rasmussen,
Secretary, 509.527.4649

- 
- Academic Classes
 - Vocational Training
 - Developmental Education

The following classes may or may not be transferable nor do they necessarily fulfill a specific degree requirement. Students are encouraged to discuss course selections with their advisor to ensure courses will meet the student's intended goal. Please call the Student Development Center at 527.4262 for referral to an appropriate advisor.

EVENING COLLEGE AND DISTANCE LEARNING

2004 TUITION AND FEE SCHEDULE*

Credit Hours	A	B	C	D	E
1	\$74.15	\$74.15	\$245.85	\$11.00	\$10.00
2	140.30	140.30	483.70	22.00	20.00
3	210.45	210.45	725.55	33.00	30.00
4	280.60	280.60	967.40	44.00	40.00
5	350.75	350.75	1,209.25	55.00	50.00
6	420.90	420.90	1,451.10	66.00	60.00
7	491.05	491.05	1,692.95	77.00	70.00
8	561.20	561.20	1,934.80	88.00	80.00
9	631.35	631.35	2,176.65	99.00	90.00
10	701.50	701.50	2,418.50	110.00	100.00
11	712.00	1,058.00	2,432.80	120.00	110.00
12	722.50	1,068.50	2,447.10	130.00	120.00
13	733.00	1,079.00	2,461.40	140.00	130.00
14	743.50	1,089.50	2,475.70	150.00	140.00
15	754.00	1,100.00	2,490.00	160.00	150.00
16	764.50	1,110.50	2,504.30	170.00	160.00
17	775.00	1,121.00	2,518.60	180.00	170.00
18	785.50	1,131.50	2,532.90	190.00	180.00
19+ per cr	59.50	59.50	231.20	10.00	10.00

- A - (1) Washington residents (for residency questions, see college catalog);
 (2) nonresidents who are taking classes toward H.S. completion; or
 (3) residents who are under 19 taking classes toward high school completion, with permission only.
 (4) non US citizens without visa if the Washington High Education residency, Affidavit/Declaration/Certification, is met.

Note: Effective July 1, 2003, individuals who are not permanent residents or U.S. citizens MAY qualify for resident tuition if they have or will have graduated from a Washington State high school, or while living in Washington, have received the equivalent of a high school diploma. A three year residency requirement must be fulfilled. Additional criteria are required. Please contact the Walla Walla Campus Admissions Office, 509-527-4283; toll free 1-877-992-9922.

B - U.S. residents, not residents of Washington State.

C - International students, not U.S. residents.

D - Washington residents enrolled in high school completion classes (19 years or older).

E - Family/Parent Education classes only.

* - Facility Use Fee: \$1.00 per credit (minimum \$2.00, maximum \$10.00) included in above schedule.

Technology Fee: \$3.00 per credit (minimum \$6.00, maximum \$30.00) included in above schedule.

Professional-Technical students registered exclusively in required professional-technical courses for their degree will be charged \$12.00 per credit in excess of 18; other students registered for more than 18 credits, see schedule above for 19+ credits.

Reduced tuition rates available for qualified Vietnam & Persian Gulf Veterans. See Admissions Office for qualifications.

ABE, GED, ESL classes - no tuition charge.

OTHER REQUIRED COSTS

- Application fee: \$40.00-one-time fee, paid at time of application
- ID card fee: \$7.20-per year
- Lab fee: \$23.90 lab fee is per quarter for science, professional-technical, computer and other selected classes
- Books: estimated cost - \$250 per quarter
- Fitness fee: \$6 charged quarterly for specific fitness classes (see course description footnote)
- Other fees may be charged for specific courses
- Registration fee: \$31.40-to be paid after quarterly registration/tuition due date

OTHER INFORMATION

- Call toll free 1-877-992-9922 if you have additional questions.
- Senior Citizens:
- Classes developed specifically for senior citizens, including QUEST - \$23.50 per credit (includes facility use fee) plus any appropriate lab fees for specific classes.
- On a space-available, not-for-credit basis, **Washington State seniors** (age 60 and above) may also enroll in other classes for \$2.50 per class, limited to two classes per quarter (does not include special fee classes). Seniors cannot register for these classes until after the second class meeting.

REGISTER ONLINE - SEE PAGE 63

Evening College Offerings- Spring Quarter 2004

Accounting Technology

Managerial Accounting 0318/ACCT*203

Application of accounting concepts and techniques to managerial problems of planning and control. Accounting viewed as a management tool.

Prerequisite: ACCT 202.

Tuesdays and Thursdays, 7-9:30 p.m.;
room 0105; Frank Lyons, instructor; 5
credits

See Distance Learning section for additional offerings.

Adult Basic Education

Abe Skills Level I, II, III, IV

A106-A115/ABE*001, A107-A116/
ABE*002, A108-A117/ABE*003, A109-
A118/ABE*004

Instructional courses designed for teaching reading, writing and computational skills to individuals who at intake test at grade levels 0-3.

