

COLLEGE CATALOG STYLE GUIDE



Writing for the Catalog

PURPOSE AND TONE: The College Catalog is a factual record of the college's courses, credentials and programs for a specific academic year (or range of years). It is primarily used as a reference tool, much like an encyclopedia: we should be able to find degree requirements, academic and college policies, and other important information. The catalog and the content within it should not be confused with marketing materials as it has neither the same audience nor purpose. The tone of language should be factual, accurate, descriptive, and complete. The tone should not be enticing, attractive, or motivational, as we would expect in marketing materials.

AUDIENCE: The intended audience is credentials evaluators at other schools who are trying to verify degree and course information. Accreditors like NWCCU, Veterans Affairs and the Dept. of Education are also using the catalog to confirm that appropriate policies and procedures are present and accessible. The WWCC website pulls information from the catalog including certificate and degree pages, enabling one source of entry for a credential's requirements, description, and outcomes. Ultimately, the catalog is the documented source of truth for program requirements, and can help faculty, advisors and staff with guiding students through academic progression and a variety of college processes.

What Governs the Catalog

RCWs, ICRC, federal requirements from the Department of Ed, NWCCU, and other accrediting bodies.

Instructional Areas of the Catalog

Educational Pathways

To match the organization of our Areas of Study and degrees on our website, we are currently mirroring WWCC's Educational Pathways found online. There are eight pathways, and each area of study (called a hierarchy item in the catalog) are grouped under various pathway "colleges."

Current pathways are as follows:

- Agriculture and Natural Resources Pathway
- Business and Consumer Services Pathway
- Arts, Humanities, and Communications Pathway
- Education and Social Sciences Pathway
- Nursing and Allied Health Pathway
- Manufacturing, Electrical, and Transportation Pathway
- Science, Technology, Engineering, and Math (STEM) Pathway
- Transitional Studies Pathway

The current decision for pathway pages is to include all degrees and certificates, grouped under Areas of Study. By definition, an Area of Study has credentials underneath it; examples include Welding and Ag Business. Educational pathways no longer have department-level content.

Each grouping is governed by the catalog (hierarchy) and needs to mirror the website.

Degrees and Certificates A to Z

We have a list of all active credentials on a single page of the catalog, listed in alphabetical order by level of degree. This includes degrees and certificates offered on Department of Corrections campuses. Degree levels are as follows:

- Bachelor of Applied Science Degrees
- Direct Transfer Agreements
- Associate in Applied Science - Transfer Degrees
- Associate in Applied Science Degrees
- Certificates

Any credential that is offered solely at a DOC campus is clearly marked, with the degree/certificate name appended with "***Corrections Education Only" in Alert Text style.

Credentials that are active by not available for the upcoming year will include this message at the top: "This degree is not accepting new students for the 202#-202# academic year." Once a degree is marked for archive, the current College Catalog will be updated with this phrase: "Beginning July 1, 2026, this degree pathway is no longer available." Both messages will use in Alert Text style.

Degrees and Certificates by Location

This “by location” section of the catalog will include credentials for all locations except Department of Corrections. Locations are defined as follows:

Walla Walla: All coursework required for this degree/certificate can be taken on the Walla Walla Campus; online coursework may be available.

Clarkston: All coursework required for this degree/certificate can be taken on the Clarkston Campus; online coursework may be available.

Walla Walla + Online: Some coursework can be taken at the Walla Walla Campus and some coursework is only available online.

Clarkston + Online: Some coursework can be taken at the Clarkston Campus and some coursework is only available online.

Online: All coursework required for this degree/certificate can be taken online and does not require students to attend on campus.

MCOs for Faculty and Staff

In addition to the catalog, we have published a reference tool for finding course details not included in the catalog. Instruction wanted the right to change course outcomes at any point of the academic year. Since the catalog is a published document and WWCC’s official record for the courses and programs we offer, we compromised that we would stop including outcomes in the catalog, enabling faculty to make mid-year changes. This allows the catalog to stand unchanged for the academic year.

As a result, the tool “MCOs for Faculty and Staff” was developed. Course listings in the catalog vs. MCO tool are quite different, and this style guide will offer both views.

Degree Layouts

BAS Degree Listing

Business Management – Marketing Concentration, BAS

Location(s): [Online](#), [Walla Walla + Online](#), [Clarkston + Online](#)

⇐ Return to: [Degrees and Certificates A to Z](#)

The Bachelor of Applied Science in Business Management – Marketing Concentration prepares students for careers in marketing, management, entrepreneurship, or further academic study. The program develops expertise in strategic marketing, data-driven analytics, and effective communication across multiple platforms. Students gain hands-on experience with industry tools for project management, content creation, and business analysis. Emphasizing ethical decision-making, critical thinking, and creativity, the curriculum prepares graduates to overcome real-world business challenges. With a strong foundation in brand development and audience engagement, graduates are equipped to drive business growth through informed, strategic marketing efforts.

Degree Outcomes:

1. Explain and demonstrate effective business and marketing communication strategies.
2. Recommend and discuss strategic objectives relating to business and marketing situations.
3. Integrate sound ethical principles related to marketing behavior.
4. Demonstrate technological literacy of industry-related tools and platforms for project management, content creation, and business analysis.
5. Implement marketing research for effective analysis and planning.
6. Exhibit creativity and critical thinking in problem-solving and idea generation within a marketing context.
7. Implement value creation strategies to build and maintain brand identity.
8. Adapt to emerging AI advancements and integrate them into various projects.
9. Identify and engage target audiences through social media.

