

# TABLE OF CONTENTS

## CATALOG DIRECTORY

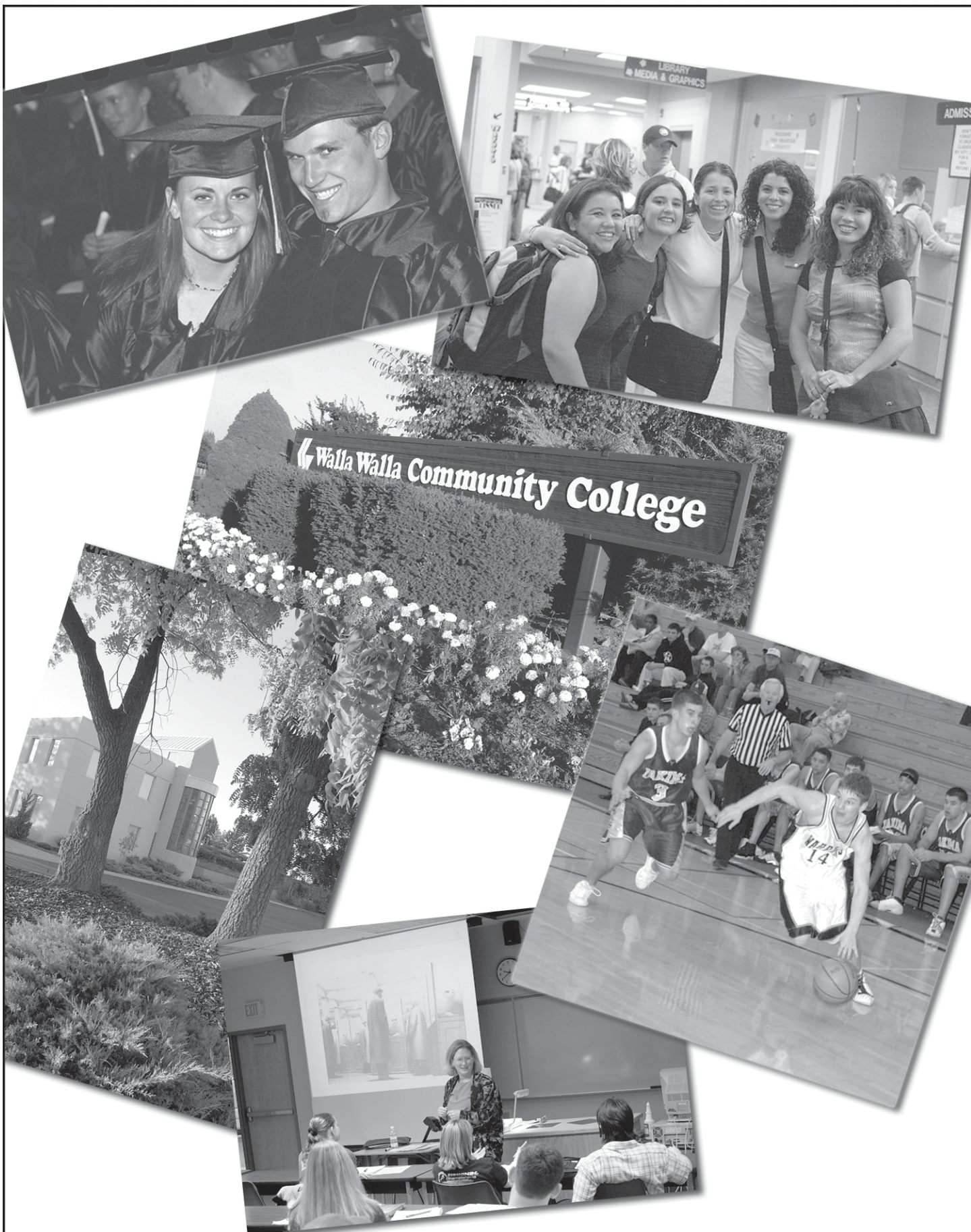
	Page
President's Message .....	3
Board of Trustees .....	3
The College .....	5
Admission & Registration .....	9
Tuition & Fees .....	11
Financial Aid .....	13
Student Services .....	16
Academic Information .....	20
Educational Programs and Support Services .....	25
Washington State University Learning Center .....	30
Degree Requirements .....	31
Programs of Study .....	38
Faculty, Administrators, and Support Staff .....	142
Index .....	150
Telephone Numbers .....	152
Maps .....	Inside Back Cover

## ACADEMIC TRANSFER PROGRAMS

	Page
Anthropology .....	53
Art .....	53
Astronomy .....	55
Biology .....	58
Chemistry .....	73
Criminal Justice .....	84
Dance .....	86
Drama .....	87
Economics .....	93
English .....	98
Ethnic Studies .....	101
Foreign Languages .....	105
Geography .....	105
Geology .....	105
History .....	106
Humanities .....	107
Liberal Arts .....	111
Literature .....	112
Mathematics .....	113
Music .....	115
Oceanography .....	118
Philosophy .....	119
Physical Education .....	119
Physics .....	121
Political Science .....	122
Psychology .....	125
Sociology .....	129
Spanish .....	130
Speech .....	130
Women's Studies .....	139
Writing .....	140

## PROFESSIONAL-TECHNICAL PROGRAMS

	Page
Accounting Technology .....	39
Bookkeeping .....	39
Agricultural & Diesel Equipment Mechanics .....	41
Agricultural Science & Technology .....	43
Agri-Business .....	47
Allied Health & Safety Education .....	52
Auto Body Repair Technology .....	55
Auto Mechanics Technology .....	57
Business .....	60
Office Technology .....	65
Carpentry .....	72
Commercial Truck Driver .....	74
Computer Technology .....	75
Corrections Professional .....	81
Cosmetology .....	82
Criminal Justice .....	85
Early Childhood and Educational Support .....	88
Education Paraprofessional .....	89
Parent Education .....	91
Engineering Technology .....	93
Enology & Viticulture .....	99
Farrier Science .....	101
Fire Science .....	102
Irrigation Technology .....	107
John Deere Agricultural Technology .....	109
Nursing .....	116
Precision Machining Technology .....	122
Professional Golf Management .....	124
Refrigeration and Air Conditioning Technology .....	127
Turf Management .....	134
Turf Equipment Service Technician .....	136
Welding Technology .....	137







**Office of the President**  
Walla Walla Community College  
500 Tausick Way  
Walla Walla, WA 99362-9267  
509.522.2500



Welcome to Walla Walla Community College!

Helping students succeed is at the heart of what we do at Walla Walla Community College. Whether you are brushing up on basic skills, acquiring professional or technical proficiencies for the workforce, earning an associate degree before transferring to a four-year institution, or taking classes for the sheer enjoyment of learning, Walla Walla Community College can make it happen for you.

Our instructors and professional support staff will help you reach your potential through academic advising and career path planning. Our broad range of classes will stimulate and challenge you. And, our college community offers exceptional extracurricular programs such as drama, athletics, music, art, and multicultural activities to enhance your collegiate experience.

Walla Walla Community College is committed to making an education affordable. Grants, loans, scholarships, and on campus jobs are available through our Financial Aid Office. We encourage you to contact them to learn about how you may qualify.

This catalog is designed to answer many of your questions, but if you need additional information feel free to call the Student Development Center at 509.527.4262 or our Admissions Office at 509.527.4283. Our toll-free number is 877.992.9922 or you may visit us at our website at [www.wvcc.edu](http://www.wvcc.edu)

We hope Walla Walla Community College is in your future. Invest in yourself by learning more about us today.

Steven L. VanAusde

President

## BOARD OF TRUSTEES



Ms. Mary Grand Tompkins  
~ Chair ~



Mrs. Kayleen Bye



Mr. Jerry Hendrickson



Mr. Jon McFarland



Mrs. Dora C. Reyes

# ACADEMIC CALENDAR

	2002-2003	2003-2004 (Proposed)
<b>Summer Quarter Dates</b>	June 17-Aug. 1	June 23-Aug. 7
<b>Fall Quarter Classes Start</b>	Sept. 23, 2002	Sept. 22, 2003
Veterans' Day Holiday	Nov. 11, 2002	Nov. 11, 2003
Thanksgiving Holiday	Nov. 25-29, 2002	Nov. 24-28, 2003
Final Exams	Dec. 11-13, 2002	Dec. 10-12, 2003
<b>Winter Quarter Classes Start</b>	Jan. 6, 2003	Jan. 5, 2004
Martin Luther King Holiday	Jan. 20, 2003	Jan. 19, 2004
Presidents' Day Holiday	Feb. 17, 2003	Feb. 16, 2004
Final Exams	March 19-21, 2003	March 17-19, 2004
Spring Break	March 22-30, 2003	March 20-28, 2004
<b>Spring Quarter Classes Start</b>	March 31, 2003	March 29, 2004
Memorial Day Holiday	May 26, 2003	May 31, 2004
Final Exams	June 9-11, 2003	June 7-9, 2004
Commencement	Clarkston June 7, 2003	Clarkston June 5, 2004
	Walla Walla June 8, 2003	Walla Walla June 6, 2004

Visit Us



**<http://www.wvcc.edu>**

**Call us toll free at  
1.877.992.9922**

# THE COLLEGE

## THE COLLEGE

Walla Walla Community College has rapidly grown from 850 students in 1967 to a present annual enrollment of over 13,000. Located on approximately 100 acres, the Walla Walla campus has justifiably become an educational and cultural center for Southeastern Washington. Extending its facilities and programs throughout its four-county district, Walla Walla Community College's Clarkston Center, located in Clarkston, Washington, is the hub of educational activity in Asotin and Garfield counties. WWCC also provides an educational program at the Washington State Penitentiary. A wide range of coursework is also available through the distance learning program, so students may study on-line or via telecourses.

## MISSION AND GOALS OF THE COLLEGE

### Mission

Walla Walla Community College inspires students to discover their potential and to achieve their goals by providing diverse and challenging learning opportunities.

### Goals

To accomplish this mission, our outcome goals are to:

- Encourage and support life-long learning.
- Prepare students for transfer to four-year institutions.
- Prepare students for the 21<sup>st</sup>-century work force.
- Strengthen basic skills of students.
- Serve as a leading partner in strengthening communities.

Our process goals are to:

- Embrace relevant technologies.
- Provide services that support student learning.
- Hire, develop and retain highly qualified personnel.
- Value and promote diversity and multiculturalism.
- Collaborate with public and private partners.

## WWCC COLLEGE-WIDE CORE ABILITIES

Walla Walla CC strives to help students learn and prepare for a successful future by acquiring these core abilities:

- **Communication**- The ability to understand and express a concept, feeling, or experience effectively.
- **Critical Thinking** – The process of examination, evaluation, and revision of material, ideas, or data using appropriate attitudes and skills.
- **Personal and Professional Responsibility** – The attribute of developing ethical and quality standards while building one's character in integrity, civility, and respect for others.
- **Diversity/Appreciation of Differences** – The ability to understand the uniqueness of self and others, and demonstrate an openness toward diverse points of view.

- **Information/Technology** – The ability to access, evaluate, and apply information from a variety of sources, tools, and contexts, and adapt to changing technologies.
- **Lifelong Learning** – The ability to persist in acquiring knowledge, and applying skills, set and revise goals, and assume responsibility for one's own learning.

## WWCC - PEOPLE

Walla Walla Community College is dedicated to serving students. That service begins with people. Our staff provides help in many areas:

- Faculty are well prepared to help students learn and reach their potential. With their advanced degrees and experience in the world of work, WWCC faculty provide high quality instruction to students throughout the college district.
- The Student Development Center provides instructional advising, career and life planning, counseling, and testing. At the same time, faculty advisers assist students through highly personalized academic advising.
- The Financial Aid Office helps students get the most benefit from financial aid sources and their own resources.
- Library, media, and graphics staff provide informational resources through print and non-print resources, access to electronic systems, and equipment to support instruction.
- TRIO staff assist students in preparing for graduation and transfer to baccalaureate institutions.
- The Student Services staff and an involved faculty help students identify and become engaged in Associated Student Body clubs and activities, intercollegiate and intramural athletic events, multicultural activities, and other opportunities to develop their own interests and reach their goals.
- Work Source staff connect with students and employers to find the right jobs for students, typically in their fields of interest.
- Information Technology staff maintain the campus information systems through support of computer labs, software, the local area network, telephones, and television system.

## WWCC - FACILITIES

Walla Walla Community College is proud of its commitment to maintain high quality in all areas of service. This includes acquiring needed equipment and providing the best facilities possible. For example:

- The Technology Center provides students updated laboratories and classrooms, as well as faculty office space for student advising and academic preparation.
- Classrooms and faculty offices are constructed to meet the students' needs for high-quality instruction.



# THE COLLEGE

- The China Pavilion, which was the Republic of China-Taiwan exhibit in the 1974 Spokane Expo World's Fair, houses the Drama Department and functions as a 210-seat theater, performing arts center, and meeting facility.
- Modern child care facilities are conveniently located on both the Walla Walla and Clarkston campuses.
- A Conference Center is on the east end of the main building in Walla Walla.
- The Dietrich Activity Center accommodates a variety of events, including classes, concerts, convocations, athletic events, intramurals, and commencement exercises.
- The Clarkston Center provides classes in a modern building completed in 1989 and expanded in 2000.

## WALLA WALLA HISTORY AND ENVIRONMENT

The name "Walla Walla" is said to be a Native American word meaning "many waters" in reference to the numerous creeks and streams that flow through the valley between the Blue Mountains and the Columbia and Snake Rivers.



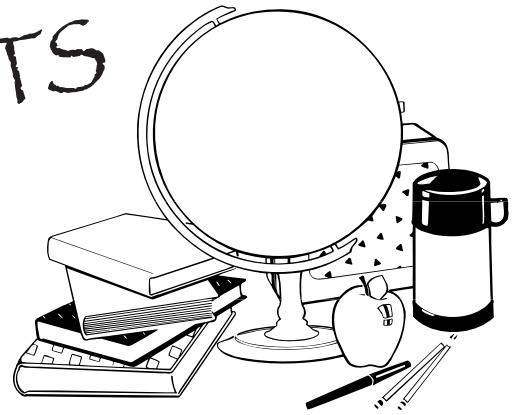
Located in the southeastern corner of Washington State, Walla Walla has been called "the Cradle of Pacific Northwest History." It is one of the oldest established communities in the Northwest, the site of the first religious and cultural institutions in the state, and the home of the oldest continuously performing symphony orchestra west of the Mississippi. Walla Walla is an important agricultural center, producing a significant portion of the nation's wheat. In the past few years, the Walla Walla Valley has become known for its high quality wines. It is the retail, medical, and professional center of Southeastern Washington.

Nestled in a setting of compelling natural beauty, Walla Walla lies at the foot of the Blue Mountains in the Walla Walla Valley. Its landscape is distinguished by its physical diversity and numerous recreational opportunities. Walla Walla's mild climate makes outdoor activities and enjoyment of its beautiful parks a year-round delight.

## CLARKSTON HISTORY AND ENVIRONMENT

The Clarkston Center is located on the Snake River, 100 miles northeast of Walla Walla in Clarkston, Washington. Named after William Clark of the Lewis and Clark Expedition of 1804-06, Clarkston offers many historic sites and recreational opportunities to residents and visitors. The Clarkston-Lewiston valley offers dramatic scenery with steep cliffs and rushing rivers that attract people who enjoy the outdoors. Water sports, fishing, boating, hunting, and hiking, as well as artistic and cultural events are local attractions.

# WELCOME NEW STUDENTS



## **HAVE QUESTIONS ABOUT WWCC? READ ON . . .**

### **I May Be Interested in Coming to WWCC— What Should I Do First?**

- Call, or show up in person at the Student Development Center (509.527.4262).
- Many students will not have decided upon a major before coming to college. For those students, an appointment will be scheduled with a counselor in the Student Development Center. The counselor will help you schedule your courses and do some early career planning.
- Students who are certain of the program or major they would like to pursue will be assigned an adviser in that department. Advisers work with students to help them plan their class schedules.

### **How Do I Apply for Admission?**

- It's easy! You may apply on-line through our website ([www.wwcc.edu](http://www.wwcc.edu)) or pick up an Admissions application at the Admissions Office. Fill out this application and return it to the Admissions Office along with a one-time application fee of \$40.
- Have your high school, college or GED transcripts sent to the Admissions Office. Cards are available in the Admissions Office that you can use to request transcripts.

### **How Much Will It Cost Me?**

- Average costs for full-time in-state students run \$950-\$1050 per quarter for tuition and books.
- Average costs for full-time International students run from \$2400-\$2600 per quarter for tuition and books.
- Other U.S. residents pay \$1100-\$1300 per quarter for tuition, fees and books.
- Senior citizens pay a reduced tuition rate of \$21.00 per credit (with some restrictions).
- For more detailed information on tuition and fees, please refer to a current quarterly class schedule.
- It is important to know that tuition and fees must be paid when you register for classes. Textbooks are also required on the first day of class. Often it is difficult for students to have the money to pay for all of these items at once. If you think you might need financial help, read on . . .

### **What If I Don't Have Enough Money?**

- If you need to improve your skills or have not finished high school, you may be able to attend classes free or at a reduced rate.
- If you have been dislocated from your previous job, you may be eligible for some assistance from the Worker Retraining program. Please call 527.4619 for further information.
- If you are currently employed or are receiving TANF (Temporary Assistance to Needy Families) and seeking employment, but need some additional training to upgrade employable skills, you may be eligible for assistance from WorkFirst. Please call 527.4230 for more information.
- Grants, work study, scholarships, loans, and child care assistance are also available. Although it usually takes about six weeks to process the financial aid paperwork, short-term loans are available on a much faster basis and can help cover a portion of college costs. Call or come to the Financial Aid Office for more specific information (527.4301).

### **How Will I Know Which Math, English or Other Classes to Sign Up For?**

- To help you get placed in the right course for your abilities, students will be asked to take a placement test. Check with the Student Development Center for dates and times.

### **I am Having Trouble Finding Child Care so that I Can Attend School. Can WWCC Help?**

- Yes, **FIRST FLIGHT** is a child care center located on the WWCC campus 509.527.4544. Grants are available to help pay child care costs for students in certain vocational programs. For information on child care options in Walla Walla, stop by the child care Resource and Referral Office or phone them at 509.527.4333. Call 509.758.1779 for child care on the Clarkston Campus.

### **I've Gotten a Bit Confused. Who Can Help Me?**

- The college staff is here to assist you. Please check with your instructor, adviser or the Student Development Center (527.4262).
- Many questions will be answered by reading the quarterly class schedule, information on bulletin boards around campus, and other campus information.



# NEW STUDENTS

<b><i>Steps to Prepare for Classes</i></b>	<b><i>Where to Get Help &amp; Information</i></b>
Find out general information on programs	Student Development
Find out about Financial Aid	Financial Aid
Plan for Housing? Child Care? Transportation?	Student Development
Complete admissions application and pay \$40 application fee	Admissions
Check on non-resident status, if necessary	Admissions
Have transcripts sent to WWCC for evaluation of credits	Admissions
Take placement test	Student Development
Pick up Education Planning Packet	Student Development
Sign up for new student orientation	Student Development
Schedule advising appointment	Student Development
Pick up class schedule and registration worksheet	Admissions
Have adviser approve/sign schedule and get registration access #	Adviser
Register and pay for classes at appointed time	Admissions/ Business Office
Attend New Student Information session	Student Development Center
Buy books and supplies	Bookstore
Start classes	

## PHONE NUMBERS

Admissions 527.4283; 1.877.471.9292

Advising 527.4262

Bookstore 527.4255

Business Office 527.4201

Financial Aid 527.4301

Learning Skills 527.4304

New Student Orientation 527.4262

Nonresident Status 527.4283

Student Development 527.4262 or 527.1864

Veterans' Affairs 527.1864





# ADMISSIONS & REGISTRATION

## Admissions

Walla Walla Community College is an open-door higher education institution. It accepts all qualified individuals who are at least 18 years of age or are graduates of accredited high schools or have an equivalent certificate, e.g., the General Educational Development Certificate (GED). Applicants who are not 18 at the time of application and are not high school graduates must provide a written release from their school or be participating in an enrollment option program designed for high school students. Underage students will be admitted only if they can demonstrate they are competent to benefit, are enrolled in programs designed for their age group, or possess unusual talent in one or more areas.

Some programs have specific admission procedures and limited space; therefore, admission to the College does not guarantee availability of all programs. Please review special admission procedures in this catalog under Admission Procedures for Professional-Technical Programs.

## Admission Procedures

1. Call, write, or drop by the Admissions Office, WWCC, 500 Tausick Way, Walla Walla, WA 99362, 509.527.4283 or 1.877.471.9292. Request an application form, financial aid information, campus visit, etc. You can also download an application form from our web site ([www.wwcc.edu](http://www.wwcc.edu)), complete it, and send it with the \$40 one-time application fee to the Admissions Office. If you have chosen a program of study, indicate it at this time. Residents of Garfield and Asotin counties may call or visit the Clarkston Center, at 1470 Bridge Street, Clarkston, WA 99403, 509.758.3339 or 1.888.992.1716.
2. Have your high school transcript or GED certificate, pre-college test results and a transcript of any previous college work sent to the Admissions Office. All transcripts must be official and received in a sealed envelope.
3. Return your application. Include \$40 for your one-time application fee.

## Professional-Technical Programs Requiring Special Admission

Admission to the following professional-technical programs requires an instructor interview. To hold a spot on the waiting list, students pay a deposit that is applied to tuition upon registration.

Agricultural and Diesel Equipment Mechanics  
Auto Body Repair Technology  
Auto Mechanics Technology  
Carpentry  
Cosmetology  
Farriery  
John Deere Ag Tech  
Irrigation Technology  
Nursing  
Precision Machining Technology

Refrigeration and Air Conditioning Technology  
Turf Equipment Service Technician  
Turf Management  
Welding  
Wine

4. Contact the Student Development Center in Walla Walla at 509.527.4262, concerning a placement assessment required for most new students, or 509.758.1772 in Clarkston.
5. If you are undecided about what to study, please call the Student Development Center for an appointment at your earliest convenience. Professional assistance is available to help you.
6. If you do not hear from us or you wish to inquire about your status, please contact the Admissions Office.
7. Students with disabilities who need special accommodations should contact the Disabilities Coordinator at 509.527.4258 in Walla Walla or 509.758.1718 in Clarkston.

## Admission Policies and Procedures for International Students

International students must complete the application process in time for a final acceptance (I-20) to be mailed to the Admissions Office 30 days prior to the beginning of classes. International students are required to arrive in Walla Walla a minimum of two weeks prior to the beginning of classes. Immigration and Naturalization Service will be notified if the student does not enroll in classes.

### Application Procedure:

1. Submit an application for admission with a \$40 (U.S.A. dollars) application fee.
2. Have official transcripts of secondary and postsecondary academic work translated into English and sent directly to the Admissions Office.
3. Submit an affidavit of financial support to verify that sufficient financial resources are available to cover educational, travel, and living expenses for at least one year.
4. Have an official copy of TOEFL scores sent to the Admissions Office. A minimum score of 500 (minimum score on computerized version of 173) is required. Students from English-speaking countries may not need to submit TOEFL scores.
5. Health and accident insurance is required. Students not having proof of coverage must enroll with an insurance carrier serving the College.
6. Students transferring from other U.S. institutions must present a recommendation stating they are in good standing and that they would be readmitted if they were to reapply.
7. Other admission requirements may be necessary at the discretion of the director of admissions.

**Probation:** International students not completing 12 credits or maintaining a 2.0 g.p.a. for two-quarters will be reported as out-of-status (not making satisfactory progress) to the Immigration and Naturalization Service, and further enrollment will be denied.

# ADMISSION & REGISTRATION

## ***Admission of Senior Citizens***

Senior citizens (age 60 or above) may take classes at minimal cost on a space-available basis. See the quarterly class schedule for current information. Senior citizens may be interested in courses offered through the Quest Program (for those 50 years and above), at the Senior Center, or regular classes on the College campus.

## ***Registration***

Registration precedes the beginning of each quarter. Students wishing to register for credit must have an up-to-date application on file. Students not wanting credit may audit classes without making application to the College. *No record is kept of classes that are audited, although the tuition is the same as if receiving credit.*

Students are not allowed to attend a class unless they are officially registered for either credit or audit.

Students may register for classes after the quarter begins, providing space is available and they get approval of the instructor(s) involved. A registration fee will be assessed. Check the quarterly class schedule or calendar for the last day to add classes.

For special accommodations for disabilities call 509.527.4258.

For registration procedures and information, pick up a copy of the quarterly class schedule in the Admissions Office or call 509.527.4283 and a copy will be sent to you.

## ***Withdrawal***

Students finding it necessary to withdraw from a class or the College must complete an official withdrawal form and submit it to the Admissions Office. The withdrawal can be processed using web registration until the first day of the quarter. Withdrawals can be processed at the Admissions Office throughout any drop period. Failure to officially withdraw from classes may result in failing grades being assigned, forfeiture of any tuition and fee refund and overpayment of veteran's benefits, financial aid, etc. Students will be responsible to refund any overpayments received.

## ***Explanation of Resident Classification***

Washington State law defines "resident students" for tuition purposes as follows:

1. Individuals who have resided in Washington for at least one year, who are independent, and who are not in the state for solely educational purposes.
2. Dependents of parents or legal guardians who are domiciled residents of Washington for at least one year prior to attendance.
3. Full-time staff members of community colleges and their spouses and dependent children who reside in Washington.

It is assumed that a person who arrives in the state and enrolls in an institution of higher education is pursuing the primary goal of education and may not qualify for resident classification.

The below conditions, which must be accomplished *one year prior* to reclassification, will be required evidence of having become a Washington resident.

1. Registration of all vehicles in Washington.
2. Registration to vote in Washington.
3. Valid Washington driver's license.
4. Purchase of property in Washington.
5. Rent receipts from other than a dormitory at an institution of higher education.
6. Student is not receiving financial aid from another state.
7. Additional factors may include: address of selective service registration, location of organizations, memberships, etc.

The student must initiate reclassification by completing an application provided by the Admissions Office. The proof of residency is the sole responsibility of the student.

The application for reclassification must be submitted with required documentation prior to a review of a student's residency status.

## ***Student Responsibility To Register Under proper Classification***

It is the student's responsibility to register under the proper classification. If there is any question regarding residency, the student (prior to or at the time of registration) must discuss it with the Registrar.

### ***Official Change of Status***

#### ***Reclassification as a Nonresident***

All persons classified as residents of Washington State shall be reclassified as nonresident students whenever there is a change in legal residence to another state.

If students have been erroneously classified as residents, they will be reclassified as nonresidents and be required to pay the difference between the resident and nonresident tuition and fees for those quarters in which they were erroneously classified.

#### ***Application for Reclassification***

Students classified as nonresidents will retain that status until they make written application for reclassification in the form prescribed by the institution and are officially reclassified as residents of Washington State by the proper administrative officer. Students may not change their classification simply by virtue of residing in the state for twelve (12) consecutive months. Violation of the application for residency classification procedure will result in collection of the nonresident portion of the tuition and fees before transcripts are presented or the student is allowed to graduate.

*Published tuition and fees may be increased and special rates eliminated by current legislative action. Please see quarterly class schedule for accurate rates.*

# TUITION & FEES

## Quarterly Tuition & Fee Schedule For 2002-2003 (Rates are subject to change)

Credit Hours	A	B	C	D	E
1	\$71.05	\$71.05	\$242.75	\$9.00	\$9.00
2	134.10	134.10	477.50	18.00	18.00
3	201.15	201.15	716.25	27.00	27.00
4	268.20	268.20	955.00	36.00	36.00
5	335.25	335.25	1,193.75	45.00	45.00
6	402.30	402.30	1,432.50	54.00	54.00
7	469.35	469.35	1,671.25	63.00	63.00
8	536.40	536.40	1,910.00	72.00	72.00
9	603.45	603.45	2,148.75	81.00	81.00
10	670.50	670.50	2,387.50	90.00	90.00
11	676.60	1,013.95	2,397.40	90.00	90.00
12	682.70	1,021.40	2,407.30	90.00	90.00
13	688.80	1,028.85	2,417.20	90.00	90.00
14	694.90	1,036.30	2,427.10	90.00	90.00
15	701.00	1,043.75	2,437.00	90.00	90.00
16	707.10	1,051.20	2,446.90	90.00	90.00
17	713.20	1,058.65	2,456.80	90.00	90.00
18	719.30	1,066.10	2,466.70	90.00	90.00
19+	56.70	70.85	228.40	90.00	90.00

† (19+ = per credit charge)

- A — (1) Washington residents (12 mo.) taking college-level classes  
(2) nonresidents who are taking classes toward H.S. completion; or  
(3) residents who are under 19 years of age taking classes toward high school completion
- B — U.S. residents, not residents of Washington State, taking college level classes
- C — International students, not U.S. residents
- D — Washington residents enrolled in high school completion classes (19 years or older).
- E — Parent Education classes only
- † — Professional-Technical Program students taking required vocational courses will be charged \$9.00 per credit for required credits in excess of 18; other credits not required for the degree in excess of 18 see chart above

Notes: 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

Reduced tuition rates available for qualified Vietnam & Persian Gulf Veterans.

## OTHER REQUIRED COSTS

- Application fee: \$40.00—one-time fee
- ID card fee: \$7.00—per year
- Lab fee: \$23.20 charged quarterly for science, vocational, computer and other selected classes
- Books: estimated cost—\$180-\$250 per quarter
- Other fees may be charged for specific courses
- Registration fee: \$30.50 (See Quarterly Schedule)

## OTHER INFORMATION

- For information contact Admissions at 509.527.4283
- Senior Citizens—Classes scheduled specifically for senior citizens \$21.00 per credit, plus the facility use fee and any appropriate lab fees for specific classes only. Seniors may also enroll in other classes on a space-available, not-for-credit, basis for \$2.50 per class, limited to two classes per quarter.

## REDUCED TUITION AGREEMENT

U.S. residents from states other than Washington may enroll for a maximum of ten credits and pay Washington tuition and fees. Registering for more than ten credits will require payment of non-resident tuition and fees for the entire credit load. Check the current quarterly class schedule for the most recent fee schedule.

## COLLECTION OF FINANCIAL OBLIGATIONS DUE COLLEGE

Walla Walla Community College, an agency of the state of Washington, is required to collect all financial obligations lawfully due the College. The Business Office conducts necessary collection activities. These activities include, but are not limited to: mailed statement and demand letter assignment of the debt, plus collection charges to collection agencies, administrative holds on academic records, and/or administrative withdrawal of privilege to attend classes.

## SPECIAL FEES

Some courses have additional fees and/or deposits for materials and tool rental. A listing of additional fees and deposits will be available for review during registration. These fees are subject to change.



# NEW STUDENTS

## REFUND POLICY

### 1. Responsibility

It is the responsibility of each student to be aware of the following refund schedules and to promptly initiate withdrawal or a change-of-registration at the Admissions Office. Official withdrawal and refunds are handled through the Admissions Office. Some distance learning classes have different start dates; see the quarterly course schedule for these timelines.



### 2. Total Withdrawal

Tuition and fees will be refunded in full if the student *officially withdraws* from the College prior to the sixth instructional day of the quarter for which the fees have been paid.

If official withdrawal occurs on or after the sixth instructional day but within twenty calendar days from the beginning of the quarter, forty percent of the above fees will be refunded.

No portion of the fees will be refunded after twenty calendar days from the beginning of the quarter.

Refunds are handled differently for special sessions, short courses, and summer quarter. See the quarterly class schedule for details.

### 3. Reduction of Credit Hours

Tuition and fees will be partially refunded if the student officially reduces his/her credit-hour load prior to the sixth instructional day of the quarter for which the fees have been paid. The refund will be based upon the credit hours remaining on the student's schedule.

No portion of the fees will be refunded for a partial withdrawal on or after the sixth day.

Refund checks will be processed in the Business Office and mailed within two or three weeks to the address given by the withdrawing student.

A student who withdraws or reduces his/her credit-hour load and has received any form of financial aid will be required to have the refund credited to the appropriate financial aid account.

## STUDENT INSURANCE

Low cost student insurance is available. Students may purchase an accident-only policy or an accident and sickness policy within the first 10 days of each quarter. Most professional-technical students are required to purchase at least the accident-only plan or sign a waiver of liability. The accident and sickness plans may be extended to cover a spouse and children. For further information contact the Director of Student Activities or pick up a brochure in the Business Office.

The College does not assume any financial responsibility for activities of students occurring during the course of their studies or extracurricular activities on campus.

## OFFICIAL TRANSCRIPTS

Official transcripts are kept for all students who have completed admissions procedures and registered for credit. These transcripts are permanent records of the College.

Official copies will be forwarded to other institutions or individuals upon the student's written request to the Admissions Office. Student identification number and signature are required for all official transcript requests. A fee of \$5.00 per transcript is charged.

Transcript services are withheld when a student has an outstanding financial obligation to the College.



# FINANCIAL AID

## WHO CAN RECEIVE FINANCIAL AID?

The Financial Aid Office at Walla Walla Community College encourages applications from all students seeking financial assistance. Financial support for students should come from three sources: the student, the student's family, and financial aid programs. The Financial Aid Office is available to assist students eligible for specific college programs when their personal or family resources are not adequate to meet educational expenses.

## SCHOLARSHIPS — WWCC FOUNDATION

The emphasis of the WWCC Foundation focuses on assisting Walla Walla Community College to reach the highest level of educational excellence. Since establishing the Foundation in 1982, the mission has been to encourage gifts and administer funds from alumni, corporations, foundations, and friends of the College to support students and Walla Walla Community College in the pursuit of excellence.



Various scholarships are available to Walla Walla Community College students, and many students receive scholarships through the WWCC Foundation. Funds for these scholarships come from private corporations, the WWCC Foundation, special endowments, individual donors, and other foundations. Assistance is awarded based on academic ability, potential to benefit, and, in some cases, financial need. Many scholarships are designed for students in specific fields of study.

The scholarship program is open to new and continuing students. Applicants must apply for admission and be accepted before being considered for any scholarship. A minimum grade point average of 3.0 is required for merit-based awards while other scholarships require a minimum 2.5 g.p.a.

Inquiries may be addressed to the Office of Financial Aid or the WWCC Foundation 509.527.4275.

## HOW MUCH DOES IT COST?

During the 2002-2003 academic year, full-time tuition and mandatory fees are estimated to cost \$2,223\* for one year (15 credits per three

quarters) for Washington State residents and \$3,251 for out-of-state residents. Textbooks and supplies will average about \$235-300 per quarter. Room and board, personal expenses, and transportation costs for one year will vary with the individual or family. Listed below are budgets, which represent possible cost patterns for which the College may award financial aid funds after personal or family resources are deducted.

## BUDGET (9 Months)

2002-03 School Year

	Commuter (living w/parents)	Dependent (away from home)/ Independent
Tuition & Fees*	\$ 2,223.00	\$ 2,223.00
Books & Supplies	720.00	720.00
Room & Board	2,088.00	5,258.00
Transportation	1,212.00	1,212.00
Personal Expenses	<u>1,788.00</u>	<u>1,944.00</u>
TOTAL	\$8,031.00	\$11,457.00

\*Add \$1,028 for nonresident tuition.

Tuition amounts subject to legislative change.

## WHAT SHOULD BE DONE FIRST?

Students seeking financial assistance must submit a federal financial aid application (FAFSA). Applications may be obtained from the Financial Aid Office or high school counselors. Several computer sites on campus are available for electronic submission of the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Any further questions should be addressed to the Financial Aid Office, 509.527.4301.

## WHEN SHOULD THIS BE DONE?

Applications may be submitted at any time during the academic year; however, because of limited funds, the recommended application deadline for priority funding is March 1 for fall quarter enrollment. Applicants who have been admitted and have submitted all the required forms will be notified of award or denial of assistance according to the following schedule:

1. Students with completed applications in the Financial Aid Office on or before May 1 will be mailed an award notification during July.
2. Students with completed applications in the Financial Aid Office after May 1, but before June 1 will be mailed an award notification during August.
3. Students with completed applications received by the Financial Aid Office after June 1 will be answered as soon as possible. Students in this category should plan to pay tuition without financial aid assistance for fall quarter.



# FINANCIAL AID

## WHAT KINDS OF FINANCIAL AID ARE AVAILABLE?

### 1. Scholarships

#### A. General Scholarships

The Financial Aid Office disburses applications for a limited number of general scholarships. These scholarships are awarded as a result of donations by private individuals, organizations, and service clubs. Application deadlines range from February 1 to May 1. Check with the Financial Aid Office for more details.

#### B. Athletic Scholarships

All athletic scholarships are awarded by the head coach of each sport. (Contact the Athletic Department).

#### C. Activity Scholarships

### 2. Grants

#### A. Federal Pell Grant

A federal aid program designed to provide assistance to students who meet certain financial criteria.

#### B. Federal Supplemental Educational Opportunity Grant (SEOG)

Another federal aid program similar to the Pell Grant for students with exceptional financial need.

#### C. Washington State Need Grants (WSNG)

A State of Washington program intended for resident students who meet financial criteria.

#### D. State Tuition Waiver Program

A State of Washington program intended for resident students with a demonstrated need. Tuition is waived.

### 3. Loans

#### A. Federal Perkins Loan

(Formerly called National Direct Student Loan)

A federal aid program established to make low-interest, long-term loans to students.

#### B. Federal Stafford Loan

(Formerly called Guaranteed Student Loan)

Available through the student's own lending institution, but forms may be picked up from the Financial Aid Office. This program also provides low-interest, long-term loans.

#### C. Short-Term Loans

Provided by the College for tuition and fees up to \$300 per quarter. These loans are available without interest, but they must be paid back before the end of the quarter in which they are borrowed.

### 4. Student Employment

#### A. Federal College Work Study (FWS)

This federal aid program offers employment to financially qualified students. The student may be assigned 10 to 15 hours per week. Full-time work may be allowed during vacations and during the summer if funds are available.



#### B. State Work Study

This program offers employment to financially qualified students. The students are assigned to work on or off campus in a job that is related to their areas of study. Students may be assigned up to 19 hours per week. Full-time work may be allowed during vacations and summer.

#### C. Employment Service

Employment specialists are available at the Work Source Affiliate WWCC office in the main building. Students and job seekers can be matched with employers for both on-campus and off-campus employment. Assistance with resumes, job search skills and Internet access to labor market information (local, state and national) is also available. Services are also provided for students enrolled through our Dislocated Worker and Worker Retraining units. Call 509.527.4279 for more information.





# FINANCIAL AID

## WHAT IS FINANCIAL AID PROBATION?

Federal and state regulations require Walla Walla Community College to monitor the satisfactory progress of each student who receives financial aid. This is accomplished through a quarterly review by the Financial Aid Office before funds are disbursed to students.

What is Satisfactory Progress? A minimum 2.0 quarterly g.p.a. plus:

- For a full-time student (enrolled for 12 or more credits) — satisfactory completion of 12 credits.
- For a three-quarter time student (enrolled for 9-11 credits) — satisfactory completion of 9 credits.
- For a half-time student (enrolled in at least 6 credits) — satisfactory completion of 6 credits.
- Incompletes may be made up. However, if a student completes fewer than six credits, he/she will be suspended from financial assistance.

If students fall below these requirements, they will be placed on financial aid probation for the following quarter. The extent or degree of this probation will depend on the seriousness of the lack



of satisfactory progress. Should lack of progress be noted during the probationary quarter, all financial aid may be withdrawn until the student is reinstated by completing the necessary credits.

If a student withdraws or ceases to attend classes, he/she may be required to repay financial aid funds received for that quarter. Financial aid, excluding work study, will be repaid by the student according to the Return to Title IV Funds Policy. A copy of this policy is available from the Financial Aid Office.

## WHAT OTHER FINANCIAL AID SOURCES ARE AVAILABLE?

- Bureau of Indian Affairs – available to qualified American Indian students
- Department of Vocational Rehabilitation
- Veterans Administration
- WorkFirst – tuition and book assistance for qualified low-income working parents or TANF recipients seeking training to obtain employment.
- Worker Retraining – financial assistance to qualified dislocated workers or displaced homemakers.

For more information regarding these programs, contact the Financial Aid Office, 509.527.4301.



# STUDENT SERVICES

## ADVISING AND COUNSELING

Students should consider stopping by the Student Development Center when facing educational, career, and personal decisions. Usually appointments are not necessary, but will assure a specific time for a conference. Center hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, during the academic year, and 7:30 a.m. to 4:00 p.m. during the summer. Call 509.527.4262 or 527.1864 for an appointment.

The center attempts to provide a place and atmosphere where persons may be able to reflect or just think aloud about their lives in a variety of areas such as choosing a career, dealing with home concerns, or simply coping with pressures. Some of the services offered to help students include:

- Assisting students in their search for career information.
- Explaining tests and assessments that provide information to students regarding occupation interests, school aptitudes and abilities, personal values, and personality traits.
- Providing individual and group counseling.
- Assigning the appropriate program adviser.
- Helping faculty understand and meet specific needs of individual students.
- Making referrals to other agencies or professional sources when necessary.
- Coordinating group activities to accomplish certain goals such as life planning, developing communication skills, increasing human potential, and wellness issues.
- Assisting students who have been referred by College staff and community agencies.
- Answering questions related to degree requirements, college transfer information, high school completion, and GED.

Counselors are trained in listening and understanding, and discussions are kept confidential. The Student Development Center is located on the main floor of WWCC's main building.

## TRIO

TRIO is a federally funded program to assist over 200 eligible students with retention, transfer, and/or graduation. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, during the academic year, and 7:30 a.m. to 4:00 p.m. during the summer. Call for an appointment at 509.527.4258, Walla Walla Campus and 509.758.1772, Clarkston Campus.

TRIO provides the following services to eligible students:

- College visitations and planning.
- Free tutoring services.
- Academic, personal, and career advising.
- Campus and community advocacy.
- Success planning based on an academic early warning system.
- Scholarship workshops.

- Financial aid workshops.
- Extensive transfer planning.
- Book and equipment loan library.

## TUTORING

The TRIO Office maintains a file of eligible tutors in most subject areas offered at WWCC. If you are interested in tutoring or receiving tutoring assistance, contact the TRIO Office located next to the Student Development Center. This is a free service for the students who are currently enrolled at the College. Students do not need to be in the TRIO Program to receive tutoring. Priority is given to full-time students.

## MULTICULTURAL SERVICES

Walla Walla Community College is committed to the success of students of color and other under-represented groups. The Vice President of Student Services and the Multicultural Coordinator ensure the College's support for all students through the development and implementation of programs to enhance their academic, cultural, and social support. Advising, cultural events, orientation, and leadership training are a few of the services provided for students by staff involved in multicultural education.

In addition, the Office of Multicultural Services attempts to expand the cultural awareness and appreciation of cultural and racial diversity within the College and the Walla Walla community. Multicultural awareness provides positive steps necessary for racial and cultural acceptance—steps that affect people on a daily basis. Whether personal, academic, or community related, the goal of Multicultural Services is to help students and staff successfully cope with the challenges of daily living.

## PLACEMENT SERVICES (PART-TIME JOBS)

Job specialists are available at the Work Source Affiliate Walla Walla office in the Main Building to assist students and the public with job placement and referral for campus jobs and job listings in the community. Assistance with resume development, job seeking skills and access to local, state and national labor market information is also provided. Services are also provided for dislocated workers and Worker Retraining students.

The phone number of the Work Source office is 509.527.4279.

## COOPERATIVE EDUCATION

The College provides a comprehensive cooperative education program for students interested in professional-technical programs. Students are placed in jobs and enrolled in related classroom instruction. Credits are awarded and students are paid. Students refine work ethics and explore future career interests. A work environment offers opportunities to acquire technical knowledge, current practices, experience, and career clarification. For more information contact the Workforce Education Center, 509. 527.1860.



# STUDENT SERVICES

## DISABLED STUDENT SERVICES

This office provides support to integrate qualified students with disabilities into the campus community to maximize their independence and educational experience. Students with disabilities are encouraged to identify themselves and request services by contacting the office of the Disabilities Coordinator. Call 509.527.4258 on the Main Campus and 509.758.1772 on the Clarkston Campus to schedule an appointment.

Appropriate accommodations at Walla Walla Community College are based on documentation students provide from qualified professionals.

### SAMPLES OF SERVICES :

#### Academic

- Note taking
- Tutoring
- Photocopying of notes and handouts
- Special testing arrangements
- Tape recording lectures

#### Advising and Referral

- Academic
- Vocational
- Financial aid
- Personal
- Priority registration
- Career exploration

#### Accessibility

- Restrooms
- Telephones
- Facilities
- Parking
- Elevators

#### Information

- Campus orientation
- College community referrals

#### Special Equipment

- Cassette recorders
- Scanners
- TDD telephone services
- LPDOS program for sight impaired
- Other equipment as needed
- Computers
- Text enlarger
- Phonic FM transmitters & receivers
- Voice activated word processing

#### Transportation

- City bus system
- Valley Transit van for handicapped Dial-A-Ride

## PROCEDURES FOR OBTAINING DISABILITY ACCOMMODATIONS

1. A student must make a direct contact with the Disabilities Coordinator in order to start the procedure to request documentation of the disability prior to receiving accommodations.
2. Students will provide necessary medical and diagnostic information from qualified professionals to support their requests for accommodations.
3. An individualized accommodation list is prepared, based on the documentation that is appropriate to the nature and extent of the student's disability. The nature of disability will be confidential.

4. The accommodations will be implemented when presented to the instructors.

Walla Walla Community College will make every effort to provide appropriate accommodations to suit individual needs of qualified disabled students, given sufficient notice prior to the event or class.

## TESTING SERVICE

Tests relating to interest, abilities, personality, and special aptitudes are administered and interpreted by professional personnel. These tests are specifically selected to fit the needs of the individual. Most tests are free.

## PLACEMENT TESTING

Prior to registering for classes, students will be asked to take a placement test. The purpose of the test is to assist your adviser in placing you in the right courses for your abilities. Contact the Student Development Center to schedule an appointment (509.527.4262).

## GED TEST ADMINISTRATION

Walla Walla Community College is an official GED (General Educational Development) center for administering GED tests.

The GED testing service is available in English and Spanish to persons 19 years and older or to persons 16 to 18 years who are released by their local high schools. After passing the GED test, a certificate is issued by the State of Washington. Acquiring a certificate shows that the person has knowledge in the tested areas. The certificate is not the same as earning a high school diploma nor is it an assurance of admission to all colleges or of getting a job. The certificate is accepted for admittance to Walla Walla Community College.

The GED service is administered by the testing staff of the Student Development Center. The GED testing fee is \$50, payable to Walla Walla Community College. A \$15 fee is charged for retakes. GED service is also available at the Clarkston Center.

## AMERICAN COLLEGE TESTING PROGRAM (ACT)

Walla Walla Community College is an official testing center for the ACT program. ACT test scores may be required in order to transfer to some four-year colleges and universities. The ACT tests are given during February, June, September and October. Further information can be obtained from the Student Development Center. Testing fees vary and are payable to ACT prior to the examination day. The College is also an ACT-CLEP testing center. CLEP is a widely accepted college level credit-by-exam program.



# STUDENT SERVICES

## HOUSING

Walla Walla Community College does not have on-campus housing or a housing director. However, the Student Development Center has compiled a list of local apartment complexes and various housing opportunities (i.e., roommates, rooms in private homes, etc.) Students are encouraged to begin their housing search four to six weeks before beginning school, and to personally examine the housing possibilities.

Any further questions may be directed to:

### STUDENT HOUSING

c/o Student Development Center  
Walla Walla Community College  
500 Tausick Way  
Walla Walla, WA 99362-9267  
509.527.4262 or 509.527.1864

## FOOD SERVICE

Breakfast and lunch are prepared and served by the College cafeteria staff on weekdays between 7:00 a.m. and 1:30 p.m. Fast food items and snacks are also available at these times. Students and college staff may purchase meal tickets in amounts of \$50, \$25, or \$15 at the Business Office. The Bookstore also offers a limited number of food items and snacks.

## TRANSPORTATION

The Valley Transit bus system serves the College, providing transportation from many locations throughout the city.

## TRANSFER CENTER

The Transfer Center is located across from the Student Development Center in the Main Building in Walla Walla and provides transfer advising on a daily basis from 8:00 a.m. to 4:00 p.m. No appointments are necessary for students wishing to access information on how to successfully transfer to other colleges and universities. College handbooks, software, and guides help students in developing transfer plans. The Transfer Center also presents workshops throughout the year for students and faculty advisers. Call 527.3679 for more information.

## STUDENT PROGRAMS

### STUDENT ACTIVITIES

Students at Walla Walla Community College are encouraged to participate in many programs and activities beyond the classroom. Events and activities are provided to assist students in pursuing a great variety of interests, often at no cost. These events also provide opportunities for the special talents of our students.

### STUDENT GOVERNMENT

Interested students may participate in student government since all registered students are members of the Associated Student Body, which elects officers each year to serve the entire student body. Additionally, a large number of Student Senate positions are available for the student who seeks involvement.

### CLUBS AND ORGANIZATIONS

Any group of students can form a club to promote their common interests. Contact the Student Activities Coordinator for more information on clubs and organizations (527.4261, Walla Walla; 758.1708, Clarkston). The following includes clubs on both campuses:

Agricultural Technology	2nd Year Nursing
Baseball	2nd Year Nursing (Clarkston)
Carpentry	Parent Co-op
Carpentry (Clarkston)	Phi Beta Lambda
Computer Technology	Phi Beta Lambda (Clarkston)
Cosmetology	Phi Theta Kappa
Cultural Club (Clarkston)	Phi Theta Kappa (Clarkston)
Diesel Mechanics	Pom Squad
Drama	Professional Golf Management
Ecology	Refrigeration & Air Conditioning
Engineering	Rodeo
Farrier	Ski Club
Golf	Women's Softball
Intercultural Students	Sports Medicine
Intramurals	Student Art Association
Irrigation Technology	Trio
Jazz Band	Turf Equipment
John Deere 1	Turf Management
John Deere 2	V.I.C.A.
Machining	Women's Volleyball
Men's Basketball	Warriors for Christ
Men's Soccer	Women's Basketball
1st Year Nursing	Women's Softball
1st Year Nursing (Clarkston)	

### PUBLICATIONS

Depending on student interest and need, the ASB produces a publication called *The Warrior Weekly*.

### INTRAMURALS

Intramurals is an extracurricular and leisure program designed for students and employees at WWCC. Programming reflects a broad spectrum of activities in order to meet the recreational needs and interests of all populations on campus. Program offerings vary from quarter to quarter, with flexibility to accommodate special interests within the student population. Information bulletin



# STUDENT SERVICES

boards are located throughout the campus and in the Dietrich Center. The objective of the intramural program is to provide activities and outlets to accommodate the rich diversity of the student population at Walla Walla Community College. Input from students and staff is always welcome.

The Intramural schedule is accessible from the school homepage at: [www.wallawalla.cc](http://www.wallawalla.cc)

## Fall Activities :

Flag Football  
Ultimate Frisbee  
Table Tennis

## Winter Activities:

Men's Basketball  
Co-Ed Basketball  
Floor Hockey  
Raquetball  
Indoor Soccer  
Skiing

## Spring Activities:

Co-Ed Softball  
Co-Ed Indoor Volleyball  
Beach Volleyball Tournament  
Tennis Tournament  
6-a-side Soccer

## Office Information

John Charman  
Director of Intramurals  
Dietrich Center 2nd Floor  
Tel: 509.527.4311  
Email: [john.charman@wwcc.ctc.edu](mailto:john.charman@wwcc.ctc.edu)

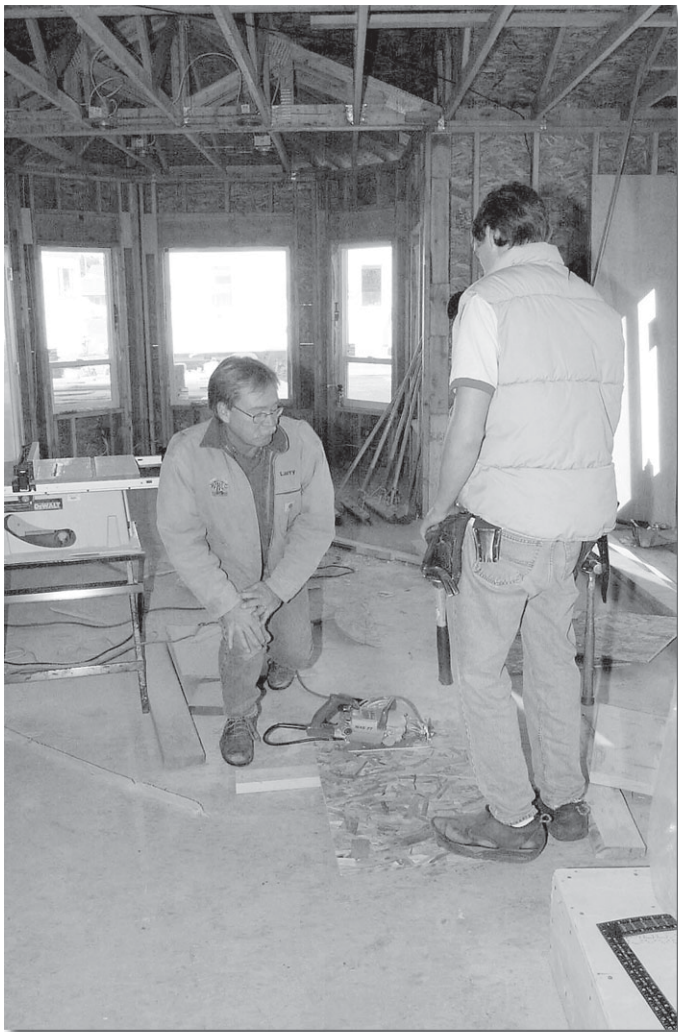
## INTERCOLLEGIATE ATHLETICS

WWCC is a member of the Northwest Athletic Association of Community Colleges and the National Intercollegiate Rodeo Association, fielding a variety of men's and women's teams. Women may compete in volleyball, soccer, basketball, golf, and softball. Men may compete in basketball, baseball, soccer, and golf. Additionally, WWCC has highly successful men's and women's rodeo teams that compete throughout the Northwest.

## BOOKSTORE

In Walla Walla, the Bookstore is located in the main building and is open daily from 7:30 a.m. to 4:30 p.m., Monday through Friday, and until 7:30 p.m. during the first two evenings of each quarter to accommodate Evening College students. In Clarkston, the Bookstore is located in the Business Office and is open from 8:00 a.m. to 7:30 p.m., Monday through Wednesday, and from 8:00 a.m. to 4:30 p.m. on Thursdays and Fridays. Summer hours may vary. For more information, call 509.527.4255 in Walla Walla, or 509.758.3339 in Clarkston.

The Bookstore offers many services to the students of Walla Walla Community College. All required texts are available, as well as a large selection of paperback books for general reading. Special books and items can be ordered on request. A variety of school supplies, snack items, greeting cards, gift items, and clothing may also be purchased. Textbook buy-back is offered at the end of each quarter. The Warrior Espresso Bar and Post Office Substation are located in the Bookstore on the main campus.



## ON-CAMPUS CHILD CARE

The child care center is open weekdays for children from one to six years old. Hours and costs within the operating day are flexible to accommodate varying schedules. For more information, call 509.527-4544 on the Walla Walla campus and 509.758.1779 in Clarkston.



# ACADEMIC INFORMATION

## THE EDUCATIONAL SYSTEM

Education at Walla Walla Community College is designed to enable students to achieve their educational and career objectives and to prepare them for continuing educational opportunities.

## QUARTERS

The College year (September to June) is divided into three quarters (fall, winter, spring) of approximately eleven weeks each. Most courses at Walla Walla Community College are offered for one quarter, and each quarter a full range of courses is available. A summer session is offered in June and July, when a reduced number of courses are offered over a shorter, more intense time. Ordinarily, students must enter a course at the start of a quarter and plan to participate for the full quarter. However, students may enter certain classes at any time during the quarter with permission of the instructor.

## CREDIT HOURS

Different courses offer different amounts of credit. Usually, the amount of credit for a course is the same as the number of hours the class meets each week. For example, a course meeting for one class hour three days a week equals three credit hours. There are some exceptions: laboratory sessions/nursing practicums meet two hours for one credit, and in-class time requirements of a course are not always directly reflected in the number of credits offered. The number of credits for each course is listed with the course description in the college catalog and in the quarterly class schedule. Credit hours provide an indication of the time demands of a course when considered with appropriate out-of-class preparation and study time. They are the basis for certification of successful work completed.

## CREDIT LOAD

The recommended credit load per quarter for a full-time student is 14-17 credit hours. Eighteen credit hours are considered the maximum load, and credits beyond that amount should be taken only upon the recommendation of the student's adviser or the counseling staff. Many vocational programs require enrollment in a pre-determined body of classes which can exceed 18 credit hours.

## FULL-TIME STUDENT STATUS

Full-time status, as well as amounts of tuition and fees, may vary for students depending on how they fund their education. Enrolling in a minimum number of credits for funding will extend the total amount of time required for a degree and may not be the most efficient use of a student's time and money.

Veterans—high school diploma .....	12 Credit Hours
Running Start, AEP students .....	15 Credit Hours
All other students .....	12 Credit Hours
Veterans—summer session .....	7 Credit Hours

## TRANSFERRING CREDIT TO WWCC

Walla Walla Community College recognizes academic credits earned at other regionally accredited institutions with grades of D (1.0) or better, provided they are essentially equivalent in academic level and nature to work offered at WWCC. Walla Walla Community College subscribes to the statewide Policy on Inter-College Transfer and Articulation Among Washington Colleges and Universities endorsed by all the public and most private colleges and universities of Washington. For more detailed information, contact the Admissions Office or see the section of this catalog entitled "Transfer To a Four-Year College or University." To have your credits evaluated, have your previous college(s) send an official transcript to the WWCC Admissions Office.

## COURSE NUMBERS AND TRANSFER OF CREDIT

Courses numbered 100 and above are generally accepted as college-level course work for transfer by other institutions. Courses numbered 1 through 99 may be accepted by institutions offering similar courses, but their transferability should not be assumed. Since courses numbered below 100 are not considered college-level, most do not count toward a college degree but may be necessary to progress through course work. Students planning to transfer to a particular institution should plan their program of study in accordance with the requirements of that institution.

## NON-CREDIT (AUDIT) STATUS

A student may choose to enroll in one or more courses on a non-credit (audit) basis, which means that the student may not be required to complete assignments or examinations for the course and will not receive a grade. A course taken for no credit may be repeated in any subsequent quarter for credit. Changes from non-credit to credit or the reverse must be made during the add/drop period in the quarter in which the student is enrolled and be approved by the instructor. Non-credit students pay standard tuition and fees. Audited courses do not appear on transcripts.

## REQUISITE/CO-REQUISITE REQUIREMENTS

Students may be required to complete requisite coursework at a minimum level of performance, demonstrate certain proficiencies, or be concurrently registered in two or more courses before they can attend a particular class. Examples: a student must get a grade of "C-" or better in MATH 065 to continue to MATH 095. A student in an English class might be required to be registered for a computer class during the same quarter.

Students who register for classes in which they have not met requisite or co-requisite requirements will be administratively withdrawn. When requisites are recommended and not required, students not meeting the requisites should visit with the instructor(s) involved before registering.



# ACADEMIC INFORMATION

## NON-TRADITIONAL CREDIT PROGRAMS

Walla Walla Community College makes every effort to meet the educational needs of all people who are interested in attending the College. Non-traditional credit programs offer equality of opportunity, encourage individual development, and allow advanced placement.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College is an official CLEP test center for administering CLEP tests under contract with the College Entrance Examination Board. The tests are given on an arranged basis at the Student Development Center. To register for the tests, secure the CLEP Bulletin for Candidates and complete the registration form in the bulletin. Variable testing fees are charged by CLEP, depending on the kind and number of tests administered. Credits earned through CLEP testing will be entered on the WWCC transcript.

### ADVANCED PLACEMENT

Advanced Placement scores of 3 or higher will be recognized for credit when they can be applied to a stated educational objective.

### DANTES

Dantes scores on the 50th percentile or higher will be recognized for credit when they can be applied to a stated educational objective.

### CREDIT BY EXAMINATION—CHALLENGE

Credit by challenge is possible in selected courses if the student has prior educational experience paralleling the skill or knowledge required to complete the course. Students must contact a full-time instructor in the department offering the course to be challenged for an evaluation of the past educational experience and preliminary approval to petition for credit by examination.

When “challenging a course,” a student may earn credit by passing a comprehensive examination and/or completing special projects required by the instructor. The student must secure a “Petition for Credit by Examination” form in the Admissions Office. Standard tuition and fees will be charged.

Students will not be given credit for challenges in courses that are prerequisites to or below the level of coursework they have already successfully passed.

Students will not be allowed to challenge more than one course per quarter. Exceptions must be approved by the Vice President of Instruction.

### MAXIMUM CREDIT BY EXAMINATION

A maximum of 45 credits may be earned through credit by examination.

## GRADING POLICY

### GRADES AND GRADE REPORTING

The WWCC grading system provides a permanent record of grade evaluations which reflect the student's course achievement.

The following grades are used:

#### Outstanding Achievement

- A 4.0 points per credit hour
- A- 3.7 points per credit hour

#### High Achievement

- B+ 3.3 points per credit hour
- B 3.0 points per credit hour
- B- 2.7 points per credit hour

#### Average Achievement

- C+ 2.3 points per credit hour
- C 2.0 points per credit hour
- C- 1.7 points per credit hour

#### Minimum Achievement

- D+ 1.3 points per credit hour
- D 1.0 points per credit hour

#### Unsatisfactory Achievement

- F 0.0 points per credit hour

#### Grades not included in g.p.a. calculation

- I Incomplete (see description below).
- N Audit—course not taken for credit (does not appear on transcript).
- P Passing (Used for short courses, workshops and where deemed appropriate by the Vice President of Instruction).
- W Withdrawal (see description below).
- Y In progress (not a final grade). Used in courses that allow enrollment on a continuous basis. Students who enter such courses after the quarter has begun and need additional time to complete course requirements may be given time in the subsequent quarter to the equivalent of a quarter. Students do not re-enroll for the time allowed in the subsequent quarter. The “Y” grade will be changed to an appropriate letter grade at the end of the equivalent quarter through the grade change process. Students needing more than the equivalent of a quarter must be given a grade and be required to re-register for the course.
- Z No credit—student has not met minimal objectives due to extenuating circumstances (accident, illness, death in family, etc.). The faculty member initiates this grade. This grade is not computed in the grade point average and cannot be changed unless instructor error has occurred.
- S/U Satisfactory/Unsatisfactory. Used in a limited number of courses where students will not have their work recorded on their transcripts.

# ACADEMIC INFORMATION

## PREREQUISITE COURSE INCOMPLETES

A student may enroll in a course that has a prerequisite course for which the student has negotiated an incomplete grade. However, the student must successfully complete the required work for the requisite course and replace the incomplete with a grade that meets the prerequisite requirement during the first three days of the subsequent quarter, or according to the requirements agreed to by the instructor and the student in the Incomplete Grade Contract. If the student does not complete the prerequisite course in the first three days of the subsequent quarter or as agreed to in the Incomplete Grade Contract, the College will withdraw the student from the current course.

If the incomplete is to be made up in any other than the subsequent quarter, excluding summer quarter, the student must re-register for the course. If a student does not make up the incomplete grade, the instructor will change the incomplete grade to the grade and credits agreed to in the Incomplete Grade Contract. If the instructor has not specified the grade and credits that the incomplete grade will revert to and the student does not honor the Incomplete Grade Contract, the incomplete grade will remain permanently on the student record and "0" grade points are earned.

## THE WITHDRAWAL (W) GRADE

If students feel that they are improperly enrolled in a course, they should initiate withdrawal as soon as possible. See the quarterly class schedule for the last day to withdraw. Withdrawals after the 10th date of the quarter will become part of the student's transcript. Students are not eligible to receive the Withdrawal (W) grade after the last day to drop (see schedule). (Summer withdrawal dates are an exception.) Also see the section on adding or dropping courses.

## ADDING OR DROPPING A COURSE

A student may add a course during the first 10 days of the quarter, provided the add is approved by the instructor and student's adviser. Lab classes that allow continuous enrollment can be added at most times with instructor permission.

A student may drop a course based on the quarterly schedule. To drop a course, the student must complete the proper forms at the Admissions Office. It is the student's responsibility to initiate a drop. Failure to timely and officially drop a class or withdraw from school may disqualify a student from receiving a refund of tuition and fees and cause the student to receive failing grades.

## REPEATING A COURSE — GRADE FORGIVENESS

A student may repeat any course for which a grade of "C-" and lower was received. When such a course is repeated, the second grade is substituted for the first grade in computing the grade point average. Both grades remain as part of the student's permanent record.

All courses repeated for which a grade of "C" or better was earned will remain as part of the student's record, and an average of those grades will be reflected in the cumulative grade point average.

The course must be repeated at Walla Walla Community College or the repeat will not be shown on the WWCC transcript, and the grade point average will not be recalculated.

See the Admissions Office for instructions on grade forgiveness.

## THE INCOMPLETE (I) GRADE

The grade of "I" may be assigned only upon the request of the student and with the concurrence of the instructor. It is given to the student who is doing passing work and has completed at least two-thirds of the course when a circumstance arises that prevents normal completion. Neither lateness in completing work nor the desire to do extra work to raise a poor grade is considered an extenuating circumstance. A student must obtain an Incomplete Grade Contract from the Admissions Office and negotiate a formal agreement with the instructor specifying the work done, the work remaining to complete the course and the time allowed to do the work.

## GRADE POINT AVERAGE (g.p.a.)

The grade point average indicates the general achievement of a student. It is calculated by multiplying the number of credit hours for a course attempted by the grade points assigned to the grade for that course, taking the sum of products calculated and dividing by the total credit hours attempted. The calculation does not include courses in which the student received grades I, Z, N, Y, W, S or P.

## QUARTERLY GRADES

At the end of each quarter, grades are processed for each student enrolled for credit. Students may get their quarter grades and grades for the previous three quarters by getting an unofficial copy of their transcript at any web browser [www.wwcc.ctc.edu/kiosk](http://www.wwcc.ctc.edu/kiosk) or by leaving a self-addressed and stamped envelope at the Admissions Office.

## GRADE CHANGE

Once a grade has been filed with the Admissions Office, it is regarded as final. Except for the conversion of Incomplete (I) and In-Progress (Y) marks, grade changes are accepted only under restrictive circumstances. These circumstances include:

Clerical error in transcription or recording of grade.

Instructor error in computation.

Decision as the result of a grievance procedure.

Grade resulted from academic dishonesty.

At the end of each quarter, grade reports are issued to each student enrolled for credit. If an error or omission should occur on a student's grade report, the registrar must be notified no later than the last day of the subsequent quarter.

# ACADEMIC INFORMATION

## ACADEMIC STANDARDS POLICY

### HONOR ROLL

Students eligible for the President's Honor Roll or the Dean's Honor Roll must meet the following minimum criteria:

1. Be a full-time student enrolled for 15 credits or more within a program area exclusive of remedial courses.
2. Achieve a 3.85 g.p.a. for the President's Honor Roll.

—OR—

3. Achieve a 3.50 g.p.a. for the Dean's Honor Roll.

Students with grades of I (Incomplete), Y (In-Progress), Z (No Credit), or an F are not eligible for honor roll recognition.

### ACADEMIC WARNING, PROBATION, SUSPENSION

The academic warning and suspension policy is intended to promote successful learning. With this help, students will be alerted to potential problems in time for them to take corrective action. The following guidelines have been established to ensure that academic standards are maintained:

1. At the conclusion of each quarter, the grades of all students enrolled in that quarter will be reviewed.
2. Students who have attempted twelve or more credits in the quarter and whose grade point average that quarter is less than 2.0 will be notified of their situation.
3. a. The first quarter in which the grade point average is less than 2.0 will cause the students to receive a warning regarding the level of their academic achievement.  
b. If students experience two consecutive quarters of work in which the g.p.a. is less than 2.0 (each quarter), they will be placed on academic probation for the following quarter of attendance.  
c. When students fail to earn a 2.0 g.p.a. for three consecutive quarters, they may be suspended from attendance at the College for a period of one academic quarter (exclusive of summer). They will be requested to appear before the Academic Standards Review Board to review their situation.
4. Any student whose g.p.a. is under 2.0 will be encouraged to take advantage of the assistance provided by the College to enhance student success.
5. Students placed on academic probation or suspension may appeal to the Academic Standards Review Board for a re-assessment if they feel that unusual circumstances beyond their control were the cause of their low academic achievement.
6. After academic suspension of one quarter (fall, winter, spring), a student may appeal to the Academic Standards Review Board for re-instatement to the College. If re-admission is allowed, the student will remain on academic probation until achieving a quarterly 2.0 g.p.a.

### PLAGIARISM/CHEATING

Walla Walla Community College does not tolerate plagiarism, cheating, or any other type of academic dishonesty. Any student who cheats or plagiarizes the work of others is subject to disciplinary action as defined by the Student Code of Conduct.

1. Plagiarism is defined as the buying, borrowing, or stealing of written material for the purpose of fulfilling or partially fulfilling any assignment or task required as part of the students' program of instruction at the college. Any student who plagiarizes shall be subject to disciplinary action.
2. Any student who aids or abets the accomplishment of such activity as defined in subsection 1 above shall also be subject to disciplinary action.
3. An instructor may take any and all reasonable action against any student who is deemed to have been guilty of plagiarism or cheating.