Laboratory format.

Tuesdays and Thursdays, 7-9:30 p.m.;
room 0220; Linda Woodard, instructor; 1-
4 credits

English as a Second Language- Multi Level

E107/ESL*060, E132/ESL*060

Mondays/Wednesdays, 6-8:30 p.m.; room
211; Staff, instructor; 4 credits



Art

A \$23.90 FEE WILL BE COLLECTED ON CLASSES MARKED WITH AN ASTERISK.

Pottery I, II, III

***0105/ART*160, *0106/ART*161,**
***0107/ART*162**

Hand building, wheel throwing, decoration, glazing and firing of ceramic ware will be covered. Lab hours required and materials to be purchased.

Mondays and Wednesdays, 6:30-9:30
p.m.; room 0118; Robert Sherman,
instructor; 4 credits

Sculpture I, II, III

***0130/ART*167, *0131/ART*168,**
***0132/ART*169**

Experimentation in three-dimensional design with an emphasis on ceramic sculpture. Prerequisite: ART 160 or instructor permission.

Tuesdays and Thursdays, 6:30-9:30 p.m.;
room 0118; Dawn Forbes, instructor; 4
credits

See Distance Learning section for additional offerings.

Auto Mechanics/

Repair Technology

A \$23.90 FEE WILL BE COLLECTED ON CLASSES MARKED WITH AN ASTERISK.

Auto Related Industry

***0213/AMM*141C**

Provides students involved in the evening program with an introduction to automotive servicing procedures and techniques.

Tuesdays and Thursdays, 5:30-9:30 p.m.;
room 1405; Jim Haun; 6 credits

Biological Science

A \$23.90 FEE WILL BE COLLECTED ON CLASSES MARKED WITH AN ASTERISK.

Anatomy & Physiology II

*0250/BIO*211

The emphasis is the study of structure and function of the following systems: endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. Mammalian dissections, tissue and fluid analyses, and microscopic histologic observations are emphasized in the lab. Four hours of lecture and one two-hour lab per week. Prerequisite: BIO101 or BIO151 and BIO 210.

Tuesdays and Thursdays, 7-10 p.m.; room 0226 & 241; Pete van Dyke, instructor; 5 credits

Business

See Distance Learning section for additional offerings.

Chemistry

A \$23.90 FEE WILL BE COLLECTED ON CLASSES MARKED WITH AN ASTERISK.

Chemistry

*0406/CHEM*101

A practical approach to inorganic, organic, and biochemistry designed primarily for students in various health-related programs. A comprehensive set of laboratory experiments is provided to implement and supplement the topics covered. Prerequisite: MATH 65. (Suggested minimum reading level: READ 98).

Mondays and Wednesdays, 5:30-8:30 p.m.; room 0241/0227; Sharon Johnson, instructor; 5 credits

Visit our website at
<http://www.wallawalla.cc>

Communications**American Sign Language III**

0484/COMM*109

Class is a continuation of COMM 108. It includes appropriate ways to express emotion and opinion in deaf culture. Grammar introduces the expression of possibility and obligation, qualifiers, and advanced use of classifiers. COMM 107 is a prerequisite for this class.

Tuesdays and Thursdays, 5:30-7:30 p.m.; room 1107; Diana Clark, instructor; 4 credits

Computer Technology

A \$23.90 FEE WILL BE COLLECTED ON CLASSES MARKED WITH AN ASTERISK.

Computer Preparation

*2279-A279/CT*020

Topics covered will include computer keyboarding techniques, computer vocabulary, software program operations. **Mondays, Wednesdays, Thursdays, 6-8 p.m.; room 0101; F. Villagomez, instructor; 3 credits**

See Distance Learning section for additional offerings.

Criminal Justice**Communicating in the Corrections Environment**

0818/CJ250

This course develops knowledge and ability to use the specific style of communication skills necessary to work effectively in a correctional institution.

Tuesdays and Thursdays, 7-9:30 p.m.; room 0109; Carla Schettler, instructor; 5 credits

Drama**Play Production VI**

0869/DRAM*292

Applied study in acting, stage lighting, scenery, and costume construction.

Mondays-Fridays, 4-7 p.m.; room 0503; P.

Wickline, instructor; 1-5 credits

Early Childhood and Educational Support**Teaching Young Children**

1082/ECE*139

This lab/practicum course provides the student experience in an early care or education setting. Prerequisites:

Instructor's permission, ECE 146, READ 088+ level recommended.

Wednesdays, 4-6 p.m.; room 0102; Staff, instructor; 3 credits

Teaching Young Children II

1080/ECE*239

This lab/practicum course provides the student experience in an early care or education setting. Prerequisites:

Instructor's permission, successful completion of ECE 139 and ECE 246.