Entry Requirements:

Applicants for the Bachelor of Applied Science in Business Management – Marketing Concentration must have:

- Achieved at least an associate-level degree or 90 college credits

BAS listings contain:

- **Locations:** *(REQUIRED)*
- **Degree Description Overview:** *(REQUIRED)*
 - Recommended length is one paragraph. Generic and descriptive.
- **Degree Outcomes:** *(REQUIRED)*
 - Recommend 5-8 outcomes for most degrees
 - Numbered list; sentence case
- **Entry Requirements:** *(REQUIRED)*
 - An associate level degree or 90 credits is required for entry, plus several 100 and 200-level courses, often CCN
 - List specific courses in a bulleted list
 - Include this sentence: *Note: Substitutions may apply for applicants with degrees from other colleges. Contact the BAS Program Coordinator for assistance or questions regarding the entrance requirements.*
- **General Education Requirements (with credits):** *(REQUIRED)*

- List includes five (5) distribution areas plus elective credits with total number of credits required, plus courses that could satisfy the requirement
 - Courses should be presented in a Choose One format as needed
- **Lower Division Major Course Requirements (with credits): (REQUIRED)**
 - Courses listed in alpha-numeric order
- **Upper Division Major Course Requirements (with credits): (REQUIRED)**
 - Courses listed in alpha-numeric order
 - Courses should be presented in a Choose One format as needed
- **Total Credits for Degree: (REQUIRED)**
- **Footnote with Plan Code and Subplan Code: (REQUIRED)**
 - Ensure there is no FYE requirement listed
 - If there is a list of approved electives, provide the link here

DTA Degree Listing

Unlike workforce degrees, the DTAs list requirements by distribution areas. In ctcLink, we apply attributes for each area a course satisfies, and we keep those lists in the [Transfer Courses and Course Distribution Areas](#) list, formerly called the Master List of Transfer Courses. Our Class Search can also help find courses, when searched by Course Attribute (select Walla Walla Attributes) and then Course Attribute Value. Requirements begin on page 23 of the [manual](#). Diversity requirements are defined by the baccalaureate institutions, and WWCC is undergoing a review of our definition and criteria for courses meeting the Diversity Requirement.

Associate in Arts - DTA



Location(s): [Walla Walla](#), [Clarkston](#), [Online \(full\)](#), [Online \(partial\)](#), [Corrections Education - CRCC](#)

← Return to: [Degrees and Certificates A to Z](#)

Students are required to earn a minimum of 90 college-level credits with a 2.0 grade point average to graduate. A minimum of 63 credits of general education/core courses is required.

The DTA generally provides a student a minimum of 90 quarter or 60 semester credits upon entry to a Baccalaureate Institution. While completion of the DTA satisfies completion of general education requirements at participating Baccalaureate Institutions, it does not guarantee meeting admission criteria, individual institutional educational requirements, or program admissions. Please visit the Transfer Center for schools party to this agreement and further details.

Important Requirements for the AA-DTA Degree

Intermediate Algebra Proficiency

All students must be proficient in intermediate algebra. This requirement may be satisfied by completion of high school mathematics through second year algebra (as determined by WWCC Math Department review of HS transcript), by course challenge or other placement examination demonstrating mastery of intermediate algebra skills, or by completion of an intermediate algebra course equivalent to MATH 021, MATH 037, MATH 046, or MATH 041 with a minimum grade of C or a mathematics course for which intermediate algebra is a prerequisite.

The following is a link to a list of courses that satisfy the distribution areas below:

[Transfer Courses and Course Distribution Areas](#)

Course Designators and Requirements

Communications [C]

At least 13 credits, including [ENGL& 101](#), [ENGL& 102](#) or [ENGL& 235](#), and a Communications Studies course.

Humanities [H] [HP]

A minimum of 15 credits from three different subject areas. One course must be from the English Literature courses listed under the Humanities section. Only 5 credits allowed in Modern Languages. Only 5 credits allowed in Performance/Fine Arts.

Social Science [SS]

A minimum of 15 credits from three different subject areas. One course must be from Anthropology, Psychology, Sociology, or History.

DTA listings contain:

- **Locations:** *(REQUIRED)*
- **Standardized language:** *(REQUIRED)*
 - *Students are required to earn a minimum of 90 college-level credits with a 2.0 grade point average to graduate.*

The DTA generally provides a student a minimum of 90 quarter or 60 semester credits upon entry to a Baccalaureate Institution. While completion of the DTA satisfies completion of general education requirements at participating Baccalaureate Institutions, it does not guarantee meeting admission criteria, individual institutional educational requirements, or program admissions. Please visit the Transfer Center for schools party to this agreement and further details.
- **Degree Description:** *(REQUIRED)*
 - *WE DO NOT HAVE THIS CURRENTLY*
- **Degree Outcomes:** *(REQUIRED)*
 - *WE DO NOT HAVE THIS CURRENTLY—USING ILOS*
- **Course Designators and Requirements:** *(REQUIRED)*
 - DTA requirements are listed by the six (6) distribution areas, plus electives
 - Each distribution area will have a credit requirement and may also include specific required courses or course sequences
- **Total Credits for Degree:** *(REQUIRED)*
- **Footnote with Plan Code:** *(REQUIRED)*

AAS-T Degree Listing

The Associate of Applied Science-Transfer (AAS-T) degree builds on the technical courses required for job preparation by including a college-level general education component. [Source](#)

The distinguishing characteristic of the AAS-T degree is a minimum of 20 credits of general education drawn from the same list as those taken by students completing the [Direct Transfer Agreement](#) associate degree or the [Associate of Science-Transfer](#) degree.