Refer to the Student Code of Conduct for complete policy and procedures.

## STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act, Walla Walla Community College enforces guidelines concerning information about the student's permanent educational record and governs the conditions of its disclosure. Except as otherwise indicated, the College will not provide information contained in student records in response to inquiries unless the student has given consent to the College in writing. Exception will be made if knowledge of the information is necessary to protect the health or safety of the student or other individuals or disclosure is required by law. The following information may be released as it is representative of public directory information: name, address, telephone number, field of study, date and place of birth, etc.

## STUDENT ACADEMIC RESPONSIBILITIES

1. **ADVISEMENT:** Every student at Walla Walla Community College seeking to complete degree or program requirements is responsible for maintaining regular contact with a college adviser. Advisers are faculty members, college counselors, and other designated staff members.
2. **CATALOG INFORMATION:** Every student at Walla Walla Community College is responsible for following guidelines and information provided in the catalog.
3. **COURSE REQUIREMENTS:** For each course in which they are enrolled, students at Walla Walla Community College are responsible for all instructions and requirements given by the instructor.
4. **ATTENDANCE:** Regular attendance in classes is strongly recommended to ensure the successful completion of coursework. Individual instructors may require class attendance. Excused absences may be permitted at the



# ACADEMIC INFORMATION

discretion of the instructor for illness, official college activities, or personal emergencies. All coursework missed, regardless of cause, must be completed to the satisfaction of the instructor. The student is responsible for initiating procedures for make-up work. Certain professional-technical programs require a minimum of hours of instruction before a student can take a licensing examination. Students should check with their instructor(s) to make sure the required hours have been completed.

5. **EXAMINATIONS:** All examinations must be taken at the times scheduled by the instructor. A request to take a final examination at other than a scheduled time must be approved by the instructor and the Vice President of Instruction.

6. **STUDENT RIGHTS AND RESPONSIBILITIES:** Student rights and responsibilities are published in the document *Rules of Conduct and Procedures of Enforcement*.

Students should contact the Student Activities Director for information regarding their rights and responsibilities while attending Walla Walla Community College. The Vice President of Student Services is available to discuss student concerns.

## THE VETERAN'S RESPONSIBILITY

### STANDARDS OF PROGRESS

Persons receiving Veterans Administration benefits are subject to the following standards of progress:

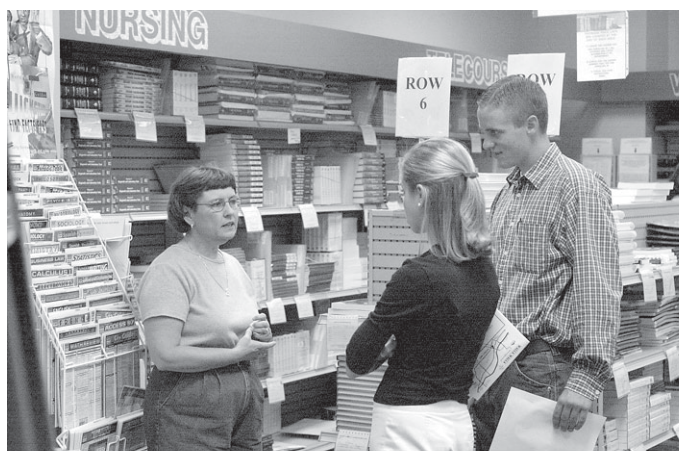
1. Full-time study is a minimum of 12 credit hours per quarter.
2. Individuals cannot be certified for audit or other non-credit courses.
3. All eligible veterans must maintain a minimum grade point average to ensure continued VA support. For any quarter of study, the grade point average must be 2.0 or above. A list of all grades with their respective grade points appears in this catalog under "Grading Policy."
4. Persons who fail to make satisfactory progress will be placed on *Academic Probation*. The first quarter below a 2.0 g.p.a. will cause the student to receive a warning regarding the level of their academic achievement, a *Level I Probation*. If a student experiences two consecutive quarters of work in which the g.p.a. is less than 2.0 (each quarter), the student will be placed on a *Level II Probation*.
5. Persons who are placed on *Academic Probation* can be reinstated to regular status by earning a 2.0 g.p.a. for the probationary quarter.
6. When a student fails to earn a 2.0 g.p.a. or better for three consecutive quarters, the individual will be terminated from receiving veterans educational benefits, and the VA will be notified of the unsatisfactory progress. Every effort will be made to notify the VA within 30 days, although the monitoring process may take more than the allotted time.

7. Persons who receive a grade of Incomplete (I) or In-Progress (Y) must complete an *Incomplete Grade Contract* with the appropriate instructor and finish the incomplete in accordance with the established policy in the Registrar's Office. If the incomplete grade is not removed by the end of the following quarter, it will be reported to the VA and will usually result in having to repay the VA a portion of the money previously received.
8. Persons whose financial support has been discontinued for reasons of unsatisfactory progress will not be recertified for veterans educational benefits until satisfactory progress is maintained for the quarter in which he/she is enrolled and a conference with the Veterans Clerk has been made.

### RECORDS OF PROGRESS

Walla Walla Community College maintains adequate records to show the progress of each student receiving VA benefits. Specific procedures include the following:

1. Final grade reports of veterans and eligible persons are filed in the Registrar's Office.
2. Records of withdrawals from any course (including dates of attendance) are filed and checked with the official schedule certified by the College for funding. Appropriate forms are submitted if funding levels are reduced or increased due to the schedule change.
3. Records of re-enrollment for courses leading to degrees are checked against permanent records when a program change application is submitted. This form ensures that all eligible persons pursue courses and programs for which they are certified.
4. A cumulative transcript of progress is on file in each veteran's or eligible person's folder. Progress or lack of progress is monitored each quarter when grades are submitted for final review. The courses are double-checked with the original certification to make certain persons eligible are making progress in courses approved for funding. Transcripts of previous education and training are included with the transcript evaluation forms to show credit granted for prior educational experiences.



# EDUCATIONAL PROGRAMS & SUPPORT SERVICES

## ACADEMIC TRANSFER PROGRAM

Walla Walla Community College has course offerings in most academic areas. Transfer students, by earning an Associate in Arts Degree, can satisfy general university requirements normally taken during the freshman and sophomore years. With the assistance of a faculty adviser, students can also organize their studies to satisfy the lower-division requirements of most college majors. Earning the Associate in Arts Degree will guarantee transfer students junior standing at all public and most private baccalaureate institutions in Washington State. The Associate in Science Degree will serve those students intending to complete the required course work for preprofessional programs at selected baccalaureate institutions.

For more information about transfer programs, contact the Academic Education Office (509.527.4212), the Student Development Center (509.527.4262) or the Transfer Center (509.527.3679).

## HONORS PROGRAM

The Walla Walla Community College Honors Program offers successful and highly motivated students the chance to advance both their learning and their prospects for college and career advancement through uniquely challenging course work. Honors students may work toward graduation with honors or may work only for honors in specific subject areas. Transcripts of Honors graduates announce their special achievement and list the specific courses they took for Honors credits. In the ten years since its inception, the program has served over two hundred students, many of whom have benefited from their special recognition as Honors scholars to gain superior job offers or admission and scholarship assistance at top regional colleges and universities.

Students may enroll in the Honors Program if they enter WWCC with a 3.5 high school g.p.a., or if they have earned at least 15 college credits at WWCC with a 3.5 g.p.a.

The Honors curriculum offers four different types of academic credit. Honors courses, seminars, and linking seminars bring together instructors and Honors students in limited small-enrollment courses for intense development of specific skills and concentrated study of issues and concepts. Honors modules are inserted into regular college courses; they assign the student additional work in the course and bring students and instructor together for tutorial projects.

Honors students may also participate in the Honors Club, Phi Theta Kappa, which makes field trips around the region and sponsors other social events. In the past, Honors excursions have included trips to Seattle, Vancouver, B.C., and the Ashland Shakespeare Festival in Oregon.

Interested students may contact the Honors Program Committee through the WWCC Academic Education Office (509.527.4212).

## PERFORMING ARTS

Through its Academic Education programs, Walla Walla Community College provides opportunities for students interested in dance, vocal and instrumental music, fine arts such as sculpture, ceramics, painting, and drawing, and theater. Student vocal and instrumental concerts occur every quarter in addition to some performance opportunities on and off-campus sites (Walla Walla schools and Walla Walla service groups, for example). The Drama department offers at least one full-length play each quarter. In addition, a traveling children's theater production runs throughout the year and presents its play selection during winter quarter. These performances show in the China Pavilion. The Drama and Music departments also cooperate in the production of the summer musical, which runs during July in the Fort Walla Walla amphitheater. The Dance program includes a wide range of dance styles, from beginning to advanced, choreography, and dance production, culminating in the spring with a dance show performed, choreographed, and produced by students.

## PROFESSIONAL-TECHNICAL PROGRAMS

Professional-Technical programs provide instruction in the skills required in a wide variety of jobs. Students can prepare for employment while acquiring the two-year Associate Degree in Applied Arts and Sciences and/or certification of skills. Also offered are refresher and improvement courses for students already trained. Programs are taught by skilled instructors and include individualized educational methods. They provide practical preparation for increased employment opportunities. Students should contact the Student Development Center for admission procedures.

## TECH PREP

Tech Prep offers high school students at cooperating school districts the opportunity to earn Walla Walla Community College credit for selected competency-based courses completed in high schools.

Tech Prep partnerships between Walla Walla Community College and high schools are based on the two-plus-two educational reform concept which seeks to coordinate the junior and senior year in high school with the first two years of an Associate in Applied Arts and Sciences, Associate in Arts, Associate in Science, or Bachelor's degree. To earn college credits for Tech Prep Program courses students must complete a list of course competencies, present an acceptable portfolio as defined by the program, and pay the associated fees for application, registration, and transcription.

Walla Walla Community College uses the Direct Transcription system, which immediately transcript completed Tech Prep courses. Thus, high school students may establish a WWCC transcript upon completion of their first articulated Tech Prep courses.

# *EDUCATIONAL PROGRAMS & SUPPORT SERVICES*

## **DEPARTMENT OF TRANSITIONAL STUDIES**

The College attempts to help all students acquire the skills needed to reach their educational and occupational goals. The Department of Transitional Studies offers a variety of courses and services to help students upgrade skills in reading, writing, communicating, and mathematics. High school classes that meet Washington State graduation requirements are also offered. Instruction in the English language for non-English speakers is available daily. Most instruction is individualized, and students may register at any time during the school year.

The following programs and courses (many of them free of charge) are offered by the Department of Transitional Studies.

### **PRE-COLLEGE STUDIES**

Courses in reading, writing, math, study skills, spelling and vocabulary are designed to help the student succeed in college. Students are placed in the appropriate course after being evaluated.

### **ADULT BASIC EDUCATION**

Adult Basic Education classes serve students age 16 or older who have not completed high school (students between the ages 16 and 19 must have permission from the last high school they attended). These classes are designed to upgrade basic skills in reading, writing, math, and social studies to the eighth grade level. Students are pretested before entering. The program of study is determined individually. Instruction is offered in individualized lab settings, grouped classes, or via computers. This is a tuition-free program, and all instructional materials are provided by the College.

### **SERVICES FOR STUDENTS WITH LEARNING DISABILITIES**

Students with learning disabilities should contact the Department of Transitional Studies. A specialist will determine the type of assistance needed (e.g., diagnostic consultation, tutorial assistance, study skills instruction, assistance in ordering taped books, alternative testing arrangements). Center services include testing, instruction in basic skills, help with study skills and approaches to passing college courses, and counseling. Staff in the office for students with disabilities (527.4258) will coordinate services for students with disabilities. Counselors are also available in the Student Development Center to assist students with academic and personal needs.

### **ADULT HIGH SCHOOL DIPLOMA**

Walla Walla Community College is authorized by the state of Washington to grant the Adult High School Diploma to qualified applicants 19 years or older. Persons wanting this credential should provide the Department of Transitional Studies with records of past education and work experience. Students 19 and over are eligible for a reduced tuition that does not cover the cost of textbooks.

### **GED PREPARATION**

This program is designed to help students pass the five GED tests in Writing Skills, Social Studies, Science, Interpreting Literature and the Arts, and Mathematics. The student must be 19 years of age or older or, if between the ages 16 to 19, must have a release signed by the local high school. Upon successful completion, the student will receive a Certificate of Educational Competence (High School Equivalency) from the Washington State Superintendent of Public Instruction and the Executive Director of the Washington State Board for Community and Technical Education.

### **ENGLISH AS A SECOND LANGUAGE**

Classes in English as a second language are offered to non-English speaking students. Instruction is designed to help students acquire skills in understanding, speaking, reading, and writing English. Students are tested and placed at one of three levels according to their ability, and progress is determined individually.

## **CONTINUING EDUCATION**

Continuing Education provides a wide variety of programs to fit the needs of individuals and agencies within the community. Avocational offerings, academic education, courses to develop or improve job skills, and community service classes add to the traditional college offerings. Community education can downlink programs via satellite dishes to provide interactive teleconferences, seminars, business and in-service training.

### **CENTER FOR BUSINESS AND PROFESSIONAL DEVELOPMENT**

The Center for Business and Professional Development provides quality education and training opportunities in areas of management and personnel development to businesses, agencies, organizations, and individuals in the Walla Walla Community College District. Training is provided in the form of seminars, workshops, video conferences, and online classes. They are offered at times and locations convenient for participants and/or participating organizations.

A local advisory board helps determine the needs and wishes of the community, suggests programs, and promotes and helps implement them. The demands from local businesses for customized training continue to increase. A developing trend focuses on more specialized training to meet individual business needs.

### **COMMUNITY EDUCATION AND LIFELONG LEARNING**

The office of Community Education and Lifelong Learning designs a wide range of avocational, cultural, educational, and social opportunities for adult lifelong learners in the community. The courses are generally self-supporting via enrollment fees paid by the participants and are not offered for credit. Classes can be offered by request if there is sufficient interest.



# EDUCATIONAL PROGRAMS & SUPPORT SERVICES

## ALLIED HEALTH AND SAFETY EDUCATION

This program provides a wide variety of training in health and safety topics for health and social service professionals and the general public.

Basic training and continuing education components are provided for pre-hospital providers such as First Responders and EMT's (Emergency Medical Technician). Basic education for nursing assistants and phlebotomy technicians is also available. The department coordinates the Fire Science program in association with a statewide curriculum through the Washington State Fire Service Education Association. Required training for flaggers, as well as CPR and First Aid classes, are available through the department and can be offered in a variety of settings including both campuses and on-site workplaces.

Continuing education courses are offered for nurses, counselors, social workers, mental health professionals, and others. The courses are taught in appropriate time frames that range from a short hour-long class to more complex topics requiring an entire academic quarter.

## DISTANCE LEARNING

The Distance Learning Program is designed to help clients who are in need of post-secondary educational service but who cannot attend fixed time and fixed location classes.

It is anticipated that distance learning students will take selected courses, transfer to four-year institutions or earn certificates and professional-technical degrees via distance learning. Some on-campus students will use Distance Learning to take classes that they otherwise could not take due to schedule conflicts, and others will use Distance Learning to shorten the time they must be away from home and current employment.

As is consistent with the mission of the community college system, the Distance Learning program will serve a diverse clientele that may be seeking a single course, a certification, or a degree for a wide variety of personal reasons. The Distance Learning program will make courses available in a variety of delivery formats that include interactive television (ITV), computer-based training (CBT), telecourses and online courses.

## EVENING COLLEGE

The College offers a comprehensive program during the late afternoons and evenings. This program is similar to the offerings during the daily schedule at the college. Since the courses at WWCC are standardized, the prerequisites, course content, credit(s) and instructional expertise are identical to the day classes. Most classes start at the beginning of each quarter, and meet regularly (either one or two nights per week). Courses are generally offered in two blocks of time: Monday/Wednesday, 4:00 to 7:00 p.m. and 7:00 to 10:00 p.m. and Tuesday/Thursday, 4:00 to 7:00 p.m. and 7:00 to 10:00 p.m. periods.

Academic, professional-technical, and Department of Transitional Studies classes are offered during Evening College hours. These classes are offered at the Walla Walla and at Clarkston campuses. In addition, specialized community sites are used for specific offerings.

## SENIORS PROGRAMS

The college provides classes of particular interest and value to seniors on a quarterly basis at the Senior Center, nursing homes, and retirement centers. Offerings are credit classes given for audit in such areas as recreation, art, language, computers, writing, and other academic pursuits.

*Quest: An Institute for Learning in the Third Age* provides opportunities for learning in retirement. It is an affiliate of the Elderhostel Institute Network and is one of over 260 such institutes connected to community colleges and universities throughout the U.S. and Canada. Members of Quest must be at least 50 years of age. A quarterly or annual membership fee covers the cost of a social function each quarter and allows members to take Quest classes that have been specially designed for them.

The state of Washington tuition policy (WAC 131-28-080) allows seniors to audit ongoing WWCC classes on a space available basis for a reduced fee (maximum of two courses per quarter). All of the state supported classes for seniors, such as those at the Senior Center and through Quest, are offered on an audit basis for reduced tuition.

## SMALL BUSINESS CENTER

The Walla Walla Area Small Business Center provides business skills development counseling, training, and related technical assistance to small business owners, operators, and entrepreneurs in order to improve their potential for business success as evidenced by innovation, growth, expansion, and an ability to successfully compete in a global economic environment.

Business skills development counseling and training is designed to build the acumen necessary to identify and solve short-term problems and to develop and implement a comprehensive business strategy. Technical assistance is provided so that entrepreneurs and business owners can address critical issues impacting the effectiveness and efficiency of operations, processes, or procedures.

The Small Business Center is affiliated with the Partnership for Rural Improvement, a consortium of educational institutions, public service agencies, and citizens in Washington State. The goals of the consortium are to help communities, educational institutions and public agencies provide community and rural services. Partners include: WSU/SBDC (Small Business Development Center); SBA (Small Business Administration); WMS (Washington Manufacturing Services); and the Port of Walla Walla.

## WALLA WALLA COMMUNITY COLLEGE INSTITUTE OF ENOLOGY AND VITICULTURE

The Institute is dedicated to premium wine education and training and includes a teaching winery and vineyard. The Institute was started in January 2000. The teaching winery located on the main campus in Walla Walla includes: a Hospitality Training Center, a certified wine laboratory, classrooms, and a full-production winery. The teaching vineyard is located at Road 'G' and Highway 12 and includes a certificated nursery and several acres of wine grape varieties which support the Institute's wine

# EDUCATIONAL PROGRAMS & SUPPORT SERVICES

production program. In addition, it is a demonstration vineyard that includes a variety of water-application systems, trellising systems, and a wind machine.

The Institute offers courses with internships that lead to both a one-year Professional Certificate and Associate Degree in Enology and Viticulture. Courses are also tailored to meet the specific needs of the wine industry in the Pacific Northwest with special emphasis given to Southeastern Washington grape varieties and wines. Flexibility of the classes allow for seasonal instruction, short courses, and seminars. The Institute also offers courses in sensory evaluation, wine appreciation, consumer education, and hospitality training. For current information, interested students should contact: Myles Anderson, Director, 509.527.4264; fax 509.527.3666; e-mail, [myles.anderson@wwcc.ctc.edu](mailto:myles.anderson@wwcc.ctc.edu).

## CLARKSTON CENTER

The College maintains a center in Clarkston, Washington, serving primarily the surrounding region of Asotin and Garfield counties. Over 900 full- and part-time students are enrolled annually in the following programs:

- Associate in Arts Degree (AA)—College Transfer Program. The Associate in Arts Degree serves as the first two years of a four-year Bachelors Degree. The Clarkston Center transfers students primarily to WSU, LCSC and the University of Idaho through articulation agreements.
- Associate Degree in Applied Arts and Sciences (AAAS)—Two year Professional-Technical Degree Program in specific professional-technical programs
- One-Year Professional-Technical Certificate Programs

## ADULT LEARNING CENTER

Adult basic education including reading, writing, and math for adults.

## ART

Art classes are provided in cooperation with the Valley Art Center in Clarkston.

## BUSINESS ADMINISTRATION

### Office Technology

Programs leading to careers in the following areas: bookkeeper, office assistant, and legal, medical, executive and financial administrative assistants.

## CARPENTRY

The two-year AAAS in carpentry is available at the Clarkston Center. The program concentrates primarily on residential construction, and students will experience all aspects of construction from foundation to interior finish work. The Lewis-Clark Contractors Association serves as an advisory board to the Carpentry Program.

## EARLY CHILDHOOD AND EDUCATIONAL SUPPORT

Classes are provided with parents and children learning together. Options include a 45-credit certificate in Child and Family Services and Associate in Arts Degree with emphasis in Early Childhood. The program prepares students for employment in preschool, primary and secondary school settings in paraprofessional and teacher aide roles. Forty-five credit certificate AA and AAAS degree options are available.

## CONTINUING EDUCATION OPPORTUNITIES

Special workshops, seminars, and short courses are offered throughout the year to meet the continuing education needs of those already employed but required to update skills necessary in their professions. Courses available include a wide variety of computer classes, first aid, flagging, nursing assistant, parenting, and child care.

## ENGLISH AS A SECOND LANGUAGE

Offered to individuals whose native language is not English.

## GED PREPARATION

## HIGH SCHOOL DIPLOMA

## NURSING

The program is accredited by the National League for Nursing and offers:

- 1-year LPN (Licensed Practical Nurse)
- 2-year RN (Registered Nurse)
- 3 + 1 Articulation with WSU for the four-year Bachelor of Science in Nursing

## COUNSELING AND ADVISING

Special workshops, seminars, and short courses are offered throughout the year to meet the continuing education needs of those already employed but required to update skills necessary in their professions.

## ON-CAMPUS CHILD CARE

The child care center is open weekdays for children from one to six years old. Hours within the operating day are flexible to accommodate varying schedules. For more information, call 509.758.1779

## TUTORING

Free peer tutoring can be arranged through the Student Services Office.

Persons interested in knowing more about the Clarkston Center should visit the Clarkston Campus at 1470 Bridge Street, Clarkston, Washington, or call 509.758.3339 (toll-free 1.877.471.6629). Mailing address: Clarkston Center, P.O. Box 700, Clarkston, WA 99403.



# *EDUCATIONAL PROGRAMS & SUPPORT SERVICES*

## **WASHINGTON STATE PENITENTIARY**

Walla Walla Community College provides educational programs and services to inmates of the Washington State Penitentiary. Qualified inmates are eligible to apply for admission to developmental courses, as well as occupational programs. The College also provides student services in the areas of admissions, advisement and registration, counseling, testing, and placement.

## ***LIBRARY SERVICES***

Walla Walla Community College offers a full array of library services through the library, media lab, graphics, and media production areas.

The library and media lab, located on the second floor of the main building on the Walla Walla campus, provide services and materials in print and nonprint formats. The library collection includes approximately 42,000 volumes and 350 periodical titles. The media collection is available for on- and off-campus use. The print and nonprint collections have been selected to support the curriculum and provide materials for recreational reading and viewing. Students, faculty, and staff access media equipment for group and individualized instructional programs through audiovisual services.

A variety of computer services offer library users materials through interlibrary loans and database searches. The library is a member of the Walla Walla Area Library Network (WALNET). Library patrons may also access information through several online databases. Microfilm and copy machines are also available in the library.

The Clarkston Center library, with its growing collection of books, periodicals and audiovisual materials, supports the curriculum at the Clarkston campus. This library is a member of the VALNet system, which links the Clarkston Center to other libraries and their collections in the Clarkston-Lewiston area. Hours are 7:30 a.m. to 9:00 p.m., Monday through Thursday; 7:30 a.m. to 4:00 p.m., Friday.

Tours of the library and instruction in the use of library resources are given to groups on request, and individual assistance is always provided.

Graphics and media production services are available to faculty and staff to assist in meeting the goals of the College. Graphics and media production are located in the basement of the main building. These offices are open from 7:30 a.m. to 4:30 p.m., Monday through Friday.



During the academic year, library hours are from 7:30 a.m. to 9:00 p.m., Monday through Thursday; 7:30 a.m. to 4:30 p.m., Friday; and 4:00 p.m. to 9:00 p.m., Sunday. Evening and weekend hours are not provided when classes are not in session.

## ***ACADEMIC SUPPORT CENTER***

On the second floor of the main building in Walla Walla is the Academic Support Center where students will find the Math Lab and the Writing Center. Hours are daily from 7:30 a.m. to 4:30 p.m.

## ***MATH LAB***

Students needing assistance with math may drop in or make an appointment to work with a member of the math lab staff. All students may take advantage of math lab services that cover the range of math topics from vocational math to introductory algebra to pre-calculus to differential equations.





# EDUCATIONAL PROGRAMS & SUPPORT SERVICES

## WRITING CENTER

The writing center staff provides assistance on writing assignments to students throughout the college. No appointment is needed to use the services of the writing center. All students—academic, professional-technical, college preparatory, continuing education—are welcome. Students may visit on a “drop-in” basis or by referral from any instructor. The writing center staff also makes presentations on a variety of composition-related topics to classes or other groups upon request.

## ALTERNATIVE EDUCATION PROGRAM

The Alternative Education Program (AEP) provides a non-traditional option for selected students, ages 16- 20, to earn a high school diploma or acquire vocational training. Students may earn both high school and college credits. For more information call 509.527.4262.

## RUNNING START

The Running Start program was created by the 1990 Legislature to expand educational options for public school students. Running Start allows 11th and 12th grade high school students to take college-level courses, tuition-free, at the 34 Washington community and technical colleges. Students earn both high school and college credits. For more information call 509.527.4262.

## SERVICE LEARNING

The College works with a number of agencies to expand learning opportunities that reach out to the community-at-large in WWCC's four-county service area by encouraging volunteer activities that enhance and support classroom learning. Human Services Field Experience and America Reads have been in operation for several years; other areas of service learning emerge depending on student and faculty interests, needs, and partnerships with other agencies and groups in Walla Walla, Clarkston, and other focal points of the WWCC district. Call the Academic Education Office at 509.527.4212 for more information.



## TRANSICIÓN

### THE BILINGUAL BICULTURAL TRANSITION PROGRAM

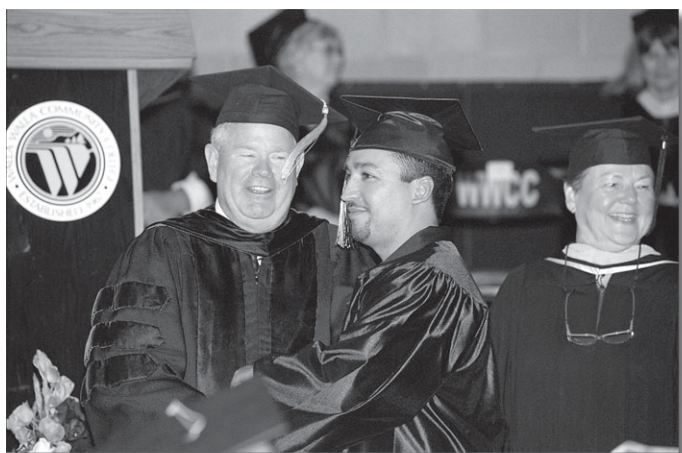
The Transición program is designed to provide intensive training in English proficiency, personal and cultural awareness, computer literacy, and career and employment exploration to dislocated Hispanic workers, dislocated homemakers, and other Hispanic individuals who aspire to:

- enroll in a vocational certificate or degree program which intends to lead to a living wage job with benefits,
- complete a GED in Spanish (if needed while studying English), and
- develop levels of language and cultural proficiency which provide advantage to both the Transición candidate and the prospective employer.

This ten-week, 160-hour (required), certificate program contains the following core components: orientation, personal awareness, cultural awareness, career exploration and identification, securing employment, and plan of action. Academic placement into the program will be determined by the score on a standardized test. Students may be 1) placed directly into a professional-technical program, or 2) co-enrolled in Transición and a vocational program, or 3) co-enrolled in Transición and basic skills, or 4) advised to enroll in ESL and basic skills only. For more information call 509.527.4260.

## WASHINGTON STATE UNIVERSITY LEARNING CENTER

Students may access upper-division coursework through offerings, which Washington State University provides on the Walla Walla and Clarkston campuses. A complete list of third and fourth year courses can be obtained by contacting the WSU Learning Center in the main campus building at 509.529.5959.



# DEGREE REQUIREMENTS

## DEGREE REQUIREMENTS ASSOCIATE IN ARTS DEGREE

This degree is designed for students planning to transfer to a baccalaureate institution with junior standing. Students pursuing this degree should plan their programs at Walla Walla Community College in accordance with the requirements of the institution to which they plan to transfer.

To earn the Associate in Arts Degree (AA), a student must complete at least 93 credit hours in college transfer courses numbered 100 or above with a minimum college-level grade point average of 2.0, and include a minimum of 63 credit hours in general education courses, as distributed below. Courses cross-listed in two subject areas can be counted for credit in only one area.

### GENERAL EDUCATION REQUIREMENTS: 63 Credits

#### COMMUNICATION SKILLS:

At least thirteen (13) credits, including one course from each of the three course areas.

English Composition ..... ENG 101, 104  
English Composition ..... ENG 102  
Speech ..... SPCH 101

#### HUMANITIES:

A minimum of fifteen (15) credits with at least one 3-credit course from each of three different subject areas, including one literature course. Up to four (4) credits can be taken from selected performing/fine arts classes.

Art ..... ART 100, 127, 128, 129  
Drama ..... DRAM 225, 226  
Foreign Language ..... SPAN 101, 102, 103, 201, 202, 203  
(If the third quarter [103] or higher of a language is taken, up to 10 credits of that language can be used to satisfy one area [foreign language] of the humanities requirement. Extra language credits will be treated as elective credit.)  
History ..... HIST 101, 102, 103, 105, 107, 109  
Humanities ..... HUM 101, 102, 103, 106, 107, 110; 112; 201; 202  
Literature ..... LIT 111, 120, 140, 141, 142, 144, 149, 164, 210, 212, 242, 243, 244, 245, 246, 251; 256, 257, 260, 261, 262, 263, 264, 270, 271, 277, 290  
Music ..... MUS 101, 110  
Performing/Fine Arts ..... ART 101, 102, 103, 104, 105, 106, 130, 131, 132, 151, 152, 153, 160, 161, 162, 167, 168, 169, 260, 261, 262  
DRAM 151, 152, 153, 251, 252, 253, 271, 272, 273, 290, 291, 292, 295, 296, 297  
MUS 106, 107, 108, 116, 117, 118, 126, 127, 128, 161, 162, 163, 206, 207, 208, 216, 217, 218, 226, 227, 228, 261, 262, 263  
Philosophy ..... PHIL 101, 103, 120, 131, 220  
Women's Studies ..... WST 251

#### SOCIAL SCIENCES:

A minimum of fifteen (15) credits with at least one 3-credit course from each of three different subject areas, including one course from anthropology, psychology, or sociology.

Agriculture ..... AGRI 222  
Anthropology ..... ANTH 101  
Business ..... BA 101  
Criminal Justice ..... CJ 101, 106, 202, 206  
Economics ..... ECON 200, 201, 202/AGRI 202  
Education ..... ED 110  
Geography ..... GEOG 160, 201  
History ..... HIST 101, 102, 103, 105, 107, 109, 115, 120, 201, 202, 203, 210, 240, 250, 252, 255, 256, 280  
Political Science ..... PSCI 101, 115, 120  
Psychology ..... PSY 101, 103, 111, 113, 139, 205, 206  
Sociology ..... SOC 101, 160, 201, 204, 205, 208, 220  
Women's Studies ..... WST 113, 139, 200, 220, 280

#### QUANTITATIVE SKILLS:

Five (5) credits.

Symbolic Reasoning or Quantitative Reasoning (5 credits) may be satisfied by completion of one of the following courses from one of the listed categories:

- Symbolic Logic: **Philosophy** 220
- Quantitative Reasoning: **Computer Technology** 131  
**Mathematics** 107, 109, 110, 115, 121, 124, 125, 126, 201, 206, 220, 224, 238

#### NATURAL SCIENCES:

A minimum of fifteen (15) credits with at least one 5-credit course from each of two different subject areas, including one lab science.

Anatomy and Physiology ... BIO 210, 211, 212  
Astronomy ..... ASTR 105, 106, 110, 115, 120  
Biology ..... BIO 105, 106, 110, 120, 121, 140, 151, 160, 230  
Botany ..... BIO 220, 221  
Chemistry ..... CHEM 101, 107, 108, 109, 121, 122, 123  
Ecology ..... BIO 130  
Geography ..... GEOG 105, 170, 210, 211  
Geology ..... GEOL 101, 120, 130, 201  
Mathematics ..... MATH (See Quantitative Skills + 205)  
Oceanography ..... OCE 101  
Physics ..... PHYS 110, 121, 122, 123, 201, 202, 203  
Women's Studies ..... WST 121  
Zoology ..... BIO 201, 202

# DEGREE REQUIREMENTS

## ADDITIONAL REQUIREMENTS: 30 Credits

### PHYSICAL EDUCATION:

Three (3) unduplicated activity courses required. A maximum of six (6) physical education activity credits will be counted toward the AA Degree. Waived for military service and by physician recommendation only.

DANCE 101-191  
HPER 106-186

### GENERAL ELECTIVES:

Twenty-seven (27) credits from any course numbered 100 or above may be counted toward general electives for graduation. Exception: A maximum of six (6) physical education activity credits will be counted toward the AA Degree. The College may offer quarterly courses not listed in the catalog. Consult your adviser to see if those courses are applicable to your major.

Credit will not be granted for course work that is below a level already completed that is substantially the same as credit already earned. Students may receive credit for only one of the following:

ASTR 105 or 110  
ASTR 106 or 115  
ASTR 106 or 120  
BA 111 or CT 121 or AGRI 108  
ECON 202 or AGRI 202  
FCS 132 or ED 132  
FCS 133 or ED 133  
FCS 135 or ED 135  
FCS 136 or ED 136  
FCS 141 or ED 141  
GEOG 160 or SOC 160  
HIST 101 or 105  
HIST 102 or 107  
HIST 103 or 109  
PSY 206 or CJ 206  
WST 113 or PSY 113  
WST 220 or SOC 220  
WST 121 or BIO 121  
WST 139 or PSY 139  
WST 251 or LIT 251  
WST 280 or HIST 280

### IMPORTANT NOTICE:

Within the Associate in Arts Degree, 75 of the 93 credits should be fully transferable as defined by the receiving baccalaureate institution. Transfer students should plan their degrees in accordance with the requirements of the institution to which they plan to transfer. They should also be aware that colleges within universities may have admission requirements significantly higher than the 2.0 grade point average required for the AA degree and that they may look at performance in specific classes in determining a student's admission.

Selecting the appropriate courses in fulfilling the AA Degree saves students time and expense in completing the requirements of a bachelor's degree. Courses that are considered upper division (junior-senior level) at a baccalaureate institution may need to be repeated, if taken at a community college.

Students may meet graduation requirements in the catalog current at the time of their initial enrollment, provided enrollment toward their educational objective is continuous (from quarter to quarter) during the academic years involved. Otherwise, graduation requirements will be those listed in the catalog in use at the time of graduation. A high school diploma or GED certificate should be held by a student before a degree is issued.

Students intending to transfer courses from some professional-technical programs need to consult with an adviser at the baccalaureate institution where they plan to transfer. There may be some limitations on transfer of courses from these programs:

Agriculture  
Business and Management/Office Technology  
Civil Engineering Technology  
Criminal Justice/Corrections Professional  
Family and Consumer Studies  
Fire Command Administration  
Nursing  
Programs in Trades and Technology

### RESIDENCE REQUIREMENTS:

1. A minimum of 24 credits that apply toward the degree earned at WWCC.
2. A minimum of two (2) quarters in attendance at WWCC.
3. Last 12 credits to be earned at WWCC unless waived by the Vice President of Instruction.

### WRITE COURSES:

Universities may require students to complete a certain amount of "W" or "Write" courses. Walla Walla Community College has identified the following courses which contain sufficient written requirements to be designated WWCC "Write" courses and will be so identified on student transcripts.

### WWCC "W" (WRITE) COURSES:

BA 157, 158  
CET 103, 201  
HIST 105, 107, 109  
HIST/PSCI 115, 120  
HUM 101, 102, 103, 110  
LIT—All courses  
PSCI 100, 101  
PSY 101, 103, 205  
SOC 101, 201, 205, 208





# DEGREE REQUIREMENTS

## ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree will serve students intending to complete the required coursework for preprofessional programs at selected baccalaureate institutions.

Candidates for the Associate in Science Degree are expected to complete a 93-credit program that is parallel with the first two years of a baccalaureate program at the institution to which they intend to transfer. As with the Associate in Arts Degree, a cumulative g.p.a. of 2.0 or better is required for successful completion of this degree.

Recipients of the Associate in Science Degree will have the appropriate title added to the degree, thereby defining the major emphasis of their program.

Students planning to receive the Associate in Science Degree must declare their intentions to do so at least one quarter prior to the time they expect to graduate.

### Option I:

Biological Science; Chemistry; Environmental/Resource Sciences; Geology and Earth Sciences

## GENERAL EDUCATION

### REQUIREMENTS: 78-83 Credits

#### COMMUNICATION SKILLS:

At least eight (8) credits, including one course from each of the two course areas.

English Composition ..... ENG 101

Speech..... SPCH 101

#### QUANTITATIVE SKILLS:

At least ten (10) credits in courses at or above introductory calculus level.

Mathematics ..... MATH 124, 125, 126, 201, 220, 224, 238

#### HUMANITIES AND SOCIAL SCIENCES:

At least fifteen (15) credits: a minimum of five (5) credits in humanities, a minimum of five (5) credits in social sciences, plus an additional five (5) credits in either humanities or social sciences for a total of fifteen (15) credits.

##### Humanities:

Art ..... ART 100, 127, 128, 129

Drama ..... DRAM 225, 226

Foreign Language ..... SPAN 101, 102, 103, 201, 202, 203  
(If the third quarter [103] or higher of a language is taken, up to 10 credits of that language can be used to satisfy one area [foreign language] of the humanities requirement. Extra language credits will be treated as elective credit.)

History ..... HIST 101, 102, 103, 105, 107, 109

Humanities ..... HUM 101, 102, 103, 106, 107, 110; 112; 201; 202

Literature ..... LIT 111, 120, 140, 141, 142, 144, 149, 164, 210, 212, 242, 243, 244, 245, 246, 251, 256, 257, 260, 261, 262, 263, 264, 270, 271, 277, 290

Music ..... MUS 101, 110

Performing/Fine Arts ..... ART 101, 102, 103, 104, 105, 106, 130, 131, 132, 151, 152, 153, 160, 161, 162, 167, 168, 169, 260, 261, 262  
DRAM 151, 152, 153, 251, 252, 253, 271, 272, 273, 290, 291, 292, 295, 296, 297  
MUS 106, 107, 108, 116, 117, 118, 126, 127, 128, 161, 162, 163, 164, 206, 207, 208, 216, 217, 218, 226, 227, 228, 261, 262, 263

Philosophy ..... PHIL 101, 103, 120, 131, 220

Women's Studies ..... WST 251

##### Social Sciences:

Agriculture ..... AGRI 222

Anthropology ..... ANTH 101

Business ..... BA 101

Criminal Justice ..... CJ 101, 106, 202, 206

Economics ..... ECON 200, 201, 202/AGRI 202

Education ..... ED 110

Geography ..... GEOG 160, 201

History ..... HIST 101, 102, 103, 105, 107, 109, 115, 120, 201, 202, 203, 210, 240, 250, 252, 255, 256, 280

Political Science ..... PSCI 101, 115, 120,

Psychology ..... PSY 101, 103, 111, 113, 139, 205, 206

Sociology ..... SOC 101, 160, 201, 204, 205, 208, 220

Women's Studies ..... WST 113, 139, 200, 220, 280

##### NATURAL SCIENCES:

Forty-five to fifty (45-50) credits, including fifteen (15) credits of chemistry for science majors; five (5) credits of third quarter calculus or statistics course; fifteen (15) credits of biology for science majors or physics.

Additionally, ten to fifteen (10-15) credits in physics, geology, organic chemistry, biology or mathematics, consisting of courses normally taken by science majors, preferably in a 2 or 3 quarter sequence.

Chemistry ..... CHEM 121, 122, 123

Mathematics ..... Math 126 or 201

15 credits in one of the following sequences:

Biology ..... BIO 151, 201, 220

Physics ..... PHYS 121, 122, 123, 201, 202, 203

10-15 credits from courses above not previously taken or from below:

Biology ..... BIO 210, 211, 212, 130

Geography ..... GEOG 105, 170, 210, 211

Geology ..... GEOL 101, 120, 130, 201

Mathematics ..... 126, 201, 220, 224, 238

# DEGREE REQUIREMENTS

## ADDITIONAL REQUIREMENTS: 10-15 Credits

### PHYSICAL EDUCATION:

Three (3) unduplicated activity courses required. A maximum of six (6) physical education activity credits will be counted toward the AS Degree. Waived for military service and physician recommendation only.

DANCE ..... 101-191  
HPER ..... 106-186

### GENERAL ELECTIVES:

Seven (7) to twelve (12) credit from any course numbered 100 or above may be counted toward general electives for graduation. Exception: A maximum of six (6) physical education activity credits will be counted toward the AS Degree. The College may offer quarterly courses not listed in the catalog. Consult your adviser to see if those courses are applicable to your major.

Credit will not be granted for course work that is below a level already completed that is substantially the same as credit already earned. Students may receive credit for only one of the following:

ASTR 105 or 110  
ASTR 106 or 115  
ASTR 106 or 120  
BA 111 or CT 121 or AGRI 108  
ECON 202 or AGRI 202  
FCS 132 or ED 132  
FCS 133 or ED 133  
FCS 135 or ED 135  
FCS 136 or ED 136  
FCS 141 or ED 141  
GEOG 160 or SOC 160  
HIST 101 or 105  
HIST 102 or 107  
HIST 103 or 109  
PSY 206 or CJ 206  
WST 113 or PSY 113  
WST 220 or SOC 220  
WST 121 or BIO 121  
WST 139 or PSY 139  
WST 251 or LIT 251  
WST 280 or HIST 280

### IMPORTANT NOTICE:

Transfer students should plan their degrees in accordance with the requirements of the institution to which they plan to transfer. They should also be aware that colleges within universities may have admission requirements significantly higher than the 2.0 grade point average required for the AS degree and that they may look at performance in specific classes in determining a student's admission.

Selecting the appropriate courses in fulfilling the AS Degree saves students time and expense in completing the requirements of a bachelor's degree. Courses that are considered upper division (junior-senior level) at a baccalaureate institution may need to be repeated, if taken at a community college.

Students may meet graduation requirements in the catalog current at the time of their initial enrollment, provided enrollment toward their educational objective is continuous (from quarter to quarter) during the academic years involved. Otherwise, graduation requirements will be those listed in the catalog in use at the time of graduation. A high school diploma or GED certificate should be held by a student before a degree is issued.

### Option II:

Engineering, Computer Science, Physics and Atmospheric Sciences

## GENERAL EDUCATION REQUIREMENTS: 63 Credits

### COMMUNICATION SKILLS:

At least eight (8) credits, including one course from each of the two course areas.

English Composition ..... ENG 101  
Speech ..... SPCH 101

### QUANTITATIVE SKILLS:

At least ten (10) credits in courses at or above introductory calculus level.

Mathematics ..... MATH 124, 125, 126, 201, 220, 224,  
238

### HUMANITIES AND SOCIAL SCIENCES

At least fifteen (15) credits: a minimum of five (5) credits in humanities, a minimum of five (5) credits in social sciences, plus an additional five (5) credits in either humanities or social sciences for a total of fifteen (15) credits.

#### Humanities:

Art ..... ART 100, 127, 128, 129  
Drama ..... DRAM 225, 226  
Foreign Language ..... SPAN 101, 102, 103, 201, 202, 203  
(If the third quarter [103] or higher of a language is taken, up to 10 credits of that language can be used to satisfy one area [foreign language] of the humanities requirement. Extra language credits will be treated as elective credit.)  
History ..... HIST 101, 102, 103, 105, 107, 109  
Humanities ..... HUM 101, 102, 103, 106, 107, 110; 112; 201; 202  
Literature ..... LIT 111, 120, 140, 141, 142, 144, 149, 164, 210, 212, 242, 243, 244, 245, 246, 251; 256, 257, 260, 261, 262, 263, 264, 270, 271, 277, 290  
Music ..... MUS 101, 110

# DEGREE REQUIREMENTS

**Performing/Fine Arts** ..... ART 101, 102, 103, 104, 105, 106, 130, 131, 132, 151, 152, 153, 160, 161, 162, 167, 168, 169, 260, 261, 262  
 DRAM 151, 152, 153, 251, 252, 253, 271, 272, 273, 290, 291, 292, 295, 296, 297  
 MUS 106, 107, 108, 116, 117, 118, 126, 127, 128, 161, 162, 163, 164, 206, 207, 208, 216, 217, 218, 226, 227, 228, 261, 262, 263



**Philosophy** ..... PHIL 101, 103, 120, 131, 220  
**Women's Studies** ..... WST 251

## Social Sciences:

**Agriculture** ..... AGRI 222  
**Anthropology** ..... ANTH 101  
**Business** ..... BA 101  
**Criminal Justice** ..... CJ 101, 106, 202, 206  
**Economics** ..... ECON 200, 201, 202/AGRI 202  
**Education** ..... ED 110  
**Geography** ..... GEOG 160, 201  
**History** ..... HIST 101, 102, 103, 105, 107, 109, 115, 120, 201, 202, 203, 210, 240, 250, 252, 255, 256, 280  
**Political Science** ..... PSCI 101, 115, 120, 222  
**Psychology** ..... PSY 101, 103, 111, 113, 139, 205, 206  
**Sociology** ..... SOC 101, 160, 201, 204, 205, 208, 220  
**Women's Studies** ..... WST 113, 139, 200, 220, 280

## NATURAL SCIENCES:

At least thirty (30) credits, including a sequence of fifteen (15) credits in physics (with lab); five (5) credits in chemistry (with lab for engineering majors); five (5) credits in computer programming language (based on requirements of specific discipline at baccalaureate institution where student plans to attend); five (5) credits of calculus or statistics course (based on requirements of specific discipline at baccalaureate institution where student plans to attend).

**Physics** ..... PHYS 121, 122, 123, 201, 202, 203  
**Chemistry** ..... CHEM 121  
**Computer Technology** ..... CT 130, 131  
**Math** ..... MATH 126, 201

## ADDITIONAL REQUIREMENTS: 30 Credits

### PHYSICAL EDUCATION:

Three (3) unduplicated activity courses required. A maximum of six (6) physical education activity credits will be counted toward the AS Degree. Waived for military service and physician recommendation only.

### GENERAL ELECTIVES:

The remaining twenty-seven (27) credits should be planned with the help of an adviser based on the requirements of the specific discipline at the baccalaureate institution where the student plans to attend. Suggested courses could include:

**Mathematics** ..... MATH 126, 201, 220, 224, 238

**Chemistry** ..... CHEM 122, 123

Any course numbered 100 or above may be counted toward general electives for graduation. Exception: A maximum of six (6) physical education activity credits will be counted toward the AS Degree. The College may offer quarterly courses not listed in the catalog. Consult your adviser to see if those courses are applicable to your major.

### IMPORTANT NOTICE:

Transfer students should plan their degrees in accordance with the requirements of the institution to which they plan to transfer. They should also be aware that colleges within universities may have admission requirements significantly higher than the 2.0 grade point average required for the AS degree and that they may look at performance in specific classes in determining a student's admission.

Selecting the appropriate courses in fulfilling the AS Degree saves students time and expense in completing the requirements of a bachelor's degree. Courses that are considered upper division (junior-senior level) at a baccalaureate institution may need to be repeated, if taken at a community college.

Students may meet graduation requirements in the catalog current at the time of their initial enrollment, provided enrollment toward their educational objective is continuous (from quarter to quarter) during the academic years involved. Otherwise, graduation requirements will be those listed in the catalog in use of the time of graduation. A high school diploma or GED certificate should be held by a student before a degree is issued.

### Option III:

An Associate in Science Degree option also exists for students transferring to specific baccalaureate institutions where agreements exist for programs in:

- Agricultural Science
- Computer Technology
- Civil Engineering Technology

Refer to program advisers and course descriptions in this catalog for current requirements.



# DEGREE REQUIREMENTS

## ASSOCIATE IN APPLIED ARTS AND SCIENCES DEGREE

This Associate in Applied Arts and Sciences (AAAS) Degree is designed primarily for students planning to enter a career directly upon graduation. Requirements include the following:

- A minimum of 90 quarter credits in an approved program.
- Six quarters of instruction or the instructor's recommendation.
- Two quarters in residence at WWCC, including the quarter prior to graduation.
- A minimum of 24 quarter credits within the specified program must be taken in residence.
- A cumulative grade point average of 2.0.
- A high school diploma or GED certificate.
- A minimum of 18 credits in related instruction.
- Certain professional-technical programs require minimum proficiency levels and/or a minimum number of clock hours of attendance.
- Most professional-technical programs have program-specific requirements; see course sequences and degree requirements listed under each program.

### RELATED INSTRUCTION REQUIREMENTS: 18 Credits

Additional related studies courses may be developed or approved. See a current quarterly class schedule for additional information.

Courses designated as meeting related instruction requirements for certificates and degrees are listed in each professional-technical program course sequence. These courses are listed in bold and utilize the following initials:

- W = Written Communications
- O = Oral Communication
- R = Human Relations
- J = Job Seeking Skills
- L = Leadership
- M = Computation/Quantitative Skills

A Bachelor of Science in Technology, a 3+ 1 program, currently exists with Eastern Washington University for students who complete a Computer Technology or Civil Engineering Technology AAAS Degree.

### WRITTEN COMMUNICATIONS:

At least three (3) credits from the following list:

- ENG 100 ..... Expository Writing
- ENG 101 ..... English Composition
- BA 137 ..... Business Communications
- WRITE 100 ..... Vocational Writing
- WRITE 110 ..... Technical Writing for Engineers

### ORAL COMMUNICATIONS:

At least three (3) credits from the following list:

- SPCH 101 ..... Fundamentals of Speech
- OCSUP 102 ..... Job Communications

### COMPUTATION:

Students should check with their adviser for the minimum level of computation required in their program. At least five (5) credits from the following list:

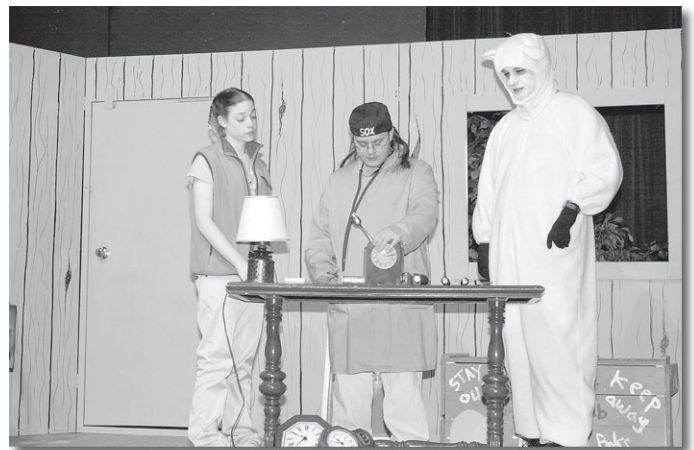
- BA 112 ..... Business Math
- MATH ..... Mathematics to include Math 49 and above
- OCSUP 106 ..... Applied Math

### HUMAN RELATIONS AND JOB SEEKING SKILLS:

A minimum of six (6) credits with at least one (1) credit in job seeking skills and at least three (3) credits in Human Relations.

#### HUMAN RELATIONS (3 credits minimum)

- BA 157 ..... Human Relations in Business
- OCSUP 101 ..... Job Psychology
- PSY 101 ..... Introduction to Psychology
- PSY 111 ..... Effective Interpersonal Relationships
- IRT 192/292 ..... Co-op Seminar I/II



### JOB SEEKING SKILLS (1 credit minimum)

- AGPR 100 ..... Orientation to Agriculture
- ACCT 193 ..... Occupational Development
- BA 193, 293 ..... Business Leadership Seminar
- OCSUP 103 ..... Job Seeking Skills
- OT 103, 106 ..... Office Occupations Development
- PSY 140 ..... Career and Life Planning

### LEADERSHIP:

At least one (1) credit from the following list:

- 299 ..... Student Leadership
- ACCT 191, 192, 193 ..... Occupational Development
- BA 191, 192, 291, 292 ..... Business Leadership Seminar
- OT 101, 102, 104, 105 ..... Office Occupations Development
- PSCI 125 ..... Student Leadership

# DEGREE REQUIREMENTS

## **CERTIFICATES AND ENDORSEMENTS**

Students who complete core courses in one year of an approved professional-technical program and nine credits of related instruction may receive a certificate.

A Short Program Endorsement may be provided to completers of state authorized programs. The authorized Short Program Endorsement requires 19 credits (or fewer) and are completed in one quarter (or fewer).

## **TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY**

### **INTRODUCTION**

The Intercollege Relations Commission (ICRC) facilitates the transfer of students between community colleges and baccalaureate colleges and universities in the state of Washington. That commission has produced agreements that allow students to transfer from institution to institution with maximum flexibility. Several options of special interest are the direct-transfer associate degree (AA), preprofessional associate degrees, and Alternatives for the Transfer of Occupational Programs (ATOPS).

Students earning the Associate in Arts Degree and Associate in Science Degrees at WWCC are granted junior standing at all of the public and most private baccalaureate institutions (BIs) in Washington. Exceptions are Whitman College, Walla Walla College, and the University of Puget Sound. These institutions accept most college-level course work from WWCC, but on a course-by-course basis.

While the agreements with BIs assure the transfer of credit, the admission to a particular university or university program is not assured. Each institution has separate admission criteria which can be based on grades, prerequisite course work, test scores, and other considerations.

Students who plan to transfer to a university should attend a college transfer workshop, work with a community college counselor, and make early contact with the university relative to when they might transfer.

Many universities have advisers who visit WWCC. Students are encouraged to visit with these representatives when they are on campus.

### **THE DIRECT TRANSFER ASSOCIATE IN ARTS DEGREE—GENERAL EDUCATION REQUIREMENTS**

Students who complete the AA degree will have satisfied all or most of the basic science and many core requirements at the various baccalaureate institutions. This generally means AA transfer students can begin work in their major field of study as soon as they transfer, but they will still have some general undergraduate requirements to complete.

### **THE DIRECT TRANSFER ASSOCIATE IN SCIENCE DEGREE**

Students who complete the AS degree will have satisfied all or most of the basic science and many core requirements at the various

baccalaureate institutions. This generally means AS transfer students can begin work in their major field of study as soon as they transfer, but they will still have some general undergraduate requirements to complete.

### **PREPROFESSIONAL ASSOCIATE DEGREES**

In some cases, the direct transfer AA degree is not the most appropriate transfer plan. Students who wish to design their transfer program to a specific department within a baccalaureate institution might find it useful to work with advisers at both the community college and the university to assure that general and special departmental prerequisites are met prior to transfer. This is particularly appropriate for engineering, business administration, and other preprofessional programs. The Associate in Science Degree may be appropriate for these students. Please consult your adviser.

### **ALTERNATIVES FOR THE TRANSFER OF PROFESSIONAL-TECHNICAL PROGRAMS**

Some colleges and universities offer special transfer arrangements that allow students in profession-technical programs (e.g., human services, law enforcement, or technology programs) to revise their plans and work toward a baccalaureate degree. Other alternatives for the transfer of professional-technical programs are being developed by individual colleges. Students should contact the admissions office at the baccalaureate institutions for specific details.

### **STUDENT'S RIGHT IN THE TRANSFER PROCESS**

The Higher Education Coordinating Board for the State of Washington has published a "Policy on Intercollege Transfer and Articulation Among Washington Public Colleges and Universities," which spells out the student's rights in the transfer process.

This policy states, in part, "Students have the right to expect fair treatment from the public colleges and universities of Washington, both sending and receiving institutions. They have, in turn, the responsibility of seeking out current information pertaining to their educational objectives and for acquiring appropriate information when they change their academic plans. When a student changes a major or degree program, the student shall assume full responsibility for meeting the new requirements. Colleges shall make every effort to help students make transitions as smoothly as is feasible."





# PROGRAMS OF STUDY

## Accounting Technology

Web site: <http://www.wv.cc.wa.us/acc/>

### Faculty Advisers:

Dan Biagi	509.527.4235	<a href="mailto:dan.biagi@wwcc.ctc.edu">dan.biagi@wwcc.ctc.edu</a>
Frank Lyons	509.527.4234	<a href="mailto:frank.lyons@wwcc.ctc.edu">frank.lyons@wwcc.ctc.edu</a>
Lisa Greenville	509.758.1715 – Clarkston	<a href="mailto:lisa.greenville@wwcc.ctc.edu">lisa.greenville@wwcc.ctc.edu</a>
Linda Lane	509.758.1724 – Clarkston	<a href="mailto:linda.lane@wwcc.ctc.edu">linda.lane@wwcc.ctc.edu</a>

**Industry Description:** Accounting is an extensive subject with many components, such as financial accounting, tax accounting, cost accounting, and governmental accounting. Every organization, whether there is a profit motive or not, has to pay employees, file tax returns, and report to a variety of governmental agencies. This field consequently has many and varied job opportunities for persons with accounting skills. In the recent past, many people have chosen careers in computer and technology fields who would have otherwise become accountants. This shift has created a shortage of trained accountants. This trend, combined with tax law changes and increased disclosure requirements, makes accounting skills a valuable asset to people in the business world.



**Program Overview:** The Accounting Technology program at WWCC has a broad focus that emphasizes the complete package of skills required for a successful career in accounting. Students take a variety of courses in subjects such as financial accounting, payroll, tax accounting, and managerial accounting. Additional classes enhance the student's written and verbal communication skills. Students in this program also become proficient with several computer accounting system quick books. Most classes are offered in the lecture mode; however, some are available distance delivery. Program content and relevance are maintained with input from an advisory committee and national and state skill standard setting bodies. Department faculty have advanced degrees in their subject areas and participate in continuing education courses to remain current.

**Program Options:** Students can choose between two different degree options. The Associate Degree in Applied Arts and Sciences in Accounting, which is a technical degree, is awarded at the completion of a two-year program of study. Graduates are prepared to enter the business world in a variety of private and public accounting occupations. The Associate in Arts Degree, which is a transfer degree, prepares the student for continued



education at a baccalaureate institution. These students will be able to complete their general education requirements before transferring and enroll in courses transferable to a four-year school.

**Entrance Requirements:** Students can begin their course of study in this program at any time. However, because of course sequencing and class prerequisites, it is preferable to begin in the fall quarter. Students interested in receiving an AAAS Degree in Accounting must have a high school diploma or a GED certificate. Those wishing to transfer must also take a placement test offered by the Student Development Center at Walla Walla Community College.

**Other Information:** Students transferring into the accounting program at WWCC should have their previous transcripts evaluated by an adviser at WWCC to determine which classes are allowed toward an accounting degree. Students who plan on transferring to a four-year school should consult a representative of that school to see which courses taken at WWCC are acceptable at the four-year school. Before entering the accounting program at WWCC, all students need to secure an adviser and become familiar with the requirements of their program and the best sequence in which to take their courses. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.





# ACCOUNTING/BOOKKEEPING

Schedule for Degree Completion:

## **Associate in Applied Arts and Sciences Degree in Accounting Technology**

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

### – Certificate –

#### First Year

<u>Quarter One</u>	Credits
OCSUP 012, Spelling (Clearance Required) .....	2
ACCT 201, Principles of Accounting I .....	5
BA 101, Introduction to Business .....	5
BA 112, Business Math (M) .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits</b> .....	<b>20</b>

<u>Quarter Two</u>	Credits
ACCT 202, Principles of Accounting II .....	5
BA 157, Human Relations in Business (R) .....	5
OT 125, Introduction to Word Processing .....	5
BA 136, Business Communications I .....	5
<b>Total Credits</b> .....	<b>20</b>

<u>Quarter Three</u>	Credits
ACCT 203, Managerial Accounting .....	5
BA 137, Business Communications II (W) .....	5
CT 121, Computer Software Principles .....	5
OT 218, Desktop Calculator .....	3
<b>Total Credits</b> .....	<b>18</b>
<b>Year-One Total Credits</b> .....	<b>58</b>

### – Degree –

#### Second Year

<u>Quarter Four</u>	Credits
ACCT 204, Intermediate Accounting I .....	5
ACCT 209, Cost Accounting .....	5
BA 217, Computer Software Applications .....	5
ACCT 191, Occupational Development I .....	3
ACCT 081, Cooperative Training I .....	2
<b>Total Credits</b> .....	<b>20</b>

<u>Quarter Five</u>	Credits
ACCT 205, Intermediate Accounting II .....	5
ACCT 216, Principles of Income Tax .....	5
ACCT 192, Occupational Development II (L) .....	3
ACCT 082, Cooperative Training II .....	2
<b>Total Credits</b> .....	<b>15</b>

<u>Quarter Six</u>	Credits
ACCT 175, Payroll Accounting .....	5
ACCT 115, Computer Applications for Accounting .....	5
ACCT 193, Occupational Development III (J) .....	3
ACCT 083, Cooperative Training III .....	2
<b>Total Credits</b> .....	<b>15</b>
<b>Year-One Total Credits</b> .....	<b>50</b>
<b>Total Credits</b> .....	<b>108</b>

A Certificate is available upon completion of the year one requirements.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 52.0302 • EPC 505 • Certificate Clock Hours: 580

Schedule for Certificate Completion:

## **Bookkeeping Certificate**

A Bookkeeper will compute, classify, record, and verify numerical data in order to develop and maintain financial records. A Bookkeeper must possess computational skills and be proficient in the use of office machines and other automated office equipment.

This schedule lists courses required for certificate completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Keyboarding, OT 024, may be required for students unfamiliar with the keyboard.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### First Year

<u>Quarter One</u>	Credits
OT 125, Introduction To Word Processing .....	5
BA 136, Business Communications .....	5
OT 122, Records Management I .....	5
BA 112, Business Math (M) .....	5
OCSUP 012, Spelling .....	2
<b>Total Credits</b> .....	<b>22</b>

<u>Quarter Two</u>	Credits
OT 126, Word Processing .....	5
OT 218, Desktop Calculator .....	5
CT 121, Computer Software Principles .....	5
ACCT 201, Principles of Accounting* .....	5
BA 157, Human Relations (R) .....	5
<b>Total Credits</b> .....	<b>25</b>

<u>Quarter Three</u>	Credits
BA 137, Business Communications I (W) .....	5
ACCT 115, Integrated Computer Applications for Accounting .....	5
BA 217, Computer Software Applications .....	5
ACCT 191, Business Leadership Seminar I .....	3
ACCT 081, Cooperative Training .....	2
ACCT 175, Payroll Accounting .....	5
<b>Total Credits</b> .....	<b>25</b>
<b>Total Credits</b> .....	<b>72</b>

\* OT 161, Practical Accounting may be substituted for ACCT 201, Principles of Accounting.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 52.0398 • EPC 508 • Certificate Clock Hours: 790

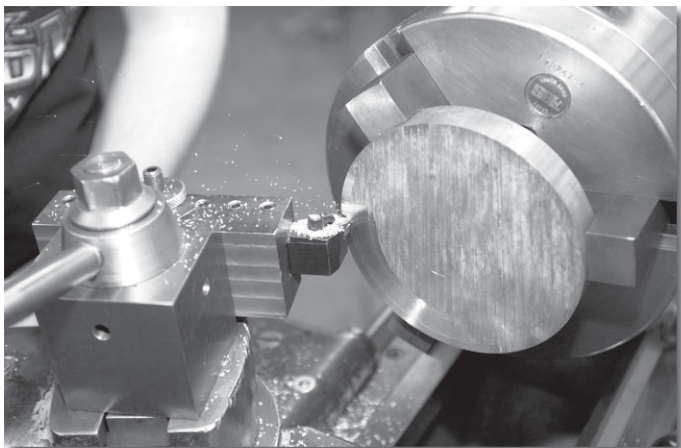
# ACCOUNTING/BOOKKEEPING

**ACCT 081, 082, 083**

**1-2 Credits**

## **Cooperative Training I, II, III**

Students enrolled in Co-op are employed in occupations related to their career choices and vocational courses; consequently, students receive both pay and school credit for their work. Prerequisites: Enrollment in ACCT program and concurrent enrollment in the related occupational development course. *Offered fall, winter, spring.*



**ACCT 115 Integrated Computer Applications for Accounting** **5 Credits**

Study of computerized accounting systems emphasizing various elements of an integrated general ledger package. Special attention is given to hands-on operation of a program and evaluation of related accounting software packages. Prerequisites: CT 121 and ACCT 201. *Offered spring.*

**ACCT 175 Payroll Accounting**

**5 Credits**

Provides an understanding of payroll records and numerous laws that affect operation of a payroll system. Prerequisite: OT 161 or ACCT 201. *Offered spring.*

**ACCT 191, 192, 193**

**3 Credits**

## **Occupational Development I, II, III**

Provides school-based learning experiences that relate with learning experiences on the job. Also a requirement for all students participating in the Co-op program but open to any interested student. Prerequisite: Enrollment in ACCT Program. *Offered fall, winter, spring.*



**ACCT 201 Principles of Accounting I**

**5 Credits**

Fundamentals of accounting theory and practice, including study of the accounting cycle, use of special journals, and use of accounting in management decisions. *Offered fall, winter, spring.*

**ACCT 202 Principles of Accounting II**

**5 Credits**

Develops the accounting principles employed by partnerships and corporations with a heavy emphasis on the partners' and stockholders' equities. Also covers the time value of money concepts, which are used extensively throughout accounting. Prerequisite: ACCT 201. *Offered winter, spring.*

**ACCT 203 Managerial Accounting**

**5 Credits**

Application of accounting concepts and techniques to managerial problems of planning and control. Accounting viewed as a management tool. Prerequisite: ACCT 202. *Offered spring.*

**ACCT 204 Intermediate Accounting I**

**5 Credits**

Financial accounting principles and practices, including study of the theory and principles underlying presentation and interpretation of working capital, investments, long-term liabilities, and stockholders' equity. Prerequisite: ACCT 202. *Offered fall.*



**ACCT 205 Intermediate Accounting II**

**5 Credits**

An extension of ACCT 204 including study of long term assets and liabilities, matching principle as it relates to the Income Statement, Income Recognition. The final WWCC course in financial accounting. Prerequisite: ACCT 204. *Offered winter.*

**ACCT 209 Cost Accounting**

**5 Credits**

In-depth understanding of cost accounting systems and application of differential cost for decision-making. Also develops background for using budgets in decision-making. Prerequisite: ACCT 202. *Offered fall.*

**ACCT 216 Principles of Income Tax**

**5 Credits**

A review of the federal tax structure and ability to apply tax principles to specific problems. Prerequisite: ACCT 202 or instructor's permission. *Offered winter.*

# AG & DIESEL EQUIPMENT MECHANICS

## **Ag and Diesel Equipment Mechanics**

Web site: <http://www.wallawalla.cc/agdies/index.htm>

Faculty Adviser:

David Bailey

509.529.2600

david.bailey@wwcc.ctc.edu

**Industry Description:** The Ag and Diesel Equipment Mechanics program has many components to prepare individuals with the technical knowledge and mechanical skills required to service, repair, and test various types of machinery, depending on the student's particular employment goals. This is an extensive program including: heavy-duty trucks, heavy equipment, medium-duty vehicles, agricultural equipment, logging equipment, forklifts, and mining equipment. Employment of diesel mechanics and service technicians is expected to increase about as fast as the average for all occupations through the year 2008.

**Program Overview:** Program offerings focus on creating an understanding of heavy-duty vehicle operating systems in order to troubleshoot and repair various pieces of machinery. The program advisory board and industry organizations, such as NATEF/ASE, guide course offerings. Core classes include: Shop Fundamentals, Diesel Engines, Power Trains, Electrical and Air Conditioning, Hydraulics, Diesel Fuel Systems, and Cooperative Work Experience (on-the-job training). Course formats include lecture, lab, and live work shop experience. Course offerings are aimed toward enabling the student to successfully complete ASE certification test requirements.

**Program Options:** An Associate in Applied Arts And Sciences (AAAS) Degree in Ag and Diesel Equipment Mechanics may be obtained by completing core and related classes. A one-year certificate is available in Diesel Technology. Competency endorsements for quarterly areas of study can be earned. A transfer agreement is in place with Montana State University for those who wish to continue their education and receive a baccalaureate degree in diesel mechanics.

**Entrance Requirements:** Students interested in receiving an AAAS degree must have a high school diploma, GED certificate. Students interested in receiving a degree or certificate may start in fall, winter, or spring quarters. Classes are available during set quarters and are not repeated during the year.