READ 088+ level recommended.

Wednesdays, 4-6 p.m.; room 0102; Staff, instructor; 3 credits

Supporting the Social and Emotional Development of Young Children

0928/ECE*144

This course examines the social and emotional needs and stages of young children (birth to 5). The class covers practical methods and strategies for supporting children's development in these areas. Class meets 3/30/04 and 4/1/04 only.

Tuesday and Thursday, 6:30-9 p.m.; room 0103; M. Meyer, instructor; .5 credit

Programs for Infants and Toddlers

1085/ECE*240

Principles and theories of infant and toddler growth and development,

including age appropriate activities and environments. Prerequisite: READ 088 recommended.

Mondays, 5:30-8:30 p.m.; room 0104; J. Clark, instructor; 3 credits

Materials Construction

1086/ECE*244

Exploring, creating, and implementing curriculum-planning process with a special focus on project approach planning, themes, observation, play, case studies, peer support and feedback.

Prerequisite: READ 088 recommended.

Thursdays, 5:30-8:30 p.m.; room 0104; T. Morgan, instructor; 3 credits

Current Issues and Trends in Early Child Education

1098/ECE*261

An overview of the field of early childhood education, issues, trends, and policies. Prerequisites: READ 088 recommended. Co-listed as ED 261.

Tuesdays, 4-7 p.m.; room 0104; M. Meyer, instructor; 3 credits

*See Distance Learning for additional course offerings.***Economics***See Distance Learning section for additional offerings.***Education****Introduction to Education**

0906/ED*110

A survey course that explores units on teaching as a profession, as well as the history and philosophy of education.

Reading 88+ recommended.

Tuesdays, 7-10 p.m.; room 0242; D. Clark, instructor; 3 credits



Teaching Young Children

0921/ED*200

This lab/practicum course provides the student experience in an early care or education setting. Prerequisites: Instructor's permission, ECE 146, READ 088+ level recommended.

Wednesdays, 4-6 p.m.; room 0102; L. Smelcer, instructor; 3 credits

Teaching Young Children II

0922/ED*210

This lab/practicum course provides the student experience in an early care or education setting. Prerequisites: Instructor's permission, successful completion of ECE 139 and ECE 246. READ 088+ level recommended.

Wednesdays, 4-6 p.m.; room 0102; L. Smelcer, instructor; 3 credits

Current Issues and Trends in Early Child Education

1090/ED*261

An overview of the field of early childhood education, issues, trends, and policies. Prerequisites: READ 088 recommended. Co-listed as ECE 261.

Tuesdays, 4-7 p.m.; room 0104; M. Meyer, instructor; 3 credits

English**Writing Fundamentals II**

1004/ENG*089

A basic writing course which focuses on key elements of grammar, sentence and paragraph structure, and specific writing tasks such as descriptions, directions, and summaries. **Prerequisite: Placement by entrance assessment.**

Mondays and Wednesdays, 7-10 p.m.; room 0220; Peggy Grable, instructor; 5 credits

Special Topics - Writing

1005/ENG*094

Specific writing needs are met for individual students. Students and instructor determine areas of emphasis and means of evaluation.

Mondays and Wednesdays, 7-10 p.m.; room 0220; Peggy Grable, instructor; 5 credits

Writing Fundamentals III

1006/ENG*099

An intermediate writing course which focuses on grammar review, sentence combining, and paragraphing.

Prerequisite: **Placement by entrance assessment or a grade of "C" or better in ENG 80 or 89.**

Mondays and Wednesdays, 7-10 p.m.; room 0220; Peggy Grable, instructor; 5 credits

Basic Expository Writing

1007/ENG*100

A course especially designed to prepare the student for ENG 101. The focus is on development of critical thinking and composition of analytic paragraphs and essays. **Prerequisite: Placement by entrance assessment or a grade of "C" or better in ENG 99.**

Mondays and Wednesdays, 7-10 p.m.; room 0220; Peggy Grable, instructor; 5 credits

English Composition I

0953/ENG*101

This course focuses on the development of structural and stylistic writing skills with concentration on expository, critical, analytical, and persuasive essay techniques. **Prerequisite: Placement by entrance assessment or a grade of "C" or better in ENG 100.**

Mondays and Wednesdays, 4:30-7 p.m.; room 0105; Linda Woodard, instructor; 5 credits

English Composition II

0954/ENG*102

Concentration on learning how to gather and present evidence for a research or library paper in the humanities, social sciences, or natural sciences. Both MLA and APA documentation will be studied. **Prerequisite: ENG101 with a grade of "C" or better.**

Mondays and Wednesdays, 7-9:30 p.m.; room 0105; Linda Woodard, instructor; 5 credits

See Distance Learning section for additional offerings.