Important considerations:

- AAS-T courses are designed for immediate employment and as preparation for Applied Bachelor of Science degrees and certain bachelor degree programs.
- The AAS-T is fully transferrable **only** when the receiving college or university has a special agreement (articulation) in place with the specific community or technical college.
- The AAS-T degree is **not accepted in transfer** in preparation for Bachelor of Arts or Bachelor of Science programs. The general education component of the AAS-T, however, will be accepted in transfer.

AAS-T General Education Component

All courses in the AAS-T general education component must be generally transferable courses. They also must ensure that the student has a foundation in communication and quantitative skills as well as an introduction in science, social science and humanities. These courses may also serve the dual purpose of meeting industry requirements for job preparation.

A minimum of 20 credits must include the following:

- 5 credits in Communication — ENGL& 10, English Composition.
- 5 credits in math — Any generally transferable math course with Intermediate Algebra as a prerequisite.
- 10 credits in Science, Social Science or Humanities — Courses selected from the generally accepted in transfer list. These courses may also meet the human relations requirement for technical degrees.

None of our AAS-T degrees have all required elements or follow a standardized format; updates are underway. Much like the DTAs, our AAS-Ts sometimes list requirements by distribution areas, though some have a set quarterly layout like AAS degrees or certificates.

Agri-Business, AAS-T



Location(s): [Walla Walla + Online](#)

Return to: [Degrees and Certificates A to Z](#)

This transfer degree provides the starting skills necessary for continued education in a BAS program while also preparing the student for employment and advancement in the agribusiness industry. Graduates of this program may find further education within a four-year program or employment as farm managers, salespersons, store managers, or consultants.

Degree Outcomes:

1. Demonstrate knowledge of accounting basics.
2. Identify and apply management tools to measure business performance while developing a business plan.
3. Discuss the structure and characteristics of the food product, agricultural production, food processing and retailing, and their influence on food marketing.
4. Prepare graphs to describe business relationships such as the production process, cost, revenue, and profit values.
5. Illustrate and describe market theory, including the effects of changes in demand and supply on the market price and equilibrium quantity and the rationing function of prices.
6. Describe the advantages and disadvantages of various market structures and the factors affecting consumer choice.
7. Explain the process and rationale for enacting government regulations impacting businesses and the effect of regulations on market decisions.

Transferability: This degree is articulated for transfer with the College of Agriculture (CAHNRS) at Washington State University for students interested in obtaining a degree in Ag and Food Systems - Agricultural and Food Business Economics option. Students can further their education at WWCC and transition to the Bachelor of Applied Science degree in Agricultural Systems-Ag Business Concentration. Additional general education courses may be required for transfer.

Year One

Quarter One

- [AGSC 113 - Cultivated Plants](#) Credits: 5
- [AGBS 201 - Microeconomics in Agriculture](#) Credits: 5
- [CHEM& 161 - General Chemistry I W/Lab](#) Credits: 5
- [HIST 105 - Roots of World Issues](#) Credits: 5

Total Credits: 20

Quarter Two

- [AGBS 221 - Introduction to Food and Agricultural Markets](#) Credits: 5
- [CHEM& 162 - General Chemistry II W/Lab](#) Credits: 5
- [CMST& 220 - Public Speaking](#) Credits: 5
- [ECON& 202 - Macro Economics](#) Credits: 5



Early Childhood Education, AAS-T



Location(s): [Walla Walla](#), [Online \(partial\)](#)

Return to: [Degrees and Certificates A to Z](#)

This is a dual-purpose degree that is intended to prepare students for employment in Early Childhood Education programs such as Head Start, childcare or preschool settings, and for transfer to Eastern Washington University. It is strongly recommended that students contact the baccalaureate granting institution early in their Associate in Applied Science-T in Early Childhood Education about additional requirements and procedures for admission. Students must earn a cumulative grade point average of at least a 2.0. Please note that higher GPAs and course grades are often required.

Transferability: This degree transfers to Eastern Washington University and Evergreen State College.