**Other Information:** The Ag and Diesel Equipment Mechanics program is part of the Tech prep consortium in the state of Washington. Tech prep credits from specific high school studies can be awarded for selected courses. Contact local school counselors or Walla Walla Community College for more information. Students interested in transferring should consult with an adviser in the Ag and Diesel Equipment Mechanics department prior to taking courses for transfer credit. For additional information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

Schedule for Degree Completion:

## **Associate in Applied Arts & Sciences Degree in Agricultural & Diesel Equipment Mechanics**

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions. Students interested in a baccalaureate track diesel program should talk to their adviser to arrange transferable electives.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

### **- Certificate -**

(Diesel Technology)

#### **First Year**

##### **Quarter One**

##### **Credits**

AGM 181, Engines .....	7-11
AGM 151, Shop Fundamentals .....	9
OCSUP 106, Applied Math (M) .....	5
<b>Total Credits .....</b>	<b>21-25</b>

##### **Quarter Two**

##### **Credits**

AGM 185, Power Trains .....	10
AGM 162, Machinery Repair I .....	7-11
WELD 141, Welding (Recommended) .....	4
OCSUP 102, Job Communications (O) .....	3
.....	
<b>Total Credits .....</b>	<b>20-28</b>

##### **Quarter Three**

##### **Credits**

AGM 183, Electricity and Air Conditioning .....	10
AGM 163, Machinery Repair II .....	7-11
OCSUP 101, Job Psychology (R) .....	3
<b>Total Credits .....</b>	<b>20-24</b>
<b>Year-One Total Credits .....</b>	<b>61-79</b>

### **- Degree -**

#### **Second Year**

##### **Quarter Four**

##### **Credits**

AGM 184, Hydraulics .....	10
AGM 266, Equipment Repair I .....	7-11
Write 100, Vocational Writing (W) .....	3
<b>Total Credits .....</b>	<b>20-24</b>

##### **Quarter Five**

##### **Credits**

AGM 182, Diesel Fuel Systems .....	10
AGM 267, Equipment Repair II .....	7-11
AGM 299, Leadership (L) .....	1
IFA 022, First Aid .....	4
OCSUP 103, Job Seeking Skills (J) .....	3
<b>Total Credits .....</b>	<b>25-29</b>

##### **Quarter Six**

##### **Credits**

AGM 177, Cooperative Work Experience .....	10-15
<b>Total Credits .....</b>	<b>10-15</b>
<b>Year-Two Total Credits .....</b>	<b>55-68</b>
<b>Total Credits .....</b>	<b>116-147</b>

A Certificate is available upon completion of the year-one requirements.

When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employability preparedness.



# AG & DIESEL EQUIPMENT MECHANICS

Cooperative Work Experience may be divided into two quarters by taking AGM 177, 178 at reduced credit levels. A minimum of 300 hours (10 credits) actual on-the-job mechanical experience is required.

AGM 186 Advanced Mechanics and AGM 268 Equipment Repair III may be substituted for Cooperative Work Experience with instructor permission.

Students must have at least 800 hours of actual shop experience to meet the requirements for graduation. At least 600 hours must be on-campus shop experience.

AGM 181, 183 and 185 are prerequisites to AGM 266, 267 and 268.

Strongly recommended for work beyond entry level: WELD 141.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) - Written Communications	(J) - Job Seeking Skills
(M) - Computation / Mathematics	(R) - Human Relations
(O) - Oral Communications	(L) - Leadership

## Agricultural and Diesel Equipment Mechanics.

CIP 01.0201 • EPC 125 • Diesel Technology Certificate.

CIP 47.0605 • EPC 775 • Certificate Clock Hours: 865

### AGM 151 Shop Fundamentals 9 Credits

A course designed to introduce, perfect, and evaluate basic safety and shop skills necessary for successful completion of the Diesel Mechanics program. Consists of instruction and shop performance exercises in safety; hand and machine tool operation, use, and maintenance; hardware identification; and other basic shop skills. Forklift driver certification is also taught. *Offered fall.*

### AGM 162, 163 Machinery Repair I, II 1-11 Credits

Controlled laboratory experiences using static and live projects to enhance instruction in engines, power trains, electrical and air conditioning. Involves application of theory and skills associated with academic and skill instruction. *Offered winter, spring.*

### AGM 177, 178 Cooperative Work Experience I, II 1-15 Credits

Students earn credit while employed by a related business. On-the-job training supervised by employers and/or instructor. Prerequisite: Instructor's permission. *Offered all quarters.*

### AGM 181 Engines 11 Credits

An in-depth study of diesel and gas engines. Covers theory of operation, testing, and rebuilding. *Offered fall.*

### AGM 182 Diesel Fuel Systems 10 Credits

A detailed study and analysis of diesel injection systems. Covers systems operation, testing, and repair techniques. *Offered winter.*

### AGM 183 Electricity and Air Conditioning 10 Credits

Theory, troubleshooting, and repair of electrical and air conditioning systems. Covers charging, starting, ignition, and accessory electrical systems. Mobile air conditioning will be covered as a separate portion of this course. *Offered spring.*

### AGM 184 Hydraulics 10 Credits

A study of hydraulic systems as found on mobile equipment. Includes theory, operation, troubleshooting, and service of pumps, cylinders, valves, motors, controls, and accessories found on mobile hydraulic systems. Schematics and system design are also discussed. *Offered fall.*

### AGM 185 Power trains 10 Credits

A study of the various components found in the power train system. Includes theory, operation, troubleshooting, and repair of clutches, transmissions, torque converters, drive lines, differentials, and power take off devices. *Offered winter.*

### AGM 186 Advanced Mechanics 5 Credits

A study of specialized machinery. Study and skill gained through working on specialized equipment such as farm equipment, logging equipment, trucks, and heavy equipment. Prerequisite: Instructor's permission. *Offered all quarters.*

### AGM 188 Forklift Operator Training 1 Credit

Designed to meet new OSHA requirements for forklift operator certification. Approximately five hours are spent in a classroom setting explaining applicable regulations and basic theory. Two hours are spent in hands-on training and evaluation for each student. Prerequisite: Instructor's permission. *Offered as needed.*

### AGM 199 Independent Research 1-11 Credits

An open-ended course to allow individual student development, operated on a contract basis. *Offered by instructor's permission.*

### AGM 266, 267, 268 Advanced Equipment Repair I, II, III 1-11 Credits

Actual job shop experience (on campus). Students work on equipment with a student service manager and under the supervision of an instructor. Prerequisite: Must have completed at least two quarters of the Diesel Technology program. *Offered fall, winter, spring.*

### AGM 299 Student Leadership 1 Credit

A competency based class to promote student responsibility and leadership. Prerequisite: Must have completed at least two quarters of Diesel Technology Program. *Offered fall, winter, spring.*



# AG SCIENCE & TECHNOLOGY

## **Agricultural Science and Technology**

Web site: <http://www.wallawalla.cc/agsci/index.htm>

### Faculty Advisers:

Jerry Kjack 509.527.4225

[jerry.kjack@wwcc.ctc.edu](mailto:jerry.kjack@wwcc.ctc.edu)

Mike Moramarco 509.527.4223

[mike.moramarco@wwcc.ctc.edu](mailto:mike.moramarco@wwcc.ctc.edu)

**Industry Description:** Production agriculture is an applied science industry requiring trained technicians and professionals with knowledge of biological and chemical principles. Persons employed in the agricultural science field need to apply this knowledge to the production of food and fiber at the primary producer, support services, or research and development level. As the agricultural science industry advances in the use of technology, there is a continued demand for trained individuals.

**Program Overview:** Agricultural science combines the fields of biology and chemistry with a practical understanding of crop and livestock production and management. The primary objectives of the program are to give students technical knowledge in the areas of soils and fertilizers, pests and control procedures, and crop and livestock production and management. These objectives are accomplished with lecture/discussion periods, lab exercises, and field trips to production enterprise areas. Some courses are available for distance learning for students not able to attend on campus at the time the course is offered. The agricultural science curriculum is maintained with input from an advisory committee, national and state skill standards, and DACUM research; it is constantly updated to incorporate viable lab experiences in all courses. Department faculty have advanced degrees in their subject area, frequently attend conferences, and use industry work experiences to keep curriculum relevant and current.

**Program Options:** There are several degree options for the student to choose from. The Associate in Applied Arts and Sciences Degree in Agricultural Sciences is a technical degree offered at the completion of a two-year course of study. These graduates find employment as agricultural technicians, field men, farm managers, and sales representatives for agricultural product suppliers. The Associate in Science Degree in Agricultural Science is for students wishing to transfer to a baccalaureate institution. Many courses in the department have direct transfer credit to regional colleges and universities. The Agriculture Department at Walla Walla Community College has articulation agreements with agricultural departments at Washington State University to aid students with matriculation into these departments.

**Entrance Requirements:** Students may begin their course of study in these programs at any time. No prerequisites exist. Students wishing to begin study should complete a placement test offered by the Student Development Center at Walla Walla Community College.

**Other Information:** The Agricultural Science program is part of the Tech Prep consortium in the state of Washington. Tech prep credits from specific high school studies can be awarded for selected courses. Contact your local school counselor or Walla Walla Community College for more information. Students considering transferring should consult with an adviser in the agriculture department prior to taking courses for transfer credit.

Program scholarships are available each year to assist students. Contact a program adviser to obtain an application or for more information. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

### Schedule for Degree Completion:

## **Associate in Science Degree – Agricultural Science Option**

The following course listing should be used as a guide to complete the requirements for the Associate in Science Degree, which allows students to **transfer to Washington State University in a Bachelor in Science Degree in Agriculture**. For transfer information at specific institution and/or programs consult with your adviser.

General Education Requirements:	Credits
ENG 101, SPCH 101; Communications .....	8
Humanities .....	5
Choose 2: HIST 105, HIST 107, HIST 109 .....	10
BIO 101, BIO 201, BIO 220; Biology .....	15
CHEM 101, Chemistry .....	5
MATH 201, Quantitative Skills .....	5
AGRI 202, PSY 101; Social Science .....	10
<b>Total Credits .....</b>	<b>53</b>

Agricultural Elective Courses:	Credits
AGPR 201, Soils .....	5
AGRI 108, Computer Applications .....	5
AGPR 113, AGPR 114 .....	6
Animal Science elective, Choose 1: AGPR 100,110,111,112,116,216 .....	5
Agri-Business elective, Choose 2: AGRI 102 & 103, 210,211,220,221,222 .....	10
Crop Science elective, Choose 1: AGPR 105 215 .....	5
Choose 1: AGPR 100 or AGPR 140 .....	3
<b>Total Credits .....</b>	<b>39</b>

Optional Elective Courses:	Credits
AGPR 115, Preventative Veterinary Medicine .....	5
IRT 112, Irrigation Principles .....	5

## **Associate in Science Degree – Agricultural Science Option**

The following course listing should be used as a guide to complete the requirements for this degree, which will allow students to **transfer to Washington State University in a Bachelor in Science Degree in Agriculture Technology and Management**. For transfer information at specific institution and/or programs consult with your adviser.

General Education Requirements:	Credits
ENG 101, SPCH 101; Communications .....	8
Humanities .....	5
Choose 2: HIST 105, HIST 107, HIST 109 .....	10
BIO 101, BIO 201, BIO 220, Biology .....	15
CHEM 107,108,109 OR CHEM 121,122,123; Chemistry .....	15
MATH121, MATH 201; Quantitative Skills .....	10
AGRI 202, PSY 101; Social Science .....	10
<b>Total Credits .....</b>	<b>73</b>

# AG SCIENCE & TECHNOLOGY

## Agricultural Elective Courses:

AGPR 100, Orientation to Agriculture 3	
Agri-Business elective, Choose 1: AGRI 102 & 103, 211, 221	5
Agricultural Electives	15-20
<b>Total Credits</b>	<b>23-28</b>

## Optional Elective Courses:

AGPR 115, Preventative Veterinary Medicine	5
IRT 112, Irrigation Principles	5

## Associate in Science Degree – Agricultural Science Option

The following course listing should be used as a guide to complete the requirements for this degree, which will allow students to **transfer into an agricultural science major at a baccalaureate institution**. For transfer information at specific institution and/or programs consult with your adviser.

General Education Requirements:	Credits
ENG 101, ENG 102 or WRITE 110; Communications	8
Humanities	5-8
MATH 109 or higher, Quantitative Skills	5
Social Sciences	5
AGRI 202, Microeconomics	5
HPER, Physical Education	3
Biology	5
CHEM 107, 108, 109 OR CHEM 121, 122, 123; Chemistry	15
<b>Total Credits</b>	<b>51-54</b>

## Agricultural Elective Courses:

Agricultural elective: Any course with a AGRI or AGPR prefix	
<b>Total Credits</b>	<b>42-52</b>

Note: A minimum of 93 credits must be completed with a cumulative g.p.a. of 2.0 or better for successful completion of this degree.

The selected courses taken from the elective options will vary dependent upon the agricultural major at the college to which the student intends to transfer.

World History (HIST 255) meets the AS course requirements for Intercultural Studies at designated four-year institutions.

Other general education courses may be required dependent upon the college to which the student intends to transfer.

## Schedule for Degree Completion:

## Associate in Applied Arts & Sciences Degree in Agricultural Science & Technology – Animal Science

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

## – Certificate –

### First Year

Quarter One	Credits
AGRI 108, Computer Applications	5
AGPR 100, Orientation (J)	3
AGPR 120, Agricultural Chemistry	5
AGPR 299, Leadership (L)	2
<b>Total Credits</b>	<b>15</b>

Quarter Two	Credits
Math 065, Introduction to Algebra (M)	5
AGPR 110, Livestock Production	5
AGPR 116, Meats	5
AGPR 215, Plant Disease & Insects	5
<b>Total Credits</b>	<b>20</b>

Quarter Three	Credits
AGPR 115, Preventative Veterinary Medicine	5
AGPR 140, Agricultural Safety	3
AGRI 103, Farm Management	5
Agricultural Elective	5
<b>Total Credits</b>	<b>18</b>
<b>Year-One Total Credits</b>	<b>53</b>

Quarter Four	Credits
AGRI 181, Cooperative Training	10
<b>Total Credits</b>	<b>10</b>

## – Degree –

### Second Year

Quarter Five	Credits
AGPR 111, Animal Nutrition	5
AGPR 201, Soils	5
AGRI 202, Microeconomics	5
AGRI 102, Farm Records	5
<b>Total Credits</b>	<b>20</b>

Quarter Six	Credits
AGPR 112, Feeds	5
AGRI 221, Agricultural Marketing	5
WRITE 100, Vocational Writing (W)	3
SPCH 101, Fundamentals of Speech (O)	3
<b>Total Credits</b>	<b>16</b>

Quarter Seven	Credits
AGRI 222, Agricultural Policy	5
Agricultural Elective	5
PSY 111, Effective Interpersonal Relationships (R)	3
<b>Total Credits</b>	<b>13</b>
<b>Year-One Total Credits</b>	<b>59</b>
<b>Total Credits</b>	<b>112</b>

A Certificate is available upon completion of the year-one requirements.

- In order for the student to receive the degree, MATH 065 is a minimum level that must be completed.
- Any course with a prefix of AGRI, AGPR, AGM, CET, PMT, WELD, IRT, or TURF may be used to meet the agriculture elective requirement.

### \*Approved Electives for Agribusiness Degree:

Any course with a prefix of AGRI, AGPR, AGM, CET, IRT, or TURF may be used to meet the agriculture elective requirement.

## Animal Science

CIP 01.0302 • EPC 107 • Animal Science Certificate Clock Hours: 530



# AG SCIENCE & TECHNOLOGY

## Schedule for Degree Completion:

### ***Associate in Applied Arts & Sciences Degree in Agricultural Science and Technology — Plant and Soil Science***

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### – Certificate –

#### First Year

<u>Quarter One</u>	Credits
AGRI 108, Computer Applications .....	5
AGPR 100, Orientation (J) .....	3
AGPR 113, Plant Science I .....	3
AGPR 120, Agricultural Chemistry .....	5
AGPR 299, Leadership (L) .....	2
<b>Total Credits .....</b>	<b>18</b>

<u>Quarter Two</u>	Credits
Math 065, Introduction to Algebra (M) .....	5
AGPR 110, Livestock Production .....	5
AGPR 114, Plant Science II .....	3
AGPR 215, Plant Disease & Insects .....	5
<b>Total Credits .....</b>	<b>18</b>

<u>Quarter Three</u>	Credits
AGPR 105, Weeds .....	5
AGPR 140, Agricultural Safety .....	3
AGPR 215, Crop Production .....	5
Agricultural Elective .....	5
<b>Total Credits .....</b>	<b>18</b>
<b>Year-One Total Credits .....</b>	<b>54</b>

<u>Quarter Four</u>	Credits
AGRI 181, Cooperative Training .....	10
<b>Total Credits .....</b>	<b>10</b>

#### – Degree –

#### Second Year

<u>Quarter Five</u>	Credits
AGPR 201, Soils .....	5
AGRI 202, Microeconomics .....	5
AGRI 102, Farm Records .....	5
<b>Total Credits .....</b>	<b>15</b>

<u>Quarter Six</u>	Credits
AGPR 202, Soils II .....	5
AGRI 221, Agricultural Marketing .....	5
WRITE 100, Vocational Writing (W) .....	3
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>16</b>

<u>Quarter Seven</u>	Credits
AGRI 222, Agricultural Policy .....	5
Agricultural Elective .....	5
PSY 111, Effective Interpersonal Relationships (R) .....	3
<b>Total Credits .....</b>	<b>13</b>
<b>Year-One Total Credits .....</b>	<b>54</b>
<b>Total Credits .....</b>	<b>108</b>

A Certificate is available upon completion of the year-one requirements.

- In order for the student to receive the degree, MATH 065 is a minimum level that must be completed.
- A student can complete either AGRI 211 or AGRI 220 (since these are offered on an alternate year basis) and receive the one-year certificate.
- OCSUP 101, Job Psychology may be substituted for PSY 111, Effective Interpersonal Relationships.
- OCSUP 102, Job Communications may be substituted for SPCH 101, Fundamentals of Speech.

#### ***\*Approved Electives for Agribusiness Degree:***

Any course with a prefix of AGRI, AGPR, AGM, CET, IRT, or TURF may be used to meet the agriculture elective requirement.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 02.0501 • EPC 171 • Plant/Soils Certificate Clock Hours: 540

**AGPR 100 Orientation to Agriculture 3 Credits**  
A survey of the agriculture industry looking at different jobs, working conditions, employment structures, and employee-employer relationships. Each student builds a personal job portfolio to include, but not limited to, letters of application, resume, references, and notes on job interview techniques. *Offered fall.*

**AGPR 105 Weed Biology and Identification 5 Credits**  
An introductory course in weed science. Designed to provide an understanding of the principles and methods of controlling weeds, use and development of herbicides, methods of application and rate calculation, sprayer components and calibration, and practical knowledge of plant and seed samples of weeds common to the Pacific Northwest. *Offered winter, spring.*

**AGPR 110 Livestock Production 5 Credits**  
Introduction to the livestock industry and its importance to the U.S. economy. Covers animal products for consumers, biological principles, and management practices. *Offered winter.*

**AGPR 111 Animal Nutrition and Health 5 Credits**  
Introduction to animal nutrition and health topics. Covers major classes of nutrients required by all animals, utilization of these nutrients by farm animals, and health and safety considerations in terms of deficiencies or toxicities of specific nutrients. *Offered fall.*

**AGPR 112 Feeds and Feeding 5 Credits**  
Common feeding practices and nutrient characteristics of animal feeds. Includes ration formulation and ration requirements of cattle, sheep, hogs, and horses. Prerequisite: AGPR 111 or instructor's permission. *Offered winter.*

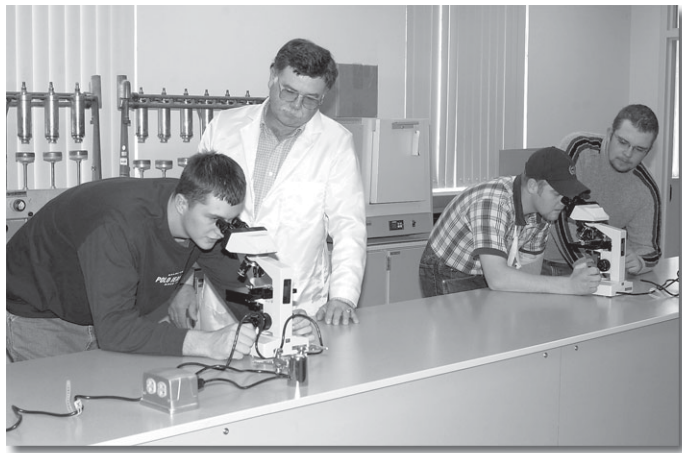
# AG SCIENCE & TECHNOLOGY

## **AGPR 114 Plant Science 3 Credits**

A basic course in plant science designed to provide a practical understanding of plant structure, function, and physiological processes involved in growth and development. *Offered fall.*

## **AGPR 115 Preventative Veterinary Medical Care 5 Credits**

Basic information on animal health and disease prevention. Also includes fundamentals on the nature of disease, nutrition, sanitation, disinfections, immunization, and basic husbandry practices. *Offered spring.*



## **AGPR 116 Practical Meat Cutting 5 Credits**

Practical information concerning the processing of carcasses into primal and subprimal cuts. Includes safety practices, sanitation procedures, dismantling and reassembling of meat processing equipment, and the identification of primal and subprimal cuts. *Offered winter, spring.*

## **AGPR 120 Agricultural Chemistry 5 Credits**

A fundamentals course in chemistry which overviews the basics of inorganic, organic, and biochemistry with applications to agriculture and other applied science fields. High school chemistry or equivalent is helpful but not required. *Offered fall.*

## **AGPR 140 Agriculture Safety and Health 3 Credits**

A synopsis of safety and health issues that impact the quality of life and productivity of American agriculture. Students receive first aid and CPR training. *Offered spring.*

## **AGPR 158, 159, 160 Crop Production 1-5 Credits**

### **Special Problems I, II, III**

Practical work experience in production of greenhouse crops. Instruction and demonstrations on propagation, care, and marketing of bedding plants, which are produced for resale. *Offered winter, spring.*

## **AGPR 197, 198, 199 Livestock Production 1-5 Credits**

### **Special Problems I, II, III**

A sequence of courses designed for students to participate in a number of subjects dealing with livestock production on a structured or independent study basis. *Offered by instructor's arrangement.*

## **AGPR 201 Basic Soil Science 5 Credits**

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. *Offered fall.*

## **AGPR 202 Soil Fertility and Management 5 Credits**

Study of macro and micronutrient uptake and utilization by plants and the fertilizer products used to supply different nutrients. Includes soil conservation, erosion control practices, and utilization of soil survey reports. Prerequisite: AGPR 201 or instructor's permission. *Offered winter.*

## **AGPR 215 Field Crop Production 5 Credits**

A practical course in the production and management of field crops designed to provide the most current information in the production and management of agronomic crops important to the economy of the Pacific Northwest. Includes plant and seed sample identification. *Offered spring.*

## **AGPR 216 Practical Meat Cutting 5 Credits**

Practical information concerning the processing, preparation, preservation, and marketing of meat products. Includes safety practices, sanitation procedures, use of meat processing equipment, and the fabrication and marketing of retail cuts. *Offered winter, spring.*

## **AGPR 299 Agriculture Student Leadership 1-2 Credits**

A course designed to strengthen communication and leadership skills. Students join the Ag Technology Club, conduct the business of the organization, and compete in PAS (Postsecondary Agricultural Students) employability skills contests. *Offered fall, winter, spring.*





# AG SCIENCE & TECHNOLOGY

## **Agricultural Technology – Agri-Business**

Web Site: <http://www.wallawalla.cc/agribus/index.htm>

Faculty Adviser:

Debora Frazier

509.527.4689

debbie.frazier@wwcc.ctc.edu

**Industry Description:** Producing and marketing food and fiber products is a vital and important industry in the United States. The United States is the largest producer and exporter of agricultural products in the world. The agri-business sector employs individuals who assist the producer of food and fiber products in input procurement, marketing, financing, and management.

**Program Overview:** Agri-Business combines information from the fields of general agriculture and business to prepare students for the management functions of businesses involved with the production and marketing of farm commodities and farm inputs. These objectives are accomplished with lecture/discussion periods, lab exercises and field trips. Some courses are offered via distance delivery for students not able to attend on campus at the time courses are offered. Program content and relevance are maintained with input from an advisory committee, national and state skill standards, and DACUM research. Department faculty have advanced degrees in their subject area and frequently attend workshops and conferences to update their knowledge of the industry.

**Program Options:** Students can choose between two different degree options. The Associate in Applied Arts and Sciences Degree in Agri-Business is a technical degree awarded to the student at the completion of a two-year program of study. Graduates of this program may find employment as farm managers, salesmen, commodity brokers, store managers, or consultants. The Associate in Arts Degree is a transfer degree that prepares the student for continued education at a baccalaureate institution. These students will be able to complete their general education requirements before transferring, begin studies in agri-business, and take electives based upon their intended degree program. Many courses in the department provide direct transfer credit to regional colleges and universities. The Agriculture Department at Walla Walla Community College has articulation agreements with several regional universities.

**Entrance Requirements:** Students can begin their study in these programs at any time. Students wishing to begin study in the program should complete a placement test offered by the student development center at Walla Walla Community College. No prerequisites exist.

**Other Information:** The Agri-Business program is part of the Tech Prep consortium in the State of Washington. Tech prep credits from specific high school studies can be awarded for selected courses. Contact your local school counselor or Walla Walla Community College for more information. Students considering transferring should consult with an adviser in the agriculture department prior to taking courses for transfer credit. Program scholarships are available each year to assist students. Contact a program adviser to obtain an application or for more information. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

Schedule for Degree Completion:

## **Associate in Arts Degree with emphasis in Agri-Business**

The following course listing should be used as a guide to complete the requirements for this degree, which will allow students to transfer to a baccalaureate institution. For transfer information at specific institution and/or programs consult with your adviser.

General Education Requirements:	Credits
ENG 101, ENG 102, SPCH 101; Communications .....	13
Humanities (1 Literature course required) .....	12-20
AGRI 202, PSY 101, ECON 201 (recommended);	
Social Science .....	15-20
Natural Science (1 lab science course required) .....	15-20
Quantitative Skills .....	5
Physical Education .....	3
<b>Total Credits .....</b>	<b>63-81</b>
<b>Recommended Elective Courses: (if applicable)</b>	
AGRI 108, Computers in Agriculture .....	5
AGRI 222, Agricultural Policy .....	5
Agricultural Electives .....	20
<b>Total Credits .....</b>	<b>30</b>

The student should complete a minimum of 93 credit hours in transfer courses. Courses should be numbered 100 and above and can be found in many areas of student interest. The selected classes will vary dependent upon the agricultural major the student intends to pursue. Other general education courses may be required dependent upon the college to which the student intends to transfer.

Schedule for Degree Completion:

## **Associate in Applied Arts & Sciences Degree in Agricultural Technology- Agri-Business**

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

– Certificate –

### **First Year**

Quarter One	Credits
AGPR 100, Orientation to Agriculture (J) .....	3
AGPR 299, Student Leadership (L) .....	1
AGRI 108, Computer Applications .....	5
AGRI 102, Farm Records .....	5
AGRI 202, Microeconomics .....	5
<b>Total Credits .....</b>	<b>19</b>

### **Quarter Two**

	Credits
Math 065, Introduction to Algebra (M) .....	5
AGRI 210, Agricultural Sales .....	3
AGRI 221, Marketing .....	5
AGPR 110, Livestock Production .....	5
<b>Total Credits .....</b>	<b>18</b>



# AG SCIENCE & TECHNOLOGY

## Quarter Three

	Credits
AGRI 211, Agri-Business Management .....	5
AGRI 103, Farm Management .....	5
<b>Written Communications (W)</b> .....	3
AGPR 140, Agricultural Safety .....	3
<b>Total Credits</b> .....	16
<b>Year-One Total Credits</b> .....	53

## Quarter Four

	Credits
Cooperative Training .....	10
<b>Total Credits</b> .....	10

– Degree –

## Second Year

### Quarter Five

	Credits
AGPR 120, Agricultural Chemistry .....	5
AGPR 113, Plant Science .....	3
AGPR 201, Soils .....	5
Agricultural Elective .....	5
<b>Total Credits</b> .....	18

### Quarter Six

	Credits
Agricultural Elective .....	5
Animal Science Elective .....	5
PSY 111, Effective Interpersonal Relationships (R)* .....	3
Oral Communications (O) .....	3
<b>Total Credits</b> .....	16

### Quarter Seven

	Credits
Crop Science Elective .....	5
AGRI 220, Finance .....	5
AGRI 222, Agriculture Policy .....	5
<b>Total Credits</b> .....	15
<b>Year-Two Total Credits</b> .....	59
<b>Total Credits</b> .....	112

A Certificate is available upon completion of the year-one requirements.

- In order for the student to receive the degree, MATH 065 is a minimum level that must be completed. Higher level mathematics coursework may be substituted for MATH 065.
- A student can complete either AGRI 211 or AGRI 220 (since these are offered on an alternate year basis) and receive the one-year certificate.
- OCSUP 101, Job Psychology may be substituted for PSY 111, Effective Interpersonal Relationships

### \*Approved Electives for Agri-Business Degree:

Any course with a prefix of AGRI, AGPR, AGM, CET, IRT, or TURF may be used to meet the agriculture elective requirement.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 01.0101 • EPC 110 • Certificate Clock Hours: 540

### AGRI 102 Farm Records and Analysis 5 Credits

Introduction to the principles of agri-business management. Identifies a practical system of farm record keeping with analysis of these records. Includes use of a computerized record keeping system. *Offered fall.*

### AGRI 103 Farm and Ranch Business Management 5 Credits

Introduction to the decision-making process and information needed to measure management performance. Also introduces the economic principles and planning tools needed to develop basic management skills for family operated farms and ranches. *Offered spring.*

### AGRI 108 Computers in Agriculture 5 Credits

Introduction to microcomputer applications using Microsoft Office software. Hands-on experience that includes word processing, spreadsheets, graphical presentations, databases, operating systems, and basic internet access. *Offered fall.*

### AGRI 181, 182, 183 Cooperative Training I, II, III 1-10 Credits

Employment experience in agriculture or related business under the supervision of the employer and the program coordinator. Students apply classroom knowledge and receive paid or unpaid, practical on-the-job training. Prerequisite: Instructor's permission. *Offered by instructor's arrangement.*

### AGRI 197, 198 Agriculture Business 1-5 Credits

#### Special Problems I, II

Awards credits for approved independent study. Students earn credits based upon topics selected by student and guided by faculty. Credit is based upon topic selected and time involved in the project. *Offered all quarters.*

### AGRI 202 Microeconomics in Agriculture 5 Credits

General introduction to microeconomics as applied to production, consumption, and marketing issues in the business and production sectors of the economy. Includes supply/demand theory, consumer choice theory, production theory, and costs of production. Equivalent credit to ECON 202. *Offered fall.*

### AGRI 210 Agricultural Sales and Service 3 Credits

Structure and background of personal selling and the concepts of human relations and communications as they relate to a sales presentation. The objective is to build good skills in selling and providing service to the customer. *Offered winter and by distance learning.*

### AGRI 211 Agri-Business Management 5 Credits

Responsibilities of a business manager and the tools used for decision making. Emphasizes the areas of finance, daily operation, personnel management, and decision making. Building good management skills is the objective. *Offered spring quarter, odd years.*

### AGRI 215 Plant Diseases and Insects 5 Credits

Introduction to the identification, life cycles, and control of insects and diseases common to crops in Washington. Concentrates on the fundamentals of entomology and plant pathology, not on specific problems and their control in a given crop. *Offered winter.*

### AGRI 220 Agricultural Finance 5 Credits

Tools and concepts useful to making financial management decisions in business firms. Also covers the role of national economic policy and the ways in which different financial institutions are operated. *Offered spring, even years.*

# AG SCIENCE & TECHNOLOGY

## AGRI 221 Agricultural Marketing

5 Credits

Overview of the marketing system for agricultural commodities. Includes the effect of public policy, the role of commodity futures in the marketing system, price and price analysis, and marketing strategies. Prerequisite: One quarter economics or instructor's permission. Offered winter.

## AGRI 222 Agricultural Policy

5 Credits

Goals, methods, and results of government programs and policies in agriculture. Includes the areas of international trade, domestic farm policy, food safety and quality, resource issues and the effect on agri-business. Fulfills a social science requirement at WWCC. Prerequisite: One quarter economics or instructor's permission. Offered spring.

## John Deere – Ag Sales

Web site: <http://www.wv.cc.wa.us/johndeere/>

### Faculty Advisers:

Debra Frazier	509.527.4689	debbie.frazier@wvcc.ctc.edu
Del Wilde	509.527.4251	del.wilde@wvcc.ctc.edu

**Industry Description:** The John Deere Company is a worldwide leader in machinery manufacture. It envisions the need for trained management, marketing, and sales personnel to work not only in dealerships in the United States, but throughout the world.

**Program Overview:** The John Deere Ag Sales program is designed to upgrade the competence and professional level of the incoming employee at the John Deere dealership. This program, in cooperation with John Deere dealers, provides students an opportunity to develop an understanding of agri-business topics such as sales, marketing, management, and finance; agricultural science topics such as soil science and crop production; and mechanical information about John Deere products. Students gain knowledge through classroom lectures and discussions, and laboratory and shop experiences. Further development of skills occurs through on-the-job training at sponsoring dealerships. Some distance delivery courses are available. The curriculum was designed in partnership with the John Deere Company and is maintained through an advisory committee of dealership employees and John Deere personnel. Instructors in the program frequently attend workshops and conferences to update their skills and knowledge of the industry.

**Program Options:** The John Deere Ag Sales program is a two-year course of study that leads to an Associate in Applied Arts and Sciences Degree in John Deere Ag Sales. Graduates are prepared to begin their career in sales and marketing of John Deere products at local John Deere dealers. Students may also choose the Associate in Applied Arts and Sciences Degree in John Deere Dealership Management. This degree prepares the student for transfer to Washington State University, where completion of a Bachelor of Science Degree in Agriculture is the goal. Either option may be completed in seven quarters, or approximately 21 months. Five quarters are spent in school, and the remaining two quarters are spent at John Deere sponsoring dealerships.

**Entrance Requirements:** The student enters this program during fall quarter of any school year, although beginning the program any quarter is possible. Since considerable time is spent at the dealership, the program requires the student to have a sponsoring John Deere dealer. The main responsibility of the dealership is to provide training-related employment for the student during the work experience periods. If necessary, the student can request assistance in locating a sponsoring dealer. Students should also take a placement test offered by the Student Development Center at Walla Walla Community College.

**Other Information:** Program scholarships are available each year to assist students. Contact a program adviser to obtain an application or for more information. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

Schedule for Degree Completion:

## Associate in Applied Arts & Sciences Degree in Agricultural Technology- John Deere Ag-Sales

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

### First Year

Quarter One	Credits
JDAS 101, Fundamentals .....	1
JDAS 110, Theory of Engine Operations .....	2
JDAS 135, Tractor Performance .....	2
AGRI 103, Farm Records .....	5
AGRI 202, Microeconomics .....	5
AGPR 120, Agricultural Chemistry .....	5
AGPR 299, Leadership (L) .....	1
Total Credits .....	21

Quarter Two	Credits
JDAS 190, Dealer Co-op .....	10-16
Total Credits .....	10-16

Quarter Three	Credits
JDAS 115, Electrical .....	3
AGRI 211, Agri-Business Management .....	5
AGPR 140, Agricultural Safety .....	3
AGPR 215, Field Crop Production .....	5
OCSUP 106, Applied Mathematics (M) .....	5
Total Credits .....	21

Quarter Four	Credits
JDAS 191, Dealer Co-op .....	10-16
Total Credits .....	10-16

# AG SCIENCE & TECHNOLOGY

## Second Year

### Quarter Five

	Credits
JDAS 205, Hydraulics .....	3
AGRI 108, Computer Applications .....	5
AGPR 201, Soils .....	5
AGPR 100, Orientation to Agriculture (J) .....	3
WRITE 100, Vocational Writing (W) .....	3
<b>Total Credits .....</b>	<b>19</b>

### Quarter Six

	Credits
JDAS 290, Dealer Co-op (Recommended) .....	5
AGRI 210, Sales & Service .....	3
AGRI 221, Agricultural Marketing .....	5
AGPR 202, Soil Fertility .....	5
ECON 201, Macroeconomics .....	5
<b>Total Credits .....</b>	<b>18-23</b>

### Quarter Seven

	Credits
JDAS 220, Tillage Equipment .....	1
JDAS 225, Planting Equipment .....	1
JDAS 230, Harvest Equipment .....	2
AGRI 220, Finance .....	5
AGRI 222, Ag Policy .....	5
Oral Communication (O) .....	3
PSY 111, Effective Interpersonal Relations (R) .....	3
<b>Total Credits .....</b>	<b>20</b>

**Grand Total Credits ..... 119 - 136**

- When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.
- Students are strongly encouraged to enroll in courses listed as recommended for effective employment preparedness.
- Student previously completing high school chemistry with at least a B grade or previously completing a college chemistry course, AGPR 120 may be waived.
- Depending upon placement test results, the student may need to take lower level math courses before enrolling in MATH 065. MATH 065 is the minimum level math course that must be passed.
- OCSUP 106 may be substituted for MATH 065.
- JDAS 290 is enrolled in during winter quarter but the work experience will take place in two separate periods for a total of 4 weeks. The first period (3 weeks in length) will begin at the end of fall quarter. The second work experience (one week in length) will take place during spring break.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 01.0101 • EPC 110

Schedule for Degree Completion:

## Associate in Applied Arts & Sciences Degree in Agricultural Technology-John Deere Dealership Management

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

This degree will allow the student to transfer to Washington State University for completion of the Bachelor of Science Degree in Agriculture.

Core courses are not available each quarter and may be offered on alternate years. **Students are advised to contact the program representative to obtain assistance in scheduling.** This does not apply to recommended and/or related instruction.

### First Year

#### Quarter One

	Credits
JDAS 101, Fundamentals .....	1
JDAS 110, Theory of Engine Operations .....	2
JDAS 135, Tractor Performance .....	2
AGRI 108 or CT 121; Computer Applications .....	5
AGPR 201, Soils .....	5
AGPR 299, Student Leadership (L) .....	1
ENG 101 English (W) .....	5
<b>Total Credits .....</b>	<b>21</b>

#### Quarter Two

	Credits
JDAS 190, Dealer Co-op .....	8-16
<b>Total Credits .....</b>	<b>8-16</b>

#### Quarter Three

	Credits
JDAS 115, Electrical .....	3
AGRI 211, Agri-Business Management .....	5
PSY 101, Introduction to Psychology (R) .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
MATH 121 or MATH 201, Calculus or Statistics (M) .....	5
<b>Total Credits</b>	<b>21</b>

#### Quarter Four

	Credits
JDAS 191, Dealer Co-op .....	8-16
<b>Total Credits .....</b>	<b>8-16</b>

### Second Year

#### Quarter Five

	Credits
JDAS 205, Hydraulics .....	3
AGRI 102, Farm Records .....	5
AGRI 202, Microeconomics .....	5
CHEM 101, Chemistry .....	5
AGPR 100, Orientation to Agriculture (J) .....	3
<b>Total Credits .....</b>	<b>21</b>

#### Quarter Six

	Credits
JDAS 290, Dealer Co-op (Recommended) .....	5
AGRI 210, Sales & Service .....	3
AGRI 221, Agricultural Marketing .....	5
Humanities elective .....	5
ECON 201, Macroeconomics .....	5
<b>Total Credits .....</b>	<b>18-23</b>



# AG SCIENCE & TECHNOLOGY

## Quarter Seven

	Credits
JDAS 220, Tillage Equipment .....	1
JDAS 225, Planting Equipment .....	1
JDAS 230, Harvest Equipment .....	2
AGRI 220, Finance .....	5
AGRI 222, Agricultural Policy .....	5
AGPR 140, Agricultural Safety .....	3
AGPR 215, Field Crop Production .....	2
<b>Total Credits .....</b>	<b>22</b>
Grand Total Credits .....	119-140

- When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.
- Students are strongly encouraged to enroll in courses listed as recommended for effective employment preparedness.
- Depending upon placement test results, the student may need to take lower level math courses before enrolling in required math courses.
- JDAS 290 is listed during winter quarter but the work experience will take place in two separate periods for a total of 4 weeks. The first period (3 weeks in length) will begin at the end of fall quarter. The second work experience (one week in length) will take place during spring break.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 01.0101 • EPC 110

### JDAS 101 John Deere Fundamentals and Orientation 1 Credit

An introduction to manuals, time management, engine classifications, serial numbers, and service department policies. Orientation to tractor and combine evolution, equipment options, and the proper use and care of power and hand tools. *Offered fall, winter, even years*

### JDAS 110 John Deere Theory of Engine Operations 2 Credits

Basic physical principles, operation, and construction of two- and four-stroke cycle engines. Includes ignition timing of four-stroke cycle engines, basic diagnostic engine test procedures, and types of internal combustion engine cooling systems. *Offered fall, even years.*

### JDAS 115 John Deere Electrical 3 Credits

Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electrical test meters. Principles of operation, testing, and repair of ignition systems, cranking systems, and charging systems are demonstrated and practiced. *Offered spring, odd years.*

### JDAS 135 John Deere Tractor Performance 2 Credits

Proper performance of John Deere agricultural tractors. Techniques and procedures for determining percentage of tractor slippage and ballast are demonstrated, practiced and corrections made in actual field conditions. Dynamometer operation, test procedures, and safety are demonstrated. *Offered fall, even years.*

### JDAS 190 John Deere Dealer Cooperative Education 16 Credits

A minimum of 480 hours of on-the-job work experience in a John Deere dealership. Allows the student to practice and utilize skills and knowledge learned in previous quarters. *Offered winter.*

### JDAS 191 John Deere Dealer Cooperative Education 16 Credits

A minimum of 480 hours of on-the-job work experience in a John Deere dealership. Allows the student to practice and utilize skills and knowledge learned in previous quarters. Prerequisite: JDAS 190. *Offered summer.*

### JDAS 205 John Deere Hydraulics 3 Credits

Principles and application of fluid flow and hydraulic components. Testing and repair of low-pressure and high-pressure systems and control circuits are explained, demonstrated, and practiced. *Offered fall, odd years.*

### JDAS 220 John Deere Tillage Equipment 1 Credit

Proper performance of John Deere tillage equipment. Includes theory, design, principles of operation, proper setup and adjustment of all tillage tools. *Offered spring, even years.*

### JDAS 225 John Deere Planting Equipment 1 Credit

Proper performance of John Deere planting equipment. Includes theory, design, principles of operation, proper setup and adjustment of all planting equipment. *Offered spring, even years.*



### JDAS 230 John Deere Harvesting Equipment 2 Credits

Proper performance of John Deere harvesting equipment. Includes theory, design, principles of operation, proper set up and adjustment of all harvesting equipment. Emphasis on combines, hay, and forage equipment. *Offered spring, even years.*

### JDAS 290 John Deere Dealer Cooperative Education 5 Credits

A minimum of 150 hours of on-the-job work experience in a John Deere dealership. Allows the student to practice and utilize skills and knowledge learned in previous quarters. Prerequisite: JDAS 191. *Offered winter.*

# ALLIED HEALTH & SAFETY EDUCATION

## **Allied Health and Safety Education**

Web site: <http://www.wallawalla.cc/fire/>

Faculty Advisers:

Carol Roediger 509.527.4330

[carol.roediger@wwcc.ctc.edu](mailto:carol.roediger@wwcc.ctc.edu)

**Industry Description:** Because of the growing population and increased aging sector of our country, there is a demand for trained workers in a variety of health related occupations. The health care industry is experiencing shortages of qualified, competent healthcare workers. Health service jobs represent the fastest growth categories in the State of Washington.

**Program Overview:** The purpose of Allied Health and Safety Education (AHSE) is to create a learning environment to support a variety of educational, personal enrichment, and career development goals in the field of health and safety. The clientele served by AHSE comprise a wide age group at a variety of educational levels and differing learning outcomes that range from obtaining and maintaining job skills, training for new careers, and personal growth.

**Program Options:** The courses in Allied Health and Safety Education cover a wide range of interest. At this time, all courses are of short term duration and vary in length. The pre-hospital offerings include CPR, First Aid, First Responder, and EMT.

The Nursing Assistant program provides training in basic nursing care under state and federal guidelines. The Phlebotomy Technician class is offered on an annual basis during Spring quarter. The Surgical / Operating Room Technician program is a certificate / Degree program that is being planned and developed for Fall 2003. Other classes exist to help students obtain necessary state requirements and/or provide enrichment for increased information.

**Entrance Requirements:** Courses require a high school diploma or GED, and in some cases require an advanced level of certification or registration. Some areas do not require high school but have basic requirements such as diploma/GED, reading, writing, and language proficiency requirements.

**Other Information:** Funding is sometimes available through various agencies for the Nursing Assistant course.

### **HO 230 HIV/AIDS Education Variable .4 - .7 Credits**

Provides the health care professional with mandatory instruction involving information/knowledge associated with HIV/AIDS, hepatitis, tuberculosis, and related diseases. The seven-hour class presents the six state-required topics of etiology and epidemiology, transmission and infection control, testing and counseling, clinical manifestations and treatment, legal and ethical, and psychosocial. *Offered quarterly.*

### **CPR 51A Heartsaver CPR (Basic CPR) .2 Credits**

Instruction in CPR based on standards established by the American Heart Association. Provides instruction in CPR basic skills and relief of foreign-body airway obstruction for the adult. This class is intended for the general public. *Offered quarterly and as requested.*

### **CPR 51C BLS for Healthcare Providers .3 Credits**

This course is designed for healthcare providers and offers CPR instruction based on standards established by the American Heart Association. Instruction in CPR skills for victims of all ages, use of pocket masks, bag valve masks, the AED (automated external defibrillator), and relief of foreign-body airway obstruction. Intended for individuals who provide health care to patients in a wide variety of settings. *Offered quarterly and as requested.*

### **CPR 51D Pediatric Basic Life Support .3 Credits**

This course is designed for the general public and provides instruction in basic skills of CPR for the infant and child and is based on standards established by the American Heart Association. The basic skills of CPR, relief of foreign-body airway obstruction, as well as prevention and safety components are provided. *Offered quarterly and as requested.*

### **HO 100 Nursing Assistant 6 Credits**

Prepares the student to qualify for the Nursing Assistant Certification and provides basic care instruction based on federal and state requirements. Upon successful completion of the class, the student will be eligible to take the state written and manual skills examination required for Nursing Assistant Certification. The Nursing Assistant health care provider delivers basic nursing care to a variety of patients throughout their life span. *Offered fall, winter, spring, summer.*

### **HO 104 K BLS/CPR Instructor Training .8 Credit**

Provides the necessary knowledge and skills to facilitate BLS/CPR training for both the general public and healthcare professionals, adhering to the standards of the American Heart Association. Teaching techniques, high skill performance, and cognitive background in CPR/ BLS materials are integrated in this course. Prerequisite: A valid Healthcare Provider Card. *Offered annually, usually in spring.*

### **HO 104 T OTEP Training .3-3 Credits**

Meets the continuing education requirement for First Responders and EMT's to remain certified in Washington State. Covers the state mandated topics and is offered throughout the county under the direction of the county medical program director. This curriculum is approved by the State and is offered in Walla Walla County and throughout the South Central Region of Washington. Prerequisite: Certified EMT's and First Responders. *Offered fall, winter, spring, summer.*

### **HO 106 Phlebotomy Technician Program 9 Credits**

Prepares the student to perform competently and safely in a clinical setting as a phlebotomy technician. The student learns to collect, handle, transport, and process blood specimens for analysis. Upon successful completion of the course, the student will be eligible to sit for examination for certification with the American Society of Clinical Pathologists. *Offered spring.*

### **HO 130 Emergency Medical Technician 10 Credits**

Instruction in delivering proper emergency care to the sick and injured in a pre-hospital setting. The overall goals are to save lives, reduce complications, and combine effective interpersonal communication with medical knowledge and skills for every patient. The course follows the DOT EMT-B curriculum with the addition of Washington State objectives as required by the Washington State

# ALLIED HEALTH & SAFETY/ANTHROPOLOGY/ART

Department of Health Division of EMS and Trauma. A CPR component is included in the course. Upon completion of the course, the student will be eligible to take the state EMT certification exam. *Offered fall, spring, and in Columbia County upon request.*

## **HO 166 Basic Arrhythmias 1.7 Credits**

Introduction to both normal and abnormal cardiac rhythms. The class begins with a review of cardiac anatomy and physiology followed by general information regarding rhythm strips. The remainder of the course focuses on recognition of the common arrhythmias. *Offered usually fall, winter.*

## **HO 172 Basic Pharmacology 2 Credits**

An overview of the principles of pharmacology and general drug classifications and formulations. The students will be introduced to several websites available for drug information. Most of the course will discuss the pharmacology of selected drug categories. An awareness of drug related problems with dosing, drug interactions, adverse events, and dosing the geriatric patient will be presented. *Offered usually winter.*

## **HO 266 Physical Assessment 3 Credits**

Designed as a review for the practicing nurse or as an introduction for the second-year student nurse. Combines the science of anatomy and physiology with the clinical application of assessment skills. Content begins with a technique for history-taking and then assess the various body systems. This course may be offered over a quarter or may be divided up into an A and B series. Prerequisite: Open to nurses and nursing students. *Offered by arrangement.*

## **HO 280 Medical Vocabulary 2 Credits**

An introduction to basic medical vocabulary that incorporates a learner-oriented, self-study approach. This competency-based method provides immediate feedback to the learner. A systematic approach is used beginning with root words, prefixes, and suffixes. The text is arranged by body systems and provides the student essentials needed for a solid medical vocabulary. *Offered fall, winter, spring.*

## **IFA 022 Medic First Aid Basic .4 Credits**

A fundamental training program in emergency care that incorporates CPR and other emergency skills into a single course. Emphasizes utilizing the priorities of care and approach to the patient as demonstrated by professional emergency care providers. The core program provides minimum information and skills for a variety of environments and can be supplemented with additional first aid topics specific to the needs of the class participants. Available on-campus, as well as on a contract basis throughout Walla Walla and Columbia counties. *Offered summer, fall, winter, spring.*

## **IFA 023 Medic First Aid Re-certification .2 Credits**

A review of basic Medical First Aid that provides the student with CPR training and other emergency skills. Priorities of care are reviewed, and key components of the basic course are demonstrated. In order to take the re-certification class, the basic class must have been taken within the prior two-year period. *Offered by arrangement.*

## **IFA 024 Pediatric First Aid .5 Credits**

A training course in basic emergency care with a focus on infants and children. CPR and first aid are integrated into one class, allowing the student to function with one set of priorities beginning with airway, breathing, and circulation following the same priorities of care used by professionals. Emphasizes prevention strategies and development of the seven skills of patient care. *Offered by arrangement.*

## **Anthropology**

### **ANTH 101 Introduction to Anthropology 5 Credits**

An introductory course designed for the beginner in the study of anthropology. The course includes a brief study of the evolution of humans and animals, humans' 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.

## **Art**

Faculty adviser:

Lisa Rasmussen 509.527.4651

[lisa.rasmussen@wwcc.ctc.edu](mailto:lisa.rasmussen@wwcc.ctc.edu)

The Art Department offers a wide range of courses for students interested in the fine and applied arts. These courses parallel programs at baccalaureate institutions. Students expecting to work toward a BFA or BA with emphasis in art should give careful attention to the requirements of the selected baccalaureate institution and should be working on a quality portfolio to present for evaluation after transferring.

### **ART 100 Art Appreciation 5 Credits**

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. Materials to be purchased.

### **ART 101 Drawing I 4 Credits**

Introductory course which explores the basic techniques of drawing using a variety of media such as conte crayon, charcoal, pen and ink, brush and ink, and mixed media. Appreciation and study of drawings by major artists are also included. Daily assignments and lab hours required. Materials to be purchased.

### **ART 102 Drawing II 4 Credits**

Introductory course which explores the basic techniques of drawing using a variety of media such as conte crayon, charcoal, pen and ink, brush and ink, and mixed media. Appreciation and study of drawings by major artists are also included. Daily assignments and lab hours required. Materials to be purchased. Prerequisite: ART 101.

### **ART 103 Drawing III 4 Credits**

More advanced drawing course for students who are interested in drawing the human figure. Continued study of line, shape, value, texture, and color with emphasis on composition, presentation, and life drawing. Also an appreciation and study of major artists. Daily assignments and lab hours required. Materials to be purchased.



# ART

**ART 104 Design I (Black & White) 5 Credits**  
Study and application of the elements of art structure. Problems in organization of line, shape, value, texture, and color. Emphasis on composition and presentation of black and white and color designs. Materials to be purchased.

**ART 105 Design II (Color) 5 Credits**  
Study and application of the elements of art structure. Problems in organization of line, shape, value, texture, and color. Emphasis is on composition and presentation of black and white and color designs. Materials to be purchased.

**ART 106 Design III (Three-Dimensional Design) 4 Credits**  
Study and application of the elements of three-dimensional art structure. Emphasis on composition and presentation of three-dimensional designs. Lab hours required and materials to be purchased.

**ART 127 History of Western Art I 5 Credits**  
A study of art of Europe, Egypt, and the Near East from the Prehistoric Period through the Middle Ages. Architecture, sculpture, painting, and crafts are studied for an examination and understanding of style, craftsmanship, and cultural function. This course is the first in a three-quarter sequence but may be taken out of sequence. No prerequisites.

**ART 128 History of Western Art II 5 Credits**  
A study of art of Europe and Early America from the fourteenth through the eighteenth centuries. Architecture, sculpture, painting, and crafts are studied. Special attention is given to the theme of the changing role of the artist. This course is the second in a three-quarter sequence but may be taken out of sequence. No prerequisites.

**ART 129 History of Western Art III 5 Credits**  
A study of art of Europe and the U.S. made during the nineteenth and twentieth centuries. Architecture, sculpture, painting, printmaking and the photo arts, are studied. Influences of the past, combined with the rapid technological and cultural changes of the Modern Age, are explored to develop an understanding of the art of our own times. This course is the third in a three-quarter sequence but may be taken out of sequence. No prerequisites.

**ART 130, 131, 132 Painting I, II, III 4 Credits**  
Exploration of the various methods of painting. Emphasis on composition and presentation of acrylic painting projects, but students may choose to work in watercolors, oil, etc. Lab hours required and materials to be purchased.

**ART 151, 152, 153 Printmaking I, II, III 4 Credits**  
Exploration of the relief, silkscreen and intaglio methods of printmaking. Materials to be purchased. Lab hours required.

**ART 160 Pottery I 4 Credits**  
Hand building, wheel throwing, decoration, glazing and firing of ceramic ware will be covered. Lab hours required and materials to be purchased.

**ART 161 Pottery II 4 Credits**  
Hand building, wheel throwing, decoration, glazing and firing of ceramic ware will be covered. Lab hours required and materials to be purchased. Prerequisite: ART 160.

**ART 162 Pottery III 4 Credits**  
Hand building, wheel throwing, decoration, glazing and firing of ceramic ware will be covered. Lab hours required and materials to be purchased. Prerequisite: ART 161.

**ART 167 Sculpture I 4 Credits**  
Experimentation in three-dimensional design with an emphasis on ceramic sculpture. Prerequisite: ART 160 or instructor permission.



**ART 168 Sculpture II 4 Credits**  
Experimentation in three-dimensional design through modeling and carving sculptural forms. Prerequisite: ART 167.

**ART 169 Sculpture III 4 Credits**  
Experimentation in three-dimensional design through modeling and carving sculptural forms. Prerequisite: ART 168.

**ART 174 Modern Art Tour 1-5 Credits**  
Weekend trips to Portland and Seattle to view and discuss art in galleries and museums.

**ART 190 Studio Art Tour 3 Credits**  
Trips to local artists' studios to view and discuss the process of making art.

**ART 195 Introduction to Art 2 Credits**  
A short course for non-art oriented students in which a variety of art skills are explored and attempted. Students will participate in several short projects in drawing, painting, printmaking, and design.

**ART 199 Special Projects 1-5 Credits**  
This is a course for students wishing to expand their knowledge and to develop their skills in the various fine arts media (watercolor, clay, charcoal, etc.) through directed individual studies. Students must consult with the instructor before enrolling.

**ART 260, 261, 262 Pottery and Ceramic Sculpture IV, V, VI 4 Credits**  
Advanced hand-building, wheel throwing, decoration, glazing and firing of ceramic ware with a sculptural emphasis. Lab hours are required and materials need to be purchased. Prerequisites: ART 160, 161, 162.

**ART 299 Special Projects 1-5 Credits**  
This is a course for students wishing to expand their knowledge and to develop their skills in the various fine arts media (watercolor, clay, charcoal, etc.) through directed individual studies. Students must consult with the instructor before enrolling.

# ASTRONOMY/AUTO BODY REPAIR TECHNOLOGY

## Astronomy

Faculty Adviser:

Steve May 509.527.4278

The astronomy program provides study opportunities for students interested in the physical sciences. Astronomy courses may be used to fulfill degree requirements, for transfer credit, and as a means of developing an increased understanding of the universe in which we live. Students planning to major in the sciences at a four-year institution should follow the degree requirements for the Associate in Science Degree listed in the front of the catalog.

### **ASTR 105 Conceptual Astronomy I 3 Credits**

A conceptual, introductory astronomy course dealing with subjects related to the formation of our solar system and the nature of the planets. Topics also covered include: historical developments of the science of astronomy, orbital motion and gravity, and various phenomena observed in the earth's sky. This is a non-lab course. Students cannot receive credit for ASTR 105 after taking ASTR 110. Prerequisite: A minimum reading level of READ 098 is recommended.

### **ASTR 106 Conceptual Astronomy II 3 Credits**

A conceptual introductory astronomy course that begins with some basic physics related to astronomical observations. These methods are then applied to the study of stars, galaxies, and ultimately the entire universe. This is a non-lab course. Students cannot receive credit for ASTR 106 after taking ASTR 115 or ASTR 120. Prerequisite: A minimum reading level of READ 098 is recommended.

### **ASTR 110 The Solar System 5 Credits**

An introductory course discussing subjects relating to the formation of our solar system and the nature of our sun and planets. Topics also covered include: historical development of the science of astronomy. This class includes one two-hour lab per week. Prerequisites: MATH 065 and READ 098. Students cannot receive credit for ASTR 110 after taking ASTR 105. Offered fall.

### **ASTR 115 Stellar Astronomy 5 Credits**

An introductory course on the formation, evolution, and death of stars. Our sun is used as an example of ordinary stars in their middle age. The birth of stars and the final states they may occupy at their deaths are treated extensively. Extraordinary stars, extremely massive ones, black holes, neutron stars, white dwarfs, etc., are discussed. This class includes one two-hour lab per week. ASTR 110 is NOT a prerequisite for this course. Prerequisite: MATH 65. Suggested minimum reading level: READ 098. Offered winter.

### **ASTR 120 Galaxies, the Universe and Cosmology 5 Credits**

An introductory course beginning with some of the current ideas concerning the nature of galaxies, and then moving on to discussions of the universe as a whole. Topics to be covered include (all in a descriptive, predominately non-mathematical manner): general relativity and curved space time, black holes, quasars, and The Big Bang model of cosmology. This class includes one two-hour lab per week. No previous courses in astronomy are required. Prerequisite: MATH 65. Suggested minimum reading level: READ 098. Offered spring.

## Auto Body Repair Technology

Web site: <http://www.wallawalla.cc/autobody/>

Faculty Advisers:

David Anderson 509.527.4569

david.Anderson@wwcc.ctc.edu

Dan Norton 509.527.4569

dan.norton@wwcc.ctc.edu

**Industry Description:** The changes in Auto Body repair technology have surpassed all expectations. In fact, the technology of the automobile has changed faster in the past five years than it had in the previous two decades, ensuring that the future looks great for skilled people in the collision repair field. Auto manufacturers constantly refine and change their products in response to customers' demands and governmental regulations. This means never before seen designs, new products/materials, advanced manufacturing processes, hi-tech systems, and safety features are being incorporated into each new automobile. Skilled technicians will be required to repair modern vehicles. The employment demand continues to increase throughout the nation and increasing opportunities exist for women and minorities.

**Program Overview:** There is a high demand for good auto body repair technicians. Automotive manufacturers have made some revolutionary changes in automobile designs. These changes have brought a new concept to the field of auto body repair, requiring proper training to restore damaged vehicles to their factory specifications in both body repair and painting. The program keeps pace with the fast-moving auto body repair industry and covers aspects of body repair and painting with an emphasis on the most up-to-date methods. Successful auto body technicians enjoy working with their hands and are meticulous in the way they carry out repair operations. Students in this program are able to work for an Associate in Applied Arts and Sciences Degree or for a certificate in units of specific interest. To be employed in today's automotive collision repair industry, technicians must have up-to-date training. Walla Walla Community College uses an I-CAR certified curriculum and is nationally certified by ASE in all five areas of instruction, as well as supporting classes, i.e. mathematics and language arts. Walla Walla Community College is the only collision repair program in the state of Washington to have this certification.

**Program Options:** The curriculum is designed to simulate a modern auto body repair facility. Instruction is primarily by demonstration and individual help in the shop/lab. To be eligible to receive the Associate in Applied Arts and Sciences Degree, the student must successfully complete 1750 hours of training and the appropriate 18 credits of related instruction courses.

**Entrance Requirements:** Students interested in receiving a degree must have a high school diploma or GED certificate. Students interested in receiving a certificate or short program endorsement in any of the given areas may start during fall, winter, or spring quarter, although it is preferable to start in the fall or winter quarter.

**Other Information:** The Auto Body Repair Technology program is part of the Tech Prep consortium in the State of Washington. Tech prep credits from specific high school studies can be awarded for selected courses. Contact local school counselors or Walla Walla Community College for more information. Students considering transferring should consult with an adviser in the department prior to taking courses for transfer credit. Program scholarships are available each year to assist students. Contact a program adviser to obtain an application or for more information. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.



# AUTO BODY REPAIR TECHNOLOGY

Schedule for Degree Completion:

## **Associate in Applied Arts & Sciences** **Degree in Auto Body Repair Technology**

The curriculum is structured to prepare students for ASE certification examinations. This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

### – Certificate –

#### First Year

Quarter One	Credits
ABT 161, Auto Body Repair .....	17-21
WELD 145 Basic Welding (Recommended) .....	7
WRITE 100, Vocational Writing (W) .....	3
Total Credits .....	20-31

Quarter Two	Credits
ABT 162, Auto Body Repair .....	17-21
OCSUP 106, Applied Mathematics (M) .....	5
Total Credits .....	22-26

Quarter Three	Credits
ABT 163, Auto Body Refinishing .....	17-21
OSCU 102, Job Communications (O) .....	3
Total Credits .....	20-24
Year One Total Credits .....	62 – 81

### – Degree –

#### Second Year

Quarter Four	Credits
ABT 264, Unibody Rebuilding .....	17-21
OSCU 101, Job Psychology (R) .....	3
Total Credits .....	20-24

Quarter Five	Credits
ABT 265, Electrical/Mechanical .....	17-21
OSCU 103, Job Seeking Skills (J) .....	3
Total Credits .....	20-24

Quarter Six	Credits
ABT 266, Damage Estimating .....	17-21
AMM 299, Student Leadership (L) .....	1
Total Credits .....	18-22
Year Two Total Credits .....	58 - 70
Total Credits .....	120 - 151

A Certificate is available upon completion of the year-one requirements.

When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.

Strongly recommended for work beyond entry level: WELD 141.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 47.0603 • EPC 709 • Certificate Clock Hours: 980

**ABT 161 Auto Body Repair & Related Subjects 1-21 Credits**  
Body shop safety, use of common hand tools, power tools, body hand tool operations, and body fasteners. The study of mild and high strength steel, sheet metal design, and collision damage analysis. Prerequisite: High school diploma or equivalent. Offered fall.

**ABT 162 Auto Body Repair 1-21 Credits**  
Job planning, sheet metal repair, and metal finishing operations. Also, glass replacement, the alignment of doors, hoods, fenders, and applying body plastic filler and fiberglass repair. Prerequisite: High school diploma or equivalent. Offered winter.

**ABT 163 Auto Body Refinishing 1-21 Credits**  
Spray painting equipment and facilities, spraying techniques, surface preparation, undercoat materials and applications, spot painting and blending, complete painting and color theory, matching fundamentals and techniques. Prerequisites: High school diploma or equivalent. Offered spring.



**ABT 264 Unibody Rebuilding 1-21 Credits**  
Unibody and frame repair; the replacement of structural components; fundamentals of electricity; reading of wiring diagrams; chassis wiring and repairs; repairing power windows, power seats, and other accessory units. Prerequisite: High school diploma or equivalent. Offered fall.

**ABT 265 Electrical Mechanical 1-21 Credits**  
Repair of suspension and steering systems, brake systems, air conditioning systems, cooling systems, drive trains, fuel intake and exhaust systems, and restraint systems. Four wheel alignment and corrections. Prerequisite: High school diploma or equivalent. Offered winter.

**ABT 266 Damage Estimating and Shop Operation 1-21 Credits**  
Introduction to procedure and sequence of writing collision damage estimates. Familiarization with body shop management. Introduction to material (physical) damage, insurance policies, and adjusting. Identification and repair procedures for plastic repair. Prerequisite: High school diploma or equivalent. Offered spring.

**ABT 299 Student Leadership 1 Credit**  
Student assumes the duties of body shop foreman and works directly under the supervision of the program instructor, sharing the responsibility of daily program instruction and shop management. Prerequisite: Interview with instructor. Offered spring.



# AUTO MECHANICS TECHNOLOGY

## Auto Mechanics Technology

Web site: <http://www.wallawalla.cc/autotech/>

### Faculty Advisers:

Clark Hansen	509.527.4288	clark.hansen@wwcc.ctc.edu
Jim Haun	509.527.4693	jim.haun@wwcc.ctc.edu

**Industry Description:** Auto Mechanics Technology is the application of automotive repair and servicing methods for today's technically sophisticated automobiles. Automotive technology has changed more in the past five years than in the previous twenty years. This has created a tremendous demand for well-trained ASE certified automotive technicians. There is a growing need for good technicians, especially since many people own more than one automobile, sports utility vehicle, and various small engine laborsaving machines. Increased demands for control of pollution and the computer technology used on today's automobiles will require technicians to be even more skilled in years to come.

**Program Overview:** The Auto Mechanics Technology program at WWCC is a two-year Associate of Applied Arts and Sciences program. Training in this program emphasizes practical "hands-on," work-based experience on automobiles for the development of mechanical skills and job placement. The study of automobile theory and principles, together with related subjects, aids in the preparation for this occupation.

Employment in today's automotive repair industry requires mechanics to be ASE certified. The Auto Mechanics Technology program is ASE and NATEF certified and prepares students for ASE certification examinations.

The structure of the Auto Mechanics curriculum allows the scheduling of all types of live auto repair projects, giving the student the opportunity to experience actual on-the-job work-based experience.

**Program Options:** Students in this program are able to work for an Associate Degree in Applied Arts and Sciences or for certificates or endorsements in various units of specific interest. To be eligible to receive the Associate Degree in Applied Arts and Sciences in Auto Mechanics, the student must successfully complete 1750 hours of training and the appropriate 18 credits of related instruction courses.

**Entrance Requirements:** Students interested in receiving an AAAS degree must have a high school diploma or GED certificate. Although it is preferable to start in the fall or winter quarters, students interested in receiving a certificate or endorsement in any of the given areas may start during fall, winter, or spring quarters.

**Other Information:** The Auto Mechanics Technology program maintains an active VICA student leadership organization and is part of the Tech Prep consortium in the state of Washington. Tech prep credits from specific high school studies can be awarded for selected courses. Contact local school counselors or Walla Walla Community College for more information. Students considering transferring should consult with an adviser in the automotive department prior to taking courses for transfer credit. Program scholarships are available each year to assist students. To receive an application or for more information, contact the Automotive Technology program adviser. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

### Schedule for Degree Completion:

## Associate in Applied Arts & Sciences Degree in Automotive Mechanics

The curriculum is structured to prepare students for ASE certification examinations. This schedule lists all courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

### – Certificate –

#### First Year

Quarter One	Credits
AMM 141, Automotive Related Industry .....	17-21
OCSUP 106, Applied Math (M) .....	5
Total Credits .....	22-26

Quarter Two	Credits
AMM 142, Automotive Electric and Auxiliary Systems .....	17-21
WRITE 100, Vocational Writing (W) .....	3
Total Credits .....	20-24

Quarter Three	Credits
AMM 143, Ignition Systems and Computerized Engine Control Diagnosis ...	17-21
OCSUP 101, Job Psychology (R) .....	3
WELD 141, Welding (Recommended) .....	4
Total Credits .....	20-28
Year-One Total Credits .....	62 - 78

### – Degree –

#### Second Year

Quarter Four	Credits
AMM 244, Automotive Engine Rebuilding .....	17-21
OCSUP 102, Job Communications (O) .....	3
Total Credits .....	20-24

Quarter Five	Credits
AMM 245, Automatic Transmissions, Manual Transmissions & Differentials	17-21
OCSUP 103, Job Seeking Skills (J) .....	3
Total Credits .....	20-24

Quarter Six	Credits
AMM 246, Brake Systems, Air Conditioning & Suspension .....	17-21
AMM 299, Student Leadership (L) .....	1
Total Credits .....	18 - 22
Year-One Total Credits .....	58 - 70
Total Credits .....	120 - 148

A Certificate is available upon completion of the year-one requirements.

When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.