Enology and Viticulture**Seminar:****Wines of the Pacific Coast**

2735/EV*182

This 10-week study is both an introduction to the wine regions of the Pacific Coast, as well as a study in the varietals they produce. Emphasis will be on Chile, California, Oregon and the grape growing regions of Eastern Washington. Each evening's study will include particulars about climate, soil, and unique facets about the region of the night. An organoleptic assessment of representative regional samples will culminate each lesson.

Mondays, 6:30-8:30 p.m.; room 1515; Stan Clarke, instructor; 1 credit

Science of Winemaking III

2753/EV*205

The third in a three-part series of enology instruction designed to introduce the student to winemaking processes.

Prerequisites: At least 21 years old and successful completion of EV 204.

Tuesdays and Thursdays, 5:30-9:30 p.m.; room 1515; Stan Clarke, instructor; 5 credits

See Distance Learning section for additional offerings.

Family & Consumer Studies

See Distance Learning section for additional offerings.

**Fire Science****Building Construction**

1138/FCA*152

An overview of building construction engineering principles, fire and life safety concerns, hazardous materials/techniques, and related design factors.

Prerequisite: FCA 115 or equivalent training. Class meets at the Walla Walla Fire Department, 12th and Poplar.

Wednesdays, 6:00-9:00 p.m.; D. Collette, instructor; 3 credits

Public Fire and Life Safety Education

0118/FCA*285

Instruction on the skills and knowledge required to present public relations material and educational information from the fire service to the general public and other targeted groups on prevention, safety, and other fire-related issues.

Prerequisite: Must have FCA 115 or equivalent training.

Friday, April 23, 2004 from 6:00-10:00 p.m. and Saturday, April 24, 2004 from 8:00 a.m.-5:00 p.m.; College Place Fire Department; D. Winters, instructor; 2 credits

Fire Instructor I

0117/FCA*155

This course provides instruction and experience in analyzing, presenting, and evaluating fire-related educational materials. Prerequisite: FCA 115 or equivalent training.

Friday, April 2, 2004 from 6:00-10:00 p.m.; Saturday and Sunday, April 3 & 4, 2004 from 8:00 a.m.-5:00 p.m.; College Place Fire Department; R. Walters, instructor; 2 credits

French**Conversational French I**

2485/FREN*047

A course to help students acquire basic competence in speaking and listening as well as some knowledge of French culture.

Mondays and Wednesdays, 6:00-8:00 p.m.; room 0107; E. Leibrand, instructor; 2 credits

GED Preparation

Provided in both traditional and bilingual settings, this course assists the student in preparing to pass the tests required for the High School Equivalency Certificate (GED). Prerequisite: Students under 19 years of age must have a signed release form from the last school they attended.

2272/GED*025

Tuesdays and Thursdays; 6-8 p.m.; room 0320; F. Villagomez, instructor; 1-4 credits

2273/GED*025

Mondays and Wednesdays, 5:30-8:30 p.m.; room 0320; F. Villagomez, instructor; 1-6 credits

Geology**History of Life on Earth**

0244/GEOL*130

Study of the ways geology reveals and records the history of life on earth.

Mondays and Wednesdays, 7-9:30 p.m.; room 0225; K. McKenzie, instructor; 5 credits

High School Completion**U.S. History II**

1233/HSC*037

This course deals with the history, government, and politics of America from reconstruction to the modern era. It is designed to give students a basic understanding of the American past as it relates to today's experiences and to help them appreciate how this country developed and is developing.

Tuesdays and Thursdays, 7-9:30 p.m.; room 0220; Linda Woodard, instructor; 1-5 credits

Pacific Northwest History

1234/HSC*039

Geography, Indian cultures, settlement, economy and ecology of the State of Washington and the Pacific Northwest.

Tuesdays and Thursdays, 7-9:30 p.m.; room 0220; Linda Woodard, instructor; 1-3 credits

History

See Distance Learning section for additional offerings.

Humanities**Four Perspectives**

1279/HUM*110

An exploration of four remarkable perspectives in human history based on the lives and the teachings of Pythagoras, the Buddha, Jesus Christ, and Galileo

Tuesdays, 7-10 p.m.; room 0104; Jesse Burgess, instructor; 3 credits

Irrigation Technology

See Distance Learning section for additional offerings.

Library

See Distance Learning section for additional offerings.

Literature**African-American Literature**

1429/LIT*212

An overview, analysis, and celebration of major African-American writers.

Wednesdays, 7-10 p.m.; room 0242; Joe Osborne, instructor; 3 credits

See Distance Learning section for additional offerings.

Mathematics**Mathematics I**

1509/MATH*049

Basic mathematical concepts with an emphasis on practical application and consumer-related word problems.

Prerequisite: Appropriate score on placement test or instructor's permission.

Mondays and Wednesdays, 7-9:30 p.m.; room 0206; Staff, instructor; 5 credits

Visit our website at
<http://www.wallawalla.cc>

Mathematics II

1510/MATH*050

This course is designed to bridge the gap between arithmetic and algebra.