Required General Education Courses

Communication Skills Credits: 15

- [CMST& 240 - Intercultural Communication](#) Credits: 5
- [ENGL& 101 - English Composition I](#) Credits: 5
- [ENGL& 102 - English Composition II](#) Credits: 5

Quantitative Skills Credits: 5

- [MATH& 107 - Math In Society](#) Credits: 5

Humanities Credits: 10

Choose two of the following:

- [DRMA& 101 - Introduction to Theatre](#) Credits: 5
- [MUSC& 105 - Music Appreciation](#) Credits: 5
- [PHIL& 101 - Introduction to Philosophy](#) Credits: 5
- [PHIL 131 - Introduction to Ethics](#) Credits: 5

Social Sciences Credits: 15

- [HIST 105 - Roots of World Issues](#) Credits: 5
- [PSYC& 100 - General Psychology](#) Credits: 5



AAS-T listings contain:

- **Locations:** *(REQUIRED)*
- **Degree Description Overview:** *(REQUIRED)*
 - Generally one paragraph; this content is recommended:
 - *This is a dual-purpose degree that is intended to prepare students for employment in (field of study), and for transfer to (articulated school). It is strongly recommended that students contact the baccalaureate granting institution early in their degree about additional requirements and procedures for admission. Students must earn a cumulative grade point average of at least a 2.0. [Program-specific GPA requirement, if there is one.] Please note that higher GPAs and course grades are often required by the transfer institution.*
- **Entrance Requirements:** *(OPTIONAL)*
 - Programs with entrance requirements, such as essays, background checks or negative TB tests, should have a section here that outlines the requirements
- **Degree Outcomes:** *(REQUIRED)*
 - Recommend 5-8 outcomes
 - Numbered list; sentence case
 - There will be no lead in sentence permitted
- **Transferability:** *(REQUIRED)* List the transfer schools that have a signed articulation agreement for this degree.

QUARTERLY LAYOUT OPTION

- **Quarters Offered:**
 - These are the terms when faculty teach the program-specific courses
 - Most programs run three quarters (fall, winter, spring) but this should reflect the actual degree specifics
 - Nail Technology is offered in Spring and Summer
 - John Deere is offered in Fall, Winter, Spring and Summer
 - The quarters offered list does not imply that a student can start in any of those quarters; we are currently not tracking in the catalog
- **Courses:**
 - Courses in each term are listed in Alpha-numeric order
 - “Choose One” options and “Approved Elective” statements appear after the required courses
 - FYE is never included in a degree sequence; a reference appears in the footnote
- **Total Quarter Credits**
- **Total Credits for Degree:** *(REQUIRED)*
- **Footnote with Plan Code:** *(REQUIRED)*

GENERAL/SPECIALTY COURSE LIST OPTION

- **Required General Education Courses:**
 - Requirements can be listed by distribution area; each distribution area will have a credit requirement and may also include specific required courses or course sequences
 - Must include the 20 credits described above
- **Specialty Courses (with credits):**
 - These can be discipline-specific courses listed in alpha-numeric order
- **Total Credits for Degree: (REQUIRED)**
- **Footnote with Plan Code: (REQUIRED)**

- **Electives:** Electives will be listed as either “Approved Elective” or by subject, and Credits: # in bold. Ex.:
 - “CJ Elective **Credits: 5**”
 - “BUS Electives **Credits: 10**”
 - “Approved Elective **Credits: 5**” with a list of the approved electives or subject areas in the footnote.

AAS Degree and Certificate Listings

Our certificates and AAS degrees have descriptions, outcomes, a statement of transferability, and a well-defined quarterly sequence. DOC degrees list their courses in order taken, whenever known, or in alpha-numeric order if not known. DOC degree layouts do not break out courses by quarter.

Welding Technology, AAS



Location(s): [Walla Walla](#), [Clarkston](#), [Corrections Education – CRCC](#), [Corrections Education – WSP](#)

Return to: [Degrees and Certificates A to Z](#)

The Associate in Applied Sciences in Welding Technology degree trains students according to American Welding Society (AWS) standards. To demonstrate welding proficiencies, students must pass lecture and lab assignments, related instruction courses, and pass certification tests prior to completion. Welding certifications include plate and pipe welding using Shielded Metal Arc, Gas Metal Arc, Flux Cored Arc and Gas Tungsten Arc Welding processes. To meet degree requirements, welding students must become certified to either WABO, or AWS D1.1 process standards. Upon completion students will be prepared to enter the welding, manufacturing and/or fabrication industry.

Degree Outcomes:

- Identify major requirements to safely operate equipment to produce cuts, gouges, grinds and weldments.
- Demonstrate set-up, operation and shut down operations using welding and cutting equipment.
- Demonstrate welding, brazing and cutting techniques using fuel gas and electric arc processes.
- Demonstrate print reading knowledge and experience and perform weldment testing using industry accepted standards and practices.
- Demonstrate manual welding experience using stainless steel and aluminum alloys.
- Demonstrate welding mild steel, stainless steel and aluminum alloys using semi-automatic equipment/procedures.
- Perform welding visual inspection procedure to determine compliance with appropriate codes and standards.

Transferability: The AAS Degree is designed for students planning to enter their chosen career upon graduation. Often only selected credits are considered transferable to public or private baccalaureate institutions.

Quarter Three

Choose Pathway for Fabrication

- [WELD 203 - Introduction to Fabrication](#) Credits: 1-3
- [WELD 213 - Fabrication Concept and Design](#) Credits: 1-6
- [WELD 223 - Fabrication Layout, Fitment, and Welding](#) Credits: 1-6

or Construction (CDL)

- [TRK 110 - Truck Driver Training](#) Credits: 6
- [TRK 120 - Truck Driver Training Lab](#) Credits: 1-18
(9 credits of TRK 120 required)

Total Credits: 15

Year Two Total: 45

Grand Total: 105

PLAN CODE: WETWTAPT (Previously EPC: 814)

REQUIRED: FYE (3 credits) required to be taken as well.