Strongly recommended for work beyond entry level: WELD 141.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 47.0604 • EPC 712 • Certificate Clock Hours: 935

# AUTO MECHANICS TECHNOLOGY/BIOLOGY

## **AMM 141 Auto Related Industry 21 Credits**

An introduction to the auto mechanics repair industry. Includes shop safety; handling and storing of hazardous materials; operation of typical shop equipment; micrometer reading; drills, taps and dies; vehicle components; terminology; fuel system fundamentals; carburetion and fuel injection. *Offered fall.*

## **AMM 141A Auto Related Industry for High School Students 7 Credits**

Provides high school students an introduction to the auto mechanics repair industry. Includes shop safety; handling and storing of hazardous materials; operation of typical shop equipment; micrometer reading; drills, taps, and dies; basic servicing, and repair procedures in a lab/shop environment. Prerequisite: Running Start high school. *Offered fall, winter, spring.*

## **AMM 141B Auto Related Industry 6 Credits**

Evening introductory class for students entering the automotive industry. Includes shop safety; hazardous materials; hand and power tools; fastener identification; drill, tap, and die project; and basic hands-on preventive maintenance servicing. *Offered evenings only, quarters to be arranged.*

## **AMM 141C Auto Related Industry 6 Credits**

Provides students involved in the evening program with an introduction to automotive servicing procedures and techniques. Includes presentations and practical application of oil and filter changing; vehicle safety checks; proper operation of accessories; repacking wheel bearings; tire servicing, rotation, mounting, and balancing; battery service, load testing and charging; minor repair of electrical circuits; and minor engine tune-up. Prerequisite: AMM 141B. *Offered evening only, quarters to be arranged.*

## **AMM 142 Auto Electric and Auxiliary Systems 21 Credits**

Instruction in basic electricity and electrical theory. Includes amp flow, voltage, resistance, Ohms Law, electrical circuits, reading wiring diagrams, meter reading, emphases on diagnosis and repair of electrical systems and components. *Offered winter.*

## **AMM 143 Ignition Systems/Basic Air Conditioning and Wheel Alignment Theory 21 Credits**

Instruction in the automotive ignition system, air conditioning, and wheel alignment fundamentals. Includes solid state, distributorless, and computerized systems with an emphasis on diagnosis/repair using scan tools, oscilloscopes, and DVOM. Also presented are the areas of basic air conditioning theory and system repair, suspension and four-way alignment theory, and tire mounting/wheel balancing. Prerequisite: AMM 142. *Offered spring.*

## **AMM 199 Special Topics 1-21 Credits**

Advanced training in specialized automotive areas for students who have completed AMM 247. Enrollment only by prior arrangement with instructor. Prerequisites: AMM 247. *Offered fall, winter, spring.*

## **AMM 244 Automotive Engine Rebuilding 21Credits**

Instruction in the disassembly, inspection, and reassembly of the gasoline internal combustion engine. Hands-on applications including emphasis on disassembly and inspection; micrometer wear measurement of cylinders, crank/cam shaft, and pistons; valve grinding; installing rod/main bearings, pistons, and rings. *Offered fall.*

## **AMM 245 Automatic/Manual Transmissions and Differentials 21 Credits**

Instruction on the theory and repair of automatic and manual transmissions, differentials with emphasis on diagnostic procedures, identifying drivability problems, and completing repairs. Prerequisite: AMM 143. *Offered winter.*

## **AMM 246 Brake Systems, Advanced Air Conditioning & Suspension/Alignment Diagnostics 21 Credits**

Instruction in brake system theory and repair, heating/air-conditioning, and suspension/four-way alignment. Emphasis on the repair/diagnostics of drum, disc, and anti-lock brake systems; problem solving; wheel alignment; air-conditioning and drivability problems. Prerequisite: AMM 143. *Offered spring.*

## **AMM 247 Advanced Auto Mechanics 1-21 Credits**

Specialized training for advanced students in a pre-determined specific area of automotive repair. Designed to be flexible to meet the specific goals of the student. Enrollment only by prior arrangement between student and instructor. Prerequisites: Completion of AMM 141-AMM 246. *Offered fall, winter, spring.*

## **AMM 299 Student Leadership 1 Credit**

While under the supervision of the program instructor, students assume the responsibilities of a working shop foreman in an auto mechanical repair shop and share responsibility for program instruction and shop management. Prerequisites: AMM 141-AMM 245. *Offered fall, winter, spring.*

## **Biological Sciences**

Faculty advisers:

Lori Loseth 509.758.1710 - Clarkston

Mike Mahan 509.527.4692

Steve Shoemaker 509.527.4643

Peter vanDyke 509.527.4347

Courses in the biological sciences help students develop an understanding of scientific facts and principles relating to life and life processes. These courses are designed to prepare students for a successful transition into the biological sciences curriculum of a baccalaureate institution, to provide students with courses that satisfy general education requirements, and to support the curriculum of certain professional-technical programs.

Students planning to major in the sciences at a four-year institution should follow the degree requirements for the Associate in Science Degree listed in the front of this catalog. The Clarkston campus may not offer courses in the same quarter as noted in the descriptions.

## **BIO 105 Exploring Biology I 3 Credits**

Focuses on the underlying principles of living organisms. Molecules, cell structure and function, metabolism, energy, cell division, DNA, inheritance, and proteins are topics covered at the cellular level. Microevolution, macroevolution, populations and communities, and ecosystems are topics covered at the organism level.

## **BIO 106 Exploring Biology II 3 Credits**

Provides a survey of the living world and begins with the general characteristics of viruses, bacteria, protists, fungi, plants, and animals. The remainder of the course focuses on the physiology and systems of plants and animals.

# BIOLOGY

## **BIO 110 Survey of Biology 5 Credits**

Developed around central themes in contemporary biology, this course emphasizes ecology, genetics, evolution and the diversity of life. Units on cells, plants, and animals illustrate the characteristics of living organisms and basic life processes. Discussions of recent advances in biology and the problems incurred will be included. This course is primarily intended for undecided or non-science students. There are four lectures and one two-hour lab per week. *Offered fall, winter, spring.*

## **BIO 120 The Biology of Human Organism 5 Credits**

Evolution, ecology, nutrition, the functioning of cells, tissues, and the major organ systems will form the core of this class. Emphasis on providing the student with sufficient background to make informed decisions relating to the biological aspects of the human body. This class is designed primarily for the non-science major. Lecture is supported by video presentations, dissections, possible field trips and outside speakers. Four lectures and two hours of lab per week. **THIS CLASS DOES NOT FULFILL THE REQUIREMENTS FOR THE NURSING PROGRAM.** *Offered fall.*

## **BIO 121 Biology of Women 3 Credits**

Designed to examine biological issues related to the distinctive anatomical and physiological characteristics and qualities of women. Cross listed as WST 121. *Offered winter.*

## **BIO 130 Modern Ecology 5 Credits**

Study of the interrelationships of organisms with their environment. General ecological principles are applied to contemporary problems such as pollution, endangered species, energy shortages, and overpopulation. Field trips and lab exercises support lecture discussions. Four lectures and one two-hour lab per week. (Suggested minimum reading level: READ 98+). *Offered fall, spring.*

## **BIO 140 Genetics and Society 3 Credits**

The study of genetics as it relates to current issues, the history of genetics, genetic engineering, medical, agricultural, and population genetics and ecology.

## **BIO 151 Cell Biology 5 Credits**

An introduction to the study of the cell, the basic component of all living organisms. This class is intended to provide a solid background for students planning to take advanced biology courses in order to enter pre-professional programs in biology. Emphasis is on cell chemistry, structure, metabolism, energetics, cell division and genetic principles. The basics of DNA technology are also covered. BIO 151 is a prerequisite for Microbiology and Human Anatomy and Physiology. Four hours of lecture and two hours of lab per week. *Offered fall, winter, spring.*

## **BIO 160 Biological Events in History 3 Credits**

This course will examine historical events from biological and ecological perspectives. Many important events in history are based on interactions between humans and other types of living organisms. A few of the topics that will be covered in this course include the Irish potato famine, bubonic plague, and small pox.

## **BIO 170 Equine Biology 3 Credits**

Focus of this course is on the structure and function of the horse. It covers a variety of topics that include units on the skeletal, muscular, digestive, and reproductive systems. It will also cover nutrition, health care, emergency aid, and disease prevention. *Offered winter.*

## **BIO 201 General Zoology I 5 Credits**

General structure and classification of animals followed by a more detailed treatment of the anatomy, physiology and behavior of each of the invertebrate phyla. Lectures are supported by dissections, experiments, and field trips. Four lectures and one two-hour lab a week. Offered every other year. Prerequisite: BIO 110, 151, or equivalent. *Offered winter, odd years.*

## **BIO 202 General Zoology II 5 Credits**

The biology and classification of vertebrate animals followed by units on comparative animal physiology, genetics and evolution. Lectures are supported by dissection, experiments, and field trips. Four lecture and one two-hour lab a week. Prerequisite: BIO 110, 151, or 201. *Offered spring, odd years.*

## **BIO 210 Human Anatomy and Physiology I 5 Credits**

Study of structure and function of human body. This course includes the following topics: introduction to the human body, histology, skeletal system, muscle system, and nervous system. Methods include mammalian dissections, model study, microscopy, lectures and multi-media presentations. Four hours of lecture and two hours of lab per week. Prerequisite: BIO 151. *Offered fall, winter, spring.*

## **BIO 211 Human Anatomy and Physiology II 5 Credits**

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. Prerequisites: BIO 151 and BIO 210. *Offered winter, spring.*

## **BIO 212 Anatomy and Physiology III 5 Credits**

This course is a continuation of the study of structure and function of the human body. Topics covered are: embryology, special senses, immune system, metabolism, and fluids and electrolytes. Four hours of lecture and two hours of lab per week. Prerequisites: BIO 210 and 211.

## **BIO 220 General Botany 5 Credits**

Introduction to general botany. Includes basic structure and function of stems, roots, leaves, flowers, fruits and seeds. Growth, hormones, plant movements, photosynthesis, genetics, plant breeding, plant taxonomy, and a survey of the kingdoms protista, fungi, and plantae are included. Four lectures and one two-hour lab a week. Prerequisite: BIO 110 or 151. *Offered winter, even years.*

## **BIO 221 Survey of Plant Identification 5 Credits**

An introductory course in plant identification with emphasis on plants native to Eastern Washington. Techniques of collection, preservation, mounting, and flora identification through use of plant identification keys will be applied. Basic botany principles related to the structure and function of a typical flowering plant will be introduced. Four lectures and one two-hour lab a week. Prerequisite: BIO 220 or AGPR 114. *Offered spring, even years.*

## **BIO 230 Microbiology 5 Credits**

A study of the general biology of microorganisms and their classification, morphology, and physiology with a major emphasis on the importance of microorganisms causing infectious diseases. Immunology will be discussed as it pertains to the microorganisms. Culturing and characterization of microorganisms are the focus of the lab. Three hours of lecture and four hours of lab per week. Prerequisite: BIO 151 or equivalent. *Offered fall, winter, spring.*



# BUSINESS

## **Business & Management/Retailing/ Business & Multimedia**

Web site: <http://www.wallawalla.cc/business/>

Faculty Adviser:

Stephen M. Peters 509.527.4236

steve.peters@wwcc.ctc.edu

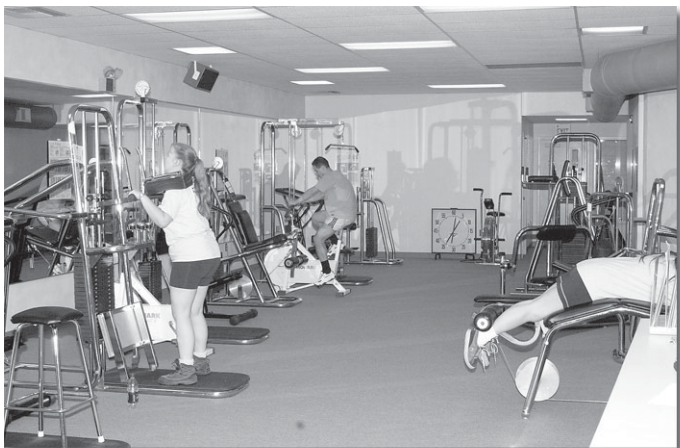
**Industry Description:** This program encompasses Business and Management Options I & II, Retailing, Business and Multimedia Business Management and Retailing. As one of the largest sectors within the U.S. economy, there is a need for those who have a strong background in this area. This field is going through a dramatic period of changes with new technologies, global competition, and the challenging of the traditional store concept, as well as cybershoppers. Employment opportunities include marketing, business ownership, nontraditional home based businesses, as well as the traditional management of bricks and mortar operations. Business and Multimedia includes the presentation of computer applications and media elements such as text, graphics, and video.

**Program Overview:** The Business and Management section offers Option I - A degree in Associate of Arts in Arts and Sciences (AAAS). Option II - Associate in Arts Degree program (AA) and a 1-year certificate, Retailing - A degree in Associate in Arts and Sciences (AAAS), and a 1-year certificate, and the Business and Multimedia Program offers an Associate in Arts and Sciences (AAAS) Degree and a 1-year certificate.

**Program Options:** Business and Management - AAAS and 1-year certificate; Retailing - AAAS and 1-year certificate; Business and Multimedia - AAAS and 1-year certificate.

**Entrance Requirements:** Students can enroll after completion of placement tests. Courses are available every quarter and there are no prerequisites.

**Other Information:** Students will be required to pass a spelling test prior to the degree being awarded.



Schedule for Degree Completion:

## **Associate in Arts Degree with Emphasis in Business and Management**

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please refer to the institution catalog for specific information on degree requirements for the Associate in Arts Degree. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to general education coursework.

### **First Year**

<b>Quarter One</b>	<b>Credits</b>
Humanities .....	5
ENG 101, English Composition .....	5
CT 121, Computer Software Principles .....	5
ACTT 201, Accounting .....	5
<b>Total Credits .....</b>	<b>20</b>

<b>Quarter Two</b>	<b>Credits</b>
Natural Science .....	5
Social Science .....	5
ENG 102, English Composition II .....	5
ACCT 202, Accounting .....	5
<b>Total Credits .....</b>	<b>20</b>

<b>Quarter Three</b>	<b>Credits</b>
Natural Science .....	5
ACCT 203, Accounting .....	5
BA 210, Marketing .....	5
BA111, Computer Applications in Business .....	5
<b>Total Credits .....</b>	<b>20</b>
<b>Year-One Total Credits .....</b>	<b>60</b>

### **Second Year**

<b>Quarter Four</b>	<b>Credits</b>
Humanities .....	5
SPCH 101, Fundamentals of Speech .....	3
Quantitative Skills .....	5
BA 191, Business Leadership .....	3
Physical Education .....	1
<b>Total Credits .....</b>	<b>17</b>

<b>Quarter Five</b>	<b>Credits</b>
Social Science .....	5
Humanities .....	5
BA 197, E-Commerce: A Business Perspective .....	5
Physical Education .....	1
<b>Total Credits .....</b>	<b>16</b>

<b>Quarter Six</b>	<b>Credits</b>
Social Science .....	5
Natural Science .....	5
Humanities .....	5
Physical Education .....	1
<b>Total Credits .....</b>	<b>16</b>
<b>Year-Two Total Credits .....</b>	<b>49</b>
<b>Total Credits .....</b>	<b>109</b>

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

- |                                 |                          |
|---------------------------------|--------------------------|
| (W) - Written Communications    | (J) - Job Seeking Skills |
| (M) - Computation / Mathematics | (R) - Human Relations    |
| (O) - Oral Communications       | (L) - Leadership         |

CIP 11.0801 • EPC 524

# BUSINESS

## Schedule for Degree Completion:

### **Associate in Applied Arts and Sciences Degree in Business and Management**

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.



## - Certificate -

### First Year

<u>Quarter One</u>	Credits
BA 081, Cooperative Training I .....	2
BA 191, Business Leadership I .....	3
BA 215, Advertising .....	5
ACCT 201, Principles of Accounting .....	5
CT 121, Computer Software Principles .....	5
<b>Total Credits .....</b>	<b>20</b>

<u>Quarter Two</u>	Credits
BA 082, Cooperative Training II .....	2
BA 192, Business Leadership II (L) .....	3
BA 189, Principles of Management .....	5
BA 217, Computer Software Applications .....	5
<b>Total Credits .....</b>	<b>15</b>

<u>Quarter Three</u>	Credits
BA 210, Marketing .....	5
BA 137, Business Communications (W) .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
Business Elective .....	5
<b>Total Credits .....</b>	<b>18</b>
<b>Year-One Total Credits .....</b>	<b>53</b>

## - Degree -

### Second Year

<u>Quarter Four</u>	Credits
BA 083, Cooperative Training III .....	2
BA 193, Business Leadership III (J) .....	3
BA 187, Principles of Selling .....	5
BA 112, Business Mathematics (M) .....	5
BA 102, Customer Service .....	5
<b>Total Credits .....</b>	<b>20</b>

<u>Quarter Five</u>	Credits
BA 153, Economic Survey .....	5
BA 197, E-Commerce: A Business Perspective .....	5
BA 287, Retailing .....	5
<b>Total Credits .....</b>	<b>15</b>

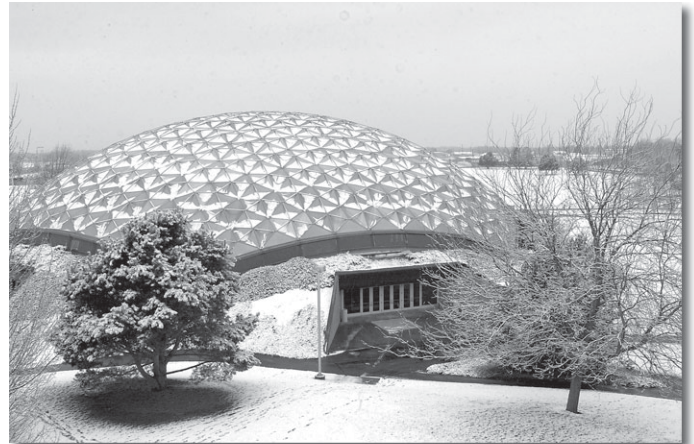
<u>Quarter Six</u>	Credits
BA 091, Cooperative Training IV .....	2
BA 291, Business Leadership IV .....	3
BA 157, Human Relations in Business (R) .....	5
BA 101, Introduction to Business .....	5
<b>Total Credits .....</b>	<b>15</b>
<b>Two</b>	<b>Total Credits .....</b>
	<b>50</b>
	<b>Total Credits .....</b>
	<b>103</b>

A Certificate is available upon completion of the year one requirements.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) - Written Communications	(J) - Job Seeking Skills
(M) - Computation / Mathematics	(R) - Human Relations
(O) - Oral Communications	(L) - Leadership

CIP 52.0201 • EPC 502 • Certificate Clock Hours: 640





# BUSINESS

## Schedule for Degree Completion:

### **Associate in Applied Arts and Sciences Degree in Business and Multimedia**

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.



## – Certificate –

### First Year

<u>Quarter One</u>	Credits
BA 081, Cooperative Training I .....	2
BA 191, Business Leadership I .....	3
CT 121, Computer Software Principles .....	5
OT 243, Desktop Publisher .....	5
BA 104, Business Presentation Design I .....	5
<b>Total Credits .....</b>	<b>20</b>

<u>Quarter Two</u>	Credits
BA 189, Principles of Management .....	5
BA 103, Graphics Applications for Business I .....	5
BA 217, Computer Software Applications .....	5
BA 112, Business Math (M) .....	5
<b>Total Credits .....</b>	<b>20</b>

<u>Quarter Three</u>	Credits
BA 210, Marketing .....	5
BA 204, Business Presentation Design II .....	5
BA 157, Human Relations In Business (R) .....	5
BA 203, Graphics Applications for Business II .....	5
<b>Total Credits .....</b>	<b>20</b>
<b>Year-One Total Credits .....</b>	<b>60</b>

## – Degree –

### Second Year

<u>Quarter Four</u>	Credits
BA 082, Cooperative Training II .....	2
BA 192, Business Leadership II (L) .....	3
BA 102, Customer Service .....	5
BA 187, Principles of Selling .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>18</b>

<u>Quarter Five</u>	Credits
BA 083, Cooperative Training III .....	2
BA 193, Business Leadership III (J) .....	3
BA 205, Digital Media in Business .....	5
BA 197, E-Commerce: A Business Perspective .....	5
BA 101, Introduction to Business .....	5
<b>Total Credits .....</b>	<b>20</b>

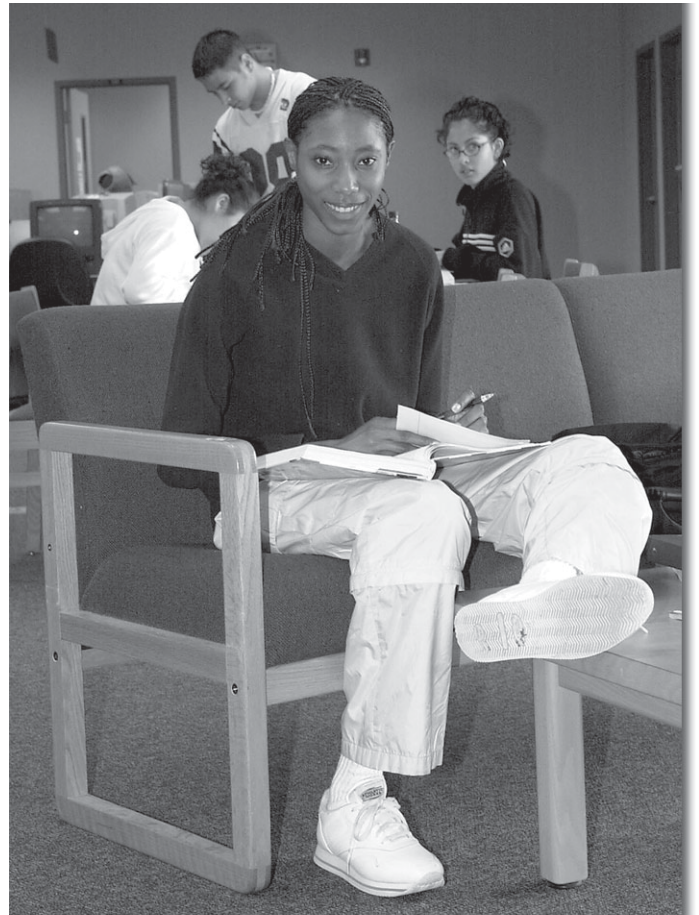
<u>Quarter Six</u>	Credits
BA 137, Business Communications (W) .....	5
BA 206, Business Multimedia Portfolio .....	5
ACCT 201, Principles of Accounting .....	5
<b>Total Credits .....</b>	<b>15</b>
<b>Two Total Credits .....</b>	<b>53</b>
<b>Total Credits .....</b>	<b>113</b>

A Certificate is available upon completion of the year one requirements.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 11.0801 • EPC 524 • Certificate Clock Hours: 670





# BUSINESS

## Schedule for Degree Completion:

### ***Associate in Applied Arts and Sciences Degree in Retailing***

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### – Certificate –

#### First Year

<b>Quarter One</b>	<b>Credits</b>
BA 081, Cooperative Training I .....	2
BA 191, Business Leadership I .....	3
ACCT 201, Principles of Accounting .....	5
CT 121, Computer Software Principles .....	5
BA 215, Advertising .....	5
<b>Total Credits .....</b>	<b>20</b>

<b>Quarter Two</b>	<b>Credits</b>
BA 082, Cooperative Training II .....	2
<b>BA 192, Business Leadership II (L) .....</b>	<b>3</b>
BA 287, Retailing .....	5
BA 189, Principles of Management .....	5
BA 217, Computer Software Applications .....	5
<b>Total Credits .....</b>	<b>20</b>

<b>Quarter Three</b>	<b>Credits</b>
BA 083, Cooperative Training III .....	2
<b>BA 193, Business Leadership III (J) .....</b>	<b>3</b>
<b>BA 137, Business Communications (W) .....</b>	<b>5</b>
BA 210, Marketing .....	5
<b>Total Credits .....</b>	<b>15</b>
<b>Year-One Total Credits .....</b>	<b>55</b>

#### – Degree –

#### Second Year

<b>Quarter Four</b>	<b>Credits</b>
BA 091, Cooperative Training IV .....	2
BA 291, Business Leadership IV .....	3
BA 187, Principles of Selling .....	5
<b>BA 112, Business Math (M) .....</b>	<b>5</b>
<b>Total Credits .....</b>	<b>15</b>

<b>Quarter Five</b>	<b>Credits</b>
BA 160, Merchandising Display .....	5
BA 251, Business Law I .....	5
BA 102, Customer Service .....	5
<b>Total Credits .....</b>	<b>15</b>

<b>Quarter Six</b>	<b>Credits</b>
BA 101, Introduction to Business .....	5
<b>BA 157, Human Relations in Business (R) .....</b>	<b>5</b>
SPCH 101, Fundamentals of Speech (O) .....	3
<b>ELECTIVE .....</b>	<b>5</b>
<b>Total Credits .....</b>	<b>18</b>
<b>Year-Two Total Credits .....</b>	<b>48</b>
<b>Total Credits .....</b>	<b>103</b>

A Certificate is available upon completion of the year-one requirements.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications (J) – Job Seeking Skills  
(M) – Computation / Mathematics (R) – Human Relations  
(O) – Oral Communications (L) – Leadership

CIP 08.0705 • EPC 251 • Certificate Clock Hours: 730

**BA 081, 082, 083, 091, 092, 093 Cooperative Work 1-5 Credits**  
**Experience I, II, III, IV, V, VI**

Students enrolled in Co-op are employed in occupations directly related to career choices; consequently, work experience becomes a practical laboratory for reinforcing in-school occupational education. Students earn both pay and college credit for work. Prerequisites: Co-enrollment in related Business Leadership class and coordinator's permission. *Offered every quarter.*

**BA 101 Introduction to Business 5 Credits**  
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. *Offered every quarter.*

**BA 102 Customer Service 5 Credits**  
An overview of the many skills that make up effective customer service, including customer behavior, determining customer needs, handling difficult customers, selling customer services, encouraging customer loyalty, and practicing service recovery. *Offered fall, winter.*

**BA 103 Graphic Applications in Business I 5 Credits**  
Student utilizes various vector graphics programs to create original graphics and edit existing graphics for use in publications, logo design, technical writing, and multimedia presentations. Emphasis on the use of text, graphic objects, and color in mass media productions. Prerequisite: CT 121. *Offered winter.*

**BA 104 Business Presentation Design I 5 Credits**  
Utilizing the basic sales technique (AIDA) and benefit-selling, students design and present information in the multimedia presentation format. *Offered fall.*

**BA 112 Business Mathematics 5 Credits**  
Develops competency in common business calculations for use in financial decision making, including percentages, trade and cash discounts, markups/markdowns, simple and compound interest, banking and the discount process. Performing calculations with the aid of a calculator and creating spreadsheet formulas to solve problems using Excel. Prerequisite: Good basic math skills or Math 049 recommended. *Offered fall, winter, spring.*

**BA 136 Business Communications I 5 Credits**  
A comprehensive review of correct language usage and structure for the business world which covers grammar, punctuation, homonyms, business vocabulary, and frequently misspelled words. Grammar Assessment is given. Prerequisite: English skills level at ENG 089. *Offered fall, winter, spring.*

**BA 137 Business Communications II 5 Credits**  
Writing business letters, memos, and reports for effective business communications as well as vocabulary development, report preparation, and oral presentation of projects. Prerequisite: BA 136. *Offered winter, spring.*

# BUSINESS

## **BA 153 Economic Survey I 5 Credits**

Students develop the background necessary to conduct a marketing research project, including the tools of research, planning and design, methodologies of research design, and presenting the results of research. Prerequisite: Completion of BA 210 recommended but not required. *Offered winter.*

## **BA 154 Economic Survey II 5 Credits**

Using information from BA 153, students plan a research project that includes: describing problem(s) to be solved, reviewing related literature, deciding on statistical method that will be used, selecting the style and format of the research, conducting the research, and writing the research report. Prerequisite: BA 153. *Offered spring.*

## **BA 157 Human Relations in Business 5 Credits**

Students assess and develop human relations skills through a skill building approach with an emphasis on self-esteem and maintaining positive attitudes. Topics include understanding human relations, behavior, and performance; diversity in personality and learning styles; perception; attitudes; values; communication skills; motivation; leadership; transactional analysis, assertiveness, and conflict resolution; power, politics, and ethics; teams; problem solving and decision making, change; productivity and participative management. Prerequisite: Mandatory reading level at READ 088. *Offered fall, winter, spring.*

## **BA 158 Problem Solving in Human Relations in Business 5 Credits**

Problem solving and decision making by using a step-by-step flow-chart process for simple to complex problems in Human Relations. Develops critical and analytical thinking skills for solving problems by using tools which are applied to new and unfamiliar situations and problems. Tools: PMI (Pluses, Minus, Interesting), CAF (Consider All Factors), C&S (Consequences and Sequel), AGO (Aims, Goals, Objectives), FIP (First Important Priorities), APC (Alternatives, Possibilities, Choices), OPV (Other People's Views), EBS (Examine Both Sides), ADI (Agreement, Disagreement, Irrelevance). Prerequisite: BA 157. *Offered spring.*

## **BA 160 Merchandising Display 5 Credits**

In-store and window displays, their importance to businesses, as well as the techniques used in producing such displays. Students are expected to work with selected businesses that have agreed to let students construct in-store and window displays. Local field trips to evaluate various business displays. *Offered winter.*

## **BA 187 Principles of Selling 5 Credits**

Develops skills in making sales presentations and provides background in techniques for profiling customers, demonstrating the understanding of FAB and AIDA, the use of visuals to make presentations, as well as the types of sales presentations and when one might use those presentations. *Offered fall.*

## **BA 189 Principles of Management 5 Credits**

The functions of management, skill levels necessary for the future, TQM, the basic principles of management, leadership traits, and organizational structures. Students use their problem-solving skills in meeting classroom managerial situations. To help students develop these skills, the course examines individuals who have provided theories relating to the management of people. *Offered winter.*

## **BA 191 Business Leadership 3 Credits**

Fundamentals of leadership that can be used by anyone, no matter what role or position he or she occupies. Contrasts the traditional roles of a manager with the traditional ways in which leaders handle the same functions or situations. *Offered fall.*

## **BA 192 Business Leadership 3 Credits**

The instructor assigns Occupational Presentation Skill Development topics for exploration and development with an emphasis on creating effective presentations. Students are expected to use different resources available, including technology. *Offered winter.*

## **BA 193 Business Leadership 3 Credits**

Students select and perform a community improvement project with the following in mind: determining community needs and how needs are related to the overall strength of the community, gaining an appreciation for "giving back," and how this activity relates to today's businesses. *Offered fall.*

## **BA 194 Entrepreneurship Development 5 Credits**

Develops students' analytical and critical skills in reviewing the steps for opening a business and requires that students complete a business plan clearly evaluating and illuminating the opportunity for entrepreneurial success. *Offered spring.*

## **BA 203 Graphic Applications in Business II 5 Credits**

Student utilizes various raster graphics programs to create original graphics and edit existing graphics for use in publications, logo design, technical writing, and multimedia presentations. Emphasis on the use of text, graphic filters, and color in mass media productions. Prerequisite: BA 103. *Offered spring.*

## **BA 204 Business Presentation Design II 5 Credits**

Application of an integrated publishing program package to combine expert type, layout, color, and graphics-handling features with professional illustration tools and sophisticated prepress functions. The result is the production of advertisements, newsletters, brochures, package designs, catalogues, and newspapers based on industry standards and requirements. Presents an overview of advertising principles to build the foundation for an understanding of established industry marketing standards and requirements, including print shop and newspaper mechanical requirements. Prerequisite: BA 104. *Offered spring.*

## **BA 205 Digital Media in Business 5 Credits**

Introduction to the enhancement and manipulation of media imagery through the use of digital imaging software. Using the computer as an electronic darkroom to prepare images for mass media application, students learn to control images in a global manner. Instruction in image correction, motion, special effects, and other digital techniques. *Offered winter.*

## **BA 206 Business Multimedia Portfolio 5 Credits**

The student creates a portfolio of instructor approved projects that demonstrate an understanding of course work required within the multi-media program: CT 121, BA 103, BA 203, BA 104, and BA 205. *Offered spring.*

## **BA 210 Marketing 5 Credits**

The relevance of marketing in the modern economy, including the functions of marketing, customer understanding, TQM, opportunity analysis, and the marketing mix. *Offered spring.*

# BUSINESS/OFFICE TECHNOLOGY

## BA 215 Advertising

5 Credits

The course is organized around the framework that advertising is an integral part of communication and marketing and explores important topics such as social, ethical and economic issues, and the influence of government and industry regulations. Also explores the elements of campaign planning and execution with construction of the advertising plan, the use of strategic research, setting objectives, and targeting marketing. *Offered fall.*

## BA 217 Computer Software Applications

5 Credits

The application of various software currently used in home and work environments. Students learn how to determine the appropriate software to complete a given task and how to integrate the use of several software programs to complete a given task efficiently. Emphasis on the application of software principles in word processing, spreadsheets, databases, presentations, and file management. The second of two classes which aid in the preparation for the MOUS certification test. Students pursuing a career involving computer use are advised to take this course. Prerequisite: CT 121. *Offered winter, spring.*

## BA 251 Introduction to Business Law I

5 Credits

An introduction to law with an analysis of its origin and development and its interaction with business, including legal procedures, principles of contract law, agency, negotiable instruments, constitutional authority, business tort, product liability, intellectual criminal law, and principles of contract law. *Offered fall quarter.*

## BA 252 Introduction to Business Law II

5 Credits

A continuation of BA 251 that emphasizes the Uniform Commercial Code, sales and leases, negotiable instruments, secured transactions and bankruptcy, agency and business organizations, employment laws, wills, property, basic legal research and related topics. Prerequisite: BA 251. *Offered winter.*

## BA 287 Retailing

5 Credits

Retail consumers and why, what, and when they buy through the study of topics such as reasons for site location, merchandising mix for the store, display, advertising, profit margin analysis, the merchandise plan (Open to Buy), markups/downs, and stock turnover analysis. *Offered winter.*

## BA 291 Business Leadership

3 Credits

Develops the skills students need to write an effective, interesting, and attractive cover letter and resume that will secure an interview with an employer. *Offered spring.*

## BA 292 Business Leadership

3 Credits

Critical and Analytical Thinking Development which is designed to measure student's ability to analyze, understand, and draw conclusions from a group of conditions and relations. Students establish their skill level initially, then develop a program to increase their abilities in identified areas. *Offered fall, winter, spring.*

## BA 293 Business Leadership

3 Credits

Students select and perform a community improvement project with the following in mind: determining community needs and how these are related to the overall strength of the community, gaining an appreciation for "giving back," and how this activity relates to businesses of today. *Offered fall, winter, spring.*

## Office Technology

Web site: [www.wallawalla.cc/offtech/index.htm](http://www.wallawalla.cc/offtech/index.htm)

### Faculty Advisers:

Lisa Greenville	758-1715 - Clarkston	<a href="mailto:lisa.greenville@wwcc.ctc.edu">lisa.greenville@wwcc.ctc.edu</a>
Linda Lane	758-1724 - Clarkston	<a href="mailto:linda.lane@wwcc.ctc.edu">linda.lane@wwcc.ctc.edu</a>
Krista Mahan	527-4233	<a href="mailto:krista.mahan@wwcc.ctc.edu">krista.mahan@wwcc.ctc.edu</a>
Bettye Matier	527-4231	<a href="mailto:bettye.matier@wwcc.ctc.edu">bettye.matier@wwcc.ctc.edu</a>
Bev O'Laughlin	527-4558	<a href="mailto:bev.olaughlin@wwcc.ctc.edu">bev.olaughlin@wwcc.ctc.edu</a>
Susan Quinn	527-4232	<a href="mailto:susan.quinn@wwcc.ctc.edu">susan.quinn@wwcc.ctc.edu</a>

**Industry Description:** Secretaries and administrative assistants hold approximately 3.9 million jobs, ranking among the largest occupations in the U.S. economy. As technology has expanded in offices across the nation, the role of the office professional has greatly evolved. Office automation and organizational restructuring have led secretaries and administrative assistants to assume a wider range of new responsibilities once reserved for managerial and professional staff. Employment in this evolving occupation is expected to grow from 10 to 20 percent between 2000 and 2010.

**Program Overview:** New computer technology has caused a revolution in office procedures and has created a higher demand for knowledgeable, skilled, and well-trained office professionals. The core responsibilities for this profession have remained much the same, although changed from manual to electronic—performing and coordinating an office's administrative activities, storing, retrieving, and integrating information for dissemination to staff and clients. Variety, interesting work, responsibility, and the opportunity for advancement are all considerations for entering the field. Part- and full-time employment opportunities are available in many varied office settings and locations.

The Office Technology program provides training that integrates career related subject knowledge with computer applications for today's automated office. Courses are taught in lecture, lab, and on-the-job training formats, and some courses are available for distance learning. Courses are taught by skilled instructors with master's degrees and are developed based on input from the Business and Office Advisory Board, as well as panels of expert workers who identify the necessary knowledge, skills, and attributes required to become a successful office professional.

**Program Options:** The Office Technology certificate and degree programs have been designed to fit a variety of student needs. Students may choose from degree options which specialize in medical, legal, financial, or executive fields with resulting employment opportunities as highly skilled professionals. The certificate options can be completed in a short time and are designed to either prepare students for entry-level positions in a business environment or to update the skills of current office professionals to meet new workplace demands. All credits earned towards certificates are applicable to degrees. Options include:



# OFFICE TECHNOLOGY

## Degrees: 2-year AAAS Degree

### Certificates

- Executive Administrative Assistant
- Office Assistant (1-year)
- Financial Administrative Assistant
- Bookkeeper (1-year)
- Legal Administrative Assistant
- Medical Administrative Assistant
- Business Software Specialist (40 Credits)
- Legal or Medical Certificate (45 Credits)
- Data Entry Specialist (45 Credits)
- Advanced Office Skills (43 Credits)
- Office Aid (1 Quarter)

(See [www.wallawalla.cc/offtech/index.htm](http://www.wallawalla.cc/offtech/index.htm) for detailed descriptions of all degrees and certificates.)

**Entrance Requirements:** Students can begin their course of study in any of the Office Technology programs during fall, winter, or spring quarters. Limited course offerings are available during summer quarter. Several classes are available through distance education. No prerequisites exist.

**Other Information:** The Office Technology Program is part of the Tech Prep consortium in the state of Washington. Tech prep credits from specific high school studies can be awarded for selected courses. Contact your local school counselor or Walla Walla Community College for more information. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

### Schedule for Degree Completion:

## ***Associate in Applied Arts & Sciences Degree in Executive Administrative Assistant***

Executive administrative assistants are expected to assume responsibility, exercise initiative, and make decisions within the scope of their assigned authority. Duties may include scheduling appointments, screening telephone calls, welcoming visitors, transcribing, operating office machines, filing, keying, and performing computer-related applications.

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Keyboarding, OT 024, may be required for students unfamiliar with the keyboard. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

### – Certificate –

#### First Year

<u>Quarter One</u>	<u>Credits</u>
OT 125, Introduction to Word Processing .....	5
BA 136, Business Communications .....	5
OT 122, Records Management I .....	5
<b>BA 112, Business Mathematics (M)</b> .....	5
OCSUP 012, Spelling .....	2
<b>Total Credits</b> .....	<b>22</b>

<u>Quarter Two</u>	<u>Credits</u>
OT 126, Word Processing .....	5
OT 120, Document Editing .....	5
CT 121, Computer Software Principles .....	5
ACCT 201/ OT 161, Principles of Accounting/Accounting .....	5
<b>Total Credits</b> .....	<b>20</b>

<u>Quarter Three</u>	<u>Credits</u>
<b>BA 137, Business Communications I (W)</b> .....	5
OT 222, Records Management II .....	5
BA 217, Computer Software Applications .....	5
ACCT 202, Principles of Accounting .....	5
<b>Total Credits</b> .....	<b>20</b>
<b>Year-One Total Credits</b> .....	<b>62</b>

### – Degree –

#### Second Year

<u>Quarter Four</u>	<u>Credits</u>
OT 218, Desktop Calculator .....	5
BA 251, Business Law I .....	5
<b>BA 157, Human Relations (R)</b> .....	5
ACCT 191, Business Leadership Seminar I .....	3
ACCT 081, Cooperative Training I .....	2
<b>Total Credits</b> .....	<b>20</b>

<u>Quarter Five</u>	<u>Credits</u>
OT 128 Voice Processing & MOUS Certification .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
BA 102, Customer Service .....	5
<b>ACCT 192, Business Leadership Seminar II(L)</b> .....	3
ACCT 082, Cooperative Training II .....	2
<b>Total Credits</b> .....	<b>18</b>

<u>Quarter Six</u>	<u>Credits</u>
BA 158, Problem Solving .....	5
ACCT 115, Integrated Computer Applications for Accounting .....	5
OT 200, Office Simulation .....	5
ACCT 175, Payroll Accounting .....	5
<b>ACCT 193, Business Leadership Seminar III (J)</b> .....	3
ACCT 083, Cooperative Training III .....	2
<b>Total Credits</b> .....	<b>25</b>
<b>Year-Two Total Credits</b> .....	<b>63</b>
<b>Total Credits</b> .....	<b>125</b>

A Certificate is available upon completion of the year-one requirements.

Note: Students must demonstrate spelling proficiency before entering their third (3<sup>rd</sup>) quarter of study by satisfactorily passing a spelling proficiency examination. English and math proficiency are assessed upon entry to the program.

Note: Students may take OT 161, Practical Accounting or ACCT 201, Accounting to meet the accounting requirement.

**Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:**

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 52.0402 • EPC 547 • Certificate Clock Hours: 700

# OFFICE TECHNOLOGY

## Schedule for Degree Completion:

### **Associate in Applied Arts & Sciences Degree in Financial Administrative Assistant**

Financial administrative assistants are expected to perform clerical and financial duties in a financial office. Duties may include routine typing, operating computer software, bookkeeping, billing, and preparing financial reports.

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Keyboarding, OT 024, may be required for students unfamiliar with the keyboard. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.



## – Certificate –

### First Year

#### Fall Quarter

	Credits
OT 125, Introduction to Word Processing .....	5
BA 136, Business Communications .....	5
OT 122, Records Management I .....	5
OT 218, Desktop Calculator .....	5
OCSUP 012, Spelling .....	2
<b>Total Credits .....</b>	<b>22</b>

#### Winter Quarter

	Credits
OT 126, Word Processing .....	5
OT 120, Document Editing .....	5
CT 121, Computer Software Principles .....	5
OT 161, ACCT201, Practical Accounting/Accounting .....	5
<b>Total Credits .....</b>	<b>20</b>

#### Spring Quarter

	Credits
BA 137, Business Communications I (W) .....	5
OT 222, Records Management II .....	5
BA 217, Computer Software Applications .....	5
BA 112, Business Math (M) .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>23</b>
<b>Year-One Total Credits .....</b>	<b>65</b>

## – Degree –

### Second Year

#### Fall Quarter

	Credits
BA 251, Business Law I .....	5
BA 157, Human Relations (R) .....	5
OT 228, Specialized Document Processing .....	5
OT 101, Office Occupations Development (L) .....	3
OT 081, Cooperative Training .....	2
<b>Total Credits .....</b>	<b>20</b>

#### Winter Quarter

	Credits
OT 127, Word Processing Applications .....	5
OT 115, Specialized Transcription .....	5
OT 128, Voice Dictation/MOUs .....	5
OT 102, Office Occupations .....	3
OT 082, Cooperative Training .....	2
<b>Total Credits .....</b>	<b>20</b>

#### Spring Quarter

	Credits
BA 158, Problem Solving .....	5
OT 200, Office Simulation .....	5
OT 229, Specialized Document Processing .....	5
OT 103, Office Occupation (J) .....	3
OT 083, Cooperative Training .....	2
<b>Total Credits .....</b>	<b>25</b>
<b>Year-Two Total Credits .....</b>	<b>60</b>
<b>Total Credits .....</b>	<b>125</b>

A Certificate is available upon completion of the year-one requirements.

Note: Students must demonstrate spelling proficiency before entering their third (3<sup>rd</sup>) quarter of study by satisfactorily passing a spelling proficiency examination. English and math proficiency are assessed upon entry to the program.

Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 52.0895 • EPC 563



# OFFICE TECHNOLOGY

## Schedule for Degree Completion:

### **Associate in Applied Arts & Sciences Degree in Legal Administrative Assistant**

Legal administrative assistants perform a variety of clerical duties in the preparation of legal papers and correspondence. Duties may include keying documents, transcribing, operating computer software, maintaining files, and performing other clerical duties.

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Keyboarding, OT 024, may be required for students unfamiliar with the keyboard. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.



## – Certificate –

### First Year

#### **Fall Quarter**

	Credits
OT 125, Introduction to Word Processing .....	5
BA 136, Business Communications .....	5
OT 122, Records Management I .....	5
OT 218, Desktop Calculator .....	5
OCSUP 012, Spelling .....	2
<b>Total Credits .....</b>	<b>22</b>

#### **Winter Quarter**

	Credits
OT 126, Word Processing .....	5
OT 120, Document Editing .....	5
CT 121, Computer Software Principles .....	5
OT 161, ACCT201, Practical Accounting/Accounting .....	5
<b>Total Credits .....</b>	<b>20</b>

#### **Spring Quarter**

	Credits
BA 137, Business Communications I (W) .....	5
OT 222, Records Management II .....	5
BA 217, Computer Software Applications .....	5
BA 112, Business Math (M) .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>23</b>
<b>Year-One Total Credits .....</b>	<b>65</b>

## – Degree –

### Second Year

#### **Fall Quarter**

	Credits
BA 251, Business Law I .....	5
BA 157, Human Relations (R) .....	5
OT 228, Specialized Document Processing .....	5
OT 101, Office Occupations Development (L) .....	3
OT 081, Cooperative Training .....	2
<b>Total Credits .....</b>	<b>20</b>

#### **Winter Quarter**

	Credits
OT 127, Word Processing Applications .....	5
OT 115, Specialized Transcription .....	5
OT 128, Voice Dictation/MOUs .....	5
OT 102, Office Occupations .....	3
OT 082, Cooperative Training .....	2
<b>Total Credits .....</b>	<b>20</b>

#### **Spring Quarter**

	Credits
BA 158, Problem Solving .....	5
OT 200, Office Simulation .....	5
OT 229, Specialized Document Processing .....	5
OT 103, Office Occupation (J) .....	3
OT 083, Cooperative Training .....	2
<b>Total Credits .....</b>	<b>25</b>
<b>Year-Two Total Credits .....</b>	<b>60</b>
<b>Total Credits .....</b>	<b>125</b>

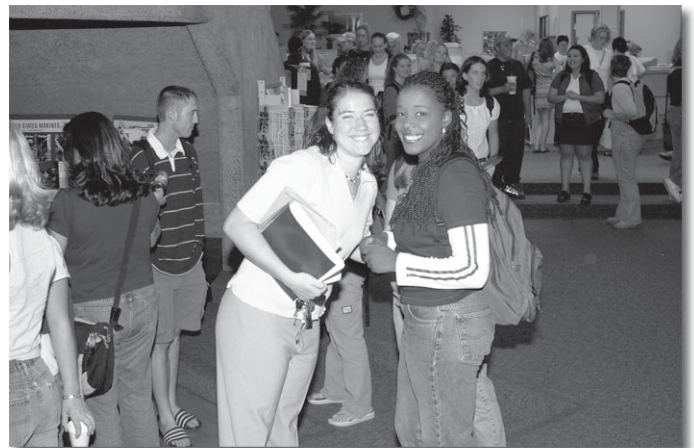
A Certificate is available upon completion of the year-one requirements.

Note: Students must demonstrate spelling proficiency before entering their third (3<sup>rd</sup>) quarter of study by satisfactorily passing a spelling proficiency examination. English and math proficiency are assessed upon entry to the program.

Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 52.0403 • EPC 577 • Certificate Clock Hours: 650





# OFFICE TECHNOLOGY

## Schedule for Degree Completion:

### **Associate in Applied Arts and Sciences Degree in Medical Administrative Systems Assistant**

Medical administrative systems assistants perform clerical and administrative duties in a medical office. Tasks may include routine typing, transcription, operation of computer software, preparing and maintaining medical records, scheduling appointments, and related tasks. In some offices medical assistants may be responsible for bookkeeping, billing patients, handling credits and collections, and preparing financial reports.

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Keyboarding, OT 024, may be required for students unfamiliar with the keyboard. Please check with your adviser prior to any substitutions.



## **– Certificate – (Medical Billing & Coding)**

### **First Year**

#### **Quarter One**

	Credits
OT 125, Introduction to Word Processing .....	5
BA 136, Business Communications .....	5
OT 280, Medical Terminology .....	5
OT 231, Specialized Document Processing I .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>23</b>

#### **Quarter Two**

	Credits
OT 126, Intermediate Word Processing .....	5
OT 120, Document Editing .....	5
BA 157, Human Relations (R) .....	5
OT 233, Medical Coding .....	5
<b>Total Credits .....</b>	<b>20</b>

#### **Quarter Three**

	Credits
CT 121, Computer Software Principles .....	5
OT 161/ACCT 201, Practical Accounting/Accounting* .....	5
OCSUP 012, Spelling .....	2
BA 112, Business Math (M) .....	5
OT 232, Specialized Document Processing II* .....	5
<b>Total Credits .....</b>	<b>22</b>
<b>Year-One Total Credits .....</b>	<b>65</b>

## **– Degree –**

### **Second Year**

#### **Quarter Four**

	Credits
BIO 210, Anatomy and Physiology .....	5
OT 115, Specialized Transcription I .....	5
OT 122, Records Management I .....	5
OT 101, Office Occupations .....	3
OT 081, Cooperative Training .....	2
<b>Total Credits .....</b>	<b>20</b>

#### **Quarter Five**

	Credits
OT 127, Word Processing Applications .....	5
BA 137, Business Communications I (W) .....	5
OT 128, Voice Dictation and MOUS Certification .....	5
OT 102, Office Occupation Development (L) .....	3
OT 082, Cooperative Training .....	2
<b>Total Credits .....</b>	<b>20</b>

#### **Quarter Six**

	Credits
BA 158, Problem Solving .....	5
OT 200, Office Simulation .....	5
OT 222, Records Management II .....	5
OT 116, Specialized Transcription II .....	5
OT 103, Office Occupation Development (J) .....	3
OT 083, Cooperative Training .....	2
<b>Total Credits .....</b>	<b>25</b>

<b>Year-Two Total Credits .....</b>	<b>65</b>
<b>Total Credits .....</b>	<b>130</b>

A Certificate is available upon completion of the year-one requirements. The Certificate is offered with either the Medical Billing and Coding emphasis or the Medical Transcription emphasis.

Note: Students must demonstrate spelling proficiency before entering their third (3<sup>rd</sup>) quarter of study by satisfactorily passing a spelling proficiency examination. English and math proficiency are assessed upon entry to the program.

\* Students interested in receiving a certificate with emphasis on Medical Transcription may substitute courses as follows: Substitute OT 115, Specialized Transcription I for OT 161/BA 201, Practical Accounting/Accounting Substitute OT 116, Specialized Transcription II for OT 232, Specialized Document Processing II

Note: Students may take OT 161, Practical Accounting or ACCT 201, Accounting to meet the accounting requirement.

**Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:**

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

52.0404 • EPC 565 • Certificate Clock Hours: 670

# OFFICE TECHNOLOGY

## Schedule for Degree Completion:

### Office Assistant Certificate

An Office Assistant will assist in the clerical operation of the office by transcribing and keying letters, reports, and other business correspondence. Other duties may include records management, office machine calculations, basic bookkeeping, and word processing. An Office Assistant must display good communication and interpersonal skills.

This schedule lists courses required for certificate completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Keyboarding, OT 024, may be required for students unfamiliar with the keyboard. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### Certificate

##### First Year

<u>Quarter One</u>	<u>Credits</u>
OT 125, Introduction to Word Processing .....	5
BA 136, Business Communications .....	5
OT 122, Records Management I .....	5
OT 218, Desktop Calculator .....	5
OCSUP 012, Spelling .....	2
<b>Total Credits .....</b>	<b>22</b>

<u>Quarter Two</u>	<u>Credits</u>
OT 126, Word Processing .....	5
OT 120, Document Editing .....	5
CT 121, Computer Software Principles .....	5
OT 161, ACCT 201, Practical Accounting/Accounting .....	5
OT 127, Word Processing Applications .....	5
<b>Total Credits .....</b>	<b>25</b>

<u>Quarter Three</u>	<u>Credits</u>
OT 200, Office Simulation .....	5
BA 112, Business Math (M) .....	5
BA 157, Human Relations(R) .....	5
OT 101, Office Occupations (L) .....	3
OT 081, Cooperative Training .....	2
<b>Total Credits .....</b>	<b>20</b>
<b>Grand Total Credits .....</b>	<b>67</b>

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 52.0408 • EPC 559 • Certificate Clock Hours: 680

**OT 024 Keyboarding 3 Credits**  
Introduction to the typewriting keyboard for beginning typists or for students wishing to review the keyboard by touch. *Offered fall, winter, spring, summer.*

**OT 025 Keyboard Speed-Building 3 Credits**  
Designed for students who already know the keyboard by touch but want to work on increasing speed. Includes assessment and/or correction of technique plus the use of a software program designed to work on individual accuracy and speed weaknesses. *Offered fall, winter, spring, summer.*

**OT 026 MOUS Review and Certification 2 Credits**  
Provides practice exams and individualized skill review using MOUS approved courseware. Once prepared, students take a MOUS certification exam on-line at WWCC's authorized testing center. Certification is available at the proficient and expert levels in all MS Office programs. A course fee of \$85 covers the cost of the exam and use of textbooks and assessment software. Course is graded Pass/Fail. *Offered every quarter.*

**OT 081, 082, 083 Cooperative Training 2-5 Credits**  
Students enrolled in the Cooperative Training program are employed in occupations directly related to their career choices; consequently, their work experience becomes a practical laboratory for reinforcing their in-school occupational education. Prerequisites: Co-enrollment in the related Office Occupations Development class and coordinator's permission. *Offered fall, winter, spring, summer.*

**OT 084, 085, 086 Office Occupations Development 2-5 Credits**  
A two-fold course designed to (1) provide learning experiences which are related to and correlated with learning experiences on the job, and (2) participation in the student leadership organization, Phi Beta Lambda. Topics include Career Exploration and Job Development, Job Search Techniques, Job Related Skill Development, and Leadership Development. Leadership Development focuses on teamwork and teambuilding, working in committee structures, operating in a multi-cultural environment, meeting planning and operation as well as the opportunity to network with others locally and nationally. Office Occupations Development is a requirement for all students participating in the Cooperative Training program but is open to any interested students. Prerequisite: Instructor's permission. *Offered fall, winter, spring.*

**OT 101, 102, 103 Office Occupations Development 1-3 Credits**  
A two-fold course designed to (1) provide learning experiences which are related to and correlated with learning experiences on the job, and (2) participation in the student leadership organization, Phi Beta Lambda. Topics include Career Exploration and Job Development, Job Search Techniques, Job Related Skill Development, and Leadership Development. Leadership Development focuses on teamwork and teambuilding, working in committee structures, operating in a multi-cultural environment, meeting planning and operation as well as the opportunity to network with others locally and nationally. Office Occupations Development is a requirement for all students participating in the Cooperative Training program but is open to any interested students. Prerequisite: Instructor's permission. *Offered fall, winter, spring.*

**OT 115 Specialized Transcription I 5 Credits**  
Fundamental course in transcribing business documents from audio tapes using Microsoft Word. Instruction on developing listening skills by applying correct grammar, punctuation, and format to business documents. Designed specifically for executive, legal, or medical majors. Prerequisites: BA 136 and OT 120. *Offered winter, spring.*

**OT 116 Specialized Transcription II 5 Credits**  
Advanced course in transcribing medical-related documents from audio tapes using Microsoft Word. Students develop skills by learning and applying correct number format, capitalization, commas, semicolons, hyphens, and abbreviations in business documents. Emphasizes speed in transcribing. Prerequisite: OT 115. *Offered winter, spring.*

# OFFICE TECHNOLOGY

## **OT 120 Document Editing 5 Credits**

A fundamental course in proofreading and editing skills. Develops skills in proofreading to detect errors in capitalization, content, format, grammar, keyboarding, number usage, punctuation, spelling, word division, and word usage in business documents. Prerequisite: BA 136. *Offered winter, spring.*

## **OT 122 Records Management I 5 Credits**

Rules and procedures common to organization and maintenance of alphabetic, geographic, subject, and numeric filing systems. Filing equipment and business documents are used to provide intensive instruction in filing practices. Also introduces management of information using a computer database management system. *Offered fall, winter.*

## **OT 125 Introduction to Word Processing 5 Credits**

An introduction to concepts of word processing taught in conjunction with formatting theory for business letters, memoranda, reports, centering, and simple tabulation. Develops skills in speed and accuracy as well as editing and proofreading. An ideal course for the student who knows the keyboard and desires to learn formatting of business documents through computer software. Students are pre-tested the first week of class. *Offered fall, winter, spring, summer.*

## **OT 126 Intermediate Word Processing 5 Credits**

An intermediate word processing course reinforcing formatting theory for business documents; progressively learning additional features of letters, tables, memoranda, and reports; and learning new concepts of Microsoft Word. Emphasizes speed and accuracy through an additional software program. An ideal course for students wishing to review document formatting using Microsoft Word. Prerequisite: OT 125. *Offered fall, winter and online every quarter.*

## **OT 127 Word Processing Applications 5 Credits**

A course designed to teach students about Microsoft Word. Also includes basic features of PowerPoint, WordArt, Publisher, and graphics. Ideal for the student who wishes to learn how to use all features of Microsoft Word. *Offered winter.*

## **OT 128 Voice Processing and MOUS Certification 5 Credits**

Addresses current trends for high performance office professionals. Voice activation software is used to learn word processing through voice rather than keyboard commands. Skill assessment software is used to prepare for MOUS (Microsoft Office User Specialist) certification exam that is taken on-line through Microsoft Corporation by the end of the quarter. The course fee of \$85 includes the cost of the MOUS exam and the use of practice exams and text. Prerequisite: OT 126 (OT 127 and BA 217 are strongly recommended). *Offered spring, fall.*

## **OT 161 Practical Accounting 5 Credit**

Study of fundamental accounting procedures typical of a small office. Emphasis on cash and payroll accounting along with all steps in the accounting cycle, including the generation of end-of-fiscal period reports. *Offered winter.*

## **OT 200 Office Simulation 5 Credits**

Bridges the gap between the classroom and business environment by offering practices and procedures typically used in the real world of work. Study and practice of office procedures using current technological tools. Prerequisite: instructor's permission. *Offered spring.*

## **OT 218 Desktop Calculator 5 Credits**

Develops job competency on desktop calculators using ten-key touch method and special features of machines to solve common business problems with speed, accuracy, and efficiency. *Offered fall, winter, spring.*

## **OT 222 Records Management II 5 Credits**

Principles and practices of effective information management for both manual indexing and automated records systems. Emphasizes advanced features and capabilities of automated database information management systems and the need to understand record's life cycle from creation to disposition within the structure of any given organization. Also stresses the need for the development of security control systems for information management. Prerequisite: OT 122. *Offered spring.*

## **OT 228 Specialized Document Processing I 5 Credits**

Includes legal typing experience typical of any law office. Provides a legal procedures background as well as legal terminology. Emphasizes understanding the legal processes, developing expertise in legal typing, and understanding legal office procedures. Introduces approximately 800 terms which are utilized within the legal office to help students correctly spell, pronounce, and define. Students continue improving speed and accuracy rates as well as completing speed and accuracy diagnostic drills. Students utilize a word processing system to complete documents. *Offered fall, spring.*

## **OT 229 Specialized Document Processing II 5 Credits**

A continuation of OT 228, which included legal vocabulary from the *Legal Studies: Terminology and Transcription* textbook. Students complete jobs typical of a legal environment. Students complete the Legal Office Procedures packet, where they gain insight into the various tasks of a legal administrative assistant. Students continue improving speed and accuracy rates as well as completing speed and accuracy diagnostic drills. Students utilize word processing systems to complete documents, conclusively. *Offered fall, spring.*

## **OT 231 Specialized Document Processing I 5 Credits**

Medical keyboarding experiences found in a typical medical office. A medical simulation acquaints student with procedures, forms, medical transcription, and medical coding. Tasks become more challenging as student progresses through medical assignments. Students learn to code medical data from medical reports. Two national coding systems—*Classification of Diseases (ICD-9)* and *Current Procedural Terminology (CPT)*—are taught throughout a two-quarter period. Students strive to increase speed and accuracy rates by completing diagnostic drills. *Offered fall, spring.*

## **OT 232 Specialized Document Processing II 5 Credits**

Prepares students for tasks in a medical office using medical coding and MediSoft software. This is the second class of coding procedures, diseases, symptoms, etc., utilizing ICD-9-CM, CPT, and HCPCS codes. MediSoft offers students hands-on experience billing, scheduling appointments, updating databases, terminology, and medical records. Speed and accuracy are emphasized through use of Cortez Peters software. Prerequisite: OT 231. *Offered fall, spring.*



# CAREER EXPLORATION/CARPENTRY

## OT 243 Desktop Publishing

5 Credits

Applications of PageMaker 6.5, Microsoft Word 7.0, Microsoft Publisher, WordArt, and other selected software programs to accomplish desktop publishing documents with a professional flair through hands-on exercises. Design principles and typography are emphasized as well as critiquing student-created samples. Prerequisite: Word processing applications or instructor's permission. *Offered spring.*

## OT 280 Medical Terminology

5 Credits

Course designed for students to learn medical terminology in medical field. Students study terminology of all the body's systems, in addition to suffixes and prefixes. *Offered fall, summer.*

## Career Exploration

### CWE 190 Career Exploration

1-5 Credits

An instructional program that describes how to develop individuals' abilities to assess decisions affecting their lives and to make life choices consistent with needs and beliefs.

## Carpentry

Web site: <http://www.wallawalla.cc/carp/index.html>

Faculty Adviser:

Larry Harding

509.520.5758

[larry.harding@wwcc.ctc.edu](mailto:larry.harding@wwcc.ctc.edu)

**Industry Description:** The Carpentry program teaches students modern construction techniques and the use of the latest materials. Full Carpentry programs are located in Walla Walla and Clarkston locations.

**Program Overview:** The Carpentry program works in conjunction with the WWCC Foundation annually to select a site and house plan for students to build throughout the school year. Students learn how to lay out a house on the lot, read blueprints, build forms, and prepare the foundation. They put their knowledge of carpentry math, stair layout, framing, roofing, and finishing to work from the first day of class until the home is finished during spring quarter.

**Program Options:** Completion of this two-year program will enhance the student's ability to pass the journeyman carpenter examination. Students will be able to work toward an Associate Degree in Applied Arts and Sciences or for a certificate of proficiency in units of specific interest.

**Entrance Requirements:** High school diploma or GED required, or diploma in progress.

**Other Information:** All construction work expected of carpenters is completed by students. Electricians, plumbers, and heating/air conditioning technicians are hired to assist in meeting strict building codes, often assisted by refrigeration/air conditioning or electronics students. More information on the carpentry program can be obtained by calling 509.527.4557 in Walla Walla and 509.758.1701 in Clarkston. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

## Schedule for Degree Completion:

### Associate in Applied Arts and Sciences Degree in Carpentry

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### – Certificate –

##### First Year

###### Quarter One

Credits

CARP 181, Introduction to Carpentry\* ..... 17-20

Math 049, Mathematics (M) ..... 5

Total Credits ..... 22-25

###### Quarter Two

Credits

CARP 182, On Site Work: Interior Finish ..... 17-20

OCSUP 102, Job Communications (O) ..... 3

Total Credits ..... 20-23

###### Quarter Three

Credits

CARP 183, On Site Work: Interior Finish ..... 17-20

OCSUP 103, Job Seeking Skills (J) ..... 3

Total Credits ..... 20-23

Year-One Total Credits ..... 62 - 71

#### – Degree –

##### Second Year

###### Quarter Four

Credits

CARP 284, Advanced Work in Layout ..... 17 - 20

WRITE 100, Vocational Writing (W) ..... 3

Total Credits ..... 20-23

###### Quarter Five

Credits

CARP 285, Advanced Blueprint Reading II ..... 17-20

OCSUP 101, Job Psychology (R) ..... 3

Total Credits ..... 20-23

###### Quarter Six

Credits

CARP 286, Advanced Work Site ..... 17-20

CARP 299, Student Leadership (L) ..... 1

Total Credits ..... 18-21

Year-Two Total Credits ..... 58 - 67

Total Credits ..... 120 - 138

A Certificate is available upon completion of the year-one requirements.

\* CARP 187 will consist of one quarter, and may be substituted for one of the existing classes numbered CARP 181 through CARP 186 as lab activities become available.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications

(J) – Job Seeking Skills

(M) – Computation / Mathematics

(R) – Human Relations

(O) – Oral Communications

(L) – Leadership

CIP 46.0201 • EPC 745 • Certificate Clock Hours: 875

# CARPENTRY/CHEMICAL DEPENDENCY/CHEMISTRY

**CARP 181 Introduction to Carpentry 1-20 Credits**  
Introduction to the carpentry field. On-site work that includes excavation, footings, foundations, wall framing, trusses, sheathing, and tool safety. Prerequisite: High school diploma or GED, or diploma in progress. Offered fall, winter, spring.

**CARP 182 On-Site Work: Exterior Finish 1-20 Credits**  
On-site work: exterior finish, roofing, insulation, sheetrock, taping, and texture. Classroom subjects: Blueprint Reading I and math. Prerequisite: CARP 181. Offered fall, winter, spring.

**CARP 183 On-Site Work: Interior finish 1-20 Credits**  
On-site work: installation of door frames, doors, interior wall finish, window and door trim, installation of cabinets and floor covering. Prerequisite: CARP 182. Offered fall, winter, spring.

**CARP 284 Advanced Work in Layout 1-20 Credits**  
Advanced work in layout of building, roof framing, and use of level and transit. Estimating materials for site, study of concrete types and their importance in the trade, and types of fasteners and their uses. Prerequisite: CARP 183. Offered fall, winter, spring.

**CARP 285 Advanced Blueprint Reading II 1-20 Credits**  
Students learn the definitions of architectural symbols; to understand plumbing, electrical, heating, ventilation, and air conditioning (HVAC) systems and applications; the layout and construction of chimney and fireplaces. Prerequisite: CARP 284. Offered fall, winter, spring.

**CARP 286 Advanced Work on Site 1-20 Credits**  
Advanced work on site. Observation of related trades — electrical, sheet metal, plumbing, etc. Study of door, window, and hardware schedule. Preparation for journeyman examination. Includes employment opportunities and job preparation. Prerequisite: CARP 286. Offered fall, winter, spring.

**CARP 299 Student Leadership 1-20 Credits**  
The student assumes the responsibilities of a foreman in construction. Student works directly under the instructor and is responsible for daily records, time cards, and overseeing all work in progress at the assigned time. Acquaints the student with the responsibilities of construction-site leadership. Prerequisite: CARP 286. Offered fall, winter, spring.

## Chemical Dependency Counseling

Faculty Adviser:

Loren Hajduk 509.524.4791

These courses are taught to specifically meet state of Washington Chemical Dependency Professional requirements.

**ALCDA 230 Aids Education for Chemical Dependency Counselor 2 Credits**

This twenty hours AIDS class is specifically designed for substance abuse counselors in developing AIDS-relevant counseling skills. Topics to be covered are: clinical course of HIV infection, epidemiological trends, transmission and infection control, risk reduction, skills to manage fear and resistance, relationship between substance abuse and HIV risk; counseling skills aimed at risk intervention, testing, psycho/social and legal/ethical issues.

**ALCDA 231 Survey of Chemical Dependency 1-5 Credits**  
Introduces students to the field of chemical abuse and dependency by examining use, abuse and addiction as these relate to alcohol and other psychoactive licit and illicit drugs.

**ALCDA 233 Physiological Actions of Alcohol 1-5 Credits and Other Drugs**

A study of the physiological effects of alcohol and other drugs upon the human body. Special emphasis is given to the illegal street drugs.

**ALCDA 235 Basic Chemical Dependency 1-5 Credits Counseling/Therapy**

Designed to teach counseling skills used in an individual counseling session with a client. Students will learn the skills and how to apply them.

**ALCDA 236 Group Dynamics in Chemical 1-5 Credits Dependency Counseling**

Designed to apply different models of group process and group therapy to chemical dependency treatment.

**ALCDA 237 Chemical Dependency 1-5 Credits in the Family**

Teaches students the concept of addiction as a family disease, and the relationships of the family systems and family involvement in addictions. Presents and discusses modalities of treatment for family members and provides techniques of intervention.

**ALCDA 238 Case Management of the 1-5 Credits Chemically Dependent Client**

Acquaints the student with the main components of managing the chemically dependent client. Will focus on the overview of case management, rules and regulations, treatment, record keeping, assessments, treatment planning, conferences and consultation, discharge planning, and latest trends in this growing field.

## Chemistry

Faculty adviser:

Theodore Richerzhagen III

509.527.4654

Chemistry, along with mathematics, provides much of the common vocabulary, facts, and tools necessary for success in any area of science. Ultimately, most of the phenomena in the biological, geological, physical, environmental, and medical sciences can be expressed in terms of the chemical and physical behavior of atoms and molecules. Because of chemistry's key role, one or two years of chemistry are essential for students planning careers in the sciences. Majors in chemistry are well prepared to pursue careers in a wide variety of allied fields as well as in chemistry. Since most students taking chemistry will not become chemistry majors, the primary goal for the department is to aid students in successful entry into subsequent courses and careers.