Prerequisite: MATH 49 (with a grade of C- or better), appropriate score on placement test, or instructor's permission.

Mondays and Wednesdays, 7-9:30 p.m.; room 0205; Brad Green, instructor; 5 credits

Introduction to Algebra

1511/MATH*065

Covers the basics of algebra (MATH 65/95): variables and their applications, solving equations, and an introduction to graphing linear and quadratic functions.

Prerequisite: Grade of "C"- or higher in MATH 50, satisfactory placement score or permission of Mathematics Department.

Tuesdays and Thursdays, 7-9:30 p.m.; room 0206; Staff, instructor; 5 credits

Intermediate Algebra

1512/MATH*095

The second of a two-course series covering the basics of algebra (MATH 65/95): algebraic expressions, solving equations and inequalities, solving systems of linear equations, an introduction to functions, and graphing functions/relations. Prerequisite: Grade of "C"- or higher in MATH 65, satisfactory placement score or permission of Mathematics Department.

Tuesdays and Thursdays, 7-9:30 p.m.; room 0208; Mark Grimm, instructor; 5 credits



Precalculus I

1488/MATH*109

An in-depth study of algebra to prepare students for advanced mathematics courses. Prerequisite: Grade of "C"- or higher in MATH 95 or permission of Mathematics Department.

Mondays and Wednesdays, 7-9:30 p.m.; room 0208; Mark Grimm, instructor; 5 credits

See Distance Learning section for additional offerings.

Music

See Distance Learning section for additional offerings.

Nutrition

General Nutrition

1076/FCS*165

The study of food nutrients and application of this knowledge to normal health throughout the life cycle, including social-economic, cultural, ethnic, and psychological implications of food. Prerequisites: READ 098 recommended. High school or college chemistry recommended.

Mondays thru Fridays, 4:30-5:30 p.m.; room 0103; Aldrich, instructor; 5 credits

See Distance Learning section for additional offerings.

Office Technology

See Distance Learning section for additional offerings.

Philosophy

See Distance Learning section for additional offerings.

Photography**Intermediate Photography**

0492/PHOT*025

This is a studio critique class that incorporates technical information and deals with photo composition, lighting, and images.

Thursdays, 6:30-9:30 p.m.; room 1107A; Charly Bloomquist, instructor; 3 credits

Physical Education**Tone Zone Fitness I, II, III**

1866/HPER*107, 1867/HPER*108, 1868/HPER*109

This course will provide the student with an assessment of their physical fitness, an individualized exercise prescription, and an understanding of fitness and health concepts. **Students are required to attend classes the first week of the quarter. Contact the Tone Zone Fitness Center for specific orientation and testing times.**

Mondays, Tuesdays, Wednesdays and Thursdays, 4:30-6:30 p.m.; S. Gwinn, instructor, 1 credit

See Distance Learning section for additional offerings.

Precision Machining Technology

A \$23.90 FEE WILL BE COLLECTED ON CLASSES MARKED WITH AN ASTERISK.

Intro to Machine Shop

*1976/PMT*109

An introduction course to shop theory, skills, and safety.

Tuesdays and Thursdays, 6:30-9:30 p.m.; room 0340; Richard Grizzell, instructor; 1-4 credits

Psychology**Introduction to Psychology**

2012/PSY*101

A survey course introducing students to factors that influence behavior and mental processes, as well as the relationship of mind and body.

Suggested minimum reading level: READ 98.

Mondays and Wednesdays, 4:30- 7 p.m.; room 0120; Cindy Stevenson, instructor; 5 credits

See Distance Learning section for additional offerings.

Sociology**Introduction to Social Problems**

2191/SOC*201

Examines a variety of global social problems, conditions or phenomena that adversely affect significant segments of the population

Tuesdays and Thursdays, 7-9:30 p.m.; room 0243; R. Helford, instructor; 5 credits

See Distance Learning section for additional offerings.

Spanish**Basic Conversational Spanish III**

2230/SPAN*049

This continuation class is the third in the study sequence and will further enable you to communicate in Spanish with the public in general. The development of speaking, reading, and writing skills will all be emphasized.

Wednesdays, 5:30-8:30 p.m.; room 1107A; Solange Henderson, instructor; 3 credits

Spanish III

2231/SPAN*103

Third in a series of three introductory courses for students wishing to learn Spanish as a second language. Provides a foundation for practical interpersonal communications. Includes pronunciation, basic grammar, reading, writing, and an introduction to Hispanic culture. **To be taken in sequence or with written consent of the instructor.**
Mondays and Wednesdays, 4:30-7 p.m.;
room 0209; Carol Franklin, instructor; 5 credits

Speech

Fundamentals of Speech

2246/SPCH*101, 2261/SPCH*101

Develops students' competency in planning, preparing, presenting, and evaluating basic speeches.