The following courses meet the related instruction requirements of this certificate/degree (one course per category required):

(W) - [AENG 100](#), [ENGL & 101](#)

(M) - [AMATH 105](#), [AMATH 106](#), [AMATH 107](#), [BUS 112](#)

(O) - [ACOM 102](#), [CMST & 210](#), [CMST & 240](#)

(R) - [BUS 157](#), [PSYC & 100](#)

AAS and certificate listings contain:

- **Locations: (REQUIRED)**
 - If only available at DOC locations, include this message: ****Not available to Clarkston, Walla Walla and online students–incarcerated students only*
- **Degree Description Overview: (REQUIRED)**
 - Recommended length is one paragraph. Generic and descriptive.
- **Entrance Requirements: (OPTIONAL)**
 - Programs with entrance requirements, such as essays, background checks or negative TB tests, should have a section here that outlines the requirements
- **Degree Outcomes or Certificate Outcomes: (REQUIRED)**
 - Recommend 4-6 outcomes for any student completing a degree in this department
 - There is no lead in sentence before the outcomes
 - Outcomes are numbered and in sentence case
- **Transferability: (REQUIRED for AAS)**
 - Always list this language on the AAS degrees. *“The AAS Degree is designed for students planning to enter their chosen career upon graduation. Often only selected credits are considered transferable to public or private universities.”*
- **Quarterly Layout: (REQUIRED)**
 - Courses within a quarter (core) will be listed in alpha-numeric order
 - DOC programs are not separated out by quarter will instead list courses in their recommended order, if known
 - When there is an option between 2 or 3 courses, please see recommendations for layout in the Consistencies and Standards section below.
 - Electives will be listed as either “Approved Elective” or by subject, and Credits: # in bold. Ex.:
 - “CJ Elective **Credits: 5**”
 - “BUS Electives **Credits: 10**”
 - “Approved Elective **Credits: 5**” with a list of the approved electives or subject areas in the footnote.
- **Quarter, Year and Grand Totals: (REQUIRED)** Can be entered as a range
- **Footnote with Plan Code:**
 - Plan Code (REQUIRED) includes the code in uppercase and the former EPC code as well. Degrees that have sub-plans will have that clearly marked. The AAS in Energy systems also lists the plan code for the concentration if taken as a certificate:
PLAN CODE: EEIESAPT with SUB PLAN: EST_FAC (Previously EPC: 703G)
PLAN CODE if taken as second concentration/certificate: HRMEFC45
 - FYE (REQUIRED for C45 and AAS) is not listed within the quarterly sequence and is mentioned in the footnote like this: *“REQUIRED: FYE (3 credits) required to be taken as well”*
 - Related Instruction courses (REQUIRED for AAS) should have an indicator (R), (W) or (M) placed after them.

Course Descriptions

The catalog lists all courses and users can filter by prefix and number. There are dozens of data points for each course, and we choose to include only a dozen of them in the “recipe card” that displays when you click to expand the course.

Course Listings

Course information is entered or updated through Modern Campus Curriculum. Only certain fields are included in the course “recipe card” that displays in the College Catalog and MCO tool, though many other data fields are required when creating/updating a course in Modern Campus Curriculum. Catalog display fields are listed in **bold**; additional fields included on the course MCO are included below. Not all courses will have all fields.

Catalog View:

[ACOM 102 - Communication In The Workplace](#)

ACOM 102 - Communication In The Workplace

Credits: 5
LEC hours per week: 5

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student’s workplace communication skills as the student learns to give and receive support from others in classroom and on-line discussion and activities. Students refine communication skills used in networking and applied in informal and formal interviews.

Course Attribute(s): PT Human Relations, PT Oral Communications



ACOM 102 - Communication In The Workplace

Credits: 5

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in classroom and on-line discussion and activities. Students refine communication skills used in networking and applied in informal and formal interviews.

Course Outcomes:

1. Use theories and concepts to analyze communication in the workplace.
2. Apply concepts of effective interactive communication skills and conflict resolution with peers, supervisors, contractors, vendors, customers and clients.
3. Research and identify specific strategies to work effectively in a team.
4. Compare and contrast between proper and improper telephone etiquette.
5. Distinguish fact from opinion.
6. Identify barriers to effective listening.
7. Present and defend ideas at meetings.
8. Analyze, interpret and draw conclusion about the importance of body language in communication.
9. Explain the impact of cultural filters on social interactions when there is a difference in values and beliefs.
10. Organize and outline responses to the most frequently asked questions in an interview.
11. Research, organize and deliver a professional presentation.
12. Create a position specific portfolio to be utilized and shared in the interview process.
13. Develop list of interview questions applying knowledge of best questions for successful interview.

Course Topics:

1. Prepare and present oral presentations
2. Communicating skills and abilities
3. Effective Listening and formulating questions that clarify the speaker's message
4. Intercultural Communication
5. Professionalism in the Workplace

LEC Credits: 5

LEC hours per week: 5

Course Attribute(s): PT Human Relations, PT Oral Communications

OEE Permitted: Yes

Grading Basis: Graded

Instructor/Department Consent Required: No Consent

CIP Code: 09.0900

Default Section Size/Cap: 30

Quarter(s) offered:

- Summer
- Fall
- Winter
- Spring

Course listings contain:

- **Course Subject and Number:** *(REQUIRED)* The prefix that represents the correct instructional department; include the ampersand for common course numbers. Numbers below 100 represent below college-level courses, 100-199 generally mean freshman level, 200+ for sophomore, and 300+ and 400+ for BAS courses.
- **Long Course Title:** *(REQUIRED)* This title (course name) will appear in the College Catalog, Course Catalog, and in Class Search. Type in upper and lower case; should closely mirror the Short Course Title. Sequence courses should be represented with Arabic numerals like 1 and 2 or with A and B for level.