Students planning to major in the sciences at a four-year institution should follow the degree requirements for the Associate in Science Degree listed in the front of this catalog.

**CHEM 101 Chemistry 5 Credits**

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 065. (Suggested minimum reading level: READ 098.)

# CHEMISTRY/COLLEGE EXP./COMM. TRUCK DRIVER

## CHEM 107 General Chemistry for Health Sciences 5 Credits

A survey of inorganic chemistry for nursing and allied health sciences. Topics include: atomic structure, bonding, periodicity, stoichiometry, gases, equilibrium, solution chemistry, acids, bases, buffers, and nuclear chemistry. Lab work required. Prerequisite: MATH 065 or permission of instructor. High school chemistry is recommended. (Suggested minimum reading level: READ 098.)

## CHEM 108 Organic Chemistry for Health Sciences 5 Credits

A survey of organic chemistry. Topics include: structure, function and chemistry of aliphatic and aromatic hydrocarbons, alcohols, ethers, carboxylic acids, amines, and related compounds; mechanisms, and stereochemistry. Lab work is required. Prerequisite: CHEM 107.

## CHEM 109 Biochemistry for Health Sciences 5 Credits

A brief survey of biochemical principles. Topics include: structure, function and chemistry for biomolecules, enzymatic catalysis, metabolic pathways, genetic expression, and biotechnology. Lab work is required. Prerequisite: CHEM 108.

## CHEM 121 General Chemistry I for Science Majors 5 Credits

For science, engineering, and other majors who plan to take a year or more of chemistry courses. Topics include: atomic and molecular structures; bonding, stoichiometry, thermochemistry; physical states of matter and basic principles. Lab work is required. Prerequisite: One year of high school chemistry or CHEM 101, MATH 95 or permission of instructor. (Suggested minimum reading level: READ 98.)

## CHEM 122 General Chemistry II 5 Credits

Continuation of CHEM 121. Topics include: crystal structures, solution chemistry; kinetics, thermodynamics, precipitation reactions; acids and bases, chemical equilibria, and coordination compounds. Lab work is required. Prerequisite: CHEM 121.

## CHEM 123 General Chemistry III 5 Credits

Continuation of CHEM 122. Topics include: thermodynamics, qualitative analysis, oxidation/reduction reactions, electrochemistry, nuclear chemistry, and introduction to organic and biochemistry. Lab work is required (qualitative analysis). Prerequisite: CHEM 122.

## College Experience

### College Experience 100 1-3 Credits

Designed to help students develop strategies to adjust to the college experience; to develop a better understanding of the learning process and to acquire essential academic survival skills. The course provides a support group for students during a critical transitional year by examining problems common to the first year of college. Course credit is applicable as an elective.

## Commercial Truck Driving

Web site: <http://www.wallawalla.cc/cdl/index.html>

Faculty Adviser:

Jim Winters 509.527.3681

[jim.winters@po.wa.cc.wa.us](mailto:jim.winters@po.wa.cc.wa.us)

**Industry Description:** The demand for commercial truck drivers continues to increase steadily. Students enrolled in the Commercial Truck Driving program can expect high job potential upon successful program completion.

**Program Overview:** Initiated in response to the continued nationwide shortage of long-haul drivers, the Commercial Truck Driving program offers short-term courses that provide students with high job potential upon successful completion. Students may choose from a one- and two- quarter option in this program. In the Class A course, four weeks of classroom study are followed by six weeks of instruction and driving experience for entry-level jobs. The advanced course runs ten weeks with a focus on driving applications and driving specialization. All students must pass prerequisites.

**Program Options:** The Commercial Truck Driving program provides required training for the Washington State Commercial Truck Driving Licensure requirements. Program options are restricted due to Washington State licensure requirements.

**Entrance Requirements:** Prerequisites for all Commercial Truck Driving classes: (1) valid CDL permit from Washington State or Oregon, (2) DOT Physical form completed, (3) DMV five year history with no DWI, negligent, reckless, or hit and run, and (4) no drug and alcohol testing infractions.

**Other Information:** For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

### Schedule for Short Program Completion:

## Commercial Truck Driver

The Commercial Truck Driver program provides required training for the Washington State Commercial Truck Driver licensure requirements. Program options are restricted due to Washington State Licensure requirements. Students may choose from one and two-quarter options in this program. The "Class A" course requires four weeks of classroom study followed by six weeks of instruction and driving experience. The advanced course runs an additional ten weeks with emphasis on driving applications and driving specialization. All students are required to have clear driving records and be capable of passing Washington State drug-testing requirements.

– Certificate –  
(Truck Driver Training)

Quarter One	Credits
TRK 110, Truck Driver Training .....	12
TRK 120, Truck Driver Training Lab .....	10
Total Credits .....	22
Total Credits .....	22



# COMM. TRUCK DRIVER/COMMUNICATIONS/COMPUTER TECH.

– Certificate –

(Advanced Truck Driver Training)

<u>Quarter Two</u>	<u>Credits</u>
TRK 191, Advanced Truck Driving Coop .....	22
Total Credits .....	22
Total Credits .....	22
Grand Total Credits .....	44

CIP 49.0205 • EPC 715 • Truck Driver Training Certificate  
Clock Hours: 320

Advanced Truck Driver Training Certificate Clock Hours: 660

## **TRK 101 Agricultural and Diesel Mechanics Truck Driving 3 Credits**

This course is for students currently enrolled in the Ag and Diesel Mechanics program and provides instruction for entry-level mechanics requiring the commercial driver's license. Includes behind-the-wheel training, DOT rules and regulations, and safety. Prerequisites: Pass DOT physical and mandatory drug test. Have a social security card and satisfactory driving record for past five years. *Offered summer only.*

## **TRK 110 Truck Driver Training 12 Credits**

Entry-level lecture training for long haul truck driving jobs and commercial driving license testing. Topics include basics of trucking industry and trucking equipment: inspection of equipment, mechanical components, brake adjustment, preventative maintenance, servicing, defensive driving techniques, cargo loading, securing load, documentation, map reading, DOT log books, trip planning, accident and fire prevention, reporting, hazardous material transportation and documentation. Prerequisites: Pass DOT physical and mandatory drug test. Have a social security card and satisfactory driving record for past five years. *Offered fall, winter, spring.*

## **TRK 120 Truck Driver Training - Lab 10 Credits**

Laboratory training and experience for entry-level long haul truck drivers and commercial driving license testing. Graduates obtain Class A CDL License with endorsements for doubles and triples, tankers, hazardous material and no air brake restrictions. Behind-the-wheel practice includes backing techniques, proper cornering, up and down hill maneuvers, space and speed management, coupling/uncoupling, city and highway driving maneuvers. Prerequisite: Concurrent enrollment in TRK 110. *Offered fall, winter, spring.*

## **TRK 191 Advanced Truck Driver Training (Co-op) 1-18 Credits**

Advanced on-the-job-training for entry-level long haul truck driving jobs and CDL testing. Truck drivers in the advanced certificate program are on the road 50 to 70 hours (approximately half of which is driving time, and half of which is navigating time). Behind the wheel practice includes backing techniques, proper cornering, up and down hill maneuvers, space and speed management, coupling/uncoupling, city and highway driving maneuvers. Training on cargo loading, securement and documentation, map reading, DOT logbooks, trip planning, accident and fire prevention and reporting, hazardous material transportation and documentation. Prerequisites: TRK 110 and TRK 120. *Offered winter, spring, summer.*

## **Communications**

### **COMM 107 American Sign Language I 3 Credits**

An introduction to American Sign Language including both language and deaf culture. Includes finger spelling, question and answer techniques, numbers, negation, unique pronouns, verb direction and classifiers.

### **COMM 108 American Sign Language II 3 Credits**

Class is a continuation of ASL 107 and is for those with a beginning knowledge of ASL vocabulary, grammar and deaf culture. Emphasis is on basic vocabulary for everyday communication, proper grammar, facial expressions, and the "tone of voice" you create through specific motions. COMM 107 is a prerequisite for this class.

### **COMM 109 American Sign Language III 3 Credits**

This 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.

## **Computer Technology**

Web site: <http://www.wallawalla.cc/comptech/index.htm>

Faculty Advisers:

Gerald Sampson	509.527.4224	gerald.sampson@wwcc.ctc.edu
Ciaran Bloomer	509.527.4218	ciaran.bloomer@wwcc.ctc.edu
Craig Esary	509.527.4584	craig.esary@wwcc.ctc.edu
Lisa Greenville	509.758.1715 - Clarkston	lisa.greenville@wwcc.ctc.edu
Nanqi You	509.527.4583	nanqi.you@wwcc.ctc.edu

**Industry Description:** Computer Technology is the application of computing equipment and methods to the solution of human and business problems. Occupations related to Computer Technology have represented the nation's fastest growing areas of job opportunity in the past ten years.

**Program Overview:** Computer Technology offerings focus on creating an understanding of computer operating systems, programming, applications, and hardware in order to solve actual problems. Courses are taught in lecture, lab, shop, and on-the-job training formats. Course offerings are developed from the Computer Technical Advisory Board, which consists of experts working in computer-related businesses, requirements of nationally recognized certification boards, and computer-trained faculty with advanced degrees. This is a fully accredited program. Microcomputer Applications, Computer Support and Repair, Network Support, and the one-year Applications certificate prepare the student to take industry certification tests: Cisco (CCNP and CCNA), Microsoft Office User Series (MOUS), Microsoft Certified Systems Engineer (MCSE), and A+. Elective courses allow students to pursue aspects of the computer industry that are of personal and professional interest.

**Program Options:** The Associate Degree in Applied Arts and Sciences (AAAS) program is offered in each of four key areas of computer technology: Microcomputer Applications and Software Support, Computer Support and Repair, Digital Media, and Network Support. Excellent career opportunities exist for those who become proficient in the operation, programming, support, or applications of the computer

# COMPUTER TECHNOLOGY

in these degree/certificate areas. The Computer Technology Department encourages student placement in industry work experiences. Classes are offered in lecture, lab, and distance learning formats. A partnership with Eastern Washington University allows students with the AAAS degree to complete a Bachelor of Science (BS) in Applied Technology. Students can complete this degree at the Walla Walla Community College main campus in an extended format (evening and weekends) in as little as two years. Transfer Associate in Science Degree (AS) and Associate of Arts Degree (AA) options are available to students who wish to complete a traditional four-year baccalaureate degree.

**Entrance Requirements:** Students interested in receiving an AAAS degree must have a high school diploma or GED equivalency certificate. Students interested in receiving certification in any of the Computer Technology emphasis areas may start during fall, winter, or spring quarters, although it is preferable to start in the fall quarter.

**Other Information:** The Computer Technology program is part of the Tech Prep consortium in the state of Washington. Tech prep credits from specific high school studies can be awarded for selected courses. Contact local school counselors or Walla Walla Community College for more information. Students considering transferring should consult with an adviser in the computer department prior to taking courses for transfer credit. Program scholarships are available each year to assist students. Contact a program adviser to obtain an application or for more information. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

## Schedule for Degree Completion:

### ***Associate in Science Degree with emphasis in Computer Technology***

The following course listing should be used as a guide to complete the requirements for the Associate in Science Degree. The program has a great deal of flexibility allowing students to meet the requirements of Computer Science, Computer Information Systems (CIS) or Management Information Systems (MIS) programs most four-year colleges or universities. For transfer information for specific institutions and/or programs consult with your adviser.

#### First Year

Quarter One	Credits
CT 103, Introduction to Computers .....	5
Computer Elective .....	3
ENG 101, English Composition I .....	5
Social Science Elective .....	5
<b>Total Credits .....</b>	<b>18</b>

Quarter Two	Credits
ENG 102, English Composition II .....	5
Social Science Elective .....	5
Humanities Elective .....	3
CT 121, Introduction to Microcomputer Applications .....	5
<b>Total Credits .....</b>	<b>18</b>

Quarter Three	Credits
CT 131, Introduction to Computer Science .....	5
Mathematics Elective .....	5
Humanities Elective .....	5
Computer Elective .....	3
<b>Total Credits .....</b>	<b>18</b>
<b>Year One Total Credits .....</b>	<b>54</b>

Second Year	Credits
Quarter Four	Credits
CT 162, Data Structures .....	5
MATH 124, Calculus with Analytic Geometry I .....	5
PHYS 201, Physics for Science and Engineering I .....	5
Physical Education or Health Elective .....	1
<b>Total Credits .....</b>	<b>16</b>

Quarter Five	Credits
Computer Elective .....	5
MATH 125, Calculus with Analytic Geometry II .....	5
PHYS 202, Physics for Science and Engineering II .....	5
Physical Education or Health Elective .....	1
<b>Total Credits .....</b>	<b>16</b>

Quarter Six	Credits
Computer Elective .....	5
MATH 126, Calculus with Analytic Geometry III .....	5
PHYS 203, Physics for Science and Engineering III .....	5
Physical Education or Health Elective .....	1
<b>Total Credits .....</b>	<b>16</b>
<b>Year-Two Total Credits .....</b>	<b>48</b>
<b>Total Credits .....</b>	<b>102</b>

CIP 11.401 • EPC 520

## Schedule for Degree Completion:

### ***Associate in Applied Arts and Sciences Degree in Digital Media***

The AAAS program provides students with a working knowledge of a variety of graphics software, graphics design, Web design, authoring, Web use, and Web site development and management.

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

Completion of this AAAS degree qualifies the student for junior standing in the Bachelor of Science Degree in Technology at Eastern Washington University. Note: The Eastern Washington University Technology program is available on WWCC campus as an evening option.

#### – Certificate –

First Year	Credits
Quarter One	Credits
CT 103, Introduction to Computer Technology .....	5
CT 121, Computer Software Principles .....	5
ART 104, Design I .....	5
PSY 140, Career & Life Planning (J) .....	3
<b>Total Credits .....</b>	<b>18</b>

# COMPUTER TECHNOLOGY

## Quarter Two

	Credits
CT 136, Introduction to Data Computing .....	5
PSY 111, Introduction to Psychology (R) .....	3
CT 137, Graphical User Interface .....	3
CT 125, Introduction to Internet .....	3
<b>Total Credits</b> .....	<b>14</b>

## Quarter Three

	Credits
CT 130, Introduction to Computer Programming .....	5
CT 133, Operating Systems .....	5
ENG 101, English Composition (W) .....	5
CT 175, Interactive Software Design .....	5
<b>Total Credits</b> .....	<b>20</b>
<b>Year-One Total Credits</b> .....	<b>52</b>

## - Degree -

### Second Year

#### Quarter Four

	Credits
CT 225, Web Page Design .....	5
CT 264, Computer Graphics I .....	5
MATH 095, Intermediate Algebra (M) .....	5
ELECTIVE .....	5
<b>Total Credits</b> .....	<b>20</b>

#### Quarter Five

	Credits
CT 284, Multimedia Authoring .....	5
CT 231, Desktop Publishing .....	5
CT 265, Computer Graphics II .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits</b> .....	<b>18</b>

#### Quarter Six

	Credits
CT 282, Website Management .....	5
CT 288, Multimedia Production .....	5
CT 243, Fundamentals of Computer Systems .....	5
CT 299, Student Leadership (L) .....	1
<b>Total</b> .....	<b>16</b>
<b>Year-Two Total Credits</b> .....	<b>54</b>
<b>Total Credits</b> .....	<b>106</b>

A Certificate is available upon completion of the year-one requirements.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) - Written Communications	(J) - Job Seeking Skills
(M) - Computation / Mathematics	(R) - Human Relations
(O) - Oral Communications	(L) - Leadership

CIP 52.0397 • EPC 513 • Certificate Clock Hours: 545

### Schedule for Degree Completion:

## Associate in Applied Arts & Sciences Degree in Microcomputer Applications and Software Support

This AAAS program provides students with a working knowledge of application software used on the microcomputer for personal and professional productivity, business, or other environments. In addition to the core requirements, computer-based application courses provide an understanding and applicability of computer operating systems, word processing, electronic spreadsheets, database management, and desktop publishing systems. This emphasis prepares the student for the Microsoft Office User Series (MOUS) certification examinations.

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on

student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

Completion of this AAAS degree qualifies the student for junior standing in the Bachelor of Science Degree in Technology at Eastern Washington University. Note: The Eastern Washington University Technology program is available on WWCC campus as an evening option.

## - Certificate -

### First Year

#### Quarter One

	Credits
CT 103, Introduction to Computer Technology .....	5
CT 121, Computer Software Principles .....	5
MATH 095, Intermediate Algebra (M) .....	5
PSY 140, Career & Life Planning (J) .....	3
<b>Total Credits</b> .....	<b>18</b>

#### Quarter Two

	Credits
CT 136, Introduction to Data Computing .....	5
BA 217, Computer Software Applications .....	5
CT 125, Introduction to Internet .....	3
ELECTIVE .....	5
<b>Total Credits</b> .....	<b>18</b>

#### Quarter Three

	Credits
CT 130, Introduction to Computer Programming .....	5
CT 133, Operating Systems .....	5
CT 243, Fundamentals of Computer Systems .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits</b> .....	<b>18</b>
<b>Year-One Total Credits</b> .....	<b>54</b>

## - Degree -

### Second Year

#### Quarter Four

	Credits
CT 211, Advanced Word Processing .....	5
CT 221, Spreadsheets .....	5
CT 264, Computer Graphics .....	5
PSY 111, Effective Interpersonal Relationships (R) .....	3
<b>Total Credits</b> .....	<b>18</b>

#### Quarter Five

	Credits
CT 150, Visual Basic .....	5
CT 231, Desktop Publishing .....	5
CT 241, Database Management .....	5
CT 137, Graphical User Interface .....	3
<b>Total Credits</b> .....	<b>18</b>

#### Quarter Six

	Credits
CT 251, Advanced Software Applications .....	5
ENG 101, English Composition (W) .....	5
CT 292, Cooperative Work Experience .....	5
CT 291, Cooperative Work Seminar .....	1
CT 299, Student Leadership (L) .....	1
<b>Total Credits</b> .....	<b>17</b>
<b>Year Two Total Credits</b> .....	<b>53</b>
<b>Total Credits</b> .....	<b>107</b>

A Certificate is available upon completion of the year-one requirements.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) - Written Communications	(J) - Job Seeking Skills
(M) - Computation / Mathematics	(R) - Human Relations
(O) - Oral Communications	(L) - Leadership

CIP 11.9998 • EPC 518 • Certificate Clock Hours: 540



# COMPUTER TECHNOLOGY

Schedule for Degree Completion:

## ***Associate in Applied Arts & Sciences Degree in Microcomputer Support & Repair***

The AAAS program provides students with a working knowledge of computer technical support duties, responsibilities, and tools. The technical support student learns to determine microcomputer faults and perform or recommend corrective action. Students work with diagnostic software and hardware, learn fundamental digital electronic principles, and gain working knowledge of the microcomputer. This emphasis prepares the student for A+ certification examinations of the Computer Technology Industry Association.

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

Completion of this AAAS degree qualifies the student for junior standing in the Bachelor of Science Degree in Technology at Eastern Washington University. Note: The Eastern Washington University Technology program is available on WWCC campus as an evening option.

### **– Certificate –**

#### **First Year**

<b>Quarter One</b>	<b>Credits</b>
CT 103, Introduction to Computer Technology .....	5
CT 121, Computer Software Principles .....	5
MATH 095, Intermediate Algebra (M) .....	5
PSY 140, Career & Life Planning (J) .....	3
<b>Total Credits .....</b>	<b>18</b>

<b>Quarter Two</b>	<b>Credits</b>
CT 136, Introduction to Data Computing .....	5
CT 190, Tech Projects Lab .....	5
CT 137, Graphical User Interface .....	3
CT 125, Introduction to Internet .....	3
<b>Total Credits .....</b>	<b>16</b>

<b>Quarter Three</b>	<b>Credits</b>
CT 130, Introduction to Computer Programming .....	5
CT 133, Operating Systems .....	5
CT 243, Fundamentals of Computer Systems .....	5
PSY 111, Effective Interpersonal Relationships (R) .....	3
<b>Total Credits .....</b>	<b>18</b>
<b>Year-One Total Credits .....</b>	<b>52</b>

### **– Degree –**

#### **Second Year**

<b>Quarter Four</b>	<b>Credits</b>
CT 146, Internetworking I .....	5
CT 245, Technical Support & Diagnosis .....	5
CT 105, Principles of Electricity .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>18</b>

<b>Quarter Five</b>	<b>Credits</b>
CT 290, Computer Systems Analysis .....	5
CT 294, Windows NT Server Administration .....	5
CT 292, Work Experience .....	2
ENG 101, English Composition (W) .....	5
<b>Total Credits .....</b>	<b>17</b>

<b>Quarter Six</b>	<b>Credits</b>
CT 295, Netware Administrator .....	5
CT 291, Work Experience Seminar .....	1
CT 292, Work Experience .....	3
CT 299, Student Leadership (L) .....	1
ELECTIVE .....	5
<b>Total Credits .....</b>	<b>15</b>
<b>Year-Two Total Credits .....</b>	<b>50</b>
<b>Total Credits .....</b>	<b>102</b>

A Certificate is available upon completion of the year-one requirements.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 15.0402 • EPC 608 • Certificate Clock Hours: 570

Schedule for Degree Completion:

## ***Associate in Applied Arts & Sciences Degree in Network Support***

The AAAS program provides students with a working knowledge of computer networks, including network hardware and popular network operating systems. The network support student will learn to configure, install, troubleshoot, and correct networks at multiple levels of interconnection, including local networks, Intranets, and Internet. Successful completion will prepare students for the Certified Cisco Network Associate exam (CCNA). Additional credits will be necessary to prepare for the Certified Cisco Network Professional (CCNP) certification examination.

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

Completion of this AAAS degree qualifies the student for junior standing in the Bachelor of Science Degree in Technology at Eastern Washington University. Note: The Eastern Washington University Technology program is available on WWCC campus as an evening option.

### **– Certificate –**

#### **First Year**

<b>Quarter One</b>	<b>Credits</b>
CT 103, Introduction to Computer Technology .....	5
CT 121, Computer Software Principles .....	5
MATH 095, Intermediate Algebra (M) .....	5
PSY 140, Career & Life Planning (J) .....	3
<b>Total Credits .....</b>	<b>18</b>

<b>Quarter Two</b>	<b>Credits</b>
CT 136, Introduction to Data Computing .....	5
CT 190, Technology Projects Lab* .....	5
CT 137, Graphical User Interface .....	3
PSY 111, Introduction to Psychology (R) .....	3
<b>Total Credits .....</b>	<b>16</b>

# COMPUTER TECHNOLOGY

## Quarter Three

	Credits
CT 130, Introduction to Computer Programming .....	5
CT 133, Operating Systems .....	5
CT 243, Fundamentals of Computer Systems .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>18</b>
<b>Year-One Total Credits .....</b>	<b>52</b>

## – Degree –

### Second Year

#### Quarter Four

	Credits
CT 105, Principles of Electricity* .....	5
CT 146, Internetworking I .....	5
<b>ELECTIVE .....</b>	<b>3</b>
ENG 101, English Composition (W) .....	5
<b>Total Credits .....</b>	<b>18</b>

#### Quarter Five

	Credits
CT 125, Introduction to Internet .....	3
CT 147, Internetworking II .....	5
CT 248, Network Hardware I .....	5
CT 294, Windows NT Server Administration* .....	5
<b>Total Credits .....</b>	<b>18</b>

#### Quarter Six

	Credits
CT 249, Network Hardware II .....	5
CT 282, Website Management* .....	5
CT 295, Netware Administrator* .....	5
CT 299 Student Leadership (L) .....	1
<b>Total Credits .....</b>	<b>16</b>
<b>Year-Two Total Credits .....</b>	<b>56</b>
<b>Total Credits .....</b>	<b>108</b>

A Certificate is available upon completion of the year-one requirements.

\* In preparation for the CCNP examination, the following substitutions are recommended: CT 275, CT 276, CT 277 or CT 278 are substituted for the following: CT 105, CT 190, CT 282, CT 294 or CT 295.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 11.0301 • EPC 514 • Certificate Clock Hours: 545

### CT 100 Computer Literacy 3 Credits

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 spread sheeting. *Offered fall, winter, spring, summer.*

### CT 103 Introduction to Computer Technology 5 Credits

Provides an in-depth study of computer technology including concepts, terminology, history, usage, ethics, hardware, and software. *Offered fall, winter, spring, summer.*

### CT 105 Overview of Electronic Fundamentals 5 Credits

Introduction to electricity and electronics concentrating on the concepts of current, voltage, resistance, energy and power, reactance, resonance, and semiconductor electrical devices. *Offered fall, spring.*

### CT 121 Computer Software Principles 5 Credits

Survey of software currently used in home and work environments. Emphasizes proficiency in using the basic functions in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows. Prerequisite: CT 100 or equivalent skills. *Offered fall, winter, spring, summer.*

### CT 125 Introduction to Internet 3 Credits

Introduction to working in the World Wide Web network. Covers information, resources, services, and the basics of Web Page design and creation. Also includes global communication, technology trends, social impacts, and Internet resources and services. *Offered fall, winter.*

### CT 130 Introduction to Computer Programming 5 Credits

Introduction to structured problem solving and computer programming. Includes algorithm, module, and structure development methods along with programming techniques and syntax. Students learn to use Object Oriented programming and may use multiple working environments. *Offered fall, spring.*

### CT 131 Introduction to Computer Science 5 Credits

Introduction to computer science principles and concepts including algorithm, data structures, and “C++” programming. Computer applications and the design and construction of computer programs are a significant part of the course. Prerequisite: “C” grade or higher in MATH 095 or equivalent skill. *Offered fall, spring.*

### CT 133 Operating Systems 5 Credits

A comparative analysis of several computer operating systems with a concentration on those used in microprocessors. Operating environments are also examined. Prerequisite: CT 103 or instructor's permission. *Offered fall, spring.*

### CT 136 Introduction to Data Communications 5 Credits

Introduction to the theory, application, hardware, and software of telecommunication and data communication. Includes an introduction to networks, protocols, and topologies. Prerequisite: CT 103. *Offered fall, winter.*

### CT 137 Graphical User Interface 3 Credits

Overview of Microsoft Windows commands, file management, and other features and utilities with an emphasis on using, installing, and setting up Windows, memory management, and file management. Prerequisite: CT 121 or instructor's permission. *Offered fall, winter.*

### CT 146 Internetworking I 5 Credits

An in-depth description of the IP network-addressing scheme, including sub-netting, and the design of IP addressing schemes for enterprise-wide networks. Wiring techniques are also covered. *Offered fall.*

### CT 147 Internetworking II 5 Credits

Introduction to the configuration of Cisco routers using the proprietary IOS operating system. *Offered winter.*

### CT 150 Visual Basic Programming 5 Credits

Introduction to programming in Microsoft Visual Basic. Includes forms and controls, properties events and methods, menus, control statements and data structures, control arrays, and file processing. Prerequisite: CT 130. *Offered winter.*

# COMPUTER TECHNOLOGY

## **CT 160 Programming in Pascal 5 Credits**

Introduction to programming using Pascal. Includes structured programming concepts, assignment statements, decision structures, function procedures, loops, numeric and string functions, and arrays. Prerequisite: CT 130. *Offered once each year or every other year when needed.*

## **CT 162 Data Structures 5 Credits**

Introduction and implementation of data structures, including queues, stacks, trees and linked lists, using C++ programming language. Also includes iterative and recursive uses in sorting and searching routines. Prerequisite: CT 131. *Offered winter.*

## **CT 175 Design and Implementation of Interactive Software 5 Credits**

This course acquaints the student with the theory and practice of creating instructional or training software, hardware, and the use of authoring tools. Instructional design principles are introduced using case studies of implemented multimedia systems, along with working in a team to design, implement, and evaluate instructional materials. *Offered spring.*

## **CT 180 Programming in Java 5 Credits**

Introduction to programming in the Java programming languages. Included are structured programming concepts, functions, arrays and pointers, and object oriented concepts. Prerequisites: CT 131 or CT 130. *Offered fall, winter, spring, summer when needed.*

## **CT 190 Technical Projects Lab 1-5 Credits**

A specialized hands-on technical support lab. Includes assignments working in a supervised trouble-shooting and repair facility. Prerequisites: CT 103 and CT 105. *Offered fall, winter, spring.*

## **CT 191 Cooperative Training 1-15 Credits**

Cooperative training is a job opportunity for students to apply what they learn. The student sees the actual jobs and skills necessary to work as a computer professional. Prerequisite: Instructor's permission. *Offered fall, winter, spring, summer when needed.*

## **CT 199 Special Problems 1-5 Credits**

A course designed for students to develop original applications or projects. Projects may be suggested by the instructor that go beyond the current Computer Technology curriculum. Prerequisite: Instructor's approval. *Offered fall, winter, spring, summer when needed.*

## **CT 211 Advanced Word Processing 5 Credits**

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

## **CT 221 Advanced Spreadsheets 5 Credits**

A study of advanced electronic spreadsheet procedures and techniques using a case-study, project-based approach. Prerequisite: BA 217 or instructor's permission. *Offered fall.*

## **CT 225 Web Page Design 5 Credits**

Introduction to World Wide Web page design and development. It addresses issues concerning publishing Web documents, including the Hypertext Markup Language (HTML) and other scripting and animation tools. Modules include Web page style and design, Web Page development utilizing multimedia components, performance issues, and ethics. Prerequisite: CT 125 or instructor's permission. *Offered fall.*

## **CT 231 Document Design Layout 3 Credits**

An overview of the rules for proper design, form, and functions used in the creation of documents, brochures, and posters. Structured around a series of hands-on projects. Prerequisite: CT 121. *Offered winter.*

## **CT 241 Database Management 5 Credits**

Intermediate study of database construction and operation. Covers filtering, customized menus, and an introduction to programming. Prerequisite: BA 217 or instructor's permission. *Offered winter.*

## **CT 243 Fundamentals of Computer System 3 Credits**

In-depth study of PC hardware. Students learn to identify and understand how components function and install PC components. Prerequisite: CT 103. *Offered fall, spring.*

## **CT 245 Technical Support and Diagnostics 5 Credits**

Students learn to troubleshoot and diagnose PC hardware problems using utility programs and other diagnostic tools to maintain and perform minor repairs on microcomputers. Lab included. Prerequisites: CT 105 and CT 243. *Offered winter, spring.*

## **CT 248 Network Hardware I 5 Credits**

In-depth coverage of the configuration and troubleshooting of Cisco routers in enterprise-wide networks. Prerequisites: CT 146 and 147. *Offered winter.*

## **CT 249 Network Hardware II 5 Credits**

The second part of a two-course series on the configuration and troubleshooting of Cisco routers in enterprise-wide networks. Prerequisite: CT 248. *Offered spring.*

## **CT 251 Advanced Software Applications 5 Credits**

Focuses on the advanced functions of Microsoft Office applications, using these functions and Visual Basic in integration projects. Students develop and formally present an integrated application. Prerequisites: BA 217 or instructor's permission. *Offered spring.*

## **CT 255 Electronic Fundamentals 5 Credits**

Covers properties of electricity, operation of various electronic devices and circuits. It introduces the use of logic probes, VOM's, and oscilloscopes. *Offered once each year or every two years as needed.*

## **CT 257 Digital Electronics Principles 5 Credits**

Combinational logic devices and their applications to electronic systems. Laboratory work emphasizes the use of test equipment and circuit prototyping, analysis, and troubleshooting. Prerequisite: CT 255. *Offered once each year or every other year when needed.*

## **CT 264 Computer Graphics I 5 Credits**

An introduction to vector based graphics. Includes basic concepts of how computers create and store graphics, various types of graphic formats, conversion of vector graphics to raster graphics for web use, etc. Production skills in creating vector graphics are covered in depth. Prerequisite: CT 121. *Offered fall.*

## **CT 265 Computer Graphics II 5 Credits**

Emphasizes the creation and application of special effects of both vector and raster based graphics. Students will: (1) examine a few different applications which add special effects to 2D graphics for the World Wide Web and other platforms; (2) learn how to create graphics and edit existing graphics for special purposes. Prerequisite: CT 121. *Offered winter.*



# COMPUTER TECHNOLOGY/CORRECTIONS PROFESSIONAL

## **CT 275 Cisco Certified Network Professional I 5 Credits**

The Cisco Certified Network Professional I course focuses on advanced routing and using Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites. Upon completion of this training course, the student is able to select and implement the appropriate Cisco IOS services required to build a scalable routed network. The first in a sequence of four classes that prepares students to take Cisco's CCNP certification exam. Prerequisite: CCNA (Cisco Certified Network Associate) certification or equivalent experience. *Offered fall.*

## **CT 276 Cisco Certified Network Professional II 5 Credits**

The Cisco Certified Network Professional II course focuses on remote access to Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites. Upon completion of this training course, the student is able to select and implement the appropriate Cisco IOS services required to create remote access to corporate networks. The second in a sequence of four classes that prepares students to take Cisco's CCNP certification exams. Prerequisite: CT 275. *Offered winter.*

## **CT 277 Cisco Certified Network Professional III 5 Credits**

The Cisco Certified Network Professional III course focuses on the design and building of Cisco multilayer switched networks typically found at medium to large network sites. Upon completion of this training course, the student is able to select and implement the appropriate Cisco switching services required to create switched corporate networks. The third in a sequence of four classes that prepares students to take Cisco's CCNP certification exams. Prerequisite: CT 276. *Offered spring.*

## **CT 282 Website Management 5 Credits**

Introduction to various topics in website management, including website management software, techniques, and best practices. Prerequisite: CT 225 or instructor's permission. *Offered spring.*

## **CT 284 Multimedia Authoring 5 Credits**

Provides a hands-on experience in the design and development of interactive multimedia materials using a procedural scripting authoring tool. Prerequisite: CT 264. *Offered winter.*

## **CT 288 Multimedia Production 5 Credits**

Allows students to apply and test their knowledge acquired through hardware and software courses required in the digital media program. Students install multimedia computers and components, test them with the multimedia software they developed, and troubleshoot problems. Prerequisite: CT 284. *Offered spring.*

## **CT 290 Computer Systems Design 5 Credits**

An application design course that applies problem-solving, system analysis, and rapid application development techniques to design appropriate hardware/software solutions to meet various end-user requirements. Prerequisite: CT 243. *Offered winter.*

## **CT 291 Work Experience Seminar 1 Credit**

Provides a forum for the student to learn and discuss various aspects of the role of the computer professional in the contemporary job market. This course is taken in conjunction with required cooperative training credits or as a stand-alone class. *Offered spring.*

## **CT 292 Work Experience 1-15 Credits**

Cooperative Training allows students to gain real world work experiences outside the classroom and apply their class-room knowledge. Students gain confidence and job opportunities. Prerequisite: Instructor's permission. *Offered fall, winter, spring, summer.*

## **CT 294 Windows 2000 Server 5 Credits**

Introduction to the management of a Windows 2000 server. Includes installation and use of management tools (including Dynamic Host Configuration Protocol, Windows Internet Name Service, and Remote Access Service), NWLink transport protocol, and integration into a NetWare network. *Offered winter.*

## **CT 295 Network Support and Administration 5 Credits**

Experience in designing and building a local area network. Includes installation of the NOS (NetWare), user accounts groups, security, application software, printers, menus, and accounting. Prerequisite: CT 133. *Offered spring.*

## **CT 297 Special Projects in Computer Technology 5 Credits**

Allows the student to pursue project-oriented experiences in areas or applications not provided or covered in the standard Computer Technology curriculum. Prerequisite: Instructor's permission. *Offered once each year or every other year when needed.*

## **CT 299 Leadership in Computer Technology 1 Credit**

Prepares the student for leadership opportunities as a computer professional. Leadership styles and principles, team dynamics, interpersonal communications, and projects are emphasized. *Offered once each year or every other year when needed.*

## **Corrections Professional**

Web site: <http://www.wallawalla.cc/>

Faculty Adviser:

Don Miller

509.527.4639

[donald.miller@wwcc.ctc.edu](mailto:donald.miller@wwcc.ctc.edu)

**Industry Description:** The Corrections industry produces a constant demand for trained professionals as prison facilities have expanded nationwide. The industry provides employment with strong benefits packages including retirement, healthcare, and competitive salaries. The opportunity to increase employment opportunities and advance within the corrections industry is dependent upon the individual's continuing education, abilities, and effort. Current projections indicate there are both a strong need for beginning level employees and strong opportunities for advancement as retirement reduces the ranks of senior officials.

**Program Overview:** The Corrections Professional program prepares people for entry-level and supervisory positions within the corrections field. Graduates have the opportunity to work as correctional officers or in support staff positions such as industries, food service, engineering, maintenance, and clerical/accounting trades. Graduates can readily promote upward to supervisory positions and mid-management positions.

Developed in partnership with a panel of experts from the corrections industry, the curriculum emphasizes the specialized communication, observation, and human relations skills required to become successful in the corrections profession.

# CORRECTIONS PROFESSIONAL/COSMETOLOGY

**Program Options:** Students can earn an Associate in Applied Arts and Sciences Degree or certificates or endorsements in various units of specific interest. Students pursuing the degree complete a minimum of 18 credits of related instruction courses. Students who begin employment prior to graduation and have completed the Washington State Corrections Training Program are eligible for up to 15 of associated credits at special rates.

**Entrance Requirements:** Students interested in receiving an AAAS degree must have a high school diploma or GED certificate. Students interested in receiving a certificate or endorsement in any of the given areas may start any quarter.

**Other Information:** Contact a program adviser to obtain an application or for more information. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

## Schedule for Degree Completion:

### **Associate in Applied Arts and Sciences Degree in Corrections Professional**

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### – Certificate –

#### First Year

<u>Quarter One</u>	Credits
CJ 101, Introduction to Criminal Justice .....	5
CT 100, Computer Literacy .....	3
SPAN 047, Basic Spanish* .....	3
PSY 101, Effective Interpersonal Relationships (R) .....	3
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits</b> .....	17

<u>Quarter Two</u>	Credits
CJ 105, Introduction to Corrections .....	5
SPAN 048, Basic Spanish* .....	3
WRITE 100, Vocational Writing (W) .....	3
Social Science Elective .....	3
<b>Total Credits</b> .....	14

<u>Quarter Three</u>	Credits
CJ 103, Introduction to Criminal Law .....	5
CJ 106, Criminology .....	5
SPAN 049, Basic Spanish* .....	3
SOC 205, Racial & Ethnic Relations .....	5
<b>Total Credits</b> .....	18
<b>Year-One Total Credits</b> .....	49

#### – Degree –

#### Second Year

<u>Quarter Four</u>	Credits
CJ 250, Communications in the Corrections Environment .....	5
HPER 107, Tone Zone Fitness I .....	1
OCSUP 106, Applied Mathematics (M) .....	5
Communications Elective .....	3
<b>Total Credits</b> .....	14

<u>Quarter Five</u>	Credits
CJ 251, Supervising in the Corrections Environment .....	4
PSY 140, Career & Life Planning (J) .....	3
Criminal Justice Elective .....	5
<b>Total Credits</b> .....	12

<u>Quarter Six</u>	Credits
CJ 206, Psychology for Criminal Justice .....	5
OCSUP 299, Student Leadership (L) .....	1
Optional Elective .....	4
Mathematics Elective .....	5
<b>Total Credits</b> .....	15
<b>Year-One Total Credits</b> .....	41
<b>Total Credits</b> .....	90

A Certificate is available upon completion of the year-one requirements.

\* Bilingual students may substitute 9 elective credits for Basic Spanish requirements. Advanced level Spanish coursework may be identified for substitution with adviser approval.

\*\* A non-traditional credit opportunity is available for those students who are pursuing an AAAS Degree. A student may receive up to a maximum of 15 elective credits toward an AAAS Degree by successfully completing the Washington State Corrections Officers Academy.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 43.0102 • EPC 838 • Certificate Clock Hours: 510

(See Criminal Justice for Course Descriptions)

## **Cosmetology**

Web site: <http://www.wallawalla.cc/cosmet/index.htm>

Faculty Adviser:

Janice Howell 509.527.4220 [janice.howell@wwcc.ctc.edu](mailto:janice.howell@wwcc.ctc.edu)

**Industry Description:** Cosmetology is an exciting people-oriented profession. It is a time-honored yet changing career with excellent job possibilities. The future for a cosmetology graduate might include specialization, travel, teaching, employment as a workshop technician, sales of cosmetic supplies and materials, and management opportunities. Cosmetology can be a rewarding profession for the individual who is hardworking, creative, and who enjoys working with people.

**Program Overview:** The Cosmetology and Instructor Trainee curriculum is offered through the Workforce Education Division. It provides students the theory and practical application needed for the 1700 hour Cosmetology and 600 hour Instructor Trainee course to obtain a Washington State Cosmetology or Instructor license. The primary objective of the program is to prepare students for employment in all areas of beauty culture. Instruction and practice in the cosmetology course include training for shampooing, scalp and hair analysis, haircutting and trimming, removal and trim of facial hair, thermal, wet and dry styling, skin care, temporary removal of superfluous hair, first aid, permanent

# COSMETOLOGY

waving, chemical relaxing, hair coloring, bleaching, rinses, make-up, manicuring, pedicuring, and the styling of artificial hair. In the cosmetology profession, many chemicals, sprays, and airborne pollutants exist in the workplace. Students are advised to consult their physicians as to possible health problems (i.e., allergies, asthma, dermatitis, etc.) before enrolling.

**Program Options:** Students may enroll in the cosmetology program at the beginning of any quarter.

**Entrance Requirements:** Admission to the Cosmetology Program is open to anyone who has a high school diploma or GED with an average score of 45 points, has taken a math and reading comprehension test, and is at least 16 years of age. The Instructor-Trainee program requires a current Washington State cosmetology license and one year of current work experience in a salon. The instructor's permission is required for admission to the program.

**Other Information:** For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

## Schedule for Degree Completion:

### ***Associate in Applied Arts and Sciences Degree in Cosmetology***

The curriculum is structured to prepare the student for licensing by the Washington State Board of Cosmetology. This schedule lists all courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### First Year

<u>Quarter One</u>	Credits
COSM 111, Principles & Procedures of Cosmetology I .....	11
COSM 112, Practical Application I .....	11
MATH 049, Mathematics I (M) .....	5
<b>Total Credits .....</b>	<b>27</b>

<u>Quarter Two</u>	Credits
COSM 131, Principles & Procedures of Cosmetology II .....	11
COSM 122, Practical Application II .....	11
WRITE 100, Vocational Writing (W) .....	3
<b>Total Credits .....</b>	<b>25</b>
<b>Grand Total Credits .....</b>	<b>127 -140</b>

<u>Quarter Three</u>	Credits
COSM 131, Intermediate Principles & Procedures I .....	11
COSM 132, Practical Application III .....	9-11
Speech 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>23-25</b>

<u>Quarter Four (Typically Summer)</u>	Credits
COSM 270, Practical Application VI .....	9-11
OCSUP 299, Student Leadership (L) .....	1
<b>Total Credits .....</b>	<b>10-12</b>

#### Second Year

<u>Quarter Five</u>	Credits
COSM 241, Intermediate Principles & Procedures II .....	9-11
COSM 242, Practical Application IV .....	9-11
OCSUP 103, Job Seeking Skills (J) .....	3
<b>Total Credits .....</b>	<b>21-25</b>

<u>Quarter Six</u>	Credits
COSM 251, Advanced Principles & Procedures I .....	9-11
COSM 252, Practical Application V .....	9-11
OCSUP 101, Job Psychology (R) .....	3
<b>Total Credits .....</b>	<b>21-25</b>

When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.

COSM 281, Cadet Instructor Training is available quarterly. Contact your instructor for additional details.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) - Written Communications	(J) - Job Seeking Skills
(M) - Computation / Mathematics	(R) - Human Relations
(O) - Oral Communications	(L) - Leadership

CIP 12.0403 • EPC 823 • Program Clock Hours: 1865

#### **COSM 111 Principles and Procedures of Cosmetology I 11 Credits**

Introduction and overview of all aspects of cosmetology. Topics include bacteriology, sanitation, sterilization, draping, basic haircuts and trimming, shampoos rinses, finger waves, pin curls, rollers, manicuring and nail application, facials, and permanent waves. Emphasizes safety and first aid in all instruction. Prerequisites: Successful completion of ASSET test, high school completion, and instructor's approval. *Offered fall, winter, spring.*

#### **COSM 112 Practical Application I 1-11 Credits**

Introduces the student to basic services of cosmetology. Practice in basic shampoos, rinses, haircuts, finger wave, roller, pin curl, manicuring and nail application, permanent wave, introduction to color, and safety/sanitation in each topic. Prerequisites: Successful completion of ASSET test, high school completion and instructor's approval. *Offered fall, winter, spring.*

#### **COSM 121 Principles and Procedures of Cosmetology II 1-11 Credits**

Introduction to basic services of cosmetology. Includes introduction to nail application, hair coloring and lightening, scalp treatments and hair analysis, diseases and disorders of skin and scalp, trim of facial hair, dry styling, skin care, makeup, and first aid. Emphasizes safety and sanitation measures in all instruction. Prerequisite: COSM 111. *Offered all quarters.*

#### **COSM 122 Practical Application II 1-11 Credits**

Continued practice in basic cosmetology skills on mannequins and models. Areas of emphasis include nail application and removal, hair color, lash and brow tint, bleaching, scalp treatments, thermal styling, skin care (facials), dry styling, permanent waving, temporary removal of superfluous hair, razor cutting, safety, and review. After completion of 400 hours of instruction and reaching Level 2 in services and Level 3 in safety/sanitation, the student may begin basic operations under close supervision of an instructor in the clinical area provided for patrons. Prerequisite: COSM 112. *Offered fall, winter, spring.*



# COSMETOLOGY/CRIMINAL JUSTICE

## COSM 131 Intermediate Principles and Procedures I 11 Credits

Intermediate instruction in cosmetology. Includes hair coloring (dimensional), nail diseases/disorders, styling aids, thermal waving, safety and sanitation, electricity, light therapy in relation to facials and skin care, blow drying, chemical relaxing and hair cutting/trimming; hairstyling, scalp treatments and hair analysis; diseases and disorders of the skin. Emphasizes safety and sanitation in all instruction. Prerequisites: COSM 121,111. *Offered all quarters.*

## COSM 132 Practical Application III 11 Credits

Continued work completing the required levels of performance, hour and quarter requirements, and safety/sanitation measures. Prerequisite: COSM 122. *Offered fall, winter, spring.*

## COSM 241 Intermediate Principles and Procedures II 11 Credits

In-depth study of the hair structure, diseases and disorders, application and removal of artificial nails, skin care (electrical appliances), compresses and safety, nerves and muscles of face and scalp, pedicuring, makeup, and exam review book. Prerequisite: COSM 231. *Offered fall, winter, spring.*

## COSM 242 Practical Application IV 11 Credits

The student continues to work in the program to complete five regular quarters, one summer quarter, and job performances safely at Level 3 and Level 4 as required by Walla Walla Community College. Total of 1700 hours, including non-credited courses. Prerequisites: COSM 112,122,132. *Offered fall, winter, spring.*

## COSM 251 Advanced Principles and Procedures I 11 Credits

Course covers the following topics: esthetician skin care, artificial hair, chemical relaxing, tricho-analysis, chemical knowledge, hair pressing, safety, superfluous hair removal, pH value, and complete review, including safety and sanitation. Prerequisites: COSM 241, 131,121, 111. *Offered fall, winter, spring.*

## COSM 252 Practical Application V 11 Credits

Students continue to independently and safely practice cosmetology methods at level 4. Students complete 1700 hours and five quarters plus one summer quarter as required by Walla Walla Community College Cosmetology program. *Offered spring.*

## COSM 270 Practical Application VI 11 Credits

A summer course that allows students to work in the clinic area in order to complete the required number of hours and levels of services, safety, sanitation, and skills as required by state law and Walla Walla Community College. Prerequisite: COSM 112. *Offered summer.*

## COSM 281 Cadet Instructor Training 1-15 Credits

Training in management and laboratory supervision covering the application of teaching techniques in practical classroom and laboratory services, dispensary inventory and maintenance, and reception area management. Emphasis on sanitation of tools, equipment, and work areas as well as safe practices in storage, mixing, and use of chemicals. Prerequisites: Minimum two years of successful work experience and hold a current Cosmetology License in the state of Washington.

## Criminal Justice

Faculty adviser:

John Spiva 509.527.4319

The Criminal Justice program offers a broad curriculum for students intending to prepare for careers in law enforcement, probation, and corrections, as well as private and industrial security at the local, county, state or federal levels.

An important thrust of this program is to prepare students for positions in the criminal justice system with an Associate in Arts Degree and to provide a curriculum transferable to a baccalaureate institution. The curriculum is designed to:

1. Review and analyze knowledge about criminal justice.
2. Promote an understanding of the philosophy of criminal justice which emphasizes the importance of the individual, the responsibilities of citizenship, and justice under the law.
3. Analyze law enforcement, courts, and corrections, emphasizing their role in the criminal justice system.
4. Provide students with a liberal education, along with intensive professional education, to prepare them for a career in the criminal justice system.

## Associate In Arts Degree In Criminal Justice

The following curriculum is proposed for students pursuing an Associate in Arts Degree in Criminal Justice:

1. Meet all requirements of the Associate in Arts Degree.
2. Take Criminal Justice 101 and 20 additional credits in Criminal Justice.

The AA Degree transfer option allows students to continue their education at a baccalaureate school and qualify for higher levels of placement. The program requires completion of the following:

General Areas of Study Required to Receive an AA Degree:

	Credits
Communications Skills .....	13
Humanities .....	15
Social Sciences:	
Racial and Ethnic Relations, SOC 205 .....	5
Introduction to Criminal Justice, CJ 101 .....	5
Introduction to Psychology, PSY 101 .....	5
Quantitative Skills .....	5
Natural Sciences.....	5
Physical Education .....	3
<b>Total Credits .....</b>	<b>66</b>

Select adviser-approved electives to complete 93 credit hours.

# CRIMINAL JUSTICE/CORRECTIONS PROFESSIONAL

## ***Associate In Applied Arts & Sciences Degree In Criminal Justice***

### **Program Objective:**

The Associate in Applied Arts and Sciences Degree (AAAS) in Criminal Justice is designed to serve the needs of persons preparing to enter the field of criminal justice or related areas. It can also be utilized by persons already employed for professional development and career advancement.

The AAAS Degree is not designed to be a transfer degree and does not carry the approval of junior standing at baccalaureate institutions as does the Associate in Arts Degree. However, many of the individual courses taken to complete the AAAS Degree are transferable to baccalaureate institutions.

### **Requirements for Admission:**

Candidates must be high school graduates or have successfully completed the General Educational Development test.

### **Degree Requirements:**

This is a two-year, 93-credit program. Students who complete all requirements will be awarded the Associate in Applied Arts and Sciences Degree in Criminal Justice.

### **Non-traditional Credit Opportunity:**

The Washington State Criminal Justice Training Commission (CJTC) offers an extensive technical curriculum in the varied fields of criminal justice. Walla Walla Community College will recognize this coursework for persons in pursuit of an AAAS Degree. One may earn up to twenty-eight (28) credit hours to be applied as either electives or criminal justice requirements, or a combination of the two.

This opportunity for college credit is limited to students who are employed by a city, county, or state criminal justice agency and have access to commission-sponsored classes. A student seeking credit for Criminal Justice Training Commission courses must submit an official record to the Admissions Office. There is a \$10.00 per credit recording fee.

## ***Associate In Applied Arts & Sciences Degree In Criminal Justice***

### **General Education/Related Studies Requirements: 35 Credits**

**Written Communications:** At least four (4) credits from the following list:

- ENG 100 Basic Expository Writing
- ENG 101 English Composition I
- BA 137 Business Communications II

### **Oral Communications:**

- SPCH 101 Fundamentals of Speech (3 cr.)

**Computation:** At least five (5) credits from the following list:

- MATH 049 Mathematics I
- BA 112 Business Math

- MATH 050 Mathematics II
- MATH 095 Intermediate Algebra

**Social Sciences:** A minimum of ten (10) credits, to include PSY 101 and SOC 205

**Humanities:** A minimum of six (6) credits with at least one course in literature. (Foreign Language 103 or higher)

**Science:** A minimum of five (5) credits.

Refer to the College catalog for courses that fulfill science requirements for AA Degree.

**Leadership:** A minimum of one (1) credit.

**Job Seeking Skills:** A minimum of one (1) credit

### **Core Requirements: 30 Credits**

**Criminal Justice:** A minimum of thirty (30) credits, with one course to include CJ 101 or its equivalent.

### **Electives Requirements: 28 Credits**

An Associate in Applied Arts and Sciences Degree candidate will need to complete an additional 28 credits in coursework at Walla Walla Community College or through the training commission. Up to a maximum of 15 credits recognized by Walla Walla Community College may be applied to this requirement. Suggested electives for this degree may be chosen from any course numbered 100 or above. A recommended emphasis in selecting electives would be credit work in Business Administration, Computer Science and Criminal Justice.

### **CJ 101 Introduction to Criminal Justice 5 Credits**

Examines the relationships and respective responsibilities of different criminal justice agencies. Studies the movement through the system from initial investigation of the crime to ultimate release from confinement. Satisfies a social science requirement. (Suggested Minimum Reading Level: READ 098).

### **CJ 103 Introduction to Criminal Law 3 Credits**

Introduction to the origin and structure of criminal law. Defines elements that constitute the body of criminal law for felonies, misdemeanors and procedural application, as statutory embodiments in the Washington Criminal Code.

### **CJ 105 Introduction to Corrections 5 Credits**

Review of field of corrections, tracing early American penal systems and philosophy to present day correctional programs. Emphasis is on our contemporary penal system, incarceration, classification, various forms of release, and community-based correctional programs.

### **CJ 106 Criminology 5 Credits**

Study of deviant behavior as it relates to the definition of crime: Crime statistics, theories of crime causation, crime typologies. Introduction to the impact of crime, limits of criminal law and society's reaction to criminal behavior. Satisfies a social science requirement. (Suggested minimum reading level: READ 098).

### **CJ 202 Crime and Delinquency 5 Credits**

Study of the development of criminal justice response to formal handling of juveniles. Examination of the legal status of juvenile offenders and other related special conditions involving juveniles in crime and delinquency. (Suggested Minimum Reading Level: READ 98).

# CORRECTIONS PROFESSIONAL/DANCE

## **CJ 204 Constitutional Law 5 Credits**

Study of the Constitution of the United States and its provisions and amendments. Included are various decisions of the Court involving constitutional application of due process relating to arrest, searches, seizures, confessions and prisoner rights.

## **CJ 205 Principles of Investigation and Evidence 5 Credits**

Survey of fundamental investigative techniques as they apply to specific criminal investigations. Examines the basic principles of the law of criminal evidence with emphasis on the role of the investigator in collecting, preserving and introducing evidence in court. (Suggested minimum reading level: READ 098).

## **CJ 206 Psychology for Criminal Justice 5 Credits**

A study of maladaptive behavior as formally recognized by the American Psychiatric Association and diagnostically classified in the Diagnostic Statistical Manual. Special emphasis on sociopathy and related diagnosis most frequently encountered by criminal justice personnel. The course of study also includes an examination of crisis intervention and techniques of brief therapy. Prerequisite: PSY 101. (Suggested Minimum Reading Level: READ 098).

## **CJ 210 Working in the Juvenile Justice System 5 Credits**

Instruction and simulated experiences designed to develop a basic understanding of the multiplicity of roles the juvenile justice systems is expected to carry out. This course will examine the four main elements (courts and related processes, detention centers, institutions, and group homes) and will explore the administration/authority granted by the legislature to manage each element. The course will also examine the duties and qualifications of juvenile justice workers in the state of Washington.

## **CJ 250 Communicating in the Corrections Environment 5 Credits**

Instruction and practical experience designed to develop the specific style of communication skills necessary to work effectively in a correctional institution. Primary goals of this class are the abilities to work within a potentially hazardous environment, issue and enforce direct orders, recognize offender manipulation, practice observation skills, read and interpret body language, problem-solve, and work within a culturally diverse population.

## **CJ 251 Supervising in the Corrections Environment 4 Credits**

This course is for the corrections student who has completed CJ 105 and 250, or the student with correctional academy or on-site job experience. The course emphasis is on techniques used in supervising inmates and subordinate staff. Prerequisite: Either have completed or be currently enrolled in CJ 101, 105, 250.

## **Dance**

The following dance courses are offered as activity courses in Physical Education:

## **DANCE 101 Aerobics 1 Credit**

Emphasis on increasing flexibility, strength, and muscle endurance. No dance background necessary. May be taken as a physical education activity course.

## **DANCE 102 Jazz I 1 Credit**

Designed for the beginning male or female dancer. An introductory experience in various styles of jazz dance, including funk, hip hop, Broadway and L.A. styles.

## **DANCE 103 Swing Dance 1 Credit**

Swing dance (commonly known as the jitterbug or the shag) is an energetic couples style of social dance, made popular by the swing music of the 1940's. No previous experience or partner is needed.

## **DANCE 104 Advanced Aerobics 1 Credit**

Advanced methods of aerobic dance conditioning leading to increased flexibility, strength and endurance.

## **DANCE 108, 109 Ballet I, II 1 Credit**

An introductory experience in basic ballet positions, barre, center floor work, and combinations of skills.

## **DANCE 110 Jazz II 1 Credit**

Designed for intermediate dancer. Previous beginning levels of jazz or ballet are required.

## **DANCE 111 Social/Ballroom Dancing 1 Credit**

Students will learn several different dance styles including the Foxtrot, Cha Cha, Swing, Waltz, and Rhumba.

## **DANCE 112 Western/Line Dance 1 Credit**

Learn different western line dances (done without a partner) and western swing (with a partner).

## **DANCE 164 Dance Choreography 2 Credits**

Instructor permission and previous dance experience is required. Emphasis is on learning and practicing the fundamentals of rhythm and dance choreography. Students will develop, perform, and produce individual and group pieces for a dance theater production.

## **DANCE 165 Dance Production I 2 Credits**

This course will culminate in a dance production. Students will be involved in modern dance technique, rehearsal and performance of student and faculty repertory.

## **DANCE 168 Dance Production III 2 Credits**

Modern techniques with Modern Jazz Combinations. Previous dance experience required. Instructor permission required.

## **DANCE 169 Choreography II 2 Credits**

Modern techniques with Modern Jazz Combinations. Previous dance experience required.

## **DANCE 170 Technical Aspects of Dance Production 2 Credits**

This course will cover the technical components of a dance production to include costuming, lighting and set design, stage and house managing, sound, publicity, and makeup.

## **DANCE 172 Latin Dance 1 Credit**

This is a beginning level dance course with no previous experience required. Students will learn fundamental combinations and advanced level steps of the following Latin dances: Rumba, Tango, Mambo, Samba, Merengue, and Salsa. In addition, basic social dance style, etiquette, dance positions, and leading/following techniques will be learned. The class will begin with basic steps and progress to more advanced steps and combinations. No special attire or footwear is required.

## **DANCE 174 Swing Dance II 1 Credit**

Swing dance (commonly known as the jitterbug or the shag) is an energetic couples style of social dance, made popular by the swing music of the 1940s. No previous experience or partner is needed.



# DANCE/DRAMA

**DANCE 177 Advanced Jazz Dance 2 Credits**  
Designed for the advanced dancer. Previous dance experience and instructor permission required. Intensive study of advanced skills, techniques and choreography of various jazz, hip hop and funk styles.

**DANCE 180 Hip Hop 1 Credit**  
This is a beginning level dance course with no previous experience required. Hip Hop style similar to that seen on current music videos will be the style taught in this class. Students will learn and practice hip hop/Funk fundamentals and combinations. Individual skills, floor work and partner work will be emphasized. Combinations and dance will be practiced and performed to current Rap and R & B music. Street attire and comfortable athletic shoes are appropriate.

**DANCE 191 Core Workout 1 Credit**  
This course is a beginning dance fitness course. The emphasis will be placed on the center CORE of the body, since this is where most athletic skills generate. This is an ideal course for any person interested in personal fitness development or for any competitive athlete looking to improve individual performance. Strength, endurance and flexibility of the abdomen, back, hip, thigh and gluteus muscles will be the major portion of the course, along with some elements of cardiovascular development. Students will learn and perform exercises specific to those areas, and all exercises will be performed with music. Comfortable workout attire and cross training shoes are suggested.

## Drama

Faculty adviser:

Jo Anne Rasmussen 509.527.4317

Bill Krieger 509.527.4316

The Drama Department offers a wide range of courses for students interested in the dramatic arts. These courses parallel programs at baccalaureate institutions. Students who earn an Associate in Arts Degree with an emphasis in drama will be prepared to enter with junior standing at most public four-year colleges and universities in Washington and many other states.

**DRAM 117, 118, 119 Technical Drama I, II, III 1-5 Credits**  
The current play production is used as a lab course with practical application covering fundamentals of scene construction, costuming, scene painting, sound and lighting operation.

**DRAM 151 Beginning Acting I 3 Credits**  
Introduction to acting techniques and beginning characterization through improvisation. Student required to furnish personal rehearsal clothes.

**DRAM 152 Beginning Acting II 3 Credits**  
For intermediate beginners. Uses scenes from contemporary dramas to learn standard acting techniques and stage interplay.

**DRAM 153 Beginning Acting III 3 Credits**  
For advanced beginners. Uses scenes from classical dramas to introduce various styles in acting, e.g., Greek plays, Shakespeare's plays, Restoration comedies, and 19th-century melodramas.

**DRAM 154, 155, 156 Acting-Summer Musical I, II, III 1-5 Credits**  
A beginning course designed to train students in the dramatic techniques appropriate to large stage, outdoor musical productions.

**DRAM 188 Children's Theatre 1-5 Credits**  
A class designed for students aged nine years and older, which provides them an opportunity to rehearse and perform a full-length play for the public.

**DRAM 190, 191, 192 Play Production I, II, III 1-5 Credits**  
Applied study in acting, stage lighting and costume construction using current productions as lab situations.

**DRAM 195, 196, 197 Touring Theater I, II, III 1-5 Credits**  
A play for children will be cast, rehearsed, and performed in the schools of the four-county area.

**DRAM 215 Set Design 1-5 Credits**  
Student learns rudiments of set design using current production as lab situation. Consent of instructor required for admission.

**DRAM 217, 218, 219 Technical Drama IV, V, VI 1-5 Credits**  
The current play production is used as a lab course with practical application covering fundamentals of scene construction, costuming, scene painting, and sound and lighting operation.

**DRAM 220 Costumes for the Stage-Introduction 1-5 Credits**  
This course teaches the most basic skills used in costuming theatrical productions: sewing, serging, simple construction. Student may also serve on costume crew for a production.

**DRAM 221 Costumes for the Stage-Construction 1-5 Credits**  
Intermediate costume construction focusing on patterns, drafting, fitting, alterations of costumes for a specific production, and complex or special construction techniques.

**DRAM 222 Costumes for the Stage-Management 1-5 Credits**  
Practical course in managing costumes with emphasis on production jobs. Student will serve on the costume crew for a major theatrical production.

**DRAM 223 Elements of Costume Design 1-5 Credits**  
Theatrical and practical aspects of designing costumes for theatrical productions.

**DRAM 225 Representative Plays 5 Credits**  
A study of ten plays representative of historical periods from the ancient Greeks to modern times. Fulfills 5 Humanities credits.

**DRAM 226 Asian Plays 5 Credits**  
A survey of Asian theatre including Japanese: Kabuki Nah, Kyogen and Bunraku; Chinese opera, Taiwanese folk legends and puppetry; Korean dance drama; Indonesian puppets, Wayang Koles, Wayang Galek and Thai dance drama.

**DRAM 251 Intermediate Acting I 3 Credits**  
This is the first quarter of second year acting for the serious drama student. A more creative response will be required in individual sessions and in mandatory plays.

**DRAM 252 Intermediate Acting II 3 Credits**  
This course is for the more advanced drama student. A series of audition pieces suitable for use in auditioning for the professional theater will be prepared. These will cover at least four different types of pieces; that is, comic, serious, musical, classical, etc. At the end of the quarter the student will present two contrasting pieces as a program.

# DRAMA/EARLY CHILDHOOD EDUCATION

## **DRAM 253 Intermediate Acting III 3 Credits**

In the third quarter of the second year of acting classes, the students will apply the techniques they have learned. Comprehensive analysis of character roles will be presented in scene work.

## **DRAM 270 Stage Management 3 Credits**

The manager guides the cast through the rehearsal and production of the current play.

## **DRAM 271, 272 Beginning Directing and Intermediate Directing 3 Credits**

The beginning and intermediate directing students will direct students in acting in assigned scenes. The student will also assist the instructor in directing assigned scenes in the current production.

## **DRAM 273 Advanced Directing 3 Credits**

The advanced directing student will direct, with supervision, a play to be presented to the public.

## **DRAM 275 Special Projects in Costuming-Construction 1-5 Credits**

Advanced costume construction for major theater production. Students may be responsible for a group of costumes or supervise a construction crew.

## **DRAM 276 Special Projects in Costuming-Design 1-5 Credits**

Students will design costumes for a small production or a group of costumes for a large play. Students will supervise construction of their designs. This course is intended as the culmination of costume courses at WWCC.

## **DRAM 290, 291, 292 Play Production IV, V, VI 1-5 Credits**

Second year of applied study in acting, stage lighting, scenery and costume construction using current productions as lab situations.

## **DRAM 295, 296, 297 Touring Theater IV, V, VI 1-5 Credits**

A play for children will be cast, rehearsed, and performed in the schools of the four-county area.

## **Early Childhood & Educational Support**

Web site: <http://wallawalla.cc>

Faculty Adviser:

Melinda Brennan 509.527.4237

[melinda.brennan@wwcc.ctc.edu](mailto:melinda.brennan@wwcc.ctc.edu)

**Industry Description:** Recent studies in early childhood education indicate the vital importance of the early childhood years and the rapid social, emotional, physical, and intellectual growth that takes place during these years. The Early Childhood Education and Education Support department prepares students to perform in areas of school (K through 12), preschool, childcare settings, and classroom settings. Parent education classes are also offered.

**Program Overview:** Master teachers provide learning experiences to students in early childhood and paraeducator classes. Pre-service and in-service education is offered for persons working or desiring to work in preschools, child care settings, and family service agencies. Some courses may apply to early child and education endorsement for certificated teachers. Students planning to transfer to a baccalaureate institution in early childhood education or related degree programs should work closely

with the faculty adviser to assure that degree requirements are met. Early child education and education courses are generally offered on a two-year rotation. Parent education classes are offered each quarter.

**Program Options:** Upon completion of 45 credits in required and elective coursework, the student will earn either an Early Childhood Education or Paraeducator Certificate. An Associate in Applied Arts and Sciences Degree in Education Paraprofessional is available with 93 credits completed in designated areas. An Associate in Applied Arts and Sciences Degree in Early Childhood Education will be available fall 2003, utilizing some Washington Online (WAOL) coursework. These options prepare students for careers as early childhood educators, paraeducators, preschool teachers, and child care professionals. Short programs specializing in school age care, infant toddler care, and curriculum development are also available. A parent education endorsement is also available upon completion of nine credits of parent education classes. All seminars and classes are State Training and Registry System (STARS) approved for childcare providers.

**Entrance Requirements:** Reading 088 is required to enroll in ECE and ED classes above the 100 level. Students must take a placement test offered by the student development center at Walla Walla Community College before enrolling in classes. Some classes require permission of faculty adviser to enroll.

**Other Information:** For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov.etp>. WWCC Childcare Resource and Referral Office is also a part of this department. For information on childcare placement or childcare provider training, please call 1.877.527.4333 or 509.527.4333, or see <http://www.wallawalla.cc/childcare/>.

## **Schedule for Degree Completion:**

## **Associate in Applied Arts and Sciences Degree in Early Childhood Education**

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

### **- Certificate -**

#### **First Year**

##### **Quarter One**

	<b>Credits</b>
ECE 141, Child Development .....	5
ECE 170, Guiding Behavior of Young Children .....	3
ECE 160, Instructional Strategies Special Needs Children .....	3
ECE 148, Introduction to Childcare* .....	2
ENG 100, Basic Expository Writing (W) .....	5
<b>Total Credits .....</b>	<b>18</b>

##### **Quarter Two**

	<b>Credits</b>
ECE 133, Music and Art for Early Educators .....	3
ECE 137, Language Development .....	3
ECE 175, Observing and Recording Behavior .....	3
ECE 144, ECE Seminars .....	1
ECE 146, Cooperative Work Experience .....	3
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>16</b>

##### **Quarter Three**

	<b>Credits</b>
ECE 136, Environments for Young Children .....	3
ECE 139, Teaching Young Children I .....	3
ECE 155, Introduction to Exceptional Children .....	3

# EARLY CHILDHOOD EDUCATION

ECE 144, ECE Seminars .....	1
ECE 246, Cooperative Work Experience .....	3
PSY 101, Introduction to Psychology (R) .....	5
<b>Total Credits .....</b>	<b>18</b>
<b>Year-One Total Credits .....</b>	<b>52</b>

## – Degree –

### Second Year

<u>Quarter Four</u>	Credits
ECE 236, Motor Development and Movement .....	3
ECE 234, Child Nutrition, Health and Safety (WAOL) .....	3
ECE 240, Programs for Infants and Toddlers .....	3
ECE 242, Growth, Development and Guidance .....	3
<b>MATH 065, Introductory Algebra (M) .....</b>	<b>5</b>
<b>Total Credits .....</b>	<b>17</b>

<u>Quarter Five</u>	Credits
ECE 235, Family Dynamics and Culture (WAOL) .....	3
ECE 232, Children's Literature .....	3
ECE 255, Children at Risk-DASA .....	3
ECE 144, ECE Seminars .....	1
<b>OCSUP 103, Job Seeking Skills (J) .....</b>	<b>3</b>
ECE 150, Science and Math in ECE .....	3
<b>Total Credits .....</b>	<b>16</b>

<u>Quarter Six</u>	Credits
ECE 231, Curriculum Development .....	3
ECE 261, Current Issues and Trends .....	3
ECE 239, Teaching Young Children II .....	3
ECE 244, Materials Construction .....	3
<b>OCSUP 299, Student Leadership (L) .....</b>	<b>1</b>
<b>Total Credits .....</b>	<b>13</b>
<b>Year-One Total Credits .....</b>	<b>46</b>
<b>Total Credits .....</b>	<b>98</b>

A Certificate is available upon completion of the year one requirements.