2261-Tuesdays, 4-7 p.m.; room 0107;

Kevin Loomer, instructor; 3 credits

2246-Tuesdays, 7-10 p.m.; room 0107;

Kevin Loomer, instructor; 3 credits

See Distance Learning section for additional offerings.

Turf Management

See Distance Learning section for additional offerings.

Welding

A \$23.90 FEE WILL BE COLLECTED ON CLASSES MARKED WITH AN ASTERISK.

Welding

***2383/WELD*141; *2387/WELD*141**

An opportunity to select customized welding process instruction for application training, industry practices, hobby uses, or skill development to meet employer/employment requirements.

***2383-Mondays and Wednesdays, 5-8 p.m.;**
room 0343; Mike Haggard, instructor; 4 credits

***2387-Tuesdays and Thursdays, 6:30-9:30 p.m.;**
room 0343; Tony Lemus, instructor; 4 credits

Writing

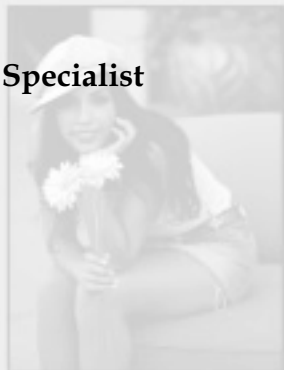
See Distance Learning section for additional offerings.



Walla Walla Area Small Business Center



**Rich Monacelli,
Business Development Specialist
509.527.4681**



The following classes may or may not be transferable nor do they necessarily fulfill a specific degree requirement. Students are encouraged to discuss course selections with their advisor to ensure courses will meet the student's intended goal. Please call the Student Development Center at 527.4262 for referral to an appropriate advisor.

Visit our website at <http://www.wallawalla.cc>

REGISTER ONLINE - SEE PAGE 63

Workshops for Small Business Owners

Starting Your Own Business

2444/SBM014

Includes materials and discussion of business planning, legal forms of ownership, record keeping, taxes, marketing, finance and licensing.

Tuesday, April 6, 6-10 p.m.; Rich Monacelli, instructor; \$50.00; .4 credit

Record Keeping for Small Business

2445/SBM014

This class surveys the accounting cycle from data gathering through journals and ledgers to financial statements and teaches development of manual and computer systems.

Tuesday, April 20, 6-10 p.m.; Rich Monacelli, instructor; \$50.00; .4 credit

Business and the Law

2456/SBM014

User friendly information about legal forms of ownership, registration and licensing, record keeping requirements, taxes, zoning, networking and contracting.

Tuesday, May 4, 6-10 p.m.; Rich Monacelli, instructor; \$50.00; .4 credit

Patents, Trademarks & Copyrights

2452/SBM014

How to protect your ideas and inventions from the first disclosure to commercialization and beyond. Learn about innovation assessment, disclosure and non-disclosure documents, patents, trademarks, copyrights, licensing agreements, commercialization and the transfer of technology.

Tuesday, May 18, 6-10 p.m.; Rich Monacelli, instructor; \$50.00; .4 credit

All workshops for small business owners will be held at the Port of Walla Walla, 310 A Street, Walla Walla.

Online Classes for Small Business Owners

- Fundamentals of Supervision and Management
- Construction Business Management
- Accounting Fundamentals
- Basics to Building an Online Business

Cost is \$79 per class.

Please visit <http://www.ed2go.com/wallawalla> for class descriptions and a complete list of courses. See page 36 (Distance Learning) for registration instructions.



This portion has been developed by the Washington SBDC in partnership with the U.S. Small Business Administration, under agreement number 9-7620-0054-19. "The Small Business Development Center (SBDC) operates in partnership with the U.S. Small Business Administration (SBA) and community college (WWCC). The support given by the SBA through such funding does not constitute an express or implied endorsement of the cosponsor(s) or participants' opinions, products or services." "Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the U.S. Small Business Administration." "All SBDC programs and services are offered on a non-discriminatory basis." "Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. Call 527-4681 or mail request to Walla Walla Community College, 500 Tausick Way, Walla Walla, WA 99362.