Rules for Determining a Common Course Title

- Due to limits in ctcLink, the title should be no more than 30 characters long, including spaces and punctuation.
- Common course titles use upper- and lower-case letters (e.g., Anatomy and Physiology I).

Approved by IC 04/20/2023.

- For course series that are not similar enough to be “common” but serve similar intents in transfer when the whole series is taken, colleges should distinguish the series by using roman numerals for one, Arabic for another, and letters for a third, if needed. For example, Engineering Graphics I, II & III (three course series), Engineering Graphics 1 & 2 (two course series), and Engineering Graphics (stand-alone).
- After the common course title (30 characters), colleges may put a colon (:) then append a customized title.

- **Credits:** *(REQUIRED)* Total credits for this course; can be listed as a range of minimum and maximum credits.
 - **LEC hours per week:** 1 hour per week for every 1 credit of LEC
 - **LAB hours per week:** 2 hours per week for every 1 credit of LAB
 - **CLIN hours per week:** 3 hours per week for every 1 credit of CLIN
- } (At least one *REQUIRED*)
- **Description:** *(REQUIRED)* This is the full description of the course, usually 2-4 sentences. This should closely match the intent of the CIP code on the course, and be descriptive and in narrative form, not “marketing” language. Do not include prerequisite or “formerly” language in the description, and be careful when using acronyms or abbreviations unless they are standard to the industry; ex. DNA in the Biology course referenced above. Course description can contain the name of the course, but should not contain the subject and number.
 - **Formerly:** *(OPTIONAL)* Appearing immediately following the course description, this is the subject and number for previous versions of this course; do not include course titles for

these former courses.

- **Prerequisites:** (*OPTIONAL*) All requirements that could be met to qualify a student to take this course. Prerequisites can include having previously taken one or more courses, a placement level, milestone, student group, plan code, or instructor permission to enroll. Be specific, and include grade needed, such as “grade of C or higher.” Examples: “*Grade of C or higher in ACCT& 202.*” -or- “*MATH 021 with a grade of C or higher or appropriate placement; ENGL 087 or AENG 100 with a grade of C or higher or appropriate placement; or permission of the Science Division Chair or designee.*” Listing “ Department/instructor permission required” as the only prerequisite is not appropriate; that is managed in the Consent Required field, but does not appear in the Course Listing.
- **Corequisites:** (*OPTIONAL*) List of course(s) that must be taken concurrently with this one.
- **Recommended:** (*OPTIONAL*) Courses that should be taken before this one for best preparation/experience.
- **Course Attributes:** (*OPTIONAL*) List of related instructional areas (prof-tech) or distribution requirements (academic DTAs). Attributes examples include Lab Course, Humanities, PT Human Relations, and Diversity.

Additional Course Fields in in the MCOs for Faculty and Staff Tool

- **Course Outcomes:** (*REQUIRED*)
 - Course learning outcomes presented in a numbered list, typically 4-8 outcomes per course. This will vary with some disciplines.
 - Outcomes begin with a verb, preferably from Bloom’s taxonomy.
 - Sentence case with a period at the end. There will be no lead in sentence.
- **Course Topics:** (*REQUIRED*)
 - Course topics presented in a numbered list, typically 5-12 topics.
 - Sentence case without punctuation at the end.
- **OEE Permitted:** (*REQUIRED*)
 - Yes or No, based on Department of Corrections and Transitional Studies needs
- **Grading Basis:** (*REQUIRED*)
 - Options include BEdA, Graded, Pass/Not Pass
- **Consent Required:** (*REQUIRED*)

- There is no differentiation between instructor and department consent; they are used interchangeably, but may be differentiated in the future
- **CIP Code:** *(REQUIRED)*
 - Determined by the instructional dean
- **Default Section Size/Cap:** *(REQUIRED)*
 - Determined by the instructional dean in accordance with AHE CBA
- **Quarters Offered:** *(REQUIRED)*
 - Typical quarter offered at non-DOC locations

Consistencies and Standards for Phrases and Display

“Choose One” with course options in layout

First image shows custom text within the core. Second image shows a separate core called “Choose One.”