- \* ECE 144, Seminar may be substituted for ECE 148, Introduction to Childcare.

Early Childhood Education coursework is typically offered in late afternoon, evenings and on weekends.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 20.0201 • EPC 405 • Certificate Clock Hours: 590

### Schedule for Degree Completion:

## **Associate in Applied Arts and Sciences Degree in Education Paraprofessional/Paraeducator**

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

## – Certificate – (Paraeducator)

### First Year

<u>Quarter One</u>	Credits
ED 110, Introduction to Education .....	3
ED 141, Child Development .....	3
ED 170, Guiding Behavior of Young Children .....	3
ED 160, Exceptional Students-Instructional Strategies .....	3
<b>ENG 100, Basic Expository Writing (W) .....</b>	<b>5</b>
<b>Total Credits .....</b>	<b>17</b>

<u>Quarter Two</u>	Credits
ED 133, Music and Art for Early Educators .....	3
ED 137, Language Development .....	3
ED 175, Education Assessment and Observation .....	3
<b>SPCH 101, Fundamentals of Speech (O) .....</b>	<b>3</b>
CT 100, Computer Literacy .....	3
<b>Total Credits .....</b>	<b>15</b>

<u>Quarter Three</u>	Credits
ED 200, Practicum I .....	3
ED 155, Introduction to Exceptional Students .....	3
<b>PSY 101, Introduction to Psychology (R) .....</b>	<b>5</b>
PSY 100, Effective Learning Strategies .....	3
ED 150, Science and Math for Young Children .....	3
<b>Total Credits .....</b>	<b>17</b>
<b>Year-One Total Credits .....</b>	<b>49</b>

## – Degree –

### Second Year

<u>Quarter Four</u>	Credits
ED 236, Motor Development and Movement .....	3
ED 265, Instructional Strategies—ESL .....	3
ED 231, Curriculum Development .....	3
<b>MATH 65, Introductory Algebra (M) .....</b>	<b>5</b>
Elective .....	5
<b>Total Credits .....</b>	<b>19</b>

<u>Quarter Five</u>	Credits
ED 232, Children's Literature .....	3
ED 285, Legal, Safety, and Health Issues .....	3
ED 231, Curriculum Development .....	3
<b>OCSUP 103, Job Seeking Skills (J) .....</b>	<b>3</b>
Elective .....	3
<b>Total Credits .....</b>	<b>15</b>

<u>Quarter Six</u>	Credits
ED 261, Current Issues and Trends in Early Education .....	3
ED 210, Practicum II .....	3
FCS 144, Seminar in Early Childhood Education .....	1
<b>OCSUP 299, Student Leadership (L) .....</b>	<b>1</b>
Electives .....	4
<b>Total Credits .....</b>	<b>12</b>
<b>Year-One Total Credits .....</b>	<b>46</b>
<b>Total Credits .....</b>	<b>95</b>

A Certificate is available upon completion of year-one requirements.

Education Paraprofessional coursework is typically offered in late afternoon, evenings and on weekends.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 13.1501 • EPC 839 • Certificate Clock Hours: 480



# EARLY CHILDHOOD EDUCATION

## **Early Childhood Education**

### **ECE 129 CDA, Orientation & Pre-Assessment I 5 Credits**

The CDA program is a national effort to train, assess and grant a professional credential to child care and preschool personnel. Emphasis for this class will be on working in a center-based model with three to five year-old children. The student will examine and refine each of the functional areas to meet specific needs. Writing proficiency will be emphasized. Class provides 55 hours of required training. Prerequisite: Reading 088 recommended.

### **ECE 130 CDA Orientation and Pre-Assessment Part II 5 Credits**

Continuation of ECE 129. The student will participate in on-the-job observations and an initial and final self-evaluation. The student will participate in either the process of a training plan or in completion of the CDA credentialing process. Writing proficiency will be emphasized. Coursework provides 55 hours of the required training for the CDA. Prerequisite: Reading 088 recommended.

### **ECE 133 Music and Art for Early Educators 3 Credits**

An introduction to practice and use of music and creative activities (including songs, rhythms, body movement and simple instruments) with young children. Includes use of basic art materials, techniques and equipment; planning, presentation, and supervision of creative activities and materials; and developmental sequences of child development in the studies of music and art. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ECE 136 Environments for Young Children 3 Credits**

Planning physical space appropriate to children's cognitive, physical and socio-emotional development. Develop an understanding of the role of environments on children's learning and behavior including schedules, materials, room arrangement and center-based learning. Incorporating diversity through the environment will be introduced and practiced. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ECE 137 Language Development and Literacy 3 Credits**

A course for Education Paraprofessional and Early Childhood students to understand and explore language development and literacy from birth through elementary school. Topics include typical and delayed language development, facilitation and modeling of literacy techniques for preschool, elementary children, special needs students, and ESL students. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ECE 139 Teaching Young Children I 3 Credits**

This lab/practicum course provides the student experience in an actual child care/preschool setting. The student gains experience in integrating past experience and knowledge of young children in planning and assisting as preschool teacher/preschool teacher's assistant. Includes environments, curriculum evaluation, staff relationships, and code of ethics. Prerequisite: Reading 088 level recommended. Enrollment by instructor's permission only. *Offered spring.*

### **ECE 141 Child Development 3 Credits**

Survey of the development and behavior of the child from birth to adolescence. Course covers the characteristics of physical, intellectual, social and emotional development of the young child. Course topics: Child development, theories of child development, heredity, pregnancy

and birth, impact of family, concerns for early childhood professionals, physical development (for infants, toddlers, preschool, and school age), emotional and social development (for infants, toddler, preschool, school age), intellectual development (for infants, toddlers, preschool, school age). Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ECE 144 Early Childhood Education Seminars .5 - 2 Credits**

Topic and credit to be determined by need and request. Includes STARS and CDA seminars.

### **ECE 146 Cooperative Work Experience 1 - 3 Credits**

Course designed to get students into the work force for hands-on training in the early childhood field. 30 hours of work equals one credit. Prerequisites: Instructor permission required. Reading 088 recommended.

### **ECE 147 Foster Parent Education 5 Credits**

Course provides continuous in-service education for foster parents. Focus on foster parent/natural parent/agency relationships, natural child/foster problems, child guidance, legal responsibilities and working with problem behaviors. Prerequisite: Reading 088 recommended.

### **ECE 148 Introduction to Childcare 2 Credits**

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 eight years. Prerequisite: Reading 088 recommended. *Offered summer, winter, WAOL.*

### **ECE 150 Science and Math for Young Children 3 Credits**

An introduction to planning and providing hands-on math and science units for young children. Topics include sensory experiences, observation, and classification in the math and physical and biological world. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ECE 155 Introduction to Exceptional Students 3 Credits**

Students will explore the characteristics of children with special needs. Legislation affecting special education will be presented. Causes and classification of handicapping conditions will be discussed. Ways to teach all children will be practiced. Prerequisite: Reading 088 recommended. *Offered alternate years.*

### **ECE 160 Instructional Strategies Special Needs Students 3 Credits**

The class will provide the technical knowledge to modify behavioral difficulties and to program efficient educational sequences to remediate specific student skill deficits. Included is an analysis of basic learning principles, considerations in selecting reinforcement, special techniques for training low-level skills, and a formal design to teach specific skills and/or concepts. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ECE 170 Guiding Behavior of Young Children 3 Credits**

Student will study classroom behavior management. This course is designed to assist the student in gaining practical and theoretical information relating to successful practices in the classroom. Topics will include provisions and practices necessary to establish and maintain an appropriate learning environment. Prerequisite: Reading 088 recommended. *Offered every other year, or WAOL.*

### **ECE 175 Observation and Recording Behavior 3 Credits**

Student will learn various techniques for observation and recording the behavior of children in the classroom setting. Students will use information and records to develop curriculum and methods for

# EARLY CHILDHOOD EDUCATION/PARENT EDUCATION

teaching children. Assessment techniques and instruments will be discussed. Some study skills, including self-assessment will be covered. Anti-bias curriculum will be introduced. Core competencies for paraeducators will be covered in this course. (#2,4,5,6,9,10,11). Prerequisite: Reading 088 recommended. *Offered every other year.*

**ECE 231 Curriculum Development 3 Credits**  
Provides students with a basic knowledge of developmentally appropriate teaching procedures. Students develop competencies in the establishment of long-range and short-term goals and objectives, selection, presentation, and evaluation of a variety of methods and learning materials to achieve the goals. Topics include emergent curriculum, antibias curriculum, developmentally appropriate practice, and play. Prerequisite: Reading level 088 recommended. *Offered every other year, or WAOL.*

**ECE 232 Children's Literature 3 Credits**  
Students develop competence in the use of various types of literature, criteria for selecting children's books, and methods to provide literary experiences with young children. Provides an opportunity to experience literature from Euro-American and other cultures in our world. Includes selection of literature, methods of providing appropriate literature experiences for children, story telling, props, and dramatic play. Prerequisite: Reading 088 recommended. *Offered every other year.*

**ECE 235 Family Dynamics and Culture 3 Credits**  
Early childhood teachers and caregivers must understand families as primary context for children's learning and development and respect for diversity in family structures and values. This course examines family culture, ethnic identity formation, stages of social development and development of self-concept in young children. The family will be viewed as a foundation for social learning for the young child. This course considers the impact and dynamics of power and privilege, bias, and stereotyping as issues having a negative impact on young children's growth and development. Prerequisite: Reading 088 recommended. *Offered every other year, or WAOL.*

**ECE 236 Motor Development and Movement Education 3 Credits**  
An introduction to activities that assist in development of a young child's muscle coordination, awareness of body image and movement, and physical development. Topics include developmental sequence, creative expression, brain development, group games, and play. Prerequisites: Reading 088 recommended. Enrollment by instructor permission. *Offered every other year.*

**ECE 239 Teaching Young Children II 3 Credits**  
This lab/practicum course provides the student experience in an actual child care/preschool setting. The student gains experience in integrating past experience and knowledge of young children in planning and assisting as preschool teacher/preschool teacher's assistant. Includes environments, curriculum evaluation, staff relationships, and code of ethics. Prerequisite: Reading 088 level recommended. Enrollment by instructor's permission only. *Offered spring.*

**ECE 240 Programs for Infants and Toddlers 3 Credits**  
Principles and theories of infant and toddler growth and development including age appropriate activities and environments. Prerequisite: Reading 088 recommended. *Offered every other year.*

**ECE 242 Growth, Development, and Guidance for School Aged 3 Credits**

Introduction to growth, development and guidance of school-aged children in childcare settings, including but not limited to social, cognitive, emotional, moral, physical, and self development, guidance and communication; conflict resolution and working with families involved in school-age programs. Prerequisite: Reading 088 recommended. *Offered every other year.*

**ECE 244 Materials Construction 3 Credits**  
Explore, create and implement curriculum-planning process with a special focus on project approach planning, themes, observation, play, case studies, peer support and feedback. Also study of cultural diversity relating to knowledge of child development activities. Prerequisite: Reading 088 recommended.

**ECE 246 Cooperative Work Experience 1 - 3 Credits**  
Course designed to get students into the work force for hands-on training in the early childhood field. 30 hours of work equals one credit. Prerequisite: Instructor permission required and completion of ECE 146. Reading 088 recommended.

**ECE 255 Children at Risk: DASA 3 Credits**  
Caring for children from families affected by substance abuse. Topics included with be values clarification, family characteristics, families in treatment, empowerment. Prerequisite: Reading 088 recommended. *Offered alternate years.*

**ECE 261 Current Issues and Trends in Early Childhood Education 3 Credits**

An overview of the field of early childhood education, issues, trends, and policies. Topics include social, political, economic, and educational issues that influence the education of children.. Prerequisite: Reading 088 recommended. *Offered every other year.*

**ECE 299 Student Leadership – Early Childhood Education 1 Credit**  
Provides an opportunity for assisting the director of the childcare center or preschool. Class is designed to strengthen leadership skills in the early childhood field. Includes director's responsibilities, regulations and licensing, finances, insurance, school policies, organization of the school/center, record keeping, scheduling, food management and nutrition, and health and safety. Prerequisites: Reading 088 recommended. Enrollment by instructor's permission only. *Offered fall, winter, spring.*

## Parent Education

**FCS 040, 041, 042 Parent Education: Baby and You 2 Credits**  
Observation and classroom experience for parents and infants birth to 12 months. Development of the infant and the changing family relationships will be studied. Parents attend class with their infant. *Offered fall, winter, spring.*

**FCS 050, 051, 052 Parent Toddler Relationships 2 Credits**  
Group observation and participation experience for parents to study and discuss relevant parenting topics. Discussions will be enhanced through the use of current literature, videos and guest speakers. Observing and interacting with children age 12 –24 months will provide the laboratory experience. *Offered fall, winter, spring.*

# PARENT EDUCATION/EDUCATION PROFESSIONAL

## **FCS 060, 061, 062 Parent Toddler Relationships 2 Credits**

The purpose of this parent education class is to provide an opportunity to discuss relevant parenting topics. Discussions will be enhanced through the use of current literature, videos and guest speakers from the community. Observing and interacting with children 24-36 months will provide the laboratory experience. *Offered fall, winter, spring.*

## **FCS 070, 071, 072 Parent Toddler Relationships 2 Credits**

Group observation and participation experience for parents to study and discuss relevant parenting topics. Discussions will be enhanced through the use of current literature, videos, and guest speakers. Observing and interacting with children three years old will provide the laboratory experience. *Offered fall, winter, spring.*

## **FCS 100, 101, 102 Parent Education: Parent Cooperative Preschool 3 Credits**

Parents of children ages three to five years enroll in a parent education class which meets one evening per month. Parents register their child for a preschool group. Each preschool group charges tuition to cover operational costs of the group. Each parent participates in weekly in lab session with children to practice learning from parent education class. *Offered fall, winter, spring.*

## **FCS 165 General Nutrition 5 Credits**

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: Reading level 098 recommended. High school or college chemistry recommended. *Offered fall, winter, spring, summer.*

## **Education Paraprofessional**

### **ED 099 Special Topics Paraeducator Skills Lab 1 Credit**

Supervised laboratory course for students seeking or considering work experience as paraeducator. Classroom component also offered. Enrollment by instructor's permission only.

### **ED 110 Introduction to Education 3 Credits**

Survey course in which students will explore units on teaching as a profession, as well as history and philosophy of education. Content will include observation of classroom procedures, critical reports, and research, as well as philosophical foundations and theories of education, legal issues, historical foundation, administration and governance, curriculum of schools. Prerequisite: Reading 088 recommended. *Offered fall, winter, spring.*

### **ED 133 Music and Art for Early Educators 3 Credits**

This course is an introduction to practice and use of music and creative activities (including songs, rhythms, body movement and simple instruments) with young children. Topics include use of basic art materials, techniques and equipment; planning, presentation and supervision of creative activities and materials; and sequences of child development in the studies of music and art. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ED 137 Language Development and Literacy 3 Credits**

A course for Education Paraprofessional and Early Childhood students to understand and explore language development and literacy from birth through elementary school. Topics include normal and delayed language development, facilitation and modeling of literacy techniques for

preschool, elementary children, special needs students, and ESL students. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ED 141 Child Development 5 Credits**

This course surveys the development and behavior of the child from birth to adolescence. Course covers the characteristics of physical, intellectual, social and emotional development of the young child. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ED 150 Science and Math for Young Children 3 Credits**

This course is an introduction to planning and providing hands-on math and science units for young children. Topics include sensory experiences, observation, and classification in the physical and biological world. Topics include historical and theoretical aspects of math, implementation of math programs and applications. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ED 155 Introduction to Exceptional Students 3 Credits**

Students will study the characteristics of children with special needs. Legislation affecting special education will be presented. Causes and classification of handicapping conditions will be discussed. Ways to teach all children will be practiced. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ED 160 Instructional Strategies Special Needs Students 3 Credits**

The class will provide the technical knowledge to modify behavioral difficulties and to program efficient educational sequences to remediate specific student skill deficits. Included is an analysis of basic learning principles, considerations in selecting reinforcement, special techniques for training low-level skills, and a formal design to teach specific skills and/or concepts. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ED 170 Guiding Behavior of Young Children 3 Credits**

Student will study classroom behavior management. This course is designed to assist the student in gaining practical and theoretical information relating to successful practices in the classroom. Topics will include provisions and practices necessary to establish and maintain an appropriate learning environment. Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ED 175 Educational Assessment, Observation & Recordkeeping 3 Credits**

Student will learn various techniques for observation and recording the behavior of children in the classroom setting. Students will use information and records to develop curriculum and methods for teaching children. Assessment techniques and instruments will be discussed. Some study skills, including self-assessment will be covered. Anti-bias curriculum will be introduced. Core competencies for paraeducators will be covered in this course. (#2,4,5,6,9,10,11). Prerequisite: Reading 088 recommended. *Offered every other year.*

### **ED 200 Practicum I: Teaching Young Children 3 Credits**

Students assume the role of paraeducator assisting in the classroom. Seminar discussions will include classroom arrangement, professionalism, staff relationships. Forty lab hours required. Prerequisite: Enrollment by instructor permission only. *Offered spring.*



# ED. PARAPROFESSIONAL/ECONOMICS/ENGINEERING

## **ED 210 Practicum II: Teaching Young Children 3 Credits**

Students assume the role of paraeducator assisting in the classroom. Seminar discussions will include classroom arrangement, professionalism, staff relationships. Forty hours of lab required. Prerequisite: ED 200 completion. Offered spring.

## **ED 231 Curriculum Development 3 Credits**

This course provides students with a basic knowledge of developmentally appropriate teaching procedures. Students will develop competence in the establishment of long-range and short-term goals and objectives; selection, presentation, and evaluation of a variety of methods; and learning materials to achieve the goals. Topics covered include emergent curriculum, anti-bias curriculum, developmentally appropriate practice, and play. Prerequisite: Reading 088 recommended. Offered every other year.

## **ED 232 Children's Literature for Educators 3 Credits**

Students develop competence in the use of various types of literature, criteria for selecting children's books, and methods to provide literary experiences with young children. The class provides an opportunity to experience literature from Euro-American and other cultures in our world. Topics covered include selection of literature, methods of providing appropriate literature experiences for children, story telling, props, and dramatic play. Prerequisite: Reading 88 recommended. Offered every other year.

## **ED 236 Motor Development & Movement Education 3 Credits**

This course provides an introduction to activities that assist in development of a young child's muscle coordination, awareness of body image and movement, and physical development. Topics covered include developmental sequence, creative expression, brain development, group games, and play. Prerequisite: Reading 088 recommended. Offered every other year.

## **ED 261 Current Issues & Trends in Early Childhood Education 3 Credits**

This course provides an overview of the field of early childhood education, issues, trends, and policies. Topics include social, political, economic, and educational issues that influence the education of children. Prerequisite: Reading 088 recommended. Offered every other year.

## **ED 265 Instructional Strategies – English as a Second Language 3 Credits**

Students will develop a basic understanding of second language acquisition. A variety of instructional strategies will be covered to address skill development in monolingual and bilingual students. Prerequisite: Reading 088 recommended.

## **ED 285 Legal, Safety and Health Issues 3 Credits**

Students will learn health and safety methods and procedures for children and study aspects of child abuse and neglect laws, reporting procedures, HIV/AIDS prevention, blood borne pathogen education, and first aid. Basic education, special education, and categorical program requirements will be overviewed as well as Code of Ethics. Prerequisite: Reading 088 recommended. Offered every other year.

## **Economics**

Faculty adviser:

Debbie Frazier 509.527.4689

The College's economics courses provide students with a more informed understanding of economic principles, structures, and forces. These classes are of interest to students planning to transfer to four-year colleges and universities, those requiring background for specialized programs, and those who desire a better awareness of contemporary society.

## **ECON 200 Survey of Economics 5 Credits**

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.

## **ECON 201 Fundamentals of Macroeconomics 5 Credits**

Organization and operation of the American economy; theory and policy related to supply and demand, money and banking, analysis of employment inflation, aggregate output, and economic growth.

## **ECON 202 Fundamentals of Microeconomics 5 Credits**

Principles of human responses to scarcity and choices; including supply and demand theory, production theory, costs of production, and price and output determination under existing market structures. Equivalent in credit AGRI 202.

## **Engineering Technology/Civil Technology/Engineering Transfer**

Web site: [http://www.wallawalla.cc/civil\\_engineering.htm](http://www.wallawalla.cc/civil_engineering.htm)

Faculty Advisers:

Maury Fortney 509.527.4217

[maurice.fortney@wwcc.ctc.edu](mailto:maurice.fortney@wwcc.ctc.edu)

Dr. Joe Grant 509.527.3655

[joe.grant@wwcc.ctc.edu](mailto:joe.grant@wwcc.ctc.edu)

**Industry Description:** There is a continuing need for technically trained and educated civil engineers. Cities, counties, state and federal agencies hire civil engineers and civil engineering technicians and technologists. It is projected that there will continue to be a high demand for these personnel.

**Program Mission Statement:** Walla Walla Community College Civil Engineering provided quality instruction in Civil Engineering Technology for the industry and individuals.

Engineering is practiced in a social context. Everything engineers and engineering technicians' produce affects the way individuals and societies function. To allow its graduates to work successfully in this setting, Walla Walla Community College's Civil Engineering Technology program is designed to educate students in the design and development of civil projects emphasizing an understanding of social, ethical, safety, and health-related issues that pertain to the practice of civil engineering. Civil engineering is a dynamic profession, which requires lifelong maintenance and updating of professional competence. Specific educational program objectives are to:

# ENGINEERING

- Provide a sound knowledge of the fundamental principles of civil engineering technology so that they may either enter the work force or continue their education in engineering.
- Develop critical thinking and problem solving skills that can be applied to a wide range of problems, both technical and non-technical.
- Provide the skills necessary for the practice of civil engineering technology.
- Provide a well-balanced educational experience that will foster communication skills, appreciation of social values, and an understanding of the social implications of technology.
- Remain technically current and responsive to the changing needs of society.

**Program Overview:** The Engineering program is certified by the Accreditation Board for Engineering and Technology, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone 410.347.7700. Planning, design, construction management, surveying, computer aided design, inspection, and materials testing are roles of the civil engineer, civil engineering technician, or civil technologist. Students meet the objectives of the program in lecture classes, labs, and field trips. Program content is validated by input from an industry advisory committee and by assessments from graduates and employers. Students can either enter the work force after earning the Associate in Applied Arts and Science Degree (AAAS) or the Associate in Science Degree (AS). Students also have the option of continuing their education at the four-year level after earning the AS degree.

**Program Options:** The program has five options. The basic program is the Associate Degree in Applied Arts and Science in Civil Technology. This degree prepares the student for employment at the Technician II level with most city, county, or federal agencies.

**Entrance Requirements:** All students are required to take a placement test to determine enrollment in related instruction courses.

**Other Information:** The student should complete quantitative skills classes as early in the program as possible. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.



## Schedule for Degree Completion:

### ***Associate in Science Degree in Engineering***

The following schedule of classes is recommended for students planning to transfer to a four-year school of engineering. Students are advised to consult with their adviser to plan appropriate coursework corresponding to the engineering discipline they plan to pursue.

#### **First Year**

<b>Quarter One</b>	<b>Credits</b>
MATH 124, Calculus I with Analytic Geometry .....	5
CET 141, Engineering Graphics .....	4
CHEM 121, General Chemistry I .....	5
ENG 101, English Composition I .....	5
<b>Total Credits .....</b>	<b>19</b>

<b>Quarter Two</b>	<b>Credits</b>
MATH 125, Calculus II with Analytic Geometry .....	5
CET 151, AutoCad .....	3
CHEM 122, General Chemistry II .....	5
ENG 102, English Composition II .....	5
<b>Total Credits .....</b>	<b>18</b>

<b>Quarter Three</b>	<b>Credits</b>
MATH 126, Calculus III with Analytic Geometry .....	5
CET 143, Descriptive Geometry .....	4
Humanities Elective .....	3
CET 160, Elementary Surveying .....	6
SPCH 101, Fundamentals of Speech .....	3
<b>Total Credits .....</b>	<b>21</b>

#### **Second Year**

<b>Quarter Four</b>	<b>Credits</b>
PHYS 201, Physics for Science and Engineering I .....	5
CET 220, Engineering Mechanics - Statics .....	5
CET 161, Advanced Survey Lab .....	6
Math/Science/CET Elective* .....	5
<b>Total Credits .....</b>	<b>21</b>

<b>Quarter Five</b>	<b>Credits</b>
Math/Science Elective* .....	5
CET 222, Eng. Mech. - Strength of Materials .....	5
PSY 202, Physics for Science and Engineering II .....	5
Humanities Elective* .....	5
<b>Total Credits .....</b>	<b>20</b>

<b>Quarter Six</b>	<b>Credits</b>
Math/Science Elective* .....	5
CET Elective .....	5
Science Elective .....	5
Humanity/Social Science Elective* .....	5
<b>Total Credits .....</b>	<b>20</b>
<b>Grand Total Credits .....</b>	<b>119</b>

#### ***\*Approved Electives for MATH, SCI & CET:***

Math 220, 224, 238  
 Chemistry 123  
 Physics 202  
 CET 201, 224, 226, 242, 263

CIP 14.0801 • EPC 0

# ENGINEERING

## Schedule for Degree Completion:

### **Associate in Science Degree in Civil Engineering Technology**

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please refer to the institution catalog for specific information on degree requirements for the Associate in Science Degree.

Core courses are available each quarter but must be taken in sequence. This does not apply to general education coursework.

#### First Year

<u>Quarter One</u>	Credits
MATH 109, Precalculus I .....	5
CET 141, Engineering Graphics .....	4
CET Elective* .....	3-5
Humanity/Social Science Elective* .....	3-5
ENG 101, English Composition I .....	5
<b>Total Credits .....</b>	<b>20 - 24</b>

#### Quarter Two

	Credits
MATH 110, Precalculus II .....	5
CET 242, Engineering Materials .....	4
CET Elective* .....	3
Humanity/Social Science Elective* .....	3-5
ENG 102, English Composition II .....	5
<b>Total Credits .....</b>	<b>20 - 22</b>

#### Quarter Three

	Credits
Math/Science Elective* .....	5
CET 143, Descriptive Geometry .....	4
CET 100, Estimating .....	3
CET 160, Elementary Surveying .....	6
SPCH 101, Fundamentals of Speech .....	3
<b>Total Credits .....</b>	<b>21</b>

#### Second Year

<u>Quarter Four</u>	Credits
PHYS 101, General College Physics I .....	5
CET 220, Engineering Mechanics - Statics .....	5
CET 161, Advanced Survey Lab .....	6
Math/Science/CET Elective* .....	3-5
<b>Total Credits .....</b>	<b>19 - 21</b>

#### Quarter Five

	Credits
Math/Science Elective* .....	5
CET 222, Eng. Mech. - Strength of Materials .....	5
CET 224, Soil Mechanics for Construction .....	4
CET Elective* .....	4
<b>Total Credits .....</b>	<b>18</b>

#### Quarter Six

	Credits
Math/Science Elective* .....	5
CET 221, Design Fundamentals .....	5
CET 201, Engineering Management .....	4
CET 226, Concrete and Asphalt Pavements .....	3
Humanity/Social Science Elective* .....	3-5
<b>Total Credits .....</b>	<b>20 - 22</b>
<b>Grand Total Credits .....</b>	<b>118 - 128</b>

## \*Approved Electives for CET as Degree:

Geology 101  
Math 121, 124, 125, 126, 201, 220, 224, 238  
Chemistry 121, 122, 123, 101  
Physics 101, 102, 103, 201, 202, 203  
CT 130, 162  
CET 103, 151, 152, 263, 166  
CIP 14.0801 • EPC 0

## Schedule for Degree Completion:

### **Associate in Applied Arts and Sciences Degree in Civil Technology**

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### – Certificate – (Engineering Graphics)

#### First Year

<u>Quarter One</u>	Credits
MATH 065, Introductory Algebra .....	5
CET 103, Engineering Concepts and Problems .....	5
CET 141, Engineering Graphics .....	4
PSY 140, Career and Life Planning (J) .....	3
<b>Total Credits .....</b>	<b>17</b>

#### Quarter Two

	Credits
MATH 095, Intermediate Algebra (M) .....	5
CET 151, AutoCad .....	3
CET 242, Engineering Materials .....	4
CET 166, Hydrology .....	3
ENG 100, Basic Expository Writing (W) .....	4
<b>Total Credits .....</b>	<b>19</b>

#### Quarter Three

	Credits
OCSUP 107, Applied Mathematics II .....	5
CET 143, Descriptive Geometry .....	4
CET 160, Elementary Surveying .....	6
CET 100, Estimating .....	3
<b>Total Credits .....</b>	<b>18</b>
<b>Year-One Total Credits .....</b>	<b>54</b>

#### – Degree –

#### Second Year

<u>Quarter Four</u>	Credits
CET 220, Statics .....	5
CET 223, Hydraulics .....	4
CET 161, Advanced Survey Lab .....	6
CET 152, Advanced AutoCad .....	3
<b>Total Credits .....</b>	<b>18</b>

#### Quarter Five

	Credits
CET 222, Strength of Materials .....	5
CET 224, Soil Mechanics for Construction .....	4
CET 263, Highway Design .....	4
SPCH 101, Fundamentals of Speech (O) .....	3
CET 299, Student Leadership (L) .....	1
<b>Total Credits .....</b>	<b>17</b>



# ENGINEERING

## Quarter Six

	Credits
CET 221, Design Fundamentals .....	5
CET 201, Engineering Management .....	4
CET 202, Construction Inspection .....	3
CET 226, Concrete and Asphalt Pavements .....	3
PSY 101, Introduction to Psychology (R) .....	5
Total Credits .....	20
Year-Two Total Credits .....	55
Total Credits .....	109

A Certificate is available upon completion of the year-one requirements.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 15.0201 • EPC 612 • Certificate Clock Hours: 560

## Schedule for Degree Completion:

### Surveying Certificate

This schedule lists courses required for certificate completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### – Certificate –

#### First Year

Quarter One (Typically Winter)	Credits
MATH 065, Introductory Algebra (M)* .....	5
CET 141, Engineering Graphics .....	4
CET ELECTIVE .....	4
ENG 100, Basic Expository Writing (W) .....	4
Total Credits .....	17

Quarter Two (Typically Spring)	Credits
OCSUP 107, Applied Mathematics II5 .....	4
CET 143, Descriptive Geometry .....	4
CET 160, Elementary Surveying .....	6
CET 100, Estimating .....	3
Total Credits .....	18

Quarter Three (Typically Fall)	Credits
CET 151, AutoCad .....	3
CET 103, Engineering Concepts & Problems .....	5
CET 161, Advanced Survey lab .....	6
OCSUP 103, Job Seeking Skills (J) .....	3
Total Credits .....	17
Grand Total Credits .....	52

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 15.0295 • EPC 617 • Certificate Clock Hours: 580

**CET 100 Estimating 3 Credits**  
An introduction to identifying and estimating construction costs. Emphasis is placed on material quantity take-offs, contract specifications, bidding strategies, equipment costs, and depreciation. *Offered spring quarter.*

**CET 103 Engineering Concepts and Problems 5 Credits**  
An introduction to specific fields of engineering including electrical and mechanical with an emphasis on civil engineering. Engineering ethics, computer applications, and professional registration requirements are also presented. *Offered fall quarter.*

**CET 141 Engineering Graphics 4 Credits**  
Introduces students to basic engineering graphic concepts and AutoCAD computer drafting skills. Hand drafting techniques, isometric and orthographic drawings, dimensioning, section views, and auxiliary views are emphasized. *Offered fall, winter quarters.*

**CET 142 Advanced Engineering Graphics 4 Credits**  
An introduction to practical applications of engineering graphics and CADD. Features examples of mechanical projects, structural projects, land development projects, and highway projects. Emphasizes teamwork and improving CADD skills. *Prerequisite: CET 141 or instructor's approval. Offered winter quarter.*

**CET 143 Descriptive Geometry 4 Credits**  
Introduction to visual and reasoning skills necessary for graphical solution of engineering and construction problems with an emphasis on point, line, and plane problems. *Prerequisite: CET 141 or instructor's approval. Offered spring quarter.*

**CET 149 Welding Print Reading 3 Credits**  
An introduction to the basic concepts of engineering drawings with an emphasis on the use and meaning of related welding symbols. *Offered winter quarter.*

**CET 151 Computer Aided Drafting and Design 3 Credits**  
Introduces engineering drawings using AutoCAD in the solution of a variety of graphic problems. Emphasis on advanced AutoCAD topics such as XREF, paper space, and custom menus. *Prerequisite: CET 141 or instructor's approval. Offered fall, winter quarters.*

**CET 152 Advanced CADD problems 3 Credits**  
An introduction to advanced CADD design applications associated with AutoCAD with an emphasis on customized menus and three-dimensional drawings. Required oral and written reports are included in laboratory exercises. *Prerequisite: CET 151 or instructor's approval. Offered fall quarter.*

**CET 160 Elementary Surveying 6 Credits**  
The fundamentals of plane surveying with an emphasis on chaining, levels, theodolites, global positioning, and distance measurement. Required oral and written reports are part of the field laboratory experience. *Offered spring quarter.*

**CET 161 Advanced Surveying 6 Credits**  
Advanced instruction in surveying fundamentals with an emphasis on public land laws plus construction, property, topographical, and GPS surveys. Required oral and written reports are integral to the laboratory assignments. *Prerequisite: CET 161 or instructor's approval. Offered fall quarter.*

# ENGINEERING

## **CET 166 Introduction to Hydrology 3 Credits**

An introduction to the hydrological cycle with emphasis on precipitation, weather cycles, runoff, stream flows, ground water, and storm water calculations. Oral and written reports are required. *Offered winter quarter.*

## **CET 190 Cooperative Work Experience Variable Credits**

Provides the student with field-related experiences and career exploration opportunities by working in an engineering-related industry for a pre-approved employer. A written report of experiences or seminar is required. Prerequisite: Instructor's approval. *'Offered all quarters.*

## **CET 199 Independent Study Variable Credits**

Provides the advanced student an opportunity to investigate selected engineering interest areas through independent study with guidance by the CET faculty. Credit is earned by the number of hours the student works. A written report or seminar is required. *Offered all quarters.*

## **CET 201 Engineering Management and Leadership 4 Credits**

Instruction in leadership skills associated with construction planning and scheduling by the frontline supervisor. Emphasizes CPM and P.E.R.T. scheduling, interpersonal communication skills, industrial safety and hygiene, and leadership styles. Instruction includes required group exercises and oral presentations. *Offered spring quarter.*

## **CET 202 Construction Inspection 3 credits**

Instruction in construction quality control practices, procedures, and inspection methods. Emphasizes asphalt and concrete control, the role of the inspector, state and local contract specifications, inspection methods, and field experience. Instruction includes required group exercises and written reports. *Offered spring quarter.*

## **CET 220 Engineering Mechanics – Statics 5 credits**

Instruction in the fundamental principals of the mechanics of rigid bodies. Topics include forces in a plane, forces in space, statics of rigid bodies, rigid bodies in three dimensions, centroids, friction and Moments of Inertia. Prerequisite: Math 109 or instructor's approval. *'Offered fall quarter.*

## **CET 221 Engineering Design Fundamentals 5 credits**

A capstone course for advanced students that requires all civil engineering technologies in the production of a design project. Examines environmental and permit issues for a typical public works project, preliminary engineering and surveying, project prospectus development, design calculations, plan development, specification writing, and cost estimates. Written and oral reports are required. Prerequisite: CET 220, CET 222, CET 161. *Offered spring quarter.*

## **CET 222 Engineering Mechanics – Strength of Materials 5 credits**

Instruction on internal stress, deflections, and deformation of structural members. Topics include bending stress, shear stress, compressive and tensile stresses, stress-strain relationships, Mohr's circle, and shear and moment diagrams. Prerequisite: CET 220. *Offered winter quarter.*

## **CET 223 Hydraulics 4 credits**

An introduction to the fundamentals of fluid characteristics and the related impact on engineering design. Includes properties and definitions of fluid mechanics, fluid statics, fluid dynamics, fluid flow, measurement of fluids, orifices, weirs, pipe flow, and open channel flow. *Offered fall quarter.*

## **CET 224 Soil Mechanics 4 credits**

An introduction to soil mechanics as it relates to engineering design. Emphasizes the identification and classification of soils, engineering properties of soils, compaction of soils, aggregate gradations, bearing capacities, and ASTM laboratory test methods. Written and oral reports are required. *Offered winter quarter.*

## **CET 226 Concrete and Asphalt Pavements 3 credits**

An introduction to asphalt and concrete pavement design. Emphasizes the identification and classification of soils, engineering properties of soils, compaction of soils, aggregate gradations, bearing capacities, and ASTM laboratory test methods. Written and oral reports are required. *Offered spring quarter.*

## **CET 242 Properties of Materials 4 credits**

Instruction in materials such as mineral aggregates, concrete, timber, steel, and plastic materials used for engineering projects. Written and oral reports are required. *Offered winter quarter.*

## **CET 250 Introduction to Graphic Information systems 2 credits**

Provides an introduction to GIS and emphasizes coordinates systems, ArcView themes, mapping, data retrieval, data sorting, data analyzing, linking, and case studies. Written reports are required. *Offered winter quarter.*

## **CET 251 Civil Engineering CAD Design Applications 3 credits**

CAD instruction for civil engineering applications with an emphasis on surfacing models, runoff, site design, sewer systems, and hydrology. Written and oral reports are required. Prerequisite: CET 152. *Offered spring quarter.*

## **CET 263 Transportation and Highway Engineering 4 credits**

An introduction to transportation engineering that includes vertical and horizontal highway curves, mass diagrams, traffic studies, highway drainage problems, and intersection analysis. Written and oral reports are required. Prerequisite: CET 161 or instructor's approval. *'Offered winter quarter.*

## **CET 299 Student leadership 1 credits**

Provides the student an opportunity to investigate and document leadership experiences and participation with an emphasis on responsibilities of the construction/engineering front-line supervisor. *Offered all quarters.*

# ENGLISH

## English

### Faculty Advisers:

Linda Andrews	509.527.4641
Michael Kiefel	509.527.4640
Virginia McConnell	509.758.1709 - Clarkston
Bill Krieger	509.527.4316
Brad LaFran	509.527.3682

All new and re-entering students are tested in English and mathematics at Walla Walla Community College. The English testing will include a writing sample. As a result of this testing, students will be enrolled in the most appropriate English course. To complete English 101, students will be required to take a competency exam at the end of the quarter, which will help determine their readiness for additional English composition courses.

### ENG 059 Vocabulary 1-2 Credits

The purpose of this course is to enable students to improve their communication skills by broadening their vocabulary. Instruction is individualized based on each student's goals.

### ENG 069 Penmanship 1 Credit

A course designed to meet the individual needs of students who wish to improve their cursive writing. Emphasis on letter form, size, and continuity.

### ENG 079 Writing Fundamentals I 1-5 Credits

An elementary writing course which focuses on basic parts of speech, free writing, and writing simple sentences.

### ENG 080 Reading & Writing Concepts: 10 Credits From Sentence to Paragraph

Assists students in developing reading and writing skills. Integrates the reading and writing process so that the writing assignments grow out of the students' reading. Includes elements of grammar, sentence structure, and basic paragraph structure. Students work on computers, individually, and in group settings. Prerequisite: Placement by entrance assessment. *Offered fall, winter, spring.*

### ENG 085 Grammar 3 Credits

Grammar review of basic parts of speech and sentence structure. Prerequisite: ERT reading level above 40. *Offered fall, winter, spring.*

### ENG 086 Spelling I 1-2 Credits

A self-paced lab course that emphasizes basic spelling rules and principles, dictionary use, and writing as an approach to better spelling. A listening test is given to each student to determine a starting point and to individualize each student's program. *Offered fall, winter, spring, summer.*

### ENG 089 Writing Fundamentals II 1-4 Credits

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. *Offered fall, winter, spring, summer.*

### ENG 092 Special Topics in Writing 1-5 Credits

Provides students an opportunity to improve identified and specific areas of writing skills. *Offered fall, winter, spring.*

### ENG 093, 094 Special Topics in Writing 1-5 Credits

Provides students the opportunity to review a specific area of writing. *Offered fall, winter, spring.*

### ENG 095 Individualized Study Skills 1-7 Credits

A program designed to improve student efficiency in the areas of listening and note taking, time management, textbook reading strategies, concentration, memory improvement, exam preparation, and test anxiety. Each topic may be taken as an individual credit for up to 5 credits in one quarter. Prerequisite: Placement by an entrance assessment score of 33-36 on the Asset. *Offered fall, winter, spring.*

### ENG 096 Spelling II 1-2 Credits

A continuation of Spelling I in a self-paced, lab format. The student continues to work on individual areas of need determined by the listening test given in the previous course. Prerequisite: Students must have passed two credits of Spelling I before continuing with Spelling II. *Offered fall, winter, spring, summer.*

### ENG 097 Effective Study Skills 1-6 Credits

Learning to learn is the focus of this course. This lecture class covers effective listening and note taking, exam preparation, textbook strategy, memory improvement, and learning styles.

### ENG 098 Writing Skills Review 2 Credits

This course provides students with a brief review of writing skills designed to help them improve their scores on the college's placement exam and to prepare them to enroll in the most appropriate class in the English writing sequence. Admission is by instructor's permission.

### ENG 099 Writing Fundamentals III 5 Credits

An intermediate writing course which focuses on grammar review, sentence combining, paragraphing, organization and development, and editing and proofreading. Prerequisite: Placement in ENG 099 by entrance assessment or a C or better in English 080 or 089. *Offered summer, fall, winter, spring.*

### ENG 100 Basic Expository Writing 5 Credits

This course prepares the student for English 101. Focuses on development of critical thinking and composition of analytic paragraphs and essays. Prerequisite: Either a grade of C or above in English 99 or an appropriate score on the English placement test. *Offered summer, fall, winter, spring.*

### ENG 101 English Composition I 5 Credits

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.

### ENG 102 English Composition II 5 Credits

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.

### ENG 103 English Composition III 5 Credits

Designed to prepare students to write critical and research papers—emphasis on literary forms, analysis and research methods. Prerequisite: ENG 101 with a grade of "C" or better.



# ENOLOGY & VITICULTURE

## Enology & Viticulture Program

Web site: <http://www.wallawalla.cc/wine/index.htm>

### Faculty Advisers:

Stan Clarke 509.527.4684

[stan.clarke@wwcc.ctc.edu](mailto:stan.clarke@wwcc.ctc.edu)

Myles Anderson 509.527.4264

[myles.anderson@wwcc.ctc.edu](mailto:myles.anderson@wwcc.ctc.edu)

**Industry Description:** The Walla Walla Institute for Enology and Viticulture was established to 1) facilitate alliances with vintners and viticulturists in the Walla Walla Valley AVA (American Viticulture Area) and throughout Washington State to promote the economic development of the wine industry, 2) provide education, and 3) train for those with an interest in this industry. Students enrolled in the program may expect the training necessary to become involved in or increase existing knowledge of the wine industry.

**Program Overview:** The Institute is dedicated to the importance of viticulture as the science of wine farming. This means that viticulture is a prerequisite to the crafting of premium wines and winemaking itself. The establishment and management of a teaching vineyard is a significant aspect of the wine education program. The teaching vineyard includes a certified nursery and several acres of wine grape varieties that support the Institute's wine production program. In addition, a demonstration vineyard is intended that will include a variety of water-application systems, trellising systems, and a wind machine.

**Program Options:** The Institute offers courses with internships that lead to both one-year Certificates and two-year Degrees in Enology and Viticulture. Also available is an Associate in Arts Degree option containing many of the prerequisite courses for transfer to Washington State University for individuals pursuing a baccalaureate degree in viticulture and/or enology (for additional information please contact adviser). These degrees will prepare students for a variety of careers in vineyards (vineyard workers, crew leaders, managers, viticulturists) to wineries (winemakers, cellar workers, lab technicians, retail sales representation).

**Entrance Requirements:** Students are required to have a high school diploma or GED and instructor's permission prior to enrolling in the program. Students enrolling in courses focusing on winemaking are required to be 21 years of age or older.

**Other Information:** The Institute also offers courses in sensory evaluation, wine appreciation, wine consumer education, health and wine awareness, and hospitality training. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

### Schedule for Degree Completion:

## Associate in Applied Arts and Sciences Degree in Enology and Viticulture

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

### - Viticulture -

#### First Year

Quarter One	Credits
WINE 100, Orientation to the Wine Industry .....	1
WINE 101, Establishing a Vinifera Vineyard .....	5
IRT 112, Irrigation Principles .....	5
PSY 101, Introduction to Psychology(R) .....	5
AGPR 201, Basic Soils Science .....	5
WINE 197, Viticulture Practicum .....	1-3
<b>Total Credits .....</b>	<b>22-24</b>

Quarter Two	Credits
AGPR 113, Plant Science .....	3
AGPR 202, Soils Fertility & Management .....	5
WINE 102, Maintaining a Vinifera Vineyard .....	5
WINE 106, Leadership Seminar (L) .....	1
WINE 198, Viticulture Practicum .....	1-3
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>18-20</b>

Quarter Three	Credits
AGPR 105, Weed Biology & Identification .....	5
WINE 231, Pesticide Licensing for Viticulture .....	3
WINE 107, Winemaking for Viticulture .....	3
WINE 199, Viticulture Practicum .....	1-3
OCSUP 106, Applied Mathematics (M) .....	5
<b>Total Credits .....</b>	<b>17-19</b>
<b>Year-One Total Credits .....</b>	<b>57-63</b>

### - Enology -

#### Second Year

Quarter Four	Credits
WINE 203, Science of Winemaking I .....	5
AGPR 120, Agricultural Chemistry .....	5
WINE 297, Winemaking Practicum .....	1-3
WRITE 100, Vocational Writing(W) .....	3
<b>Total Credits .....</b>	<b>14-16</b>

Quarter Five	Credits
WINE 204, Science of Winemaking II .....	5
AGRI 215, Plant Diseases & Insects .....	5
WINE 298, Winemaking Practicum .....	1-3
WINE 108, Wine Industry Employment (J) .....	3
<b>Total Credits .....</b>	<b>14-16</b>

Quarter Six	Credits
WINE 205, Science of Winemaking III .....	5
AGRI 211, Ag Business Management .....	5
WINE 299, Winemaking Practicum .....	1-3
<b>Total Credits .....</b>	<b>11-13</b>
<b>Year-One Total Credits .....</b>	<b>39 - 45</b>
<b>Total Credits .....</b>	<b>96 -108</b>

# ENOLOGY & VITICULTURE

A Certificate is available upon completion of year-one requirements.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 01.0393 • EPC 121 • Certificate Clock Hours: 630

## **WINE 100 Orientation to the Wine Industry 1 Credit**

An overview of the wine industry in Washington and the Walla Walla Valley AVA that enhances students' knowledge of the industry and its impact upon our economy. Provides a deeper understanding and appreciation for the art and skill that goes into crafting premium wines. Prerequisite: Class participants must be at least 21 years of age. *Offered fall.*

## **WINE 101 Establishing a Vinifera Vineyard 5 Credits**

An introduction to the processes of establishing an vineyard. Emphasis on site selection, vine varieties, soil preparation, planting methods, vineyard layout, and equipment requirements. *Offered fall.*

## **WINE 102 Maintaining a Vinifera Vineyard 5 Credit**

Provides the student the skills necessary in maintaining the vineyard from the point of dormancy through the harvest. Emphasizes crop monitoring techniques, pruning methods, bloom, vine manipulation, determining vine health, and the relationship that exists between the grower and the vintner. Prerequisite: IRT 112, Irrigation Principles. *Offered winter.*

## **WINE 106 Leadership Seminar 1 Credit**

Provides students with leadership and contact opportunities through active participation in local and state wine grape growers association conferences. *Offered winter.*

## **WINE 107 Winemaking for Viticulture 3 Credits**

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

## **WINE 108 Wine Industry Employment 3 Credits**

Provides insights and experiences necessary to become a successful job applicant in the wine industry. Investigate the employers' perspective, competitive job seeking, resume and application writing, networking, and interview procedures. *Offered winter.*

## **WINE 157 Summer Cooperative Work Experience 1-9 Credits**

An opportunity to learn and apply skills while working at an approved vineyard and/or winery site. Typically a paid work experience for advanced viticulture students. Prerequisite: Completion of one quarter of the enology program. *Offered summer.*

## **WINE 175 Seminar: Vineyard and Winery Spanish 1 Credit**

This seminar is designed for English speakers who work with winery and vineyard employees whose first language is Spanish and want to learn basic conversational Spanish specific to the winery vineyard worker. The course will cover pronunciation, basics such as numbers, dates, telling time, the weather, culture, specific vocabulary, expressions, paperwork, and verbs. Prerequisite: None. *Offered arranged.*

## **WINE 197 Viticulture Practicum 1-3 Credits**

Provides students with hands-on learning experiences while assigned to a selected vinifera vineyard manager. Prerequisite: Current enrollment in the Viticulture program. *Offered fall.*

## **WINE 198 Viticulture Practicum 1-3 Credits**

Provides the student with hands-on learning experiences while assigned to a selected vinifera vineyard manager. Prerequisite: Current enrollment in the Viticulture program. *Offered winter.*

## **WINE 199 Viticulture Practicum 1-3 Credits**

Provides students with hands-on learning experiences while assigned to a selected vinifera vineyard manager. Prerequisite: Current enrollment in the Viticulture program. *Offered spring.*

## **WINE 203 Science of Winemaking I 5 Credits**

An advanced (second year) enology course designed to provide the student with winemaking principles from hygiene to sensory evaluation. Topics of emphasis include winery hygiene, sulfides, fruit selection, vineyard factors, crush, yeast and ML bacteria fermentation, nutrients, crusher-stemmers, presses, tanks, pumps, fermentors, and sensory evaluation. Prerequisites: At least 21 years old and instructor's permission. *Offered fall.*

## **WINE 204 Science of Winemaking II 5 Credits**

The second part of a three-part series of enology instruction designed to introduce the student to winemaking processes. Class presentations emphasize the use of dry yeasts, liquid cultures, fermentation nutrients, enzymes, cellar supplies and chemicals, lab analysis methods, first racking, topping methods, cold stabilization, spoilage, ML chromatography, and technical wine tasting. Prerequisites: At least 21 years old and successful completion of WINE 203. *Offered winter.*

## **WINE 205 Science of Winemaking III 5 Credits**

The third in a three-part series of enology instruction designed to introduce the student to winemaking processes. Emphasizes selection, care and repair of barrels, rackings, oak identification, wine blending and aging, fining, filtration, troubleshooting, labels, corks, bottles, capsules, bottling. Prerequisites: At least 21 years old and instructor's permission. *Offered spring.*

## **WINE 231 Pesticide Licensing for Viticulture 3 Credits**

Preparation for the state of Washington pesticide licensing exam, with a special focus on wine grapes. Successful completion of this class and the state exam will result in issuance of the Washington State Pesticide License. *Offered fall.*

## **WINE 257 Summer Cooperative Work Experience 1-9 Credits**

Provides students with hands-on learning experiences while assigned to a selected vinifera vineyard manager. Prerequisite: Current enrollment in the Viticulture program. *Offered spring.*

## **WINE 297 Winemaking Practicum 1-3 Credits**

Students experience hands-on learning while working at a selected winery under the supervision of a professional vintner. Prerequisites: Current enrollment in the enology program and instructor's approval. *Offered fall.*

## **WINE 298 Winemaking Practicum 1-3 Credits**

Students experience hands-on learning while working at a selected winery and receiving supervision from a professional vintner. Prerequisites: Current enrollment in the enology program and instructor's approval. *Offered winter.*

# ETHNIC STUDIES/FARRIER SCIENCE

## WINE 299 Winemaking Practicum

1-3 Credits

Students experience hands-on learning while working at a selected winery and receiving supervision from a professional vintner. Prerequisites: Current enrollment in the enology program and instructor's approval. Offered spring.

## Ethnic Studies

### ETH 110 African-American Studies: 1950 To Present

3 Credits

This course critically examines the impact of social, economic, political, educational and penal policies on African-American citizens. The class covers the period from 1950 to present. Consequently, it offers students the opportunity to analyze recent events through the lens of Black culture.

## Farrier Science

Web site: <http://www.wallawalla.cc/farrier/index.htm>

Faculty Adviser:

Jeff Engler

509.527.4291

[jeff.engler@wwcc.ctc.edu](mailto:jeff.engler@wwcc.ctc.edu)

**Industry Description:** A farrier is an individual trained in the art and science of trimming and shoeing horses of all breeds. There is a steady demand for qualified farriers throughout the world.

**Program Overview:** Program content includes study of anatomy, gaits and gait faults, lameness, and forging skills. The student must be familiar with the farrier's tools so that horseshoes can be made and nailed onto the horse's hooves. With knowledge of the bone structure of the horse's leg and sufficient practice and experience, the farrier will be able to retain true gaits of horses, improve or correct faulty gaits, alleviate disorders of the feet, and furnish relief for injured parts. Farriers must also have the ability to manage their own business and sell their services to the public. Students enrolled in the program spend five hours a day in lab working on horses and forging projects with an additional hour of lecture per day. Program content is updated and maintained with input from an advisory committee of professionals working in the industry. The department instructor is a Certified Journeyman Farrier and has a university degree and many years of experience successfully working within this industry.

**Program Options:** Students can choose between three options. A student completing the one-year program, consisting of three eleven-week quarters, will receive a professional-technical certificate. This gives the student the opportunity to work on a large number of horses with continued supervision. At the end of the first year, students can take the American Farriers Association Intern test. Students are encouraged to take nine credits of related instruction including leadership, computation, communications, and human relations. Students wishing to improve their farrier skills have the option to continue studies into a second year for a total of six eleven-week quarters. The student can study advanced shoeing techniques with emphasis on trimming, fitting, nailing, and advanced forging. At the end of this second year the student can receive an Associate in Applied Arts and Sciences Degree and can take the American

Farriers Association Certified Farrier examination. The third option is a six-week summer school. This is designed to teach the basics to a beginner in a short time frame or upgrade the skills of someone with previous work experience.

**Entrance Requirements:** Students must have an interview and approval by the instructor before entering the program. There are no prerequisites for course work.

**Other Information:** For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

### Schedule for Degree Completion:

## Associate in Applied Arts and Sciences Degree in Farrier Science

This schedule lists all courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

### – Certificate –

#### First Year

##### Quarter One Credits

FRR 190, Basic Metallurgy .....	1
FRR 191, Basic Shoeing .....	12-14
FRR 192, Basic Forge Tools .....	6
OCSUP 102, Job Communications (O) .....	3
<b>Total Credits .....</b>	<b>22-24</b>

##### Quarter Two Credits

FRR 161, Recordkeeping for Farriers (optional) .....	2
FRR 195, Intermediate Shoeing & Application .....	17-21
OCSUP 106, Applied Mathematics (M) .....	5
<b>Total Credits .....</b>	<b>24-28</b>

##### Quarter Three Credits

FRR 197, Advanced Shoeing & Forge Work .....	17-21
OCSUP 101, Job Psychology (R) .....	3
<b>Total Credits .....</b>	<b>20-24</b>
<b>Year-One Total Credits .....</b>	<b>66-76</b>

### – Degree –

#### Second Year

##### Quarter Four Credits

FRR 291, Advanced Hoof Preparation & Shoeing .....	15-17
WRITE 100, Vocational Writing (W) .....	3
<b>Total Credits .....</b>	<b>18-20</b>

##### Quarter Five Credits

FRR 297, Handmade Shoes .....	15-17
OCSUP 103, Job Seeking Skills (J) .....	3
<b>Total Credits .....</b>	<b>18-20</b>

##### Quarter Six Credits

FRR 283, Therapeutic Shoeing .....	17
FRR 299, Student Leadership (L) .....	1
<b>Total Credits .....</b>	<b>18</b>
<b>Year-One Total Credits .....</b>	<b>54-58</b>
<b>Total Credits .....</b>	<b>120-134</b>

A Certificate is available upon completion of the year-one requirements.



# FARRIER & FIRE SCIENCE

When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.

FRR 159, Farriery Special Problems is available each quarter as a supplemental course offering.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 01.0596 • EPC 120 • Certificate Clock Hours: 1170

**FRR 161 Record Keeping for Farriers 2 Credits**  
Introduction to basic record keeping for farriers. Includes record keeping and other information needed for small businesses. *Offered winter.*

**FRR 190 Basic Metallurgy 1 Credit**  
Introduction to basic metallurgy. Includes composition of metals, heat treating and hardening of metal. *Offered fall.*

**FRR 191 Basic Shoeing 12-14 Credits**  
Introduction to basic horse shoeing. Includes basic anatomy, basic balance, and basic shoeing. *Offered fall.*

**FRR 192 Basic Forge and Tools 6 Credits**  
Introduction to basic forge work related to horseshoeing. Includes running propane and coke forges, care of tools and anvil. *Offered fall.*

**FRR 195 Intermediate Shoeing and Application 17-21 Credits**  
Hands-on shoeing experience with live horses. The student learns how to trim a horse's hooves, make or shape shoes, and apply them. Prerequisite: FRR 191. *Offered winter.*

**FRR 197 Advanced Shoeing and Application 17-21 Credits**  
Hands-on shoeing experience with live horses. The student learns how to trim a horse's hooves, make or shape shoes, and apply them. Prerequisite: FRR 195. *Offered spring.*

**FRR 283 Therapeutic Shoeing 17 Credits**  
Hands-on shoeing experience with live horses for students beyond the intermediate level. The student learns to make and apply all types of therapeutic and hand forged shoes. Prerequisite: Instructor's permission. *Offered spring.*

**FRR 291 Advanced Hoof Preparation and Shoeing 17 Credits**  
Hands-on shoeing experience with live horses for students beyond the intermediate level. The student improves forging and shoeing abilities. Prerequisite: Instructor's permission. *Offered fall.*

**FRR 297 Advanced Forging – Handmade Shoe Unit 17 Credits**  
Hands-on shoeing experience with live horses for students beyond the intermediate level. The student applies hand made shoes with clips. Prerequisite: Instructor's permission. *Offered winter.*

## Fire Science

**Web site:** <http://www.wallawalla.cc/fire/>

Faculty Adviser:

Billie Fitzsimmons 509.527.4330

[billie.fitzsimmons@wwcc.ctc.edu](mailto:billie.fitzsimmons@wwcc.ctc.edu)

**Industry Description:** Every year, fires and other emergencies take thousands of lives and destroy property worth billions of dollars. Firefighters help protect the public against these dangers by rapidly responding to a variety of emergency situations in fire-related incidents and medical responses. Firefighters work in many different settings, including both urban and suburban areas, airports, chemical plants and other industrial sites, and rural areas like grasslands, agricultural locations, and forests. In addition, some firefighters work in hazardous materials units, and training is now being offered in combating the effects of bioterrorism. It must be recognized, however, that firefighting in general involves hazardous conditions and long, irregular hours. Although positions in the fire service are generally open to high school graduates, keen competition for positions has increased the desirability of a fire science degree from a community college. The degree has appeared to improve an applicant's chance for full-time employment.

**Program Overview:** Fire Science offers the student the basic knowledge and skills required to function in a fire service setting as an entry level firefighter. The program is designed on a two-year rotational basis and begins with basic skills required for a Firefighter I Certificate. Additional courses related to fire fighting build on the initial classes. The program also includes EMT training as an essential component. Along with fire-related courses, core educational classes are required leading to an AAAS degree. Many students also take additional course work to obtain an AA degree in addition to the AAAS. The format of the fire-related classes includes lectures and skill practice, depending on the specific class. In order to obtain more hands-on experience, each student is encouraged to volunteer with a local fire department. Sleeper programs, in which students live at the fire stations, are available at some of the local departments. The instructors who teach the fire and EMS-related courses are endorsed by the local fire science advisory board, are active in the field, and are recognized as credible instructors in their particular disciplines. These courses are offered during the early evening and are held at local fire departments. WWCC is a member of the Washington State Fire Service Education Association and offers courses approved by this organization. Therefore, students at WWCC can transfer their credits to any other participating community college in the state. Some of the participating colleges offer some distance learning courses in fire science. In addition to the Fire Fighter I certificate, which is both state and nationally recognized, students are required to obtain certification in Instructor I and Fire and Life Safety Educator, Department of Natural Resources (DNR) Red Card, as well as state certification for EMT. WWCC works closely with local fire departments, the EMS system, and the state association in order to offer a quality program.

**Program Options:** Students are encouraged to complete an AA degree if they wish to advance to a four-year institution for future

# FIRE SCIENCE

study. The Associate in Applied Arts and Science (AAAS) Fire Science program normally takes two years to complete. Core fire-related classes can also be taken by individuals interested in a particular topic but who do not wish to obtain a degree. Volunteers staff many of the local fire departments, and these individuals often take courses to enhance their skills and knowledge. A student can transfer to any other community college that offers a Fire Science program in Washington State. Currently the Washington State Fire Service Education Association is working with four-year institutions on articulation agreements that will prove valuable in the future. Students who complete the Fire Science program have the option to take additional courses that lead to paramedic certification or advance to business administration programs. Competition for available positions is keen. Students who complete the program often test for positions out of the area. Large population centers tend to have more paid positions and therefore more opportunities for employment. Our students have filled local paid positions that come open.

**Entrance Requirements:** Students interested in receiving an AAAS degree must have a high school diploma or GED certificate. They must also complete a placement test offered by the student development center at WWCC. Students may start the program during fall quarter every other year. Students who miss the fall enrollment period may take the EMT and general educational courses at any time and then take the fire-related courses when the program begins again. Because of the nature of the work, students enrolled in the Fire Science program will have to submit to a Washington State criminal background check.

**Other Information:** Students can apply for scholarships through some of the participating fire departments. Students are also encouraged to apply for positions in the sleeper program, in which lodging is provided in exchange for taking calls. Students completing the first year of the program are qualified to take the certification test for Fire Fighter I and will be issued a Red Card by the Department of Natural Resources. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

## Schedule for Degree Completion:

### **Associate in Applied Arts and Sciences Degree in Fire Science**

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### – Certificate –

##### First Year

<u>Quarter One</u>	Credits
FCA 100, Introduction to Firefighting (J) .....	2
FCA 111, Fundamentals of Firefighting .....	4
SPCH 101, Fundamentals of Speech (O) .....	3
ENG 101, English Composition (W) .....	5
<b>Total Credits</b> .....	<b>14</b>

##### Quarter Two

	Credits
FCA113, Intermediate Firefighting .....	6
FCA177, Wildland Urban Interface .....	3
MATH, Math over 100 level (M) .....	5
<b>Total Credits</b> .....	<b>14</b>

##### Quarter Three

	Credits
FCA 115, Advanced Firefighting .....	5
FCA 137, Fire Protection Systems .....	3
HO 130, Emergency Medical Technician .....	10
<b>Total Credits</b> .....	<b>18</b>
<b>Year-One Total Credits</b> .....	<b>46</b>

#### – Degree –

##### Second Year

<u>Quarter Four</u>	Credits
FCA 105, Hydraulics .....	3
FCA 160, Fire Tactics .....	3
CHEM 101, Introduction to Chemistry .....	5
WRITE 110, Technical Writing .....	3
<b>Total Credits</b> .....	<b>14</b>

##### Quarter Five

	Credits
FCA 190, Uniform Codes and Inspections .....	4
FCA 120, Fire Investigation .....	3
CT 121, Computer Software Principles .....	5
PSYCH 101, General Psychology (R) .....	5
<b>Total Credits</b> .....	<b>17</b>

##### Quarter Six

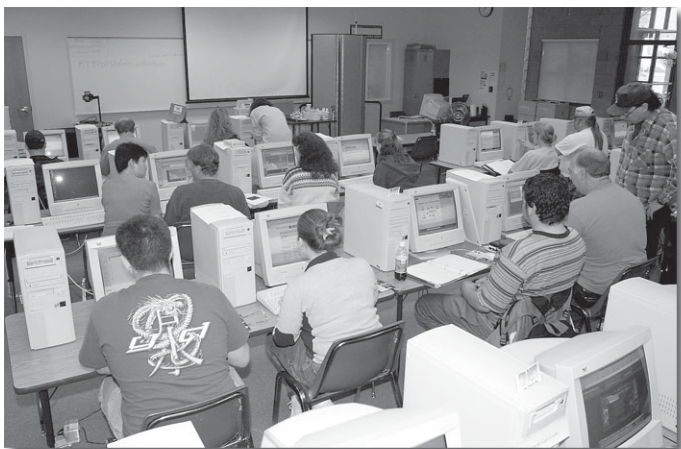
	Credits
FCA 152, Building Construction .....	3
FCA 115, Instructor I .....	3
FCA 285, Public Fire & Life Safety Educator I .....	2
SOC 101, Introduction to Sociology .....	5
OCSUP 299, Student Leadership (L) .....	1
<b>Total Credits</b> .....	<b>14</b>
<b>Year-Two Total Credits</b> .....	<b>45</b>
<b>Total Credits</b> .....	<b>91</b>

A Certificate is available upon completion of the year-one requirements.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 43.0203 • EPC 828 • Certificate Clock Hours: 460



# FIRE SCIENCE

## **FCA 100 Introduction to the Fire Service 2 Credits**

Provides an overview of the fire service and the role of the firefighter. Three main components consist of the history and trends of the fire service, new educational and skill expectations that are required for today's firefighter, and necessary employment information that is vital to entry-level firefighters. *Offered fall, even years.*

## **FCA 105 Hydraulics 3 Credits**

This course is consistent with the competencies identified in NFPA 1002 Standards with primary emphasis on the duties and responsibilities of a pump operator. This is accomplished by learning the operating principles, theories, and construction of the apparatus, the maintenance, pumping, operating the pump, and the study of circulating hydraulics. Prerequisite: FCA 113. *Offered fall, odd years.*

## **FCA 111 Fundamentals of Firefighting 4 Credits**

Provides the beginning student an introduction to firefighting fundamentals according to National Fire Protection Association (NFPA) standards and includes a practicum element. Includes personal protective equipment, search and rescue techniques, health and safety, fire behavior, incident command systems, ladders and ventilation, hazardous materials, etc. *Offered fall, even years.*

## **FCA 113 Intermediate Firefighting 6 Credits**

This class is taught according to the standards of the National Fire Protection Association (NFPA) and enhances the information covered in the fundamentals course, FCA 111. Emphasis is on hazardous materials, fire behavior, use and types of extinguishers, advanced ventilation, search and rescue, forcible entry techniques, ropes and knots, and techniques in salvage and overhaul. Prerequisite: FCA 111 or equivalent training. *Offered winter, odd years.*

## **FCA 115 Advanced Firefighting 5 Credits**

This class is taught according to the standards of the National Fire Protection Association (NFPA) and is the final segment in the FCA 111 and 113 series. Expands on the topics covered in the previous class and includes hydraulics, sprinkler systems, fire prevention education, investigation, and multi-company operations. Upon completion of this segment, the student will be able to take the test for Level I Firefighter conducted by the State Fire Protection Bureau. Those who successfully complete the state test will receive a certificate from the International Fire Service Accreditation Congress (IFSAC) that is recognized in 35 states and 19 countries. Prerequisite: FCA 113 or equivalent training. *Offered spring, odd years.*

## **FCA 120 Basic Fire Investigation 3 Credits**

A basic study of fire scene investigation procedures and techniques used to determine the origin and cause of fire. Includes accurate determination of the origin and cause of fire, systematic approach to fire scene examination, chemistry of fire, accidental and incendiary fire causes, scene sketching, scene photography, note taking, and Washington State Criminal statutes. Additional topics include basic scene security, major fire scene control, report writing, interviewing, and courtroom demeanor for the firefighter and investigator. Prerequisite: FCA 115 or equivalent training. *Offered winter, even years.*

## **FCA 137 Fire Protection Systems 3 Credits**

A study of fire protection and detection systems with a focus on the introduction of sprinkler system operation, maintenance, and inspection. Includes basic system designs including wet, dry, deluge, and pre-action; various sprinkler heads; system parts including connections and valves; and system operation including water supply. Maintenance and inspection of sprinkler systems and fire department support are discussed. Other topics

include occupancies requiring non-water types systems, examination of carbon dioxide systems, halogenated systems, wet/dry chemical systems, and standpipe systems along with the fire department standpipe systems. Additionally, the course explores fire extinguishers, fire detection and alarm systems. Prerequisite: FCA 115 or equivalent training. *Offered spring, odd years.*

## **FCA 152 Building Construction 3 Credits**

An overview of building construction engineering principles, fire and life safety concerns, hazardous materials / techniques, and related design factors. Significant course time concentrates on the hazards of various methods, techniques, components, and materials found in building construction. Special attention to lightweight construction techniques as well as strategic and tactical considerations for contemporary building design. Utilization of building construction knowledge for pre-planning fire potential is emphasized. Prerequisite: FCA 115 or equivalent training. *Offered spring, even years.*

## **FCA 155 Fire Instructor 1 3 Credits**

Provides instruction and experience in analyzing, presenting, and evaluating fire-related educational materials. The content is consistent with the competencies identified in the National Fire Protection Association (NFPA) 1041 Standard. The primary emphasis is placed on teaching/instructional methodology and techniques that can be used to present educational material. Prerequisite: FCA 115 or equivalent training. *Offered spring, even years.*

## **FCA 160 Fire Tactics 1 3 Credits**

Training in the planning, implementation, and evaluation of basic fire tactics at the responding officer level. Principal elements include pre-fire planning, size-up, fire simulation, fire behavior, organizational structures, tactics, strategy, resource requirements, and allocation of resources. Prerequisite: FCA 115 or equivalent training. *Offered fall, odd years.*

## **FCA 177 Wildland Interface 3 Credits**

Designed for the company officer, initial attack incident commander, and other firefighters who are confronted with a wild land/urban interface fire situation and focuses on strategy and tactical decisions that minimize property damage. Students participate in a simulated fire incident and are required to evaluate the situation, order and deploy attack and support resources, and safely and effectively provide control of the situation. Prerequisite: FCA 115 or equivalent training. *Offered winter, odd years.*

## **FCA 190 Fire Inspection and Codes 4 Credits**

A study of the Uniform Fire Code as it applies to fire prevention inspections at the fire company level. Includes the Fire Code's relationship to the Uniform Building Code and other recognized standards. Special attention is given to the establishment and maintenance of model codes, the inspection process, and developing an understanding of the administrative section of the Uniform Fire Codes and the Uniform Building Codes. Discussion of public relations and alternate methods and materials give the course a realistic approach to field applications. Prerequisite: FCA 115 or equivalent training. *Offered winter, even years.*

## **FCA 285 Public Education Variable 2-3 Credits**

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. In addition to the educational component, the student gains insights into working with community agencies, understanding the legislative process, and securing funding and other resources. Prerequisites: FCA 115, FCA 155, or equivalent training. *Offered spring, even years.*



# FOREIGN LANGUAGE/GEOGRAPHY/GEOLOGY

## Foreign Languages

The foreign language department currently offers a two-year sequence of courses in Spanish. Other languages may be available through Continuing Education or Distance Learning.