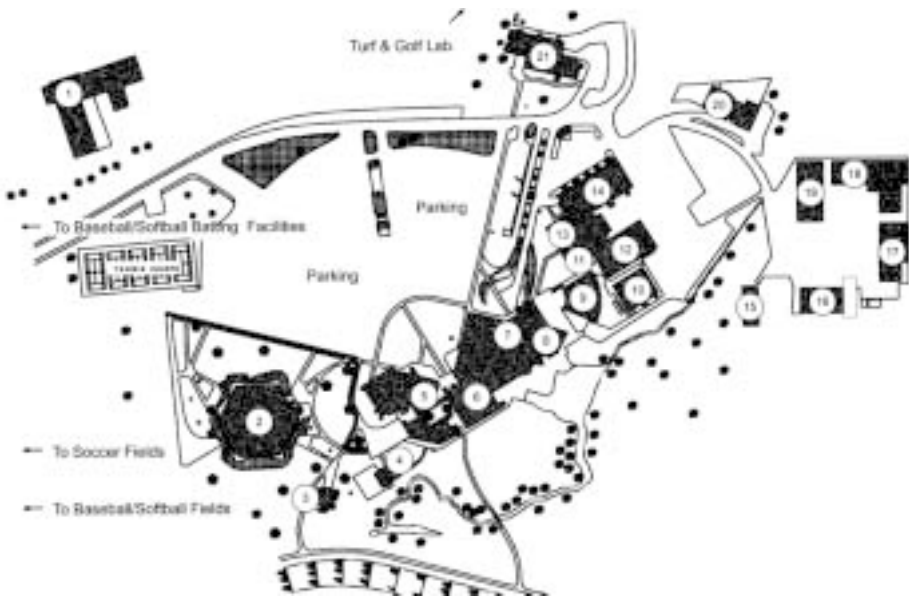
REGISTER ONLINE - SEE PAGE 63

Register with a Visa or MasterCard 509.527.4443, 1:00-4:30 p.m.



Walla Walla Community College Campus Map

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Auto Technology Center & Civil Engineering Technology 2. Dietrich Activity Center (Gym) 3. Storage 4. Parent child Center 5. Business Ed., Academic Ed., & Transitional Studies (Rooms 130-288) 6. Administration, Library, Sciences & Student Services (Rooms 130-288) 7. Bookstore, Business Office, Cafeteria 8. Conference Center & Interactive Television (Rooms 185 & 285) 9. China Pavilion (Rooms 500-509) 10. Health Education (Rooms 400-421) 11. Cosmetology (Rooms 310-314) | <ol style="list-style-type: none"> 12. Welding & Precision Machining Technology (Rooms 340-346) 13. Music & ESL Offices (Rooms 301-303) 14. Auto Body (Rooms 330-333) 14. Greenhouse 16. Applied Technology Training Center (Rooms 800-825) 17. Farriery /Maintenance (Rooms 701-723) 18. Diesel Mechanics & Turf Equipment Repair (Rooms 651-660) 19. John Deere Training Ctr. & Electricity (Rooms 601-620) 20. Child Care Center 21. Technology center (Rooms 1101-1215) |
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GENERAL information

Continuing Education	Sandi Madsen	Director of Continuing Education 509.527.4649
Staff	Billie Fitzsimmons	Coordinator of Allied Health 509.527.4330
	Carol Roediger	Coordinator, Safety Education 509.524.5144
	Nancy Kress	Coordinator of the Office of Community Education & Lifelong Learning 509.527.4561
	Nancy Reller	Training Coordinator for Center for Business and Professional Development 509.527.4582
	Rich Monacelli	Walla Walla Area Small Business Center 509.527.4681
	Evening College	George Fuhr, Coordinator 509.524.5153 (daytime) 509.522.2500 (evening)
	Nancy Rasmussen	Continuing Education Secretary 509.527.4649
	Hildy Helgeson	Distance Learning Secretary 509.527.4331
	Terry Rhodes	Continuing Education Secretary 509.527.4329

Office Hours Continuing Education: Monday-Friday, 8:00 a.m. - 5:00 p.m.
Evening College: Monday-Thursday, 6:30-10:00 p.m.

College Information 509.522.2500/877.992.9922-toll free

Pre-Registration Please register for your classes at least a week prior to the start of the class. Your early registration may have a big impact in a class with minimum enrollment. If you pre-register we can notify you of a location change, instructor illness, or class cancellation.

Cancellations Classes may be cancelled due to low enrollment. If a class is cancelled, pre-registered students will be notified based on the information they provide. We regret any inconvenience this may cause.

Refunds

- ❖ Full refunds are given for cancelled classes.
- ❖ Student requested refunds can be made before the start of the second class session.
- ❖ Please notify our office at least three working days in advance to receive a full refund. A refund can be given in advance if it is requested at least three working days prior to the event. No refunds will be given to "no-shows."
- ❖ A \$5 processing fee is withheld on all student requested refunds.
- ❖ Refunds for check or cash payments take approximately two weeks. Credit card payments will be credited to the card holder's account.

Do you want to teach a class? Bring your special skill to the community by offering to teach a class for us! Classes range from single sessions to a quarter-long series.

Walla Walla Community College supports equal employment and educational opportunities regardless of race, religion, color, national origin, age, gender, veteran status, or disability in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and any other applicable federal and Washington State laws against discrimination.

REGISTER ONLINE - SEE PAGE 63

Register with a Visa or MasterCard 509.527.4443, 1:00-4:30 p.m.

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WWCC REGISTRATION FORM

DUPLICATE THIS FORM FOR EACH PERSON ATTENDING.