Humanities Credits: 10

Choose two of the following:

- [DRMA& 101 - Introduction to Theatre](#) Credits: 5
- [MUSC& 105 - Music Appreciation](#) Credits: 5
- [PHIL& 101 - Introduction to Philosophy](#) Credits: 5
- [PHIL 131 - Introduction to Ethics](#) Credits: 5

Social Sciences Credits: 15

- [HIST 105 - Roots of World Issues](#) Credits: 5
- [PSYC& 100 - General Psychology](#) Credits: 5

Choose one of the following:

- [ECON& 201 - Micro Economics](#) Credits: 5
- [ECON& 202 - Macro Economics](#) Credits: 5
- [POLS& 202 - American Government](#) Credits: 5

Communications Credits: 15

- [ENGL& 101 - English Composition I](#) Credits: 5
- [ENGL& 235 - Technical Writing](#) Credits: 5

Choose One

- [CMST& 210 - Interpersonal Communication](#) Credits: 5
- [CMST& 220 - Public Speaking](#) Credits: 5
- [CMST& 240 - Intercultural Communication](#) Credits: 5

Choice of Pathway

Quarter Three

Choose Pathway for Fabrication

- [WELD 203 - Introduction to Fabrication](#) Credits: 1-3
- [WELD 213 - Fabrication Concept and Design](#) Credits: 1-6
- [WELD 223 - Fabrication Layout, Fitment, and Welding](#) Credits: 1-6

or Construction (CDL)

- [TRK 110 - Truck Driver Training](#) Credits: 6
- [TRK 120 - Truck Driver Training Lab](#) Credits: 1-9

Total Credits: 15

Choice of Approved Electives

Quarter Three

- [AENG 100 - Writing In The Workplace](#) Credits: 5 (W)
- [AGSC 197 - Project Design](#) Credits: 1
- [ANSC 115 - Animal Health and Disease](#) Credits: 5
- **Approved Elective Credits: 5 ***

Total Credits: 16

List electives last (after the required courses) in the quarter's layout and include an asterisk; footnote entry looks like this:

PLAN CODE: ALPASAPT (Previously EPC: 107)
REQUIRED: FYE (3 credits) required to be taken as well.
*** Approved Electives: choose from these prefixes with advisor approval: AGBS, AGSC, ANSC, IRR, TURF, EV, WELD, BUS, ESTE, JD, DT.**

Another example:

PLAN CODE: VIEEVAPT (Previously EPC: 121)
REQUIRED: FYE (3 credits) required to be taken as well.

** Approved Electives: a minimum of 7 to 20 elective credits must be taken to complete the degree. Choose from these courses with advisor approval: [EV 100](#), [EV 140](#), [EV 180](#), [AGSC 105](#), [AGSC 114](#), [AGSC 230](#), [AGBS 211](#), [BUS 170](#), [BUS 210](#), [BUS 215](#), [CA 133](#), [ESTE 270](#), [ESTM 220](#), [ESTE 103](#), [ESTE 104](#), [ESTE 201](#), [ESTM 225](#), [AHSE 022](#), [SPAN& 121](#), [WELD 141](#) and/or any CHEM or AG CHEM course.*

Variable credit course when maximum credits are not required

Quarter One

- [TRK 110 - Truck Driver Training](#) Credits: 6
- [TRK 120 - Truck Driver Training Lab](#) Credits: 1-9
[9 credits of TRK 120 required for Certificate]

Total Credits: 15

Non-Instructional Department Content

Contact Information

- URL includes www.wvcc.edu/ with the actual address, like catalog.wvcc.edu
- Phone number will include the area code and use periods, not dashes. 509.524.5168
- For departments, do not list campus if there's one point of contact for the college
- Provide both CLK and WW contact numbers and website URLs if different
- Department content can include narrative content or bulleted lists

Child Care

509.540.6501 Walla Walla • 509.758.1779 Clarkston

Childcare centers located on the Walla Walla and Clarkston campuses are open weekdays for children ages one month to five years old. Hours and costs within the operating day are flexible to accommodate varying schedules. For the Walla Walla campus please call the number listed above or visit www.brightbeginningswwcc.com. For the Clarkston Campus, The Tender Care childcare center is open weekdays, 6: 30 AM to 6: 30 PM, for children infant one to six years old, tendercarechildren.com/about-us. Hours within the operating day are flexible to accommodate varying schedules. For referrals to licensed childcare providers in our area, visit Child Care Aware at www.childcareawarewa.org

Clubs & Organizations

studentlife.wwcc.edu/clubs-orgs • studentlife.wwcc.edu/clk-sga/

Any group of students can form a club to promote their common interests. Currently there are over 10 clubs across campuses. Students interested in starting a club should reach out to SGA on either campus for more information or visit our websites.

Counseling Services (Emotional/Mental Health Counseling)

509.527.4262 - Walla Walla • 509.758.3339 - Clarkston

www.wwcc.edu/advising/personal-counseling/

- Confidential, short-term counseling services
- Free for enrolled students
- In-person and online appointment options available
- Resource and referral support

Disability Support Services

509.527.4543 or 509.527.4412 (TTY) - Walla Walla and Corrections

509.758.1721 or 509.527.4412 (TTY) - Clarkston

www.wwcc.edu/dss

Disability Support Services (DSS) at Walla Walla Community College is committed to ensuring that students with disabilities have equal access to all aspects of campus life. We facilitate accommodations, training, and advocacy work to help foster students' independence.

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studentlife.wwcc.edu/clubs-orgs • studentlife.wwcc.edu/clk-sga/

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Standardized Terms and Styles/Formats

Academic Degrees

- Bachelor of Applied Science
- Bachelor's degree with an apostrophe “s” is correct
- BAS is acronym, no periods

- Associate in Applied Science – Transfer
- Associate degree has no apostrophe or “s”
- AAS-T is the acronym, no spaces or periods

- Associate in Applied Science
- Associate degree has no apostrophe or “s”
- AAS is the acronym, no periods

- Associate in Arts - DTA, Associate in Nursing, Associate in Business
- Associate degree has no apostrophe or “s”
- AA-DTA and DTA/MRP (major-related pathway) are acronyms, no spaces or periods

When the degree mentioned is specific: Master of Business Administration, both the degree and the field are capitalized.