## Geography

Faculty Adviser:

Steve May

509.527.4278

Geography courses provide students with an opportunity to learn more about the world in which we live. These geography courses may be used to fulfill the science requirements for transfer credit and for further study in the physical or earth science fields.

Students planning to major in the sciences at a four-year institution should follow the degree requirements for the Associate in Science Degree listed in the front of this catalog. The Clarkston campus may not offer the courses in the same quarter as noted in descriptions.

### **GEOG 105 Physical Geography 5 Credits**

The earth is a dynamic system that provides the exact combination of interrelated components to support life as we know it at this time. This course introduces all aspects of earth systems, identifying physical phenomena and stressing their distribution and relationships. It will place a special emphasis on human-environmental relationships.

### **GEOG 160 Introduction to Human Geography 5 Credits**

Human populations, cultures, activities and connections with the physical landscapes they live on are discussed. The study of the spatial variations among the human cultures and patterns of interaction between humans and the environment are introduced. Cross-listed as Sociology 160.

### **GEOG 170 Introduction to Maps and Cartography 5 Credits**

This course is an introduction to the descriptive and graphic language of maps, the history of maps, map types, map study and interpretation, map uses, and mapping technology. Also, a brief introduction to cartography and geographic information systems (GIS) will be discussed.

### **GEOG 201 Introduction to World Regional Geography 5 Credits**

This course is a study of the countries, regions, and people of the world in which we live. This course will examine the interrelationships between people and their physical and cultural environments.

### **GEOG 210 Introduction to Weather 5 Credits**

Examines the nature of the atmosphere including the study of weather elements, weather systems, climate, and the impact weather has on humans and vice versa. Provides an introduction to meteorology and the tools involved in the study of weather and climate. Prerequisites: MATH 95, computer skills of word processing and spreadsheets are recommended. Suggested minimum reading level: READ 98 or instructor permission.

### **GEOG 211 Introduction to Climate and Climate Change 5 Credits**

Study of the global climate system. Examines the various factors that influence climate, including the interactions between the atmosphere, ocean, land, and biosphere. Other topics include specific climate classifications, local climates, human interactions and influences on climate, climates of the past, possible climates of the future, and climate models. Prerequisites: MATH 095 and computer skills of word processing recommended. Suggested minimum reading level: READ 098 or by permission.

## Geology

Faculty Adviser:

Steve May

509.527.4278

The geology program provides opportunities for students interested in the physical sciences. Geology courses may be used to fulfill degree requirements, for transfer credit, and as a means of developing an increased understanding of the world in which we live. Students planning to major in the sciences at a four-year institution should follow the degree requirements for the Associate in Science Degree listed in the front of this catalog. The Clarkston campus may not offer courses in the same quarter as noted in the description.

### **GEOL 101 Physical Geology 5 Credits**

Study of the materials and processes of the earth. Topics include: rocks and minerals, geologic time, volcanic activity, plate tectonic theory, earthquakes, earth's interior, and the surface processes controlled by wind, water movement, and gravity. Laboratory exercises involve identification of common rocks and minerals, use of topographic and geologic maps, and knowledge gained through the study of earthquakes. Course also includes one local field trip. Offered fall, spring.

### **GEOL 120 Environmental Earth Science 5 credits**

A multi-disciplinary course designed to furnish the student with the basic background to understand the dynamic earth and the natural and cultural processes that affect the lithosphere, hydrosphere, and atmosphere.

### **GEOL 130 History of Life on Earth 5 Credits**

Study of past life on earth. Topics include: geologic time, appearance of life, concepts of evolution, fossilization processes, taxonomy, biogeography, emphasis on fossil groups through time, extinction events/theories. Course includes one field trip. This class does not include a lab. It does meet a natural science requirement.

### **GEOL 201 Historical Geology 5 Credits**

Study of the geological history of the earth; evolution of the earth, oceans, mountain building processes, and life. The course also includes the principles of stratigraphy, biostratigraphy, geochronology, fossil identification, paleogeographic reconstructions, and plate tectonics. Laboratory is included.

## High School Completion

### **HSC 037 U.S. History II 5 Credits**

The history and culture of the United States from approximately 1876 to the present. Offered fall, winter.

### **HSC 038 Civics and Contemporary Affairs 1-5 Credits**

A study of our freedoms and responsibilities as U.S. citizens including the Constitution, Bill of Rights, foreign relations, focusing on the Constitution and current issues. Offered winter, spring.

### **HSC 039 Pacific Northwest History 1-3 Credits**

Geography, Indian cultures, settlement, economy, and ecology of the state of Washington and the Pacific Northwest. Offered winter, every other year.

### **HSC 040 General Science I 1-5 Credits**

An introduction to the physical sciences, including topics from the fields of physics, astronomy, and geology. Emphasis on understanding the scientific method in preparation for advancement to college level science courses. Offered winter.

### **HSC 041 General Science II 1-5 Credits**

An introduction to the life sciences, including topics from the fields of biology, chemistry, and environmental science. Emphasis on understanding the scientific method in preparation for advancement to college level science courses. Offered spring.

# HISTORY

## History

### Faculty Advisers:

Jamie Underwood

509.527.4493

Jim Peitersen

509.527.4601

History is the study of our past as civilized people. Only by learning about that past can we come to know the fullness of humankind's ideas and actions, tragedies, and triumphs. But, while we learn of the past, we are also learning about the present. By discovering what people have thought and done before, we will, in a sense, improve our memories so that we better understand our present condition. History is the ideal foundation of liberal education, an education that will be complete and enriching in itself, or which will serve as the basis for additional education in the professions, humanities, or social sciences.

The History program at Walla Walla Community College provides courses to meet general education needs in the first two years of a college career in American history and world history. In addition to these introductory courses, study is offered in East Asian civilization, Northwest History, American foreign policy, and the American Presidency. These courses have no academic prerequisites and are open to all interested persons.

### **HIST 101, 102, 103 Western Civilization I, II, III 5 Credits**

Three surveys of the history of Western society and culture covering from origins to Renaissance, Renaissance to Industrial Revolution, Industrial Revolution to the present. Each is taught as an independent study course with arranged tutoring and testing day or evening. Contact instructor before registration for advice. (Suggested minimum reading level: READ 098). May be taken to satisfy AA degree requirements in either Humanities or Social Sciences.

### **HIST 105 World History 5 Credits**

An introduction to the history of world cultures from a western perspective, dealing with the development of human societies from ancient origins through the Classical Age in Greece, Rome and the Far East to the great civilizations of the Middle Ages in Europe and Asia. Supersedes HIST 101 and may not be taken if that course has been satisfactorily completed. (Suggested minimum reading level: READ 098).

### **HIST 107 Early Modern Civilization 5 Credits**

An introduction to the history of world cultures from a Western perspective, dealing with the development of human societies from approximately 1400 to 1815. May be taken to satisfy AA degree requirements in either (but not both) Humanities or Social Science. (Suggested minimum reading level: READ 098)

### **HIST 109 Modern Civilization 5 Credits**

An introduction to the history of world cultures from a Western perspective, dealing with the evolution of human society since 1815. Focuses on the impact of industrialization on democratization, the rise and fall of Western hegemony, war and revolution in 20th century culture, and the emergence of a global civilization. May be taken to satisfy AA Degree requirements in either, but not both, Humanities or Social Sciences. (Suggested minimum reading level: READ 098.)

### **HIST 115 U.S. in World Affairs 5 Credits**

Examination of American involvement in international affairs since 1898. Study includes America's foreign policy and actions as a world power with attention to both the policymakers and critics of the nation's position in significant international issues. May be taken as PSCI 115.

### **HIST 120 American Presidency 3 Credits**

Course is a historical and analytical examination of the office of the Presidency. Focus will be on the evolutionary changes in the power of the office and the consequences for leadership in America. May be taken as HIST 120.

### **HIST 201, 202, 203 American History I, II, III 5 Credits**

Survey of the significant individuals and events that have shaped the growth and development of the United States. Particular attention will be given to the political, economic, religious, and cultural foundations of this development. HIST 201 covers the time period from the early Native American societies to the 1840s. HIST 202 focuses on the period from the 1840s to World War I. HIST 203 surveys the significant forces and people that have shaped American civilization from the Progressive era to the present.

### **HIST 210 Northwest History 5 Credits**

Survey of the growth and development of the Pacific Northwest Region from the early Native American societies to the present. Focuses on the cultural, economic, political, and religious development of Washington, Oregon, and Idaho from jointly occupied territories to statehood. Special emphasis will be given to the consequences of contact between European/American groups and the indigenous native societies.

### **HIST 240 Western Minority History 5 Credits**

A general examination of the specific minority groups that helped explore, settle, and develop the Western United States. Cultural, religious, political, and socio-economic differences between the Native American societies and the dominant Spanish and American societies will be examined. Special attention will be given to examining, discussing, and challenging the traditional histories concerning the region.

### **HIST 250 Introduction to Latin America 5 Credits**

A course designed to provide a brief introduction to Latin America, with special emphasis on national and international issues (including but not limited to drug smuggling, environmental degradation, free trade, immigration, ethnicity, etc.) Students are not expected to have previous knowledge or background related to this subject. Suggested minimum reading level: READ 098.

### **HIST 252 Introduction to Mexico 5 Credits**

A survey of Mexican history from the Pre-Columbian era to the present with particular emphasis on post-independence and twentieth century traditions and developments - social and cultural, as well as historical and political, that have contributed to the diversity and complexity of the contemporary Mexican nation and people.

### **HIST 255 Traditional East Asian Civilization 5 Credits**

Survey of Chinese and Japanese history and culture from prehistory to present.

### **HIST 256 Modern East Asian History 5 Credits**

A survey of Chinese, Japanese, Korean, and Vietnamese history and culture from 1800 to the present.

### **HIST 280 Women in U.S. History 5 Credits**

Survey of the significant contributions of women to the growth and development of the United States from the early Native American societies to the present. The course will examine pioneering individuals and organizations, relevant legal, social, moral, political, economic, and religious issues concerning women in American society. Cross-listed as WST 280.

# HUMANITIES/INDUSTRIAL FIRST AID/IRRIGATION

## Horseshoeing (see "Farrier Science")

### Humanities

The humanities supply the foundation for all human knowledge. The framework for analysis and imagination in everyday life in all the crafts and professions is found in the courses of the humanities. Much learning comprises acquisition of skills or the testing of theory. The humanities, however, are devoted to realization and rising awareness—the moment of sudden understanding—about the world, the universe, and the human adventure.

#### HUM 101, 102, 103 Humanities I, II, III 5 Credits Introduction to Humanities

Sequential course that offers students an opportunity to experience the culture of Western civilization. Course covers selections in art, drama, music, literature, philosophy and architecture, and is structured to provide a historical overview of each major period from early man to modern times. Western culture is emphasized, but study of China, India, Japan, Islam, Africa, Meso-America and North America is included. HUM 101: Prehistory and the ancient world through the Classical Age. HUM 102: Historical periods associated with the foundation of modern culture from early middle ages to the Renaissance. HUM 103: The Baroque period to contemporary times, stressing dramatic change and forceful artistic expression.

#### HUM 107 American Culture in Film 5 Credits

Examines the female and male image in six Hollywood movies. The course studies the western, film noir, postmodern movies, and independent moviemaking. Movies are viewed during class sessions, followed by discussions. Requirements include weekly written analyses, four essays on assigned topics, and a final exam. Satisfactory completion of English 101 highly recommended.

#### HUM 110 Four Perspectives 3 Credits

An exploration of four remarkable perspectives in human history based on the lives and the teachings of Pythagoras, the Buddha, Jesus Christ, and Galileo. Readings and films, as well as poetry, paintings, and music provide a means to understanding the Pythagorean idea of Nature as governed by number, Buddhist mindfulness, Christian love as a challenging and active way of life, and Galileo's contribution to the methods of modern science and experimental inquiry.

#### HUM 112 The Cutting Edge 3 Credits

An exploration of a wide range of contemporary issues relating them to their histories and connecting these humanities and topics with science and technology.

#### HUM 201 Latino Arts and Culture I 3 Credits

Students examine current day Hispanic-Latino culture in the United States. This examination is based on two perspectives: Latino representations in film and video, and Latino popular music.

#### HUM 202 Latino Arts and Culture II 3 Credits

Students examine the current day Hispanic-Latino culture in the United States. This examination is based on four perspectives: Latino art, modern Latino literature, Chicano poetry, and a view of the current socio-political landscape in the greater national Latino community.

#### HUM 299 Special Topics 1-5 Credits

## Industrial First Aid

#### IFA 022 Medic First Aid .4 Credits

The standards for Medic First Aid come from the Journal of the American Medical Association Standards and Guidelines for Cardiopulmonary Resuscitation. (C.P.R.) and the American Academy of Orthopedic Surgeons. Approved by the state of Washington/Department of Labor and Industries. Fee includes materials and card.

#### IFA 023 Recertification-Medic First Aid 1-0 Credits

Recertification class for individuals already possessing a Medic First Aid card which must be renewed.

#### IFA 024 Pediatric First Aid .5 Credits

The standards for Pediatric First Aid come from the Journal of the American Medical Association, Standards and Guidelines for Cardiopulmonary Resuscitation (CPR) through the American Heart Association, and the American Academy of Orthopedic Surgeons. Pediatric First Aid is approved as a first aid course for child care providers by the state of Washington's Department of Labor and Industries. Fee includes materials and card.

## Irrigation Technology

Web site: [www.wallawalla.cc/irrigation](http://www.wallawalla.cc/irrigation)

#### Faculty Advisers:

Greg Farrens 509.527.4250

[greg.farrens@wwcc.ctc.edu](mailto:greg.farrens@wwcc.ctc.edu)

Gerald Anhorn 509.527.4250

[gerald.anhorn@wwcc.ctc.edu](mailto:gerald.anhorn@wwcc.ctc.edu)

**Industry Description:** Knowledge of irrigation systems is important in the agriculture, turf maintenance, and landscape industries. The irrigation industry is experiencing a period of rapid technological advancement in labor-saving and water-conserving irrigation systems. Highly skilled technicians are required to design, install, operate, and maintain these new technologies. Graduates of this program have been highly recruited, and job placement is exceptional.

**Program Overview:** Irrigation Technology is the application of irrigation principles and practices utilizing water and energy conservation methods to meet industry needs. Graduates of this program are highly recruited to design, sell, install, operate, maintain, manage, and/or service turf, landscape, and agricultural irrigation systems. The knowledge and skills required to perform these services





# IRRIGATION TECHNOLOGY

are acquired through lecture/discussion sessions, lab exercises, live off-campus projects, and field trips. Some courses are offered via distance delivery for students not able to attend on campus or for continuing education. Program content and relevance are maintained with input from a skilled and diverse advisory committee, state skill standards, and DACUM research. The faculty have degrees in their subject area, actively work in the irrigation industry, and frequently attend workshops and conferences to update their knowledge.

**Program Options:** Irrigation Technology students can choose between three different options. The Associate in Applied Arts and Sciences Degree in Irrigation Technology is a technical degree awarded to the student at the completion of an eighteen-month program of study. Graduates of this program may find employment as designers, farm irrigation managers, salesmen, installation foremen, service technicians, water auditors, contractors, store managers, inside salespersons, or consultants. The Irrigation Technician Certificate is a nine-month certificate awarded to those who complete the first three quarters of the program. People with this credential can gain entry-level jobs in the industry. Students in both certificate and degree programs have the unique opportunity to participate in a piece work experience in spring and summer quarters of the program. The Center Pivot Troubleshooting Endorsement is a one-quarter certificate specifically focused on the operation, maintenance, and service of center pivots. Distance learning classes are available as preparatory training for entry-level employees or as continuing education for those currently employed. Some classes are transferable to four-year universities. See an adviser for more information.

**Entrance Requirements:** It is preferred that students begin their course of study in the first two programs at the beginning of fall quarter; however, exceptions can be made. The Center Pivot Troubleshooting Endorsement is only offered in the winter quarter. Students wishing to begin study in the program should complete a placement test offered by the student development center at Walla Walla Community College. No other prerequisites exist.

**Other Information:** Program scholarships are available each year to assist students. Contact an adviser to obtain an application or for more information. For additional program information including regional employment data, completion rates, student characteristics, and employment, see <http://www.wtb.wa.gov/etp>.

## Schedule for Degree Completion:

### **Associate in Applied Arts and Sciences Degree in Irrigation Technology**

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses must be taken in sequence. This does not apply to recommended and/or related instruction. The Irrigation program normally begins in the Fall quarter and completes winter quarter of the second year. Quarter three and Quarter four are the spring and summer quarters.

#### – Certificate –

##### First Year

<u>Quarter One</u>	<u>Credits</u>
IRT 100, Orientation to Irrigation .....	3
IRT 112, Irrigation Principles .....	5
ELEC 130, Principles of Electricity .....	10
OCSUP 106, Applied Mathematics (M) .....	5
<b>Total Credits</b> .....	<b>23</b>

##### Quarter Two

IRT 110, Lawn and Turf Irrigation .....	3
IRT 141, Irrigation Troubleshooting .....	10
IRT 172, Irrigation Blueprints .....	4
IRT 220, Drip Irrigation (Odd Years) .....	3
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>23</b>

##### Quarter Three

IRT 191, Cooperative Training I .....	16-25
IRT 192, Co-op Seminar I (R) .....	2
Total Credits .....	18-27
Year-One Total Credits .....	64-73

##### Quarter Four (Summer)

IRT 291, Cooperative Training II .....	16-25
IRT292, Co-op Seminar II (R) .....	2
<b>Total Credits .....</b>	<b>18-27</b>

#### – Degree –

##### Second Year

<u>Quarter Five</u>	<u>Credits</u>
IRT 241, Advanced Irrigation Systems .....	8
AGPR 201, Basic Soils .....	5
CET 223, Hydraulics .....	4
OCSUP 103, Job Seeking Skills (J) .....	3
<b>Total Credits</b> .....	<b>20</b>

##### Quarter Six (Winter)

<u>Credits</u>	
IRT 221, Pump Applications .....	3
IRT 225, Irrigation Design .....	6
ELEC 181, National Electric Code .....	2
IRT 230, Water and Energy Conservation (Even Years) .....	3
IRT 299, Student Leadership (L) .....	1
WRITE 100, Vocational Writing (W) .....	3
<b>Total Credits</b> .....	<b>18</b>
<b>Year-One Total Credits</b> .....	<b>56-65</b>
<b>Total Credits</b> .....	<b>120 - 138</b>

A Certificate is available upon completion of the year-one requirements.

When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 01.0298 • EPC 130 • Certificate Clock Hours: 1030

# JOHN DEERE AG TECHNOLOGY

**IRT 100 Orientation to Irrigation** **3 Credits**  
Introduction to the fields of ag, turf, and landscape irrigation. Covers sprinkler and micro/drip irrigation systems, tools, equipment, and water issues. *Offered fall.*

**IRT 110 Lawn and Turf Irrigation** **3 Credits**  
Study of the design and installation of lawn and turf irrigation systems. Covers site evaluation, valve and sprinkler selection, system design, controllers, and installation procedures. *Offered winter and by telecourse.*

**IRT 112 Irrigation Principles** **5 Credits**  
Overview of all elements of irrigation and its industry. Includes irrigation methods, efficiencies, equipment, and their relationships to soils and plants. *Offered fall and by telecourse.*

**IRT 141 Irrigation Troubleshooting** **10 Credits**  
A course designed to train people to troubleshoot irrigation system problems with an emphasis on center pivots. Analysis of mechanical, electrical, and hydraulic systems. *Offered winter.*

**IRT 142 Center Pivot Troubleshooting** **4 Credits**  
A course designed to train people to troubleshoot center pivots. Analysis of mechanical, electrical, and hydraulic systems. *Offered winter.*

**IRT 172 Irrigation Blueprints** **4 Credits**  
Introduction to drafting and irrigation nomenclature, symbols, schematics, and blueprints. Development of drawing skills and interpretation of drawings. *Offered winter.*

**IRT 191 Cooperative Training** **1-25 Credits**  
A course designed to get students into the workforce for hands-on training in the irrigation industry with a formal training period agreed upon by the student, employer, and instructor. A minimum of 1000 hours of work is required to graduate with comparable wages earned for work accomplished. *Offered spring, summer, fall, winter.*

**IRT 192 Co-op Seminar I** **2 Credits**  
A seminar for students in cooperative training. Human relationships in the work world are analyzed and explored. *Offered spring, summer.*

**IRT 199 Special Problems** **1-6 Credits**  
Designed to provide specialized training in the irrigation industry. Individualized topics and training are developed on a student-by-student basis. *Offered winter, spring, summer, fall.*

**IRT 220 Drip Irrigation** **3 Credits**  
Introduction to drip irrigation concepts, methods, and components. Basic drip system maintenance, troubleshooting, and design are performed. *Offered winter, odd years.*

**IRT 221 Pump Applications** **3 Credits**  
Analysis of pump classes and types, selection, and application. Includes pump curves, system curves, suction characteristics, piping systems, and pump panel electrical wiring. *Offered winter.*

**IRT 225 Irrigation Design** **6 Credits**  
Development of total hydraulic, electrical, and mechanical irrigation design of ag and turf systems. Pumps, piping, valves, and sprinkler types are selected and made into complete designs. *Offered winter and by telecourse.*

**IRT 230 Water and Energy Conservation** **3 Credits**  
Analysis of techniques used in the irrigation industry to reduce water and/or energy consumption. Water application methods and low-pressure systems are targeted. *Offered winter, even years.*

**IRT 241 Advanced Irrigation Systems** **8 Credits**  
Implementation of previously learned irrigation skills. Practice in troubleshooting techniques, equipment installation, operation and maintenance, and management skills. *Offered fall.*

**IRT 291 Cooperative Training** **1-25 Credits**  
A course designed to get students into the workforce for hands-on training in the irrigation industry with a formal training period agreed upon by the student, employer, and instructor. A continuation of IRT 191. *Offered summer, fall, winter, spring.*

**IRT 292 Co-op Seminar II** **2 Credits**  
A seminar for students in cooperative training. Explores customer relations and staff problem solving. *Offered spring, summer.*

**IRT 299 Student Leadership** **1 Credit**  
A course designed to show forms and acts of leadership. Students develop and document their own leadership skills. *Offered winter.*

## John Deere Ag Technology

Web site: <http://www.wv.cc.wa.us/johndeere/>

### Faculty Advisers:

Del Wilde	509.527.4251	<a href="mailto:del.wilde@wwcc.ctc.edu">del.wilde@wwcc.ctc.edu</a>
Les Echtenkamp	509.529.4449	<a href="mailto:les.echtenkamp@wwcc.ctc.edu">les.echtenkamp@wwcc.ctc.edu</a>
Cullen Coulston	509.529.4449	<a href="mailto:cullen.coulston@wwcc.ctc.edu">cullen.coulston@wwcc.ctc.edu</a>
Andy Winnett	509.529.1999	<a href="mailto:andy.winnett@wwcc.ctc.edu">andy.winnett@wwcc.ctc.edu</a>

**Industry Description:** The John Deere Company is a worldwide leader in machinery manufacture. It envisions the need for highly trained technicians to repair and maintain the world's most sophisticated farm machinery.

**Program Overview:** The John Deere Ag Technology program is a two-year ag mechanics program designed to upgrade the technical competence and professional level of the incoming dealer technician. The curriculum was designed in partnership with the John Deere Company and is maintained through an advisory committee of dealership employees and John Deere personnel. The program involves classroom lecture and laboratory experiences on John Deere products at the WWCC campus and a unique paid work experience for students at a John Deere dealership.



# JOHN DEERE AG TECHNOLOGY

**Program Options:** The total program is completed in seven quarters, or approximately 21 months. Four quarters are spent in school and the remaining three quarters in a John Deere sponsoring dealership. Students rotate work and school on a quarterly basis. Each specialized subject is studied in the classroom and laboratory on campus. This quarter of study is then followed by related work experience in the dealership. For example, the first quarter involves 11 weeks at the school followed by 11 weeks of work experience in the sponsoring dealership. After the dealership work experience is completed, the student returns to the school for another 11 week quarter of classroom and lab instruction. This rotation continues until completion of the program.

**Entrance Requirements:** Students can enter this program during the fall or winter quarters of every even numbered year. Since considerable time is spent at the dealership, the program requires the student to have a sponsoring dealer. The main responsibility of the dealership is to provide training-related employment for the student during work experience quarters. If necessary, students can request assistance in locating a sponsoring dealer. Students should take the placement test and Mechanical Reasoning Test offered by the Student Development Center at Walla Walla Community College.

**Other Information:** Program scholarships are available each year to assist students. Contact a program adviser to obtain an application or for more information. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

## Schedule for Degree Completion:

### **Associate in Applied Arts & Sciences Degree in John Deere Ag Technology**

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### First Year

<u>Quarter One</u>	Credits
JD 101, Fundamentals .....	3
JD 110, Theory of Engine Operations .....	3
JD 130, Engine Repair .....	6
JD 135, Tractor Performance .....	3
AGPR 140, Agricultural Safety (Recommended) .....	3
MATH 49/50/65, (M) .....	5
WRITE 100, Vocational Writing (W) .....	3
<b>Total Credits .....</b>	<b>23-26</b>

#### Quarter Two

JD 190, Dealer Co-op .....	10-16
<b>Total Credits .....</b>	<b>10-16</b>

#### Quarter Three

	Credits
JD 115, Electrical .....	8
JD 120, Heating & Air Conditioning .....	4
JD 125, Fuel Systems .....	4
OCSUP 102, Job Communications (O) .....	3
WELD 141, Welding (Recommended) .....	3
<b>Total Credits .....</b>	<b>19-22</b>

#### Quarter Four (typically summer)

	Credits
JD 191, Dealer Co-op .....	10-16
<b>Total Credits .....</b>	<b>10-16</b>

#### Second Year

##### Quarter Five

	Credits
JD 205, Hydraulics .....	9
JD 210, Power Train .....	9
OCSUP 101, Job Psychology (R) .....	3
<b>Total Credits .....</b>	<b>21</b>

##### Quarter Six

	Credits
JD 290, Dealer Co-op .....	10-16
<b>Total Credits .....</b>	<b>10-16</b>

##### Quarter Seven

	Credits
JD215, Cab/Chassis Electrical II .....	4
JD 220, Tillage Equipment .....	2
JD 225, Planting Equipment .....	3
JD 230, Harvesting Equipment .....	4
JD 235, Hydraulics II .....	4
JD 240, Power Train II .....	4
OCSUP 299, Principles of Leadership (L) .....	1
AGPR 100, Orientation to Agriculture (I) .....	3
<b>Total Credits .....</b>	<b>25</b>
<b>Grand Total Credits .....</b>	<b>118 - 142</b>

When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.

Students are strongly encouraged to enroll in courses listed as recommended for effective employment preparedness.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) - Written Communications	(J) - Job Seeking Skills
(M) - Computation / Mathematics	(R) - Human Relations
(O) - Oral Communications	(L) - Leadership

01.0201 • EPC: 125

#### JD 101 John Deere Fundamentals and Orientation 3 Credits

Introduction to manuals, time management, engine classifications, serial numbers, and service department policies. Orientation to tractor and combine evolution, equipment options, and the proper use and care of power and hand tools. *Offered fall, winter quarters, even years.*

#### JD 110 John Deere Theory of Engine Operations 3 Credits

Basic physical principles, operation, and construction of two- and four-stroke cycle engines. Includes ignition timing of four-stroke cycle engines, basic diagnostic engine test procedures, and types of internal combustion engine cooling systems. *Offered fall, winter, even years.*

#### JD 115 John Deere Electrical 8 Credits

Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electrical test meters. Principles of operation, testing and repair of ignition systems, cranking systems, and charging systems are demonstrated and practiced. *Offered spring, odd years; summer, even years.*

#### JD 120 John Deere Heating and Air Conditioning 4 Credits

Theory, operation, and repair of late model John Deere air conditioning, heating, and ventilation systems. Recovery, recycling, and recharging of the air conditioning systems are demonstrated and practiced. *Offered spring, odd years; summer, even years.*



# JOHN DEERE AG TECHNOLOGY/LIBERAL ARTS

**JD 125 John Deere Diesel and Gasoline Fuel Systems 4 Credits**  
Operation, theory, construction, testing, and repair methods for spark ignition and compression ignition fuel systems. Includes relationship of valve timing, ignition, and injection timing to normal combustion. Theory and repair practices are demonstrated and discussed. *Offered spring, odd years; summer, even years.*

**JD 130 John Deere Engine Repair 6 Credits**  
Basic theory, construction, and operation of gas and diesel engines. Includes disassembly, inspection, measurement, reassembly, and adjustments to John Deere diesel and gas engine components. *Offered fall, winter, even years.*

**JD 135 John Deere Tractor Performance 3 Credits**  
Proper performance of John Deere agricultural tractors. Techniques and procedures for determining percentage of tractor slippage and ballast are demonstrated, practiced and corrections made in actual field conditions. Dynamometer operation, test procedures, and safety are demonstrated. *Offered fall, winter, even years.*

**JD 190 John Deere Dealer Cooperative Education 16 Credits**  
A minimum of 480 hours of on-the-job work experience in a John Deere Dealership. Allows the student to practice and utilize skills and knowledge learned in previous quarters. *Offered winter quarter, odd years; spring quarter, even years.*

**JD 191 John Deere Dealer Cooperative Education 16 Credits**  
A minimum of 480 hours of on-the-job work experience in a John Deere dealership. Allows the student to practice and utilize skills and knowledge learned in previous quarters. Prerequisite: JD 190. *Offered summer quarter, odd years; fall quarter, even years.*

**JD 205 John Deere Hydraulics 9 Credits**  
Principles and application of fluid flow and hydraulic components. Testing and repair of low-pressure and high-pressure systems and control circuits are explained, demonstrated, and practiced. *Offered fall, winter, odd years.*

**JD 210 John Deere Power Train 9 Credits**  
Theory of power transmission from engine to traction wheels. Includes function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Complete disassembly, inspection, and reassembly to specification are practiced. *Offered fall, winter, odd years.*

**JD 215 John Deere Cab/Chassis Electrical and Electronics 4 Credits**  
Review of electrical fundamentals, basic electronics, and electrical diagnostics. Includes techniques of electrical and electronic circuit diagnostics and reading electrical schematics. *Offered spring, even years; summer, odd years.*

**JD 220 John Deere Tillage Equipment 2 Credits**  
Proper performance of John Deere tillage equipment. Includes theory, design, principles of operation, proper setup, and adjustment of all tillage tools. *Offered spring, even years; summer, odd years.*

**JD 225 John Deere Planting Equipment 3 Credits**  
Proper performance of John Deere planting equipment. Includes theory, design, principles of operation, proper setup and adjustment of all planting equipment. *Offered spring, even years; summer, odd years.*

**JD 230 John Deere Harvesting Equipment 4 Credits**  
Proper performance of John Deere harvesting equipment. Includes theory, design, principles of operation, proper set-up and adjustment of all harvesting equipment. Emphasizes combines, hay, and forage equipment. *Offered spring, even years; summer, odd years.*

**JD 235 John Deere Advanced Hydraulics II 4 Credits**  
Principles, function, and application of electric over hydraulic circuits as found on row crop, 4-WD, and combines. Construction, fluid flow, electrical flow, and testing of systems are explained, demonstrated, and practiced. *Offered spring, even years; summer, odd years.*

**JD 240 John Deere Advanced Power Train II 4 Credits**  
Principles, function, and application of electronic controlled transmissions as found on row crop, 4-WD, and other agriculture equipment. Repair and testing are covered and practiced. *Offered spring, even years; summer, odd years.*

**JD 290 John Deere Dealer Cooperative Education 16 Credits**  
A minimum of 480 hours of on-the-job work experience in a John Deere dealership. Allows the student to practice and utilize skills and knowledge learned in previous quarters. Prerequisite: JD 191. *Offered spring, odd years; winter, even years.*

## Liberal Arts

### Faculty advisers:

Victor Chacon	509.529.4440
Charles Cudney	509.527.3685
Mike Kiefel	509.527.4640
Brad LaFran	509.527.3682
Mike Mahan	509.527.4692
Steve May	509.527.4278
Virginia McConnell	509.758.1709 - Clarkston
Susan Palmer	509.527.4545
Marleen Ramsey	509.527.4265
Jo Anne Rasmussen	509.527.4317
Lisa Rasmussen	509.527.4651
Theodore Richerzhagen III	509.527.4654
Jon Stratton	509.527.4222
Jamie Underwood	509.527.4493
Peter vanDyke	509.527.4347

The Liberal Arts are the general subjects which will provide a base of knowledge about human life and values. Studying the Liberal Arts, or getting a liberal education as it is often described, does not prepare a person for a specific career; instead, Liberal Arts aim to provide the tools and the wisdom necessary to do well in all aspects of life. A liberal education seeks to improve students' abilities to express themselves and their understanding of what is real and true about existence. It helps students to know themselves and their environment, and it develops an ability to critically analyze and evaluate information in a logical manner. A liberal education seeks to aid students in forming a set of values—it helps us determine what is good, what is important, and what ought to be.

Many students feel that this general type of education, not concentrated on just one subject area, is the best way for them to prepare for a continuing education after their years at Walla Walla Community College. A Liberal Arts background provides a firm foundation upon which to build both a successful college education and/or a lifetime of self-learning.

# LIBERAL ARTS/LIBRARY/LITERATURE

Some students wish to continue their college education with a specific focus but are unable to decide what major academic field interests them most. For undecided students, the Liberal Arts also provide the right course of study because they introduce most of the large areas of human knowledge and thus help the students toward an intelligent decision about a major.

Students interested in a general Liberal Arts program should begin planning for study at Walla Walla Community College by discussing their interests with one of the Liberal Arts advisers listed above. Course selections for an Associate in Arts Degree program might include most of the following:

Art or Music Appreciation	English Composition
Literature courses	A year of a foreign language
Humanities courses	Philosophy courses
Critical Thinking	Fundamentals of Speech
History Courses	Introduction to Psychology
Introduction to Sociology	Chemistry for non-science majors
Drama Courses	Ethnic Studies
A complete laboratory science course	

## Library

### LIB 110 Introduction to Information Resources 1-5 Credits

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.

## Literature

### Faculty advisers:

Charles Cudney	509.527.3685
Mike Kiefel	509.527.4640
Bill Krieger	509.527.4316
Brad LaFran	509.527.3682
Virginia McConnell	509.758.1709 - Clarkston

The Literature program provides a range of diversified courses that can acquaint students with an introduction to literature as developed within world civilizations.

The student intending to transfer to a four-year college or university can prepare to pursue an English degree by fulfilling all preliminary requirements, learning to apply the skills and techniques of literary interpretation, reading and evaluating a variety of works, and acquiring research skills. Careers open to an English major include teaching, professional writing, and/or technical writing. Also, a study of English provides an excellent base for careers in psychology, history, sociology, and law.

Both transfer and non-transfer students can profit from reading a wide selection of influential authors and understanding their themes and styles.

The following courses are suggested for students planning to concentrate on literature in an Associate in Arts Degree program.

LIT (electives totaling 15 credits)	HIST electives
ENG 101 and 102	ART 100
SPCH 101	MUS 101
HUM 101-103	PHIL 101
PSY 101	

### LIT 111 Arthurian Literature 3 Credits

A survey of selected Arthurian legends found in literature, film, music and art from the middle ages to the modern period.

### LIT 120 Baseball Literature and American Culture 3 Credits

Examines the short stories, poetry, and novels that focus on our national pastime in order to determine how authors perceive the game as reflective of larger issues in American life and the human condition. Works studied include those by Lardner, Runyon, Kinsella, Stein, and Harris.

### LIT 140 Introduction to Literature 3 Credits

An introduction to literary study, highlighting effective reading and writing strategies and including poetry, drama and fiction from around the world.

### LIT 141 Introduction to Fiction 3 Credits

A study of short fiction from the 19th century to the present, drawn from a variety of countries and cultures. Effective reading strategies are highlighted as is the relationship between fiction and reality.

### LIT 142 Introduction to Poetry 3 Credits

Course emphasizes the interpretation and appreciation of poetry in its various forms.

### LIT 144 Introduction to Film 3 Credits

A study of selected classic films with emphasis on the variety of film types, techniques, and developing technology.

### LIT 149 Classic Children's Literature 3 Credits

Explores and celebrates some of the best children's literature of all time: Lewis Carroll's *Alice in Wonderland/Through the Looking Glass*, A. A. Milne's *House at Pooh Corner*, C.S. Lewis' *Chronicles of Narnia*, and Madeline L'Engle's *A Wrinkle in Time*.

### LIT 164 Japanese Literature 3 Credits

English translations of Japanese literature from early times to the present. Included are examples of waka, haiku, and renga poetry, the world's first novel (*Tale of Genji*), and 20th century novels by Kawabata, Mishima, Tanizaki. At least one film by the modern master Kurosawa will also be studied.

### LIT 210 Myth & Folklore 3 Credits

Study of the myths and folktales of the world and their effects on a relationship to literature and culture.

### LIT 212 African-American Literature 3 Credits

Provides an overview, analysis, and celebration of major African-American writers including Phyllis Wheatley, Paul Dunbar, Countee Cullen, Jean Tommer, Langston Hughes, Rita Dove, Toni Morrison, Richard Wright, Alice Walker, Maya Angelou, and Ernest Gaines. The works of poets Gwendolyn Brooks, Claude McKay, Etheridge Knight, and Ishmael Reed rise up to be studied. Drama will include Hansberry's *Raisin in the Sun*. Student reports will profile important figures from African-American literature.

### LIT 242 American Literature I 3 Credits

Focuses on influential American voices through settlement times to the troubled days of the Civil War. Suggested minimum reading level: READ 98.

### LIT 243 American Literature II 3 Credits

Covers issues, literary styles and major writers from the Civil War to World War I. Suggested minimum reading level: READ 98.

### LIT 244 American Literature III 3 Credits

Analyzes changes in style and focuses on a variety of voices from World War I to the present. Suggested minimum reading level: READ 98.

# LITERATURE/MATHEMATICS

**LIT 245 Modern American Novel 3 Credits**  
Great American novelists from 1900 to the present. Course emphasizes the American experience in a century of dramatic change.

**LIT 246 Modern British Novel 3 Credits**  
Study of the major themes and literary techniques characteristic of modern British novelists between 1914 and the present.

**LIT 251 Voices of Women in Literature 3 Credits**  
A survey of selected women writers across time and cultures. Cross-listed as WST 251.

**LIT 256 Literature of the American West 3 Credits**  
Examines the Western experience as told by those who lived it, and also studies the mythology of the West and its influence on American thought. Works studied are by authors such as Zane Grey, Stephen Crane, Mark Twain, Bret Harte, Louis L'Amour and the dime novels.

**LIT 257 Literature of the Inland Northwest 3 Credits**  
Examines the contemporary literature of the Inland Northwest in fiction, poetry, personal memoir, and letters.

**LIT 260 Modern Hispanic Literature 3 Credits**  
A study of works written by modern Hispanic writers from nations throughout the Americas. Fiction and poetry are studied in relation to historical and cultural backgrounds. Classroom discussions are held in English and works are read in English translations.

**LIT 261 Native American Literature 3 Credits**  
A study of traditions, cultures, myths, roles, and problems facing Native Americans today through essay, narrative, story, oratory, poetry, film, and song. Suggested minimum reading level: READ 098.

**LIT 262 World Literature I 1-5 Credits**  
A chronological survey of the great works of literature in world culture. Emphasis is on Greco-Roman, Judeo-Christian, and Germanic influences, and on Euro-American traditions. However, major works of Chinese, Japanese, African, Islamic, and Native American traditions are included.

**LIT 263 World Literature II 3 Credits**  
Survey of literature from the Middle Ages, the Renaissance, and the Enlightenment in the west; ancient and medieval texts of Islam, India, China and Japan.

**LIT 264 World Literature III 3 Credits**  
Study of literature of the modern world, including Western, African, Latin American, and Asian authors.

**LIT 270 Mystery and Spy Novels 3 Credits**  
Survey of selected thriller literature from 1840 to the present.

**LIT 271 Science Fiction and Fantasy Literature 3 Credits**  
Study of the development of the exciting fiction and fantasy genres and their emergence as significant literature. Short fiction will be featured.

**LIT 277 The Bible as Literature 3 Credits**  
An introductory study of the principal forms of literature represented in the Bible. The literary influence of the Bible writings also noted.

**LIT 290 Favorite Authors 2 Credits**  
A study of the representative work of one of the world's great writers. One major work or several short works may be studied.

## Mathematics

Faculty advisers:

Barbara Blasey	509.758.1726 - Clarkston
Joyce Huntington	509.527.4642
Gary Owsley	509.527.4605
Eric Schulz	509.527.4281
Steve Schwartz	509.527.4600

The following courses are recommended for students planning to concentrate on mathematics. Course schedules should be planned each quarter with one of the mathematics faculty advisers.

MATH 124, 125, 126

MATH 220, 224, 238

All new and re-entering students are tested in mathematics at Walla Walla Community College. Based on this testing, students will be advised and placed in an appropriate mathematics course.

**MATH 049 Mathematics I 5 Credits**  
Basic mathematical concepts with an emphasis on practical application and consumer-related word problems. Also deals with the fundamental operations of whole numbers, fractions, decimals, and percentages. Provides an introduction to measurement, graphs, exponents, integers, and informal geometry including perimeter, area, volume, and basic construction. Prerequisite: Appropriate placement score on placement test. Offered fall, winter, spring, summer.

**MATH 050 Mathematics II (Pre-Algebra) 5 Credits**  
This course bridges the gap between arithmetic and algebra. Includes arithmetic review, informal geometry, measurement, signed numbers, linear equations and inequalities, polynomials, and graphing. Prerequisite: Math 049 (with a grade of C- or better), appropriate score on placement test, or instructor's permission. Offered fall, winter, spring, summer.

**MATH 054 Special Topics in Math 1-15 Credits**  
Specific math needs are met for individual students. Student and instructor determine areas of emphasis.

**MATH 059 Math Skills Review 2 Credits**  
Provides students with a brief review of math skills designed to help them improve their scores on the college's placement exam and to prepare them to enroll in the most appropriate class in the mathematics sequence. Placement and admission are by instructor's permission.

**MATH 065 Introductory Algebra 5 Credits**  
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.

**MATH 065A Introductory Algebra A 5 Credits**  
The first of a two class series which will cover the same subject matter as MATH 65, the introductory algebra course, but at a slower pace. Topics to be covered include: a review of basic arithmetic and geometry, addition, subtraction, multiplication, and division of real numbers, solving linear equations, exponents, polynomials, inequalities, and factoring. Prerequisite: Grade of "C-" or higher in MATH 50, satisfactory placement score or permission of Mathematics Department.



# MATHEMATICS

## **MATH 065B Introductory Algebra B 5 Credits**

The second of a two class series which will cover the same subject matter as MATH 65, the introductory algebra course, but at a slower pace. Topics to be covered include: review of factoring, rational expressions, linear equations and inequalities in two variables, systems of linear equations, roots and radicals, quadratic equations. Prerequisite: Grade of "C-" or higher in MATH 065A.

## **MATH 066 Geometry/Trigonometry 5 Credits**

Practical math course designed to provide the student with the mathematical capability to solve technological problems. Emphasis is placed on setting up the problem and finding the correct solution. Mathematical theory and proofs are not stressed and for the most part, students are required to accept theorems, rules, and formulas without derivation.

## **MATH 095 Intermediate Algebra 5 Credits**

The second of a two-course series covering the basics of algebra (MATH 065/095). 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 065 or MATH 065B, satisfactory placement score or permission of Mathematics Department.

## **MATH 107 Mathematics: A Practical Experience 5 Credits**

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 95 or permission of the Mathematics Department.

## **MATH 109 Precalculus I 5 Credits**

The first in a series of two courses designed to provide an in-depth study of algebra to prepare students for advanced mathematics courses. Graphical analysis of concepts is emphasized through the use of graphing calculators. Topics for the course include: working with algebraic expressions, solving equations algebraically and graphically, and a detailed analysis of the algebraic and graphical properties of various functions. Prerequisite: Grade of "C-" or higher in MATH 95 or permission of the Mathematics Department.

## **MATH 110 Precalculus II 5 Credits**

The second course of the precalculus sequence. Graphical analysis of concepts is emphasized through the use of graphing calculators. Topics for the course include: right triangle trigonometry, algebraic and graphical analysis of trigonometric and inverse trigonometric functions, applications of trigonometric functions, vectors, systems of linear and nonlinear equations, (algebraic, matrix, and graphical solution techniques) parametric, and polar graphing. Prerequisite: Grade of "C-" or higher in MATH 109 or permission of the Mathematics Department.

## **MATH 115 Finite Mathematics 5 Credits**

A study of mathematical systems encountered in the work of behavioral, managerial, and social science students. Topics for the course include: systems of linear equations and inequalities, matrices, linear programming, introductory probability, mathematics of finance, and elementary Markov chains. Prerequisite: Grade of "C-" or higher in MATH 95 or permission of the Mathematics Department.

## **MATH 121 Survey of Calculus 5 Credits**

Designed as an introduction to calculus as applied to business and economics as well as the behavioral, social, and life sciences. Topics for the course include: functions, exponential and logarithmic function derivatives and their applications, integrals and their applications. Prerequisite: Grade of C- or higher in MATH 095 or permission of the Mathematics Department.

## **MATH 124 Calculus With Analytic Geometry I 5 Credits**

The first in a sequence of four courses for students who are planning to major in engineering, mathematics, or the sciences. Graphical analysis of concepts is emphasized through the use of graphing calculators. Topics for the course include: limits and continuity, derivatives and their applications, and an introduction to the definite integral (optional). Prerequisite: Grade of "C-" or higher in MATH 110 or permission of Mathematics Department.

## **MATH 125 Calculus With Analytic Geometry II 5 Credits**

A continuation of MATH 124. Topics for the course include: an introduction to the definite integral (optional), applications of the definite integral, differentiation and integration of logarithmic, exponential, trigonometric, metric, and hyperbolic functions, and techniques and applications of integration. Prerequisite: Grade of C- or higher in MATH 124 or equivalent.

## **MATH 126 Calculus With Analytic Geometry III 5 Credits**

A continuation of MATH 125. Topics for the course include: differential equations, infinite sequences and series, parametric curves, vectors, and surfaces. Prerequisite: Grade of "C-" or higher in MATH 125 or permission of Mathematics Department.

## **MATH 201 Introduction to Statistics 5 Credits**

A study of both descriptive and inferential statistics. Topics for the course include: data presentation, and analysis, measures of central tendency and dispersion, sampling distributions, parameter estimation hypothesis testing, and linear regression. Prerequisite: Grade of C- or higher in MATH 95 or permission of the Mathematics Department.

## **MATH 205 Mathematics for Elementary School Teachers 5 Credits**

Designed for elementary school teachers focusing on methods of problem solving, development and structure of number systems, and numerical algorithms applicable to elementary school mathematics. Prerequisites: Grade C- or higher in MATH 95, satisfactory placement score, or permission of the Math Department.

## **MATH 206 Mathematics for Elementary School Teachers II 5 Credits**

Designed for elementary school teachers focusing on topics in geometry, statistics, and measurement pertaining to mathematics taught at the elementary school level. This course satisfies the quantitative skills requirement for the AA degree, provided that MATH 205 has also been completed with a grade of C- or better.

## **MATH 220 Linear Algebra 5 Credits**

Designed for students planning studies in mathematics, engineering, computer science, and physics. Topics for the course include: systems of linear equations, matrices, determinants, eigenvalues, eigenvectors, vector spaces, linear transformations, orthogonality, and diagonalization. Prerequisite: Grade C- or better in MATH 126, or permission of the Math Department.

# MATH/MUSIC

## **MATH 224 Calculus & Analytical Geometry IV 5 Credits**

An introduction to multi-variable calculus. Topics for the course include: vector-valued functions, partial derivatives, directional derivatives, multiple integration, vector analysis, line and surface integrals, Green's and Stoke's theorems. Prerequisite: Grade C- or better in MATH 126 or permission of Math Department.

## **MATH 238 Differential Equations 5 Credits**

Topics for the course include: solutions to first-order and higher-order differential equations, systems of linear differential equations, LaPlace transforms, numerical methods, and qualitative analysis of ODE's. Prerequisite: Grade C- or better in MATH 126 or equivalent.

## **Music**

Faculty adviser:

Tom Simon 509.527.4690

The college's music program provides instruction in music appreciation and history, instrumental and vocal performance, and theory. These classes are designed for students who plan to pursue a music degree as well as those who wish to develop a greater appreciation for music or improve musical skills.

## **MUS 101 Music Appreciation 3 Credits**

This course is a historical survey of Western music that focuses on instrumental and vocal musical forms. It consists largely of directed listening to a broad range of musical ideas and guided hands-on musical activities. Covers the musical period from 1600 to the modern era, and includes live performances, demonstrations, discussions, video viewing, and class participation.

## **MUS 106, 107, 108; 206, 207, 208 4 credits each** **Music Theory I, II, III, IV, V, VI**

Basic musical concepts and terminology through analysis, listening and keyboard practice; part writing, composition; ear training and sight singing.

## **MUS 110 History of American Music 5 Credits**

An audiovisual tour of America's truly original music, jazz, from European and West African roots, to the blues of the Mississippi Delta and the birth of jazz in New Orleans, to the music of Louis Armstrong, Duke Ellington, John Coltrane, Wynton Marsalis and many others. Satisfies five Humanities credits.

## **MUS 113 Choral Singing I 1-3 Credits**

Beginning instruction in the techniques of group vocal performance in preparation for the summer musical.

## **MUS 114 Choral Singing II 3 Credits**

Intermediate instruction in the techniques of group vocal performance in preparation for the summer musical.

## **MUS 115 Choral Singing III 3 Credits**

Advanced instruction in the technique of group vocal performance in preparation for the summer musical.

## **MUS 116, 117, 118; 216, 217, 218 1-2 credits each** **College Voice Class I, II, III, IV, V, VI**

Voice training for interested students who can benefit from the study of the fundamentals of singing.

## **MUS 121, 122, 123; 221, 222, 223 2 credits each** **Stage/Pep Band I, II, III, IV, V, VI**

Courses which allow students to continue their musical interest in a band setting. Prerequisite: Reasonable proficiency on a bank instrument, ability to participate in a group situation.

## **MUS 126, 127, 128; 226, 227, 228 3 credits** **Jazz Combo I, II, III, IV, V, VI**

Jazz combos give students an opportunity to play jazz in a small group format, concentrating on improvisation in many different styles. The combos perform regularly including concerts and professional engagements. Prerequisite: Permission of instructor.

## **MUS 130 Piano Fundamentals/Blues 1-2 Credits**

A hands-on approach to America's truly original music, the Blues. Basic piano techniques will be learned in a class piano setting with an emphasis on the improvisatory and universal language of the blues.

## **MUS 131, 132, 133; 241, 242, 243 1-2 Credits** **Applied Music I, II, III, IV, V, VI**

Private music lessons with a college-approved instructor. Two college transfer credits are granted for a one-hour lesson per week, and one credit for a half-hour lesson per week. Appropriate practice hours per lesson required.

## **MUS 141, 142, 143; 241, 242, 243 1 Credit** **Walla Walla Symphony/Community Band** **or Walla Walla Symphony Chorale I, II, III, IV, V, VI**

Instrumental or vocal participation in a symphonic organization with rehearsal every Monday evening. Four to five concerts are presented each academic year. Admission to the symphony is open to all who can perform with competency.

## **MUS 144, 145, 146 Theater Orchestra I, II, III 1-5 Credits**

Introductory class to develop the specialized instrumental musical skills required to perform in an orchestra accompanying musical theater performances. MUS 145 covers intermediate instruction in the specialized skills required to perform in an orchestra accompanying musical theater performances. MUS 146 covers advanced instruction in performing with an orchestra providing accompaniment for a musical theater performance.

## **MUS 161, 162, 163; 261, 262, 263 2 credits each** **Vocal Ensemble I, II, III, IV, V, VI**

Choral participation providing vocal experience for all interested students who have a background in music and singing.

## **MUS 176, 177, 178 Keyboarding Improvisation 2 credits each**

This hands-on piano class will teach the skills needed to improvise in various styles, including blues, jazz, and other popular music. Students will learn to read "lead" sheets, including chord symbols, using the keyboard and computer work station.

## **MUS 299 Special Projects 1-5 Credits**

Opportunities for individual and small group preparation and performance. Vocal or instrumental.

# NURSING

## Nursing

Web Site: <http://www.wallawalla.cc/nursing/index.htm>

### Faculty Advisers:

Marilyn Galusha	509.527.4240	<a href="mailto:marilyn.galusha@wwcc.ctc.edu">marilyn.galusha@wwcc.ctc.edu</a>
Carol McFadyen	509.758.1706 - Clk	<a href="mailto:carol.mcfadyen@wwcc.ctc.edu">carol.mcfadyen@wwcc.ctc.edu</a>
Carolyn Dinkmeier	509.527.4248	<a href="mailto:carolyn.dinkmeier@wwcc.ctc.edu">carolyn.dinkmeier@wwcc.ctc.edu</a>
Jean Yockey	509.758.1704 - Clk	<a href="mailto:jean.yockey@wwcc.ctc.edu">jean.yockey@wwcc.ctc.edu</a>
Sarah Jean Cooper	509.527.4243	<a href="mailto:sarahjean.cooper@wwcc.ctc.edu">sarahjean.cooper@wwcc.ctc.edu</a>
Barb Hays	509.758.1717 - Clk	<a href="mailto:barb.hays@wwcc.ctc.edu">barb.hays@wwcc.ctc.edu</a>
Kathleen Adamski	509.527.4244	<a href="mailto:kathleen.adamski@wwcc.ctc.edu">kathleen.adamski@wwcc.ctc.edu</a>
Darcy Anderson	509.758.1705 - Clk	<a href="mailto:darcy.anderson@wwcc.ctc.edu">darcy.anderson@wwcc.ctc.edu</a>
Norma Anderson	509.527.4246	<a href="mailto:norma.anderson@wwcc.ctc.edu">norma.anderson@wwcc.ctc.edu</a>
Rob Becker	509.527.4334	<a href="mailto:rob.becker@wwcc.ctc.edu">rob.becker@wwcc.ctc.edu</a>
Sallianne Brewer	509.527.4240	<a href="mailto:sallianne.brewer@wwcc.ctc.edu">sallianne.brewer@wwcc.ctc.edu</a>

**Industry Description:** Employment of registered nurses is expected to grow faster than the average for all occupations through 2008. Many new positions will result from this growth. There will always be a need for nurses in hospitals, but an increasing number of nurses will be employed in home health, long-term care, and ambulatory care settings.

**Program Overview:** The Nursing program at Walla Walla Community College is approved by the Washington State Nursing Care Quality Assurance Commission and accredited by the National League for Nursing, Accrediting Commission (NLNAC), 61 Broadway, 33<sup>rd</sup> Floor, New York, NY 10006, phone 212.989.9393.

The Nursing program operates on and endorses the belief that its mission is to provide comprehensive, quality nursing education that is accessible, community-based, and performance-oriented. The Nursing program provides high-quality education designed to meet students' individualized learning needs. The mission of the Nursing Department is to promote the art and science of nursing by developing caring and competent nurses who are dedicated to enhancing the wellness of society.

**Program Options:** The Nursing program encompasses two professional levels of nursing: Practical Nursing and Associate Degree Nursing. The college also has a CNA (Certified Nursing Assistant) program (see Allied Health). Graduates, upon successful completion of the licensing examination, may practice at the appropriate level. The Practical Nurse is able to recognize and meet the basic needs of the client while providing nursing care under the direction and supervision of a registered nurse or licensed physician in routine nursing situations. Students who complete the first-year courses and additional coursework in the summer quarter, are eligible to take the National Council Licensure Examination (NCLEX) for Practical Nursing. If successful, they are licensed as practical nurses (LPN). The Associate Degree Nurse (ADN) utilizes the nursing process to provide and/or supervise client care while maintaining responsibility and accountability for the quality of nursing care provided in complex and varied situations. Graduates who complete the ADN program are eligible to take the National Council Licensure Examination (NCLEX) for registered nursing. If successful, they are licensed as registered nurses (RN).

### Entrance Requirements:

Any student may prepare for nursing admission by meeting the minimum requirements for admission outlined below and by taking additional nursing support courses which will provide points for the selective admission process. The following steps are recommended:

1. Apply for admission to the college.
2. Take ASSET test to determine placement if you have not completed college-level English and Mathematics courses (mathematics performance at algebra equivalent (Math 065) level is necessary for nursing courses).
3. Take cell biology (BIO 101) as a prerequisite to anatomy and physiology courses at WWCC.
4. Take chemistry (CHEM 101) if you have not had college level or high school chemistry within the last five years.
5. Computer literacy skills will be necessary to complete theory and clinical coursework. Candidates should have experience in basic computing skills. CT 100 is recommended for students who have not completed previous computer foundation courses.
6. Obtain a cumulative GPA of 2.0 in all previous coursework.
7. Submit a Nursing Interview Fact Sheet, Personal Data Form, and a Letter of Intent to the Nursing Department. (A Nursing Program Admission Guide explaining these requirements is available in the Nursing Department or will be mailed to you upon request).



Admission is based on total points earned as shown on the Admission Rating Form found in the Nursing Program Admission Guide. **Deadline date of all materials to be received in the Nursing Department is April 15.**

Students intending to become nursing candidates should consult with the Director of Nursing or designated Clarkston pre-nursing adviser prior to beginning support courses. LPN and transfer students will be advised on an individual basis and need to contact the Nursing Department at 509.527.4240 in Walla Walla or 509.758.1702 in Clarkston.

Prerequisites for advanced placement for LPNs wishing to enter the second year of the program are the following:

- Graduation from a practical nursing program.
- Current licensure in the state of Washington or ability to obtain licensure by interstate endorsement.
- Completion of all general education and science courses required during the first year of the program.
- Completion of NURS 104 (LPN to ADN Transition) and NURS 114 (Practicum: LPN to ADN Transition).



# NURSING

**Other Information:** The Nursing program strongly encourages students to complete as many of the nursing support courses as possible before beginning the nursing sequence. These courses provide points toward admission. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

## Schedule for Degree Completion:

### Associate Degree in Nursing

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses must be taken in sequence. This does not apply to recommended and/or related instruction.

#### – Certificate – (PN)

##### First Year

##### Fall Quarter

	Credits
NURS 100, Fundamentals .....	6
NURS 110, Fundamentals Practicum .....	4
NURS 196, Professional Development .....	1
*ENG 101, English Composition I (W) .....	5
*PSY 101, Introduction to Psychology (R) .....	5
<b>Total Credits .....</b>	<b>21</b>

##### Winter Quarter

	Credits
NURS 101, Beginning Nursing Concepts I .....	6
NURS 111, Practicum I .....	4
*BIO 210, Anatomy & Physiology I .....	5
*PSY 103, Developmental Psychology .....	5
<b>Total Credits .....</b>	<b>20</b>

##### Spring Quarter

	Credits
NURS 102, Beginning Nursing Concepts II .....	6
NURS 112, Practicum II .....	4
NURS 197, Professional Development II .....	1
*BIO 211, Anatomy & Physiology II .....	5
*FCS 165, General Nutrition .....	5
*HPER, Physical Education .....	1
<b>Total Credits .....</b>	<b>22</b>
<b>Year-One Total Credits .....</b>	<b>63</b>

#### Practical Nurse Requirements \*\*\*

##### Summer Quarter

	Credits
NURS 103, Practical Nursing .....	5
NURS 113, Practicum: Practical Nursing .....	7
**NURS 104, LPN to ADN Transition .....	5
**NURS 114, Practicum: LPN to ADN Transition .....	7
<b>Total Credits .....</b>	<b>12</b>
<b>Year-One Total Credits .....</b>	<b>75</b>

#### – Degree – (ADN)

##### Second Year

##### Fall Quarter

	Credits
NURS 200, Advanced Nursing Concepts I .....	7
NURS 210, Practicum III .....	6
*BIO 230, Microbiology .....	5
<b>Total Credits .....</b>	<b>18</b>

##### Winter Quarter

	Credits
NURS 201, Advanced Nursing Concepts II .....	6
NURS 211, Practicum IV .....	6
NURS 232, Professional Development III .....	1

*HUM 101, Humanities .....	3
*SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>19</b>

##### Spring Quarter

	Credits
NURS 202, Advanced Nursing Concepts III .....	7
NURS 212, Practicum V .....	6
*HPER, Physical Education .....	1
<b>Total Credits .....</b>	<b>14</b>
<b>Year Two Total Credits .....</b>	<b>51</b>
<b>Total Program Credits .....</b>	<b>114</b>

\* Required general education classes (indicated by \*) may be taken prior or concurrent with nursing classes; but must be completed with a "C" grade or better by the designated quarter.

\*\* Licensed Practical Nurses accepted to the program must successfully complete NURS 104 & NURS 114.

\*\*\* Practical Nurse Certificate requires completion of summer quarter. The Associate Degree Nursing degree does not require summer quarter.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 51.0601 • Associate Degree Nurse • EPC 323

CIP 51.1613 • Practical Nurse • EPC 326 • Clock Hours: 1150

##### NURS 100 Fundamentals

**6 Credits**

Fundamental principles underlying nursing care are presented with the focus on providing care for middle-aged and older adults. The concepts of critical thinking, caring, and professional behavior are introduced. Prerequisite: Admission to Nursing program. Co-requisite: NURS 110. Offered fall.

##### NURS 101 Beginning Nursing Concepts I

**6 Credits**

A continuation of the principles of nursing care introduced in NURS 100 with the focus on providing care for clients of all ages who are experiencing normal life processes or common/chronic disease processes in selected systems. Prerequisites: NURS 100/110. Co-requisite: NURS 111. Offered winter.

##### NURS 102 Beginning Nursing Concepts II

**6 Credits**

A continuation of NURS 101 with the focus on providing care for clients of all ages who are experiencing normal life processes or disease processes in selected body systems. Prerequisites: NURS 101/110. Co-requisite: NURS 112. Offered spring.

##### NURS 103 Practical Nursing

**5 Credits**

Preparation to complete the NCLEX-PN and enter practice as a PN. Prerequisites: NURS 102/112. Co-requisite: NURS 113. Offered summer.

##### NURS 104 LPN to ADN Transition

**5 Credits**

This course focuses on orienting selected LPN's to program's philosophy and objectives and on validating nursing skills, including use of the nursing process. Prerequisites: Admission to second year of the nursing program. Co-requisite NURS 114. Offered: Summer quarter.

# NURSING/OCEANOGRAPHY

## **NURS 110 Fundamentals Practicum 4 Credits**

Application of theory from NURS 100 that focuses on providing care for older adults in long-term care facilities and in the community. Prerequisite: Admission to the Nursing program. Co-requisite: NURS 100. *Offered fall.*

## **NURS 111 Practicum I 4 Credits**

Application of theory from NURS 101 that focuses on providing care for clients of all ages in acute care facilities and the community. Each student completes an observational experience in the operating room. Prerequisite: Admission to the Nursing program. Co-requisite: NURS 101. *Offered winter.*

## **NURS 112 Practicum II 4 Credits**

Application of theory from NURS 102 that focuses on providing care for clients of all ages in acute care facilities and in the community. Each student completes an experience in the obstetrical unit. Prerequisites: NURS 101/111. Co-requisite: NURS 102. *Offered spring.*

## **NURS 113 Practicum: Practical Nursing 7 Credits**

Application of theory from NURS 103 that focuses on providing care for clients in acute care facilities and physician offices. An additional focus is on transition to the PN role. Prerequisites: NURS 102/112. Co-requisite: NURS 103. *Offered summer.*

## **NURS 114 Practicum: LPN to ADN Transition 7 Credits**

Focuses on enhancing skills for LPNs entering the second year of the nursing program. Care is provided in acute care facilities and physician's offices. Prerequisite: Admission to second year of the Nursing program. Co-requisite: NURS 104. *Offered summer.*

## **NURS 196 Professional Development I 1 Credit**

Part one of a three-quarter class on professional development, this course is taught fall quarter to beginning nursing students and introduces the student to the world of nursing. Prerequisite: Admission to the Nursing program. *Offered fall.*

## **NURS 197 Professional Development II 1 Credit**

Part two of a three-quarter class on professional development, this course introduces the student to the legal and ethical responsibilities of the Practical Nurse. Prerequisite: NURS 196. *Offered spring.*

## **NURS 198 Special Problems 1-5 Credits**

An individualized study course in which student and teacher determine the competencies the student needs to fulfill the course requirements. Prerequisite: Recommendation by faculty. *Offered every quarter.*

## **NURS 200 Advanced Nursing Concepts I 7 Credits**

A continuation of nursing principles introduced in NURS 102 that focuses on providing care to clients with complex care needs related to disturbances in mental health or disease processes in selected body systems. Prerequisites: NURS 102/112 or advanced placement. Co-requisite: NURS 210. *Offered fall.*

## **NURS 201 Advanced Nursing Concepts II 6 Credits**

A continuation of the nursing principles introduced in NURS 200 that focuses on providing care to clients with complex care needs related to obstetrical conditions or disease processes in selected body systems. Prerequisites: NURS 200/210. Co-requisite: NURS 211. *Offered winter.*

## **NURS 202 Advanced Acute Care/Management III 7 Credits**

Focuses on providing care to clients with complex care needs in intensive care and emergency situations and on managing care for groups of clients. Prerequisites: NURS 201/211. Co-requisite: NURS 212. *Offered spring.*

## **NURS 210 Practicum III 6 Credits**

Application of theory from NURS 200 that focuses on providing care for clients in acute care and psychiatric settings and in the community. Prerequisites: NURS 102/112 or advanced placement. Co-requisite: NURS 200. *Offered fall.*

## **NURS 211 Practicum IV 6 Credits**

Application of theory from NURS 201 that focuses on providing care for clients in acute care, obstetrical, and community settings. Prerequisites: NURS 200/210. Co-requisite: NURS 201. *Offered winter.*

## **NURS 212 Practicum V 6 Credits**

Application of theory from NURS 202 that focuses on providing care for groups of clients. Each student completes a preceptored experience as a transition to practice as a registered nurse. Prerequisites: NURS 201/211. Co-requisite: NURS 202. *Offered spring.*

## **NURS 232 Professional Development III 1 Credit**

Part three of a three-part course on professional development, this course expands on the legal and ethical responsibilities in nursing and prepares the student for the responsibilities of the RN role. Prerequisite: NURS 197. *Offered winter.*

## **Oceanography**

Faculty Adviser:

Steve May 509.527.4278

Oceanography provides opportunities for students interested in both physical and biological sciences. Oceanography courses may be used to fulfill the natural sciences degree requirement, for transfer credit, and as a means of developing an increased understanding of the physical, chemical, biological, and geological aspects of oceans.