MAIL FORM AND CHECK TO:

Office of Admissions, WWCC, 500 Tausick Way, Walla Walla, WA 99362-9267.

Social Security Number					<input type="checkbox"/> Walla Walla Campus					<input type="checkbox"/> Clarkston Campus					
Student I.D. Number 814- -					Phone Day:					Evening:					
Last Name			First Name			M.I.			Date of Birth						
Mailing Address					Apt. #					<input type="checkbox"/> Male <input type="checkbox"/> Female					
City					State					Zip					
										Handicapped <input type="checkbox"/> Yes <input type="checkbox"/> No					
Item	Course No.	Course Title				Cr.	Rm.	Day					Time	Instructor	
								S	M	T	W	Th	F	S	
Date		Fee		Cr		Aud		Total Credits			Student Signature				

If you want WWCC credit, you must have a transcript file. To establish a file you must complete an application and pay a \$40 records fee. Do you wish community college credit?

- Yes, I have a file. No credit wanted.
- Yes, send application to start file.
- Enclosed is my check made payable to WWCC.
- Bank Card: (circle one): Master —OR— VISA

Name on Charge Card _____
 Bank Card Number _____
 (Circle One) VISA or MASTERCARD. Expiration Date _____
 Signature _____

For further information, contact the Campus Continuing Education Department, 527-4649.

STUDENT STATUS: (Circle One)
 01— New Student
 02— Returning Student Quarter/Year Last Attended _____

WHAT IS YOUR MAIN LONG TERM GOAL FOR ATTENDING THIS COMMUNITY COLLEGE? (Circle answer that BEST applies to you.)

- 11— Take courses related to current or future work
- 12— Transfer to a four year college
- 13— High school diploma or GED
- 14— Explore career direction
- 15— Personal enrichment
- 90— _____

ARE YOU OF SPANISH/HISPANIC/LATINO ETHNICITY?

- No (999) Yes, Cuban (709) Yes, Puerto Rican (727)
- Yes, Mexican, Mexican American, Chicano (722)
- Yes, Other Spanish/Hispanic/Latino (please specify) _____

What race do you consider yourself to be?

- (Check all appropriate boxes)
- White (800)
 - African American (872)
 - American Indian (597)
 - Alaska Native (015)
 - Native Hawaiian (653)
 - Other Pacific Islander (681)
 - Chinese (605)
 - Filipino (608)
 - Japanese
 - Korean (612)
 - Vietnamese (619)
 - Other Asian (621)
 - Other Ethnicity (please specify) _____

Send form and check to: WWCC, Office of Admissions, 500 Tausick Way, Walla Walla, WA 99362-9267. Register for any of these classes by completing and mailing the attached registration form or by calling 527-4443. 24-hour registration available by faxing (FAX#: 527-3661) in your completed form with VISA or Mastercard number.

For further information, contact the Continuing Education Department, 527-4649. (7/2002)

New Telephone Registration Hours: 1:00-4:30 p.m., Monday-Friday, 509.527.4443

REGISTRATION OPTIONS



1. **Online:** Instructions are listed below



2. **Telephone:** Call 509.527.4443 using a Visa or MasterCard from 1-4:30 pm, M-F



3. **Mail:** Complete the registration form and mail to WWCC, 500 Tausick Way, Walla Walla, WA 99362



4. **Fax:** Complete and send the registration form with purchase order or credit card information to 509.527.3661

STEPS FOR ONLINE REGISTRATION USING VISA OR MASTERCARD

1. Go to the WWCC website at: <http://www.wvcc.edu/kiosk/>
2. In order to register online you must have a student ID (SID) number. If you are a new student and have never taken a class at WWCC, you will need to register by phone (using VISA or MasterCard for payment) or in person. If you have taken a class at the college in the past or are a current student, you should already have a SID number. If you don't remember it, you can go to #2 "Registration Planning & Resources" and click on "SID Display." Follow the instructions to get your SID number, click on "Display" then click on "Back."
2. Go to #3 "Registration Process" and click on "Register Online."
3. If the "New Site Certificate" information appears on your computer, keep clicking on "Next" until "Finish" appears then click on "Finish."
4. Answer "yes" or "no" to the "Have you Moved" question.
5. The Registration Login will appear.
Enter your student Identification Number (SID) 814-__ - ____
Type your Quarterly Registration Number (your birthdate) _____
Select Quarter Fall 2003
Click "Register"
6. Answer any questions and click on "continue."
7. Type in the four-digit item number of the class(es) you want to take and click on "submit."
8. Your scheduled class(es) as well as the amount of money you owe will be shown. Press "Finish." Click on "Pay by Credit Card" on the far left. The Credit Card Authorization form will appear and you can enter the requested information.

If you have any questions or problems, please contact the Office of Continuing Education at 509.527.4649.