If the word "degree" is used, then it is not capitalized: master of arts degree in business administration

Generally speaking, the college will abide by AP Style.

Phone number format: use periods 509.522.2500

URL format: <http://www.wvcc.edu/events-and-rentals/>

Capitalize:

- Names of programs, courses, departments, and terms like Spring and Winter
- Always capitalize PLAN CODE and the code itself, such as CTTREC45
- Always capitalize subject prefixes: BIOL&, MEDA, CTAP
- Capitalize each word in a course title except “or”, “the”, “a”, or “and”

Prerequisite, corequisite, and online do not have hyphens

a.m., p.m. are lowercase, with periods








Dates should be spelled out: July 1, 2025

Spell out numbers one through nine and use numbers for 10 and above.

Oxford comma preferred (ex: “Students will learn reading, writing, and arithmetic.”)

Manage Gateway Styles

These styles will be utilized on the Gateway, as well as Catalog Preview available within the Publisher. The style options set here will also be used when editing Gateway Headers. All fields are required. To comply with Section 508 of the ADA, it is suggested links be underlined and text be very contrasted against background colors. Click a color block to alter colors.

Style Sheet Text Type	Font Names	Size	Color	Rollover Color	Bold	Underlined
<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">+ Add New Style.</div>						
Heading 7	Arial, Tahoma, Verd ▼	24 px ▼	#CC0000 		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alert Text	Arial, Tahoma, Verd ▼	24 px ▼	#CC0000 		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Institution Name	Arial, Tahoma, Verd ▼	18 px ▼	#000000 		<input checked="" type="checkbox"/>	
Archived Catalog Alert	Arial, Tahoma, Verd ▼	20 px ▼	#CC0000 			<input type="checkbox"/>
Current Date	Arial, Tahoma, Verd ▼	10 px ▼	#000000 			<input type="checkbox"/>
Catalog Name	Arial, Tahoma, Verd ▼	14 px ▼	#000000 			<input type="checkbox"/>
Catalog Search Header	Arial, Tahoma, Verd ▼	28 px ▼	#FFCC00 		<input checked="" type="checkbox"/>	

Gateway Navigation	Arial, Tahoma, Verd ▼	18 px ▼	#000000 [Color Swatch]	#000000 [Color Swatch]	<input type="checkbox"/>	<input type="checkbox"/>
Heading 1	Georgia, Times Nev ▼	40 px ▼	#333333 [Color Swatch]		<input type="checkbox"/>	
Heading 2	Georgia, Times Nev ▼	34 px ▼	#333333 [Color Swatch]		<input type="checkbox"/>	
Heading 3	Georgia, Times Nev ▼	28 px ▼	#333333 [Color Swatch]		<input checked="" type="checkbox"/>	
Heading 4	Georgia, Times Nev ▼	22 px ▼	#333333 [Color Swatch]		<input checked="" type="checkbox"/>	
Heading 5	Georgia, Times Nev ▼	19 px ▼	#333333 [Color Swatch]		<input checked="" type="checkbox"/>	
Heading 6	Georgia, Times Nev ▼	11 px ▼	#333333 [Color Swatch]		<input checked="" type="checkbox"/>	
Body Text	Arial, Tahoma, Verd ▼	16 px ▼	#000000 [Color Swatch]		<input type="checkbox"/>	
Body Text Links	Arial, Tahoma, Verd ▼	16 px ▼	#0000ee [Color Swatch]	#0000ee [Color Swatch]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Table Headers (th)	Arial, Tahoma, Verd ▼	16 px ▼	#000000 [Color Swatch]		<input checked="" type="checkbox"/>	

Heading 1

Normal

Heading 2

Normal,
numbered format

“Transferability:”
is normal bold

Program cores
are formatted
automatically

Animal Science, AAS

Location(s): [Walla Walla + Online](#)

↩ Return to: [Degrees and Certificates A to Z](#)

This technical degree prepares the student for a career in the animal production industry. This program is for students who are interested in improving their current animal science skills and knowledge.

Degree Outcomes:

1. Recognize and discuss the management procedures within specific production schemes for (this program).
2. Develop a working knowledge of animal anatomy and physiology (those animals studied in this program) and be able to diagnose certain physical ailments and common health problems of farm animals.
3. Develop a working knowledge of animal nutrition and health as it relates to animal feeds and animal health (cattle, sheep, hogs, horses).
4. Identify the basic principles of animal development for the production of meat products for human consumption, including nutritive value, inspection, and grading.
5. Develop a basic understanding of the factors involved in the marketing of farm animals for production.

Transferability: The AAS Degree is designed for students planning to enter their chosen career upon graduation. All courses are considered transferable to public or private universities.

Year One

Quarter One

- [AGBS 102 - Farm Records and Analysis](#) Credits: 5
- [AGSC 120 - Agricultural Chemistry](#) Credits: 5
- [ANSC 110 - Introduction to Livestock Production](#) Credits: 5
- [ANSC 116 - Livestock Selection and Carcass Evaluation](#) Credits: 5

Total Credits: 20