Students planning to major in the sciences at a four-year institution should follow the degree requirements for the Associate in Science Degree listed in the front of this catalog.

## **OCE 101 Introduction to Oceanography and Limnology 5 Credits**

A chemical, physical, geological and biological overview of the marine and fresh waters of the world. Particular emphasis will be placed on intertidal regions of the oceans and on the Columbia River drainage. Pollution, global warming, and the dynamics of fish populations (salmon) will be discussed in detail. Includes one two-hour lab per week. MATH 065 and READ 098 level is recommended.

# PHILOSOPHY/PHOTOGRAPHY/PHYS.ED. & REC.

## Philosophy

Faculty adviser:

Jon Stratton 509.527.4222

The college offers courses in philosophy that are of interest to students who plan to transfer to four-year colleges or universities, who wish to include study in this area as part of an associate degree program, or who are simply interested in studying the history of great ideas.

### PHIL 101 Introduction to Philosophy I 5 Credits

The text for the course is *Sophie's World*, a novel in which a fifteen year-old Norwegian girl receives letters from a mysterious teacher that describe the history of western philosophy. The course includes lectures, in-class writing, and class discussion. Reading guides, short essay quizzes, and two essay examinations are required. At a minimum, students should read above Reading 98 and write above Writing 100.

### PHIL 103 Asian Philosophy 5 Credits

The central ideas of Hinduism, Buddhism, Confucianism, and Taoism are studied. Short essays, collaborative paraphrasing, vocabulary quizzes, and oral reports are required.

### PHIL 120 Critical Thinking 5 Credits

A hands-on experience with the attitudes, skills, and theories involved with critical thinking. Topics include perception, thinking, language, definitions, paraphrasing, summarizing, analysis of arguments, fallacies, brainstorming, problem-solving. Satisfactory completion of English 101 highly recommended.

### PHIL 131 Introduction to Ethics 5 Credits

Examination of moral character, virtue, and moral value. Students create a personal moral code that explains their philosophical position on major issues, such as our obligations to the weak, the ill, and ourselves. Discussion, reading summaries, case study, term paper.

### PHIL 200 Honors Seminar 3 Credits

Analysis and evaluation of contemporary works in the humanities, sciences, and social sciences in terms of important current philosophical issues. Restricted to students in college honors program.

### PHIL 220 Symbolic Logic 5 Credits

Introduction to systematic techniques for assessing the validity of arguments: categorical propositions, square of opposition, syllogistic form, truth tables, propositional calculus, rules of inferences, transformation rules, indirect proofs, and abbreviated truth tables. (Can be used for quantitative skills credit.) Prerequisite: MATH 095.

## Photography

### PHOT 024 Beginning Photography 3 Credits

Provides a good working knowledge of the camera, related accessories, lighting technique, and composition. Time permitting, processing film and paper will be covered.

### PHOT 025 Intermediate Photography 3 Credits

Continuation of PHOTO 024: Emphasis on development and outdoor work.

### PHOT 026 Advanced Photography 3 Credits

Continuation of PHOTO 25: More emphasis on creative picture taking and sophisticated development procedures.

### PHOT 030 Digital Imaging 1-3 Credits

Hands-on experience working with computer software teaches how to turn the computer into a digital darkroom. Covers fundamentals of working with digital cameras and their images, how to use a scanner, and how to use the computer to make contact sheets and montages. Information on different digital cameras that may help with a purchase decision.

## Physical Education and Recreation

Faculty advisers:

Tim Toon, HPER Coordinator  
Mike Levens

509.527.4307  
509.527.4315

"Recent studies reported by the U.S. Surgeon General and the Centers for Disease Control and Prevention confirm that physical activity reduces the risk of developing some of the leading causes of illness and death, including heart disease, high blood pressure, and diabetes for all ages. Many students, however, are not getting enough physical activity; and are not learning to be responsible for their own health." *National Association for Sport & Physical Education*

### General Objectives:

Those participating in Health Physical Education, and Recreation (HPER) classes at WWCC will:

- 1 Learn the basic skills necessary to perform the activity in which they have enrolled.
- 2 Know the rules, etiquette, basic strategies, and appropriate behaviors associated with the activity.
- 3 Assess their own fitness level, and become more physically fit because of activity.
- 4 Participate regularly in the physical activity class in which they have enrolled, and be encouraged to participate in that physical activity outside the classroom.
- 5 Know the physical and social values associated with activity participation.
- 6 Value physical activity and its contributions to a healthful lifestyle.





# PHYSICAL EDUCATION & RECREATION

Health, Physical Education, and Recreation classes can be divided into four main categories:

## I. HPER Activity Classes 1 credit each

To be eligible for graduation with an Associate in Arts or Associate in Science Degree, a student must complete three different activity or dance classes. Students may elect to be graded on a P/F (Pass/Fail) basis or on a letter grade basis (A through F). Activity courses may not be repeated for credit.

### Tone Zone

Classes conducted in the Tone Zone are designed to provide students with an assessment of their physical fitness, an individualized exercise prescription, and an understanding of fitness and health concepts.

HPER 107	Tone Zone Fitness I
HPER 108	Tone Zone Fitness II
HPER 109	Tone Zone Fitness III

### Sports Activity Classes

HPER 105	Jogging
HPER 106	Karate
HPER 110	Speed Training I
HPER 110S	Scuba Diving
HPER 113	Recreational Games
HPER 114	Soccer
HPER 115	Softball
HPER 116	Beginning Tennis
HPER 117	Intermediate Tennis
HPER 118	Snow Skiing/Boarding I
HPER 119	Beginning Volleyball
HPER 120	Beginning Golf
HPER 121	Intermediate Golf
HPER 122	Weight Training I
HPER 123	Weight Training II
HPER 124	Weight Training III
HPER 125	Bowling
HPER 131	Snow Skiing/Boarding II
HPER 134	Advanced Karate
HPER 136	Basketball
HPER 141	All-Terrain Volleyball
HPER 144	Walking
HPER 145	Racquetball
HPER 149	Flag Football
HPER 154	Speed Training II
HPER 155	Speed Training III
HPER 163	Advanced Volleyball
HPER 164	Tae Kwon Do I
HPER 165	Tae Kwon Do II

### Dance Activity Classes

DANCE 101	Aerobics
DANCE 102	Jazz I
DANCE 103	Swing Dance I
DANCE 104	Advanced Aerobics
DANCE 108	Ballet I
DANCE 109	Ballet II

DANCE 110	Jazz II
DANCE 111	Social/Ballroom Dance
DANCE 112	Western/Line Dance
DANCE 164	Choreography I
DANCE 165	Production I
DANCE 167	Production II
DANCE 168	Production III
DANCE 169	Choreography II
DANCE 170	Technical Aspects of Dance Production
DANCE 172	Latin Dance
DANCE 174	Swing Dance II
DANCE 177	Advanced Jazz Dance
DANCE 180	Hip Hop
DANCE 191	Core Workout

## II. HPER Skills and Rules Classes 2 credits each

These courses, in lecture and lab situations, will provide analysis of the skills needed for various sports. Current officiating rules will be covered. These courses count toward the activity requirement for an Associate in Arts or Associate in Science Degree.

HPER 160	Basic Rodeo Skills and Rules
HPER 161	Intermediate Rodeo Skills and Rules
HPER 162	Advanced Rodeo Skills and Rules
HPER 171	Basketball Skills and Rules
HPER 172	Baseball/Softball Skills and Rules
HPER 174	Volleyball Skills and Rules
HPER 175	Tennis Skills and Rules
HPER 176	Golf Skills and Rules

## III. HPER Methods and Materials Classes 2 credits each

These courses, in lecture and lab situations, will give an overview of several different methods of play. The latest developments in pertinent equipment and materials will be included. These courses count toward the activity requirement for an Associate in Arts or Associate in Science Degree.

HPER 181	Basketball Methods and Materials
HPER 182	Baseball/Softball Methods and Materials
HPER 184	Volleyball Methods and Materials
HPER 185	Tennis Methods and Materials
HPER 186	Golf Methods and Materials

## IV. HPER Lecture Classes

Students expecting to transfer to a four-year institution should give careful attention to the requirements of that particular school.

HPER 267	Outdoor Recreation
HPER 273	Principles of Conditioning
HPER 275	Prevention and Care of Athletic Injuries
HPER 282	Athletic Training Lab

### HPER 267 Outdoor Recreation 5 Credits

History, development, principles and trends of organized camping, nature and conservation, and outdoor recreation. Class will take several field trips throughout the quarter.

### HPER 273 Principles of Conditioning 3 Credits

Students will learn how to develop lifelong training and conditioning programs for themselves. They will learn how the body responds to various training methods and how to apply this to the cardiovascular and muscular systems.

# PHYSICAL EDUCATION & RECREATION/PHYSICS

**HPER 275 Prevention and Care of Athletic Injury 4 Credits**  
Course investigates proper methods of training and preparation for athletic and recreational activities. Skills in wrapping and taping, as well as treatment of minor injuries, will be developed. Instruction includes both lecture and lab as well as practical experience in the athletic training area.

**HPER 282 Athletic Training Lab 1 Credit**  
A course designed for students that would like to spend 2 hours each week getting hands-on experience working in the WWCC Athletic Training Room. Students will be under the direct supervision of the Head Athletic Trainer. Concurrent enrollment or successful completion of HPER 275 Care and Prevention of Athletic Injuries is required.

## Physics

Faculty adviser:

Steve May

509.527.4278

Physics courses provide valuable background for students who plan to transfer to four-year colleges and universities, complete specialized programs in science and technology, and acquire a more sound understanding of the world in which they live.

Students planning to major in the sciences at a four-year institution should follow the degree requirements for the Associate in Science Degree listed in the front of this catalog.

**PHYS 110 Conceptual Physics 5 Credits**  
A survey course in physics for the non-science or undecided major. Emphasis is on conceptual understanding rather than computation. Topics to be covered include: motion, forces, the concept of work and energy, physical states of matter, principles of thermodynamics, basic electricity and magnetism, and atomic and nuclear structure. Prerequisite: MATH 65 (Introductory Algebra).

**PHYS 121 College Physics I 5 Credits**  
This is part one of an algebra-based physics sequence intended for non-physical science majors. Includes one two-hour lab per week. Topics to be covered are linear and rotational motion, forces, kinetic and potential energy, momentum, and translational and rotational equilibrium. Prerequisite: MATH 95, a basic knowledge of trigonometry is highly recommended. Offered fall quarter.



**PHYS 122 College Physics II 5 Credits**  
This is part two of an algebra-based physics sequence intended for non-physical science majors. Includes one two-hour lab per week. Topics to be covered are mechanical properties of matter, behavior of fluids, harmonic motion and waves, basic thermodynamics, and an introduction to electricity. Prerequisite: MATH 95 and PHYS 101, a basic knowledge of trigonometry is highly recommended. Offered winter quarter.



**PHYS 123 College Physics III 5 Credits**  
This is part three of an algebra-based physics sequence intended for non-physical science majors. Includes one two-hour lab per week. Topics to be covered are electricity and magnetism, optics, and selected topics in modern physics (relativity, structure of the atom, quantum theory, etc.). Prerequisite: MATH 95 and PHYS 102, a basic knowledge of trigonometry is highly recommended. Offered spring quarter.

**PHYS 201 Physics for Science & Engineering I 5 Credits**  
This is part one of a calculus-based physics sequence intended for physical science and engineering majors. Includes one two-hour lab per week. Topics to be covered are: linear and rotational motion, forces, kinetic and potential energy, momentum, and translational and rotational equilibrium. Co-requisite: MATH 124. Offered fall quarter.

**PHYS 202 Physics for Science & Engineering II 5 Credits**  
This is part two of a calculus-based physics sequence intended for physical science and engineering majors. Includes one two-hour lab per week. Topics to be covered are: mechanical properties of matter, behavior of fluids, harmonic motion and waves, basic thermodynamics, and an introduction to electricity. Co-requisite: MATH 125 and Prerequisite: PHYS 201. Offered winter quarter.

**PHYS 203 Physics for Science & Engineering III 5 Credits**  
This is part three of a calculus-based physics sequence intended for physical science and engineering majors. Includes one two-hour lab per week. Topics to be covered are: electricity and magnetism, with selected topics from optics and modern physics as time allows. Co-requisite: MATH 126 and Prerequisite: PHYS 202. Offered spring quarter.

# POLITICAL SCIENCE/PRECISION MACHINE TECHNOLOGY

## Political Science

Faculty adviser:

Jim Peitersen 509.527.4601

Political science is that branch of knowledge which is concerned with government in human society. Therefore, in this field we study theories about what governments do and ideas about what they should do. We also analyze the institutions of government attempting to understand how governments work and how they could work. In studying government, we also must learn about politics, which is the necessary human struggle over the values and goods of government. In a world culture which is often shaped by political power, an understanding of government is essential if educated people are to relate meaningfully to modern society.

At Walla Walla Community College, the Political Science program aims to provide the survey courses and specialized studies which will help the student acquire a basic understanding of government. Courses provide the foundation necessary for a well-rounded, two-year education in the social sciences or for a transfer major in a baccalaureate political science program. Courses in political science have no academic prerequisites and are open to all interested persons.

Students wishing to focus their studies at Walla Walla Community College on politics and government should plan their course schedule each quarter with the political science faculty adviser.

### **PSCI 101 American National Government 5 Credits**

Study of the processes and institutions of national politics in America, with special attention to relations between popular political interests and federal government operations. Course provides an understanding to how our national government works in response to legitimate political needs. Lecture, discussion and videos with supplementary readings in current political events. (Suggested minimum reading level: READ 98).

### **PSCI 115 U.S. in World Affairs 5 Credits**

Examination of American involvement in international affairs. Study includes this country's foreign policy actions as a world power with attention to both the policymakers and critics of our nation's position on significant international issues since 1898. May be taken as HIST115. (Suggested Minimum Reading Level: READ 98).

### **PSCI 120 The American Presidency 5 Credits**

Course is a historical and analytical examination of the office of the Presidency. Focus will be on the evolutionary changes in the power of the office and the consequences for leadership in America. May be taken as HIST 120.

### **PSCI 125,126,127 Student Leadership I 2 Credits**

This course is restricted to student body officers actively participating in student government.

### **PSCI 150 Honors Seminar E-News 2 Credits**

This course gives honor students an opportunity to acquaint themselves with news media sources found on the internet. Students will examine current news issues off the internet for major newspapers and journals such as the *New York Times*, *Science News*, *The Nation*, *San Francisco Chronicle*, and *National Review*. Enrollment for honors students only or with instructor permission.

## Precision Machining Technology

Web site: [www.wallawalla.cc/pmt/](http://www.wallawalla.cc/pmt/)

Faculty Adviser:

Alan Harwood 509.527.4221

[alan.harwood@wwcc.ctc.edu](mailto:alan.harwood@wwcc.ctc.edu)

**Industry Description:** Imagine yourself as a machinist making a vital contribution to the technological development of modern society. Modern industry depends upon the skills of machinists to set up and operate machine tools to produce precision parts for all types of manufacturing. Machinists work in automotive, aeronautical, agricultural, food processing, computer, tooling, and space exploration industries. They follow directions in the form of blueprints and drawings upon which exact dimensions of the finished part are specified. Accuracy is of prime importance. Machinists frequently use micrometers and other precision measuring instruments to check the accuracy of their work against required dimensions.

**Program Overview:** Precision machining requires skills to create products on conventional machine tools such as lathes, milling machines, precision grinders, and drilling machines. To accomplish the increasingly high-tech work required in today's advanced machining environment, machinists utilize Computer-Numeric-Controlled (CNC) machine tools and Computer-Aided-Design and Machining (CAD/CAM) systems, as well as inspection equipment such as computer Coordinated Measuring Machines (CMM). Students learn these skills by time spent working with this equipment in the lab. Department faculty frequently attend workshops, seminars, and conferences to update skills and maintain the relevance of the program. Program content is maintained with input from an advisory committee of professionals working in this industry.

**Program Options:** WWCC offers a two-year (six quarters) Associate in Applied Arts and Sciences (AAAS) Degree program for machinists and a one-year (three quarters) certificate program for machine tool operators. Both programs provide basic "hands-on" training with modern machine tools and computer-controlled equipment.

**Entrance Requirements:** Students can begin their course of study in this program at any time. Students wishing to begin study in the program should complete a placement test offered by the Student Development Center at Walla Walla Community College. No prerequisites exist.

**Other Information:** Job placement is exceptional and career advancement is commonplace. The average starting salary is \$10 to \$14 per hour. Experienced machinists average \$12 to \$25 per hour, equivalent to \$25,000 to \$52,000 per year. The PMT program also offers scholarships. Contact the WWCC Foundation or Precision Machining Technology program director for more information. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.



# PRECISION MACHINE TECHNOLOGY

## Schedule for Degree Completion:

### **Associate in Applied Arts and Sciences Degree in Precision Machine Technology**

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### **– Certificate – (Machine Tool Operator)**

##### **First Year**

<b>Quarter One</b>	<b>Credits</b>
PMT 191, Precision Machining Basics I .....	17-21
CT 100, Computer literacy ( <b>Recommended</b> ) .....	3
Computation (OCSUP 106 or higher) (M) .....	5
<b>Total Credits</b> .....	22-29

<b>Quarter Two</b>	<b>Credits</b>
PMT 192, Precision Machining Basics II .....	17-21
CET 141, Engineering Graphics ( <b>Recommended</b> ) .....	4
WELD 141, Welding ( <b>Recommended</b> ) .....	4
<b>Total Credits</b> .....	17-29

<b>Quarter Three</b>	<b>Credits</b>
PMT 193, Precision Machining Basics III .....	17-21
WRITE 100, Vocational Writing (W) .....	3
<b>Total Credits</b> .....	20-24
<b>Year-One Total Credits</b> .....	59-82

#### **– Degree –**

##### **Second Year**

<b>Quarter Four</b>	<b>Credits</b>
PMT 294, Precision Machining Advanced I .....	17-21
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits</b> .....	20-24

<b>Quarter Five</b>	<b>Credits</b>
PMT 295, Precision Machining Advanced II .....	17-21
PMT 299, Student Leadership (L) .....	1
OCSUP 101, Job Psychology (R) .....	3
<b>Total Credits</b> .....	21-25

<b>Quarter Six</b>	<b>Credits</b>
PMT 296, Precision Machining Advanced III .....	17-21
OCSUP 103, Job Seeking Skills (J) .....	3
<b>Total Credits</b> .....	20-24
<b>Year-One Total Credits</b> .....	61-73
<b>Total Credits</b> .....	120 - 153

A Certificate is available upon completion of the year-one requirements.

When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.

Strongly recommended for work beyond entry level: WELD 141, CET 141, CT 100.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 48.0501 • EPC 808 • Certificate Clock Hours: 1010

**PMT 109 Introduction to Precision Machining 3 Credits**  
An introduction to shop theory, skills, and safety. Students use vernier micrometers and vernier calipers, sharpen a drill by hand, and sharpen lathe tool bits used to make a screw jack on the lathe. *Offered winter.*

**PMT 191 Precision Machining Basics I 21 Credits**  
Beginning machining practice, introduction (theory and application) to the use of precision measuring tools and bench work. Shop applications include layout technique, drill sharpening, bandsaw operations and proceed into basic lathe theory and applications. Safety and applied math are presented in conjunction with these studies. Prerequisites or concurrent enrollment: High school degree or equivalent, OCSUP 106, Reading 098. *Offered fall, winter.*

**PMT 192 Precision Machining Basics II 21 Credits**  
Lathe theory and application, and introduction to milling machines. Topics include lathe theory, operation and safety including turning, facing, drilling and reaming, boring, external thread cutting, internal thread cutting, knurling, tapers and angle turning, applied geometry and trigonometry. Prerequisite: PMT 191 or instructor's permission. *Offered winter.*

**PMT 193 Precision Machining Basics III 21 Credits**  
Theory, operations, and safety of precision lathes, milling machines, and grinders. Includes calculations of the dividing head, assortment of trigonometry problems, and beginning introduction to Computer Numerical Control (CNC). Prerequisite: PMT 192 or instructor's permission. *Offered spring.*

**PMT 294 Precision Machining Advanced I 21 Credits**  
Advanced practice on previous machining techniques. Includes theory, application, and safety of precision grinders (cylindrical, surface and tool and cutter grinder) and abrasives. Beginning introduction to Computer Numerical Control (CNC) programming. Prerequisites: PMT 193 or instructor's permission, OCSUP 106, ENG 100. *Offered fall, winter.*

**PMT 295 Precision Machining Advanced II 21 Credits**  
Advanced theory and safety on manual machining equipment and CNC programming. Includes helical milling and dividing head operations, G-codes, circular interpolation, cutter compensation, and cutting tool speeds and feeds. Introductions to Computer Assisted Programming and Computer Assisted Machining (CAD/CAM) using MASTERCAM software. Prerequisite: PMT 294 or instructor's permission. *Offered winter, spring.*

**PMT 296 Precision Machining Advanced III 21 Credits**  
CNC theory, programming, and safety including canned cycles multiple tools cutter offsets, linear, circular, and helical interpolation, and thread cutting cycles (CNC Machining Center and CNC Turning Center). Students use computer software to design/draw, write, store, and save computer-generated programs on the computer and transfer programs to CNC control via disk or other electronic means. Prerequisite: PMT 295 or instructor's permission. *Offered fall, spring.*

**PMT 297 Precision Machining Technology 2-18 Credits  
Special Projects**

Training in specific areas to be determined by student and instructor as upgrading current (or learning new) skills. Safety is stressed in this course. *Offered fall, winter, spring.*

# PRECISION MACHINE TECH./PROFESSIONAL GOLF MGT.

## PMT 299 Precision Machining Technology Student Leadership 1 Credit

The student assists the instructor with PMT 109 by helping guide students in the night program curriculum and with safety procedures. The student gives one lecture to the night class students with the instructor present and/or joins the Skills/USA VICA organization and competes in one or more of the competitions twice during the year. Prerequisite: Instructor's permission. *Offered fall, winter, spring.*

## Professional Golf Management

Web site: <http://www.wallawalla.cc/golf/>

Faculty Adviser:

Mike Rostollan, PGA Golf Professional 509.529.5678  
[michael.rostollan@wwcc.ctc.edu](mailto:michael.rostollan@wwcc.ctc.edu)

**Industry Description:** The demand for professional golf managers has increased steadily with golf's ever-expanding popularity. Students enrolled in the Professional Golf Management program can expect the training necessary to follow the varied career paths available to them in the golf market today.

**Program Overview:** Expert instruction in golf shop operations, facility management, tournament administration, rules of golf, turf science, golf car-fleet management, and teaching golf provides students an unparalleled advantage when entering the workplace. The two-year program also includes business and computer technology courses as well as writing and business mathematics. The program was developed with input from regional golf professionals representing a wide variety of golf facilities and is maintained with oversight by an advisory committee.

**Program Options:** Upon completion of the course content and a two-quarter cooperative training internship at an approved golf facility, the student will graduate with an Associate in Applied Arts and Sciences Degree. This prepares students for careers as club professionals, equipment manufacturer representatives, general managers, and golf instructors or coaches.

**Entrance Requirements:** Students are required to have a golf background, letters of recommendation, and instructor permission before entering the program.

**Other Information:** For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

**Schedule for Degree Completion:**

## Associate in Applied Arts and Sciences Degree in Professional Golf Management

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses must be taken in sequence. This does not apply to recommended and/or related instruction. Note that student is enrolled in Cooperative coursework during the spring and summer quarters.

### – Certificate –

Quarter One	Credits
PGM 101, Golf Management I .....	5
PGM 111, Introductory Golf Instruction .....	3
PGM 121, Rules of Golf I .....	3
TURF 101, Turf Equipment Operations I .....	3
WRITE 100, Vocational Writing (W) .....	3
BA 112, Business Mathematics (M) .....	5
Total Credits .....	22

Quarter Two	Credits
PGM 102, Golf Management II .....	5
PGM 112, Intermediate Golf Instruction .....	3
PGM 131, Golf Car Fleet Management .....	2
IRT 110, Lawn and Turf Irrigation .....	3
ACCT 201, Principles of Accounting I .....	5
CT 121, Computer Applications in Business .....	5
Total Credits .....	23

Quarter Three (Spring)	Credits
PGM 191, Cooperative Training I .....	17
PGM 192, Cooperative Seminar I (R) .....	2
Total Credits .....	19
Year-One Total Credits .....	64

Quarter Four (typically Summer)	Credits
PGM 291, Cooperative Training II .....	17
PGM 292, Cooperative Seminar II (R) .....	2
Total Credits .....	19

### – Degree –

Second Year	Credits
Quarter Five	Credits
PGM 201, Golf Management III .....	5
PGM 211, Corrective Golf Lessons .....	3
PGM 221, Rules of Golf II .....	2
TURF 122, Turf Maintenance Practices .....	3
OCSUP 103, Job Seeking Skills (J) .....	3
ACCT 202, Principles of Accounting II .....	5
Total Credits .....	21

Quarter Six	Credits
PGM 204, Golf Management IV .....	5
PGM 212, Teaching the Advanced Player .....	2
PGM 299, Leadership (L) .....	1
TURF 211, Turf Management .....	5
SPCH 101, Fundamentals of Speech (O) .....	3
Total Credits .....	16
Year-Two Total Credits .....	56
Total Credits .....	120

A Certificate is available upon completion of the year-one requirements.

Program requires completion of PGM 191 and PGM 291 with the associated PGM seminar. It is recommended that students take the courses concurrently during the initial spring and summer terms.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications (J) – Job Seeking Skills  
(M) – Computation / Mathematics (R) – Human Relations  
(O) – Oral Communications (L) – Leadership

CIP 31.0398 • EPC 176 • Certificate Clock Hours: 1105

# PROFESSIONAL GOLF MANAGEMENT/PSYCHOLOGY

## **PGM 101 Golf Management 1 5 Credits**

An introduction to the golf industry. Overview of industry trends, traditions, golf shop operations, and golf club design. Prerequisite: Instructor's permission. *Offered fall quarter.*

## **PGM 102 Golf Management 2 5 Credits**

Intermediate golf shop operations and tournament administration. Topics include league promotion; handicapping and formats of play; enforcing golf course rules and regulations; golf outings and corporate sponsors; member services; caddie programs; starting, marshalling, and pace of play; golf course design principles; setting up a golf course. Prerequisite: Instructor's permission. *Offered winter.*

## **PGM 111 Introductory Golf Instruction 3 Credits**

The fundamentals of golf instruction. Topics include the beginning golfer, swing theory, terminology, ball flight laws, club fitting, player profiles, fitness and nutrition, anatomy and physiology, full swing and short game technique. Prerequisite: Instructor's permission. *Offered fall.*

## **PGM 112 Intermediate Golf Instruction 3 Credits**

Further education in golf instruction. Topics include intermediate golfers; swing theory II; analysis of swing errors; developmental lessons; conducting junior golf clinics, golf camps, and golf schools; practice routines; drills; teaching aids; and golf lesson promotions. Prerequisite: Instructor's permission. *Offered winter.*

## **PGM 121 Rules of Golf 1 3 Credits**

An in-depth examination of the *Rules of Golf*. Covers current rule changes, rules of play, etiquette and safety, definitions, clubs and the ball. Prerequisite: Instructor's permission. *Offered fall.*

## **PGM 131 Golf Car Fleet Management 2 Credits**

A study of golf car fleet management. Course covers acquisition, maintenance and repair, troubleshooting, storage and organization, maximizing profits, safety and liability issues, and optimum size of a golf cart fleet. Includes golf car paths and traffic patterns. Prerequisite: Instructor's permission. *Offered winter.*

## **PGM 191 Cooperative Training 3-18 Credits**

Students work at golf facilities and can be enrolled concurrently in related golf management courses. The satisfactory completion of a comprehensive workbook is required. Wages for students are commensurate with entry-level employees in the industry. *Offered spring, summer.*

## **PGM 192 Cooperative Seminar 2 Credits**

Explores the professional relations between employers, vendors, golfers as customers, fellow staff members, and prospective players. The interpersonal skills prized in the workplace are stressed and future employment opportunities mapped. *Offered spring, summer.*

## **PGM 201 Golf Management 3 5 Credits**

Advanced golf shop operations. Covers golf shop design; merchandising; inventory controls, marketing; advertising, personnel management, and public relations. Includes managing a driving range or golf learning center and working with committees, boards, GMs, and superintendents. Prerequisite: Instructor's permission. *Offered winter.*

## **PGM 202 Golf Management 4 5 Credits**

Comprehensive coverage of advanced golf management. Includes club relations and contract negotiations, clubhouse and golf course projects, food and beverage concerns, golf shop software applications, buying or leasing a golf course, golf associations and resources. Prerequisite: Instructor's permission. *Offered winter.*

## **PGM 211 Corrective Golf Lessons 3 Credits**

Evaluation of defective golf swings and their correction. Covers diagnostics and corrective measures, game analysis, teaching special interest groups, coaching teams, using video and computers in golf lessons. Prerequisite: Instructor's permission. *Offered fall.*

## **PGM 212 Teaching the Advanced Player 2 Credits**

Instruction in tournament golf. Covers advanced players, mental toughness training, golf course management, competitive playing skills, game planning, and practice strategies. Prerequisite: Instructor's permission. *Offered winter.*

## **PGM 221 Rules of Golf 2 2 Credits**

Advanced instruction in the *Rules of Golf*. Includes rules administration, duties of the rules official, local rules, amateur status, defining and marking a golf course, rules governing high schools and colleges. Prerequisite: Instructor's permission. *Offered fall.*

## **PGM 291 Cooperative Training 3-18 Credits**

Students work at golf facilities and can be enrolled concurrently in related golf management courses. Satisfactory completion of a comprehensive workbook is required. Wages for students are commensurate with entry-level employees in the industry. *Offered spring, summer.*

## **PGM 292 Cooperative Seminar 2 Credits**

This seminar explores further the professional relations between employers, vendors, golfers as customers, fellow staff members, and prospective players. The interpersonal skills prized in the workplace are stressed and future employment opportunities mapped. *Offered spring, summer.*

## **PGM 299 Leadership 1 Credit**

Documentation of student participation in the development of interpersonal communication and the strengthening of leadership skills. Teambuilding and project management are addressed. Prerequisite: Enrolled in Professional Golf Management program. *Offered winter.*

## **Psychology**

Faculty adviser:

Marleen Ramsey

509.527.4265

The field of psychology focuses on the scientific study of understanding individual human behavior. The courses offered provide a basic core appropriate for majoring in psychology at a baccalaureate institution. Psychology courses fulfill social science general education requirements for the AA Degree or serve as appropriate elective courses.

## **PSY 095 Skills for Success I 3 Credits**

This course is provided in both traditional and bilingual settings and aids students in achieving self-fulfillment and harmonious interpersonal relationships by developing the skills necessary for functioning successfully as group members. Includes techniques for critical thinking, decision-making procedures, goal setting, communication, group problem solving, teamwork, leadership, multicultural and diversity awareness, and career/life planning. *Offered fall, winter, spring, summer.*



# PSYCHOLOGY/READING

## **PSY 096 Skills for Success II 3 Credits**

This course builds upon the material covered in PSY 095 and is provided in both the traditional and bilingual settings. It emphasizes skills for functioning successfully as a group member and for achieving self-fulfillment and harmonious interpersonal relations. Includes techniques for critical thinking, decision-making procedures, goal setting, communication, group problem solving, teamwork, leadership, multicultural and diversity awareness, and career/life planning. *Offered fall, winter, spring, summer.*

## **PSY 100 Effective Learning Strategies 3 Credits**

Effective Learning Strategies for College provides an overview of learning and motivation theories and methods which promote student efficiency in the classroom. Topics and techniques include memory and learning. Cornell Notetaking System, exam preparation and test anxiety, time management, goals clarification, learning style, concentration, and textbook reading. Upon completion, students will possess a clear understanding of the strategies required to meet their academic goals. Corequisite: Enrollment in at least one course at the 100 level or above, preferably a lecture course.

## **PSY 101 Introduction to Psychology 5 Credits**

A survey course introducing students to factors which influence human behavior and thinking, as well as the complexities of mind and body relationship. 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 098.

## **PSY 103 Developmental Psychology 5 Credits**

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 098.

## **PSY 111 Effective Interpersonal Relationships 3 Credits**

Personal discovery of the contributions to a good interpersonal relationship. Skills in personal communication, active listening, feedback, self-disclosure, empathy, assertiveness, and conflict management are developed.

## **PSY 113 Human Sexuality 5 Credits**

Study of sexual facts, attitudes, morals, and behavior. Includes conception, contraception, sexually transmitted diseases, abortion, physiological and psychological aspects of sexual response, varieties of sexual behavior, exploration of sexual abuse and victimization, legal issues in sexuality, sexual ethics, and society's influence on sexuality and sex roles. COURSE FOR ADULTS—lectures and films may contain explicit language, scenes, nudity, and material. Prerequisite: READ 098, ENG 101. Cross-listed as WST 113.

## **PSY 139 Psychology of Women 3 Credits**

A course based on the historical and cultural development of women. Social and psychological perspectives of female identity, traditional and nontraditional roles, values, sexuality, dependency, and the changing perception of femininity and masculinity will be examined. Cross-listed as WST 139.

## **PSY 140 Career and Life Planning 3 Credits**

A systematic approach to planning students' individual career paths based upon their skills, interests and values as they pertain to work and education. Students will identify appropriate occupations within their career field of choice, learn to research the demands, rewards and employment practices in those occupations and develop plans for achieving their career goals. Resumes and portfolios are produced as a part of preparing to conduct an effective job search. Strongly recommended English 089 or equivalent writing level. Meets Job seeking skills requirement for the AAAS Degree and an elective for the AA Degree.

## **PSY 196 Psychology of Human Performance 3 Credits**

This course includes an in-depth study of the relationship between the mind and body. It includes application of psychological theories, research, and intervention strategies to performance enhancements in a variety of settings. The course addresses topics such as stress and emotional control, attention and concentration, mental rehearsal, memory enhancement, the effects of motivation and personality on performance and effective group communications. Offered fall quarter.

## **PSY 205 Social Psychology 5 Credits**

The study of the influence of the behavior of others on individual behavior. Topics include conformity, obedience, aggression, prejudice, persuasion, interpersonal attraction, self-justification, and group processes. Suggested minimum reading level: READ 098.

## **PSY 206 Abnormal Psychology 5 Credits**

A study of maladaptive behavior, its origins and characteristics. Topics include description of a wide variety of maladaptive behaviors, procedures used to measure and classify abnormal behavior, and treatment methods. Suggested minimum reading level: READ 098.

## **PSY 257 Evolution of a Theory 5 Credits**

A cross disciplinary course concentrating on the structure, content, literary applications, and philosophical implications of Freud's psychological theory.

## **PSY 297 Special Problems 1-5 Credits**

A course providing students the opportunity to design and implement a project of interest in psychology under the supervision of an instructor.

## **Reading**

### **READ 070 Speed Reading 1 Credit**

A computerized reading program to help students develop comprehension while increasing the number of words read per minute. Prerequisite: Placement score in READ 088 level or higher. *Offered fall, winter, spring.*

### **READ 078 Basic Reading Skills 5 Credits**

A course designed for the student who needs help in developing basic reading skills related to work, study, or survival-reading. This class is taught in both the lecture and lab format.

### **READ 082 Special Topics in Reading 1-5 Credits**

Special reading needs are addressed for individual students; the student and instructor determine the area of emphasis. *Offered fall, winter, spring.*

# READING/REFRIGERATION & AIR CONDITIONING

**READ 083 Special Topics in Reading II 1-5 Credits**  
Second quarter of Special Topics in Reading. An individualized lab course where the student and teacher determine the skills the student needs to work on.

**READ 084 Special Topics in Reading 1-5 Credits**  
Special reading needs are addressed for individual students; the student and instructor determine the area of emphasis. *Offered fall, winter, spring.*

**READ 085 Vocational Reading 1-3 Credits**  
A course designed for vocational students wishing to improve understanding of program texts. The focus of the course is to give students practical ways to effectively comprehend and remember information from program texts. Note: General reading strategies will be taught, and students will use texts from their own programs for practice.

**READ 086 Reading for Foreign Students 1-5 Credits**  
An individualized course taught in the learning skills center designed for the particular needs of foreign students who read English at the intermediate to advanced levels.

**READ 088 Reading Improvement 5 Credits**  
For students that read materials for the general public with relative ease and are competent in Reading 078 skills. This course improves vocabulary and general comprehension skills. *Offered fall, winter, and spring.*

**READ 098 College Reading Skills 3 Credits**  
Designed to build self-confidence in the college reader who is still having difficulty with some textbooks and who desires improvement in the areas of comprehension and speed. This course is taught by lecture, group discussion, and practical experience.

**VOCAB 059 Vocabulary Improvement 1-2 Credits**  
This course enables students to improve communication skills by broadening their vocabularies. Instruction is individualized based on each student's goals. *Offered fall, winter, spring.*

## Refrigeration & Air Conditioning Technology

Web site: <http://www.wallwalla.cc/rac/index.htm>

### Faculty Advisers:

Chuck Waits	509.527.4252	<a href="mailto:chuck.waits@wwcc.ctc.edu">chuck.waits@wwcc.ctc.edu</a>
Mike Houdak	509.527.4252	<a href="mailto:michael.houdak@wwcc.ctc.edu">michael.houdak@wwcc.ctc.edu</a>

**Industry Description:** The refrigeration and air conditioning industry is involved with an ever-increasing technology affecting every aspect of our daily lives. From the comfort of home to air-conditioned theatres and malls, and to the food we purchase and then store, we depend on the refrigeration industry to provide safety and convenience. Airplanes, cars, computers, wineries, medical pharmaceuticals, science and manufacturing—all rely on air conditioning and refrigeration to provide the best products and most suitable environment. Much of today's equipment demands a higher degree of technology for optimum efficiency. It all requires skilled, qualified technicians to operate and maintain the systems to peak performance.

**Program Overview:** The Refrigeration and Air Conditioning Technology program provides students with an understanding of

theory, practice, and safety requirements for the refrigeration trade, including electrical theory and related physics principles. Students study domestic, commercial, and industrial air conditioning and refrigeration systems, and participate in the installation, maintenance and repair of operational equipment. Students have the opportunity to become E.P.A. certified to handle refrigerants and work in the industry in a paid cooperative training position.

**Program Options:** The Associate in Applied Arts and Sciences Degree in Refrigeration and Air Conditioning is awarded for successful completion of a two-year program of study, consisting of five quarters of lecture and laboratory instruction and one quarter of on-the-job co-op training. Students not completing the AAAS degree may earn a one-year certificate by successfully completing course requirements. Students may begin working on related instruction electives during any quarter; however, technical classes must be taken in sequence beginning with the fall quarter.

**Entrance Requirements:** Students should begin the core course sequence during the fall quarter. Students should complete a placement test offered by Walla Walla Community College. A high school diploma or GED is recommended for entry into this technical program and is required for a AAAS Degree.

**Other Information:** HVAC/R contractors, industrial electrical, refrigeration and maintenance departments in hospitals, food processing, government agencies and commercial complexes typically employ persons trained in this technology. Department of Labor job growth statistics project a need for 219,000 HVAC/R trained technicians between 1997 and 2007, or a 24% increase, which means over 21,000 new technicians will be needed annually. According to the June 1999 issue of *USA Today*, the Department of Labor Statistics (1997) indicates an average starting wage for air conditioning/refrigeration employees at \$14 per hour. Actual starting wages will vary depending upon region and abilities. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

### Schedule for Degree Completion:

## Associate in Applied Arts and Sciences Degree in Refrigeration and Air Conditioning

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

### – Certificate –

#### First Year

Quarter One	Credits
ELEC 130, Principles of Electricity .....	10
RAC 100, Refrigeration Basics #1 .....	4
OCSUP 106, Applied Mathematics (M) * .....	5
<b>Total Credits .....</b>	<b>19</b>

# REFRIGERATION & AIR CONDITIONING

## Quarter Two

	Credits
ELEC 151, Motor & Motor Controls .....	8
RAC 101, Refrigeration Basics #2 .....	5
CT 100, Computer Literacy *** .....	3
WRITE 100, Vocational Writing (W) .....	3
OCSUP 299, Principles of Leadership (L) .....	1
<b>Total Credits .....</b>	<b>20</b>

## Quarter Three

	Credits
RAC 110, RAC Mechanical Equipment .....	6
RAC 120, Air Conditioning Systems .....	6
RAC 130, RAC Control Systems .....	6
OCSUP 101, Job Psychology (R) .....	3
<b>Total Credits .....</b>	<b>21</b>
<b>Year-One Total Credits .....</b>	<b>60</b>

## Quarter Four (typically Summer)

	Credits
RAC 124, Co-op Job Training ** .....	10-18
<b>Total Credits .....</b>	<b>10-18</b>

– Degree –

## Second Year

### Quarter Five

	Credits
RAC 200, Ductwork Design and Fabrication .....	2
RAC 262, Commercial Refrigeration Equipment .....	8
ELEC 140, Introduction to Electronics .....	5
OCSUP 102, Job Communications (O) .....	3
WELD 145, Welding (Basic) .....	7
<b>Total Credits .....</b>	<b>25</b>

### Quarter Six

	Credits
RAC 221, Ammonia Refrigeration Systems .....	4
RAC 261, Heating Systems & Heat Pumps .....	7
ELEC 253, Programmable Logic Controllers .....	5
ELEC 181, Introduction to the National Electric Code.....	2
IRT 221, Pump Applications .....	3
OCSUP 103, Job Seeking Skills (J) .....	3
<b>Total Credits .....</b>	<b>24</b>
<b>Year-One Total Credits .....</b>	<b>59-67</b>
<b>Total Credits .....</b>	<b>119-127</b>

A Certificate is available upon completion of the year-one requirements.

When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.

\*\* RAC 124 Co-op Job Training is available after the second quarter and can be completed during summer quarter the first year, or during the second year.

\*\*\* CT 100 is a minimum requirement for students unfamiliar with computers, CT 121 Intro to Microcomputer Applications is an alternate for students with computer skills.

**Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:**

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 47.0201 • EPC 703 • Certificate Clock Hours: 825

## RAC 100 Refrigeration Basics I

4 Credits

The use of operational equipment and exploration of the theory of physics related to the behavior of refrigerants in the basic refrigeration cycle. Topics include theory of heat, refrigeration and refrigerants, general safety practices, tools and equipment, fasteners, tubing and piping, refrigerant management, system charging, and calibrating instruments. *Offered fall.*

## RAC 101 Refrigeration Basics II

4 Credits

Basic operational theory of domestic refrigerators, freezers, and package air conditioners. Topics include room air conditioners and room heat pumps, PTAC, PTHP, domestic refrigerators and freezers, electrical and mechanical troubleshooting. Prerequisite: RAC 100 or instructor's permission. *Offered winter.*

## RAC 110 Refrigeration and Air Conditioning

6 Credits

### Mechanical Equipment

Knowledge of mechanical equipment used in the refrigeration/air conditioning trade and practice on proper troubleshooting and repair methods. Teaches proper application and repair of evaporators, condensers, compressors, expansion devices, and special components. Prerequisites: RAC 100 and 101 or instructor's permission. *Offered spring.*

## RAC 120 Air Conditioning Systems

6 Credits

Application of basic requirements for residential and small commercial split system and central air conditioners is covered with emphasis placed on finding and repairing faults in typical equipment. Knowledge of comfort and psychometrics, system installation, operating and safety controls, typical operating conditions, and troubleshooting. Prerequisites: RAC 100 and 101 or instructor's permission. *Offered spring.*

## RAC 124 Co-op Job Training

Variable, 2-18 Credits

On-the-job work experience in a HVAC/R related role as agreed upon by the employer, student, and instructor. Minimum of 30 hours of work experience per credit. Allows student to utilize skills and knowledge learned in previous quarters. Prerequisite: Instructor's permission. *Offered all quarters.*

## RAC 130 Control and All-Weather Systems

6 Credits

Introduction to different types of controls used to operate and protect air conditioning and heating equipment in residential and light commercial systems, including chilled water and all-weather systems. Knowledge of control devices, motors, cooling towers, pumps, chilled water, and all-weather systems with emphasis on schematic diagrams, control operation, and troubleshooting. EPA 608 Refrigerant Certification test preparation and testing. Prerequisites: RAC 100 and 101 or instructor's permission. *Offered spring.*

## RAC 200 Ductwork Design and Fabrication

2 Credits

Familiarizes students with the design, fabrication, and installation of ductwork required in heating and air conditioning systems. Knowledge of vocabulary and procedures necessary to build and install ductwork. Students assist the carpentry program house project by installing HAC system ductwork as needed. Prerequisite: Instructor's permission. *Offered fall.*



# REFRIGERATION & AIR CONDITIONING/SOCIOLOGY

## **RAC 221 Ammonia Refrigeration Systems 4 Credits**

Introduction to operation, maintenance, and repair of industrial refrigeration and ammonia systems. Application of refrigeration and electrical knowledge acquired from previous courses to understanding operation and maintenance of industrial refrigeration with emphasis on Ammonia (R717) and safety. Prerequisite: RAC 262 or instructor's permission. *Offered winter.*

## **RAC 261 Heating Systems and Heat Pumps 7 Credits**

Operational understanding required to maintain and repair residential and heating equipment in residential and commercial installations. Students acquire basic knowledge in heat loss and heat gain, transfer of heat, air distribution systems, heating sources, heat pumps, and heating system controls. Prerequisite: RAC 120 or instructor's permission. *Offered winter.*

## **RAC 262 Commercial Refrigeration Systems 8 Credits**

Familiarizes student with design and operational requirements of low and medium temperature commercial refrigeration systems. Knowledge of commercial refrigeration systems with emphasis on analyzing system operation and faults. Prerequisite: RAC 110 or instructor's permission. *Offered fall.*

## **RAC 299**

While under the supervision of the program instructor, students assume the responsibilities of a working shop foreman in a Refrigeration and Air Conditioning repair shop, shares responsibility for program instruction and shop management. Prerequisites: RAC 100 (Basic Refrigeration #1) and instructor's permission. *Offered fall.*

## **Sociology**

Faculty adviser:

Susan Palmer

509.527.4545

Most of us have a basic idea about how houses or transportation systems are built, but little knowledge, beyond common sense, about how societies are constructed. Sociology systematically examines the architecture of our social world and our everyday interactions. Sociology provides a framework to understand how societies, and social life in general, are created, maintained, and changed. Students of sociology gain an appreciation of why it is that we do things one way, while other cultures do things differently.

A sociological approach is useful for many fields of study, as well as a variety of occupations. WWCC sociology courses will transfer to most four-year colleges and universities. Many sociology students prepare for careers in criminal justice, social services, social research, health care, and other fields with an emphasis in social relationships and social structures.

## **SOC 101 Introduction to Sociology 5 Credits**

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.

## **SOC 107, 108, 109, 110**

1-3 credits each

### **Human Services Field Experience I, II, III, IV**

Course provides student with a supervised experience in a social agency, school, health care facility, youth group, etc., in the local community. This course is part of WWCC's Human Services program. Student must have had or must be currently enrolled in SOC 101 or PSY 101. Requires 30 hours per credit.

## **SOC 150 Introduction to Social Work 5 Credits**

This course is designed to help students understand the role of the social worker in today's society. The course will include guest presentations by community professionals, field trips, and volunteer experiences. Cultural, ethnic, and other diversity issues in the field of social work will be explored, as well as student perceptions and biases identified.

## **SOC 160 Introduction to Human Geography 5 Credits**

The study of analyzing human populations, cultures, activities and connections with the physical landscapes they live on are discussed. The study of the spatial variations among the human cultures and patterns of interaction between humans and the environment are introduced. Cross-listed as Geography 160.

## **SOC 201 Introduction to Social Problems 5 Credits**

Examines a variety of global social problems-conditions or phenomena that adversely affect significant segments of the population-using sociological approaches to understand their complex dynamics. Interprets the effects of rapid globalization, with particular emphasis on its impact on the United States. From a global perspective, this course examines war, over-population, environmental degradation, poverty and wealth, unequal health care, race and gender inequality, and crime. In addition to examining problems, students explore possible solutions.

## **SOC 204 Drugs and Society 5 Credits**

Introduction to the many and varied drugs, and their related socio-cultural history of use and abuse. The physiological and psychological study of symptoms and disease concepts. A review of chemical dependency and the nature of social control as expressed through treatment, rehabilitation, education, family structure, community, and other social responses. (Suggested minimum reading level: READ 098).

## **SOC 205 Racial and Ethnic Relations 5 Credits**

Focuses on intergroup race and ethnic relations with a social-historical emphasis. Students explore how race and ethnic identities are developed; theoretical perspectives on assimilation and pluralism; prejudice and discrimination; the creation of subordinate groups; and historical and contemporary issues. Problems and possible solutions of majority-minority relations are examined. This course includes a six-hour weekend retreat that students are highly encouraged to attend.

## **SOC 208 Sociology of Intimate and Family Relations 5 Credits**

Provides a sociological understanding of the processes involved in family relations, household life and structures, and family problems. Emphasizes historical formations, social influences, and the diversity of families in the United States. Explores myths about family forms and features; the role of gender; divisions of labor within household; historical shifts; family privacy and government interventions; stereotypes; and the effect of social, economic, and political forces on the family. This course also addresses the broader issues in the sociology of intimate relations beyond conventional marriages and families.

# SOCIOLOGY/SPANISH/SPEECH/TRANSICIÓN

## **SOC 212 Family Communication**

**5 Credits**

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.

## **SOC 220 Gender and Society**

**5 Credits**

Gender is a central feature of social life. This course will enhance students' recognition of the pervasiveness and complexities of a sex and gender "system," predominately focusing on our own society. We will explore gender on three levels: 1) as a system of social relationships in which gender interacts with, and influences, institutional structures; 2) as what people "do" in social interactions; and 3) as an attribute by individuals for self-identification. Cross-listed as WST 220.

## **Spanish**

Faculty Adviser:

Jeff Adams 509.527.4644

Spanish language courses provide students with instruction in reading, writing, speaking, and listening in this influential language, as well as a greater appreciation for the cultures of Spanish-speaking peoples.

## **SPAN 047, 048, 049 Basic Spanish I, II, III**

**3 Credits**

General objective of the course will be to enable students to communicate in Spanish with the public in general, to be able to speak and understand simple conversations, and to read and write.

## **SPAN 085 Language for Special Purposes**

**1-6 Credits**

Course under Bilingual Office Aide Certificate - Learning Community. Course designed to improve both English and Spanish skills.

## **SPAN 101, 102, 103 Spanish I, II, III**

**5 Credits**

Introductory courses for students wishing to learn Spanish as a second language. Provide a foundation for practical interpersonal communications. Include pronunciation, basic grammar, reading, writing, and an introduction to Hispanic culture. To be taken in sequence or with written consent of the instructor.

## **SPAN 201, 202, 203 Spanish IV, V, VI**

**5 Credits**

Intermediate course provides practice in speaking, listening, reading, and writing. Students study grammar, vocabulary, and the use of idiomatic expressions. They will expand their knowledge of Hispanic culture, as well as gain confidence for practical interpersonal communication situations. Must be taken in sequence. Prerequisite: SPAN 103 or with written consent of the instructor.

## **SPAN 297 Field Studies**

**1-12 Credits**

Flexible field studies for students wishing to expand their knowledge of Spanish through travel and study abroad. Students must consult with instructor before enrolling.

## **SPAN 298 Independent Studies**

**1-12 Credits**

Course for students wishing to expand their knowledge of Spanish through a wide variety of possible directed studies topics. Students must consult with the instructor before enrolling.

## **SPAN 299 Special Topics**

**1-5 Credits**

## **Speech**

Faculty advisers:

Virginia McConnell 509.758.1709 - Clarkston

Jo Anne Rasmussen 509.527.4317

## **SPCH 100 Introduction to Diction**

**3 Credits**

Introduction to diction is a comprehensive introduction to the use of the voice and basic preparation for oral presentations. It includes: dealing with speech anxiety, making yourself understood (including: diction, articulation, vocal speech patterns, and American English inflections); and listening to and comprehending spoken language.

## **SPCH 101 Fundamentals of Speech**

**3 Credits**

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.

## **SPCH 102 Oral Communication and**

### **Interpersonal Relationships**

**3 Credits**

Practice in preparing and giving reports, dealing with group dynamics and problems, learning interview techniques, working on telephone presence, perfecting convincing and listening skills. Prerequisite: SPCH 101 or instructor approval.

## **SPCH 103 Introduction to Phonetics and Articulation**

**3 Credits**

Study of the sounds of American speech with emphasis on proper articulation, pronunciation, and voice production.

## **SPCH 105 Oral Interpretation**

**3 Credits**

Study and practice of the oral skills essential to interpreting the intellectual and emotional meaning of literature to an audience. Students will learn the skills of reading aloud and interpreting the written word including poetry, prose and drama.

## **SPCH 107 Active Listening**

**3 Credits**

Hearing, listening to, comprehending, and interacting with information is a learnable skill. Focus on improving classroom and interpersonal relationships with positive and active skill building.

## **Department of Transitional Studies**

Web site: <http://www.wallawalla.cc>

Adult Basic Education/GED, College Prep, English as a Second Language (ESL), Transición, and Occupational Support.

Faculty Adviser:

Lisa Flores, Director 509.527.4305

[lisa.flores@wwcc.ctc.edu](mailto:lisa.flores@wwcc.ctc.edu)

**Department Description:** The Department of Transitional Studies provides a variety of program options for students who are preparing for entry into college level coursework, professional-technical programs, and the work environment. Opportunities include basic skills classes, bilingual (Spanish/English) preparation programs, English for second language learners, GED test preparation, and transition-to-work courses.

**Program Options:** Each student will be assessed and advised of program options based upon individual student needs and goals.

**Entrance Requirement:** Each program listed below determines student entry level on standardized placement tests.

**Other Information:** For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

# TRANSICIÓN/ADULT BASIC ED./OCCUPATIONAL SUPPORT/ESL

## Transición Program

Web site: <http://www.wallawalla.cc>

Faculty Adviser:

Carlos Jaques 509. 527. 4260 carlos.jaques@wwcc.ctc.edu

**Industry Description:** The continuing demand for bilingual, trained employees in rural industries of Eastern Washington, coupled with the increased opportunities and employment benefits provided through education, provides the basis for this training program.

**Program Overview:** The Bilingual Bicultural Transición Program is designed to provide intensive training in English proficiency, personal and cultural awareness, computer literacy, and career and employment exploration to dislocated Hispanic workers and other Hispanic individuals who aspire to enroll in a professional-technical certificate or degree program which leads to living wage employment or for completion of the GED (High School Equivalency Exam).

**Program Options:** Students may be placed directly into a training program, co-enrolled in Transición and a training program, enrolled in Transición and the basic skills program, or advised to enroll in ESL (English as Second Language) and basic skills only, dependent on asset scores on the basic skills test.

**Entrance Requirements:** Scores on a standardized test will determine academic placement into the program.

## Adult Basic Education / GED

Faculty Advisers:

Terri Trick 509.527.4348 terri.trick@wwcc.ctc.edu  
Billie Havens 509.758.1707-Clk billie.havens@wwcc.ctc.edu  
Karen Van Stone 509.758.1708-Clk karen.vanstone@wwcc.ctc.edu

**Industry Description:** Adult Basic Education / GED is designed to enable those who have not completed high school to earn the GED (High School Equivalency Degree). Adult Basic Education also serves those needing a review of basic skills before entering other college programs.

**Program Overview:** Adult Basic Education / GED classes serve adults (16 years or older) who need to upgrade their skills in reading, writing, and math. Students are administered a placement test upon entry. Program of study is then determined individually. Instruction is offered via individual study, structured classes, learning communities, and computers. This is a tuition-free program, and all instructional materials are provided by the college. The program is provided in both English and Bilingual/Spanish to meet individual student needs.

**Program Options:** Students may pursue the GED (High School Equivalency Degree) or may upgrade existing skills and abilities in preparation for further study in other college programs.

**Entrance Requirements:** A placement test is administered to all students upon entry into the program. This test is a Washington State requirement and is for placement purposes only.

## Occupational Support & Related Instruction

Web site: <http://www.wallawalla.cc/>

Faculty Adviser:

Don Miller 509.527.4639 donald.miller@wwcc.ctc.edu

**Industry Description:** The demand for professional-technical graduates who meet both institutional and national standard certification requirements is increasing steadily as employers strive to compete in the ever-changing marketplace. Research confirms that individuals completing training programs and the related national certification training receive higher rates of compensation, experience reduced chances of layoff, and advance in their chosen career field at a higher rate. Occupational Support courses include: Applied math, human relations, job seeking skills, job psychology, communications, and spelling.

**Program Overview:** The Occupational Support program is a series of courses providing students' related instruction in communications, mathematics, and career planning that is designed to improve the students' opportunities in obtaining, maintaining, and advancing in their areas of employment. A development test is administered to all incoming vocational program students, and test scores are used to recommend appropriate occupational support courses.

**Program Options:** To meet the completion requirements of the AAAS Degree, students are required to complete a minimum of 18 credit hours of related instruction. The Occupational Support courses are included in the related instruction requirements. Students may elect to take identified optional courses or advanced courses of instruction with adviser approval.

**Entrance Requirements:** Students are required to complete basic skills testing to assist in proper placement of students in related instruction courses.

## English as a Second Language

Web site: <http://www.wallawalla.cc/edpro/more/esl.html>

Faculty Advisers:

Joyce Fogg 509.527.3689 joyce.fogg@wwcc.ctc.edu  
Ellen Harley 509.527.3688 ellen.harley@wwcc.ctc.edu  
Dale Tucker 509.758.1707-Clk dale.tucker@wwcc.ctc.edu

**Industry Description:** The ESL Department's mission is to elevate students' aspirations and to provide basic skills instruction that will enable students to further their education in preparation for entering the workforce and participate better in the social, cultural, and economic environment.

**Program Overview:** Classes in English as a Second Language are offered to non-native speakers. Instruction is designed to help students acquire skills in understanding, speaking, reading, and writing English. Students are tested and placed at one of six levels according to their ability, and progress is determined individually.

**Program Options:** English as a Second Language instruction is centered on the five Washington State Core Competency basic skill areas: listening, speaking, reading, writing, and mastering computer technology. Instruction is in English and incorporates a variety of language teaching techniques to meet the needs of students from Level One through Level Six. The teachers and students work together in a communicative classroom setting with special emphasis given to community, civic, personal, and workplace topics.

**Entrance Requirements:** Non-native speakers are placed by CASAS Form 20 in Levels One through Six. Registration takes place in the English as a Second Language Department. All classes are open entry.



# COLLEGE PREPARATION

## College Preparation

Web site: <http://www.wallawalla.cc>

### Faculty Advisers:

Ann Bogard	509.527.3664	<a href="mailto:ann.bogard@wwcc.ctc.edu">ann.bogard@wwcc.ctc.edu</a>
Jane Drabek	509.527.4645	<a href="mailto:jane.drabek@wwcc.ctc.edu">jane.drabek@wwcc.ctc.edu</a>
Jennifer Smiley	509.527.4247	<a href="mailto:jennifer.smiley@wwcc.ctc.edu">jennifer.smiley@wwcc.ctc.edu</a>
Steve Schwartz	509.527.4600	<a href="mailto:steve.swartz@wwcc.ctc.edu">steve.swartz@wwcc.ctc.edu</a>

**Program Overview:** College preparation classes provide an environment that assists student in learning and practicing skills that leads to academic and occupational success. Classes are included in the areas of reading, writing, mathematics and study skills. Students who complete college preparation classes normally experience higher skill achievement and greater earning power.

**Program Options:** The number of quarters required to complete the college preparation coursework is dependent upon the individuals' entrance examination scores. A student is typically co-enrolled in an AAAS or AA Degree program.

**Entrance Requirements:** All classes are open entry.



### TRAN 090 Impact/Transition 1-8 Credits

This pre-employment training course addresses the personal and professional development needs of displaced homemakers, and other limited English individuals, by building workplace basic skills in learning to learn, listening, oral communications, problem-solving, creative thinking, self-esteem, goal setting/motivation, personal and career development, interpersonal skills, teamwork, negotiation, organizational effectiveness and leadership. Students focus on career goals as a basis for learning effective job search skills. Additionally, community resource professionals address the financial, health, legal, and emotional needs of students to lessen barriers to achieving self-sufficiency.

### TRAN 095 Intro Career and Life Planning 1 Credit

Assists students in developing educational plans and selecting/investigating vocational areas of interest. Emphasizes helping students with developing an individual plan of action, accessing financial assistance, completion of financial assistance forms, development of the "Transition Plan for Success," and preliminary selection of a professional-technical area of interest. *Offered fall, winter, spring, summer.*

### TRAN 110 Vocational Leadership 1 Credit

Provides students the opportunity to develop their leadership potential and prepare them to assume leadership roles at home, at school, on the job, and in the community. The course is structured around group activities and is presented in a bilingual setting. *Offered fall, winter, spring, summer.*

### ABE 001 ABE Skills Level 1 1-8 Credits

Instruction in reading, writing, and computational skills for individuals whose reading and/or computational grade level is 0-1. Laboratory format. Placement is determined by intake test. Prerequisite: All students under 19 years of age must have a signed release form from the last school they attended. *Offered fall, winter, spring, summer.*

### ABE 002 ABE Skills Level 2 1-8 Credits

Instruction in reading, writing, and computational skills for individuals whose reading and/or computational grade level is 2-3. Laboratory format. Placement is determined by intake test. Prerequisite: All students under 19 years of age must have a signed release form from the last school they attended. *Offered fall, winter, spring, summer.*

### ABE 003 ABE Skills Level 3 1-8 Credits

Instruction in reading, writing, and computational skills for individuals whose reading and/or computational grade level is 4-5. Laboratory format. Placement is determined by intake test. Prerequisite: All students under 19 years of age must have a signed release form from the last school they attended. *Offered fall, winter, spring, summer.*

### ABE 004 ABE Skills Level 4 1-8 Credits

Instruction in reading, writing, and computational skills for individuals whose reading and/or computational grade level is 6-8. Laboratory format. Placement is determined by intake test. Prerequisite: All students under 19 years of age must have a signed release form from the last school they attended. *Offered fall, winter, spring, summer.*

### ABE 013 ABE Math 2 1-5 Credits

A group course whose focus is on the addition, subtraction, multiplication, and division of fractions and decimals, practice solving one-and two-step word problems, simple measurement, and a review of multiplication facts. Lecture format. Prerequisite: Minimum computational skills at a level of grades 4-5 as determined by intake placement test, or by instructor's permission. All students under 19 years of age must have a signed release form from the last school they attended. *Offered fall, winter, spring.*

### ABE 014 ABE Math 3 1-5 Credits

A group course whose focus is on ratio, proportion, percent, simple geometry, review of fractions and decimals, and practice solving multi-step word problems—skills that prepare students for the GED math test. Lecture format. Prerequisite: Computational skills at a minimum of grades 6-8 as determined by intake placement test, or by instructor permission. All students who are under 19 years of age must have a signed release form from the last school they attended. *Offered fall, winter, spring.*

### GED 025 GED Preparation 1-5 Credits

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). Emphasizes the areas of writing skills, natural science, social science, mathematics, literature and the arts. Students under 19 years of age must have a signed release form from the last school they attended. *Offered fall, winter, spring.*

# COLLEGE PREPARATION

## **OCSUP 012 Occupational Support Spelling 2 Credits** **(Spelling for business students)**

Basic rules and techniques are taught to help students develop spelling proficiency. The formation of plurals, possessives, word endings, and hyphenated words are emphasized. Designed to meet the business department's spelling clearance requirement. All business students must first take a group-administered pretest given only once at the beginning of each quarter. *Offered fall, winter, spring, summer.*

## **OCSUP 101 Job Psychology 3 Credit**

This course is provided in both traditional and bilingual settings and is designed to help professional-technical students learn or relearn those skills, habits, and attitudes required to maintain a job once it is acquired. Emphasizes how to achieve job satisfaction, effectively use human relations skills with supervisors and co-workers, and utilize current employment to improve future career prospects. *Offered fall.*

## **OCSUP 102 Job Communications 3 Credits**

This course is provided in both traditional and bilingual settings and involves discussions and projects pertaining to on-the-job communications. Includes written, oral, and nonverbal communication skills taught through mini-lectures, group discussions, audiovisuals, and outside assignments. *Offered fall, winter, spring.*

## **OCSUP 103 Job Seeking Skills 3 Credits**

This course is provided in both the traditional and bilingual settings and provides activities to develop each student into an effective, successful job applicant. Areas studied include labor market analysis, skills identification, applications, resume and letter writing, and interview skills. Students learn what employers look for when hiring a perspective employee, how to make oneself a more competitive job seeker, and how networking and informational interviews result in employment opportunities. Recommended for second-year professional-technical students. *Offered summer, fall, winter, spring.*

## **OCSUP 106 Applied Mathematics 5 Credits**

Review and instruction in whole numbers, decimals, fractions, measurement ratios and proportions, percents, algebra, and geometry. Includes development and applications of signed numbers, measurement, metric system, formulas and equations, right triangle, trigonometry, graphical representation, and interpretations of data. Prerequisite: Appropriate placement on the Compass/Asset Test. *Offered fall, winter, spring.*

## **ESL 005 English as a Second Language 1 1-15 Credits**

This course is offered for non-literate second language speakers. Students will be able to function with difficulty in situations related to immediate needs, handle tasks in which basic communication skills are needed, communicate with difficulty with native speakers, and will acquire the basic literacy skills to proceed to ESL 010. Prerequisite: Placement by CASAS form 20. *Offered fall, winter, spring, summer.*

## **ESL 010 English as a Second Language 2 1-15 Credits**

This course is offered for students who are literate in their own language. Students will understand and use familiar oral and written phrases when presented slowly and with frequent repetition. They will use limited pronunciation skills and write basic personal information. Students will be able to handle routine entry level jobs that involve only the most basic oral communication skills and will be prepared to proceed to ESL 020. Prerequisite: Placement by CASAS form 20 or completion of ESL 005. *Offered fall, winter, spring, summer.*

## **ESL 020 English as a Second Language 3 1-10 Credits**

Prepares students in basic survival needs with some limited social demand, handle jobs and job training with simple oral and basic written instructions, comprehend some basic citizenship skills, and communicate with some difficulty when dealing with native speakers. The students can write basic sentences applying fundamental spelling and punctuation rules. Prerequisite: Placement by CASAS form 20 or completion of ESL 010. *Offered fall, winter, spring, summer.*

## **ESL 030 English as a Second Language 4 1-10 Credits**

Enables students to: satisfy survival needs and routine work/social demands, handle work that involves oral and written instructions in familiar and some unfamiliar situations, apply and interview for jobs and be able to access information and word process, communicate with native English speakers on familiar topics, and pursue basic skills or vocational training courses while continuing English training. Prerequisite: Placement by CASAS form 20 or completion of ESL 020. *Offered fall, winter, spring, summer.*

## **ESL 040 English as a Second Language 5 1-10 Credits**

Designed for vocational or vocational preparatory students who need to improve their English language skills. Instruction in reading, writing, oral communication, listening, and pronunciation of English, with additional information on American customs in the work place, job seeking skills, and workplace literacy. Prerequisite: Placement by CASAS form 20 or completion of ESL 030. *Offered fall, winter, spring, summer.*

## **ESL 050 English as a Second Language 6 1-10 Credits**

Students will identify realistic long-term career and academic goals and the stages by which to attain them. They will be able to follow oral instructions, ask questions to obtain clarification, and participate in conversations in routine work, school, and social situations. They will be able to write business letters, summarize authentic types of text, and produce a resume. Prerequisite: Placement by CASAS form 20 or completion of ESL 040. *Offered fall, winter, spring, summer.*

## **ESL 053 Beginning Grammar 1-5 Credits**

Grammar review of basic parts of speech and sentence structure. Prerequisite: ESL level 3 or above. *Offered fall, winter, spring.*

## **ESL 060 ESL Computer Preparation 1-3 Credits**

A computer preparation class that covers keyboarding techniques, computer vocabulary, and software program operations. Prerequisite: ESL 010, Level II, recommended. *Offered fall, winter, spring.*

## **ESL 066 ESL Computer Language Program 1-4 Credits**

A computer course designed for ESL students at all levels of English competency. Students increase their conversational, pronunciation, and vocabulary skills by using our computer language instructional program (ELLIS), improve study skills, and use the Internet as a learning resource. *Offered fall, winter, spring.*

## **ESL 085 Getting to Know Our World 1-5 Credits**

The purpose of this course is: (1) to broaden and deepen the ESL student's knowledge of the world, (2) to increase the level of cultural literacy, (3) to introduce basic skills of research and information gathering, (4) to provide more opportunity for ESL students whose level is between ESL Level 4 to 6 or ABE level. Prerequisite: Advanced level ESL or written consent of instructor. *Offered fall, winter, spring, summer.*

# TURF MANAGEMENT

## Turf Management

Web site: <http://www.wallawalla.cc/turfmanagement/index.htm>

Faculty Adviser:

Bill Griffith

509.527.4269

bill.griffith@wwcc.ctc.edu

**Industry Description:** The turf management industry has shown a steady growth rate, and job opportunities for trained turf professionals are expanding. The turf management sector employs individuals to become grounds keepers, golf course maintenance supervisors, parks grounds supervisors, sports field supervisors, turf landscape technicians, turf grass specialists, and sod farm managers.

**Program Overview:** Turf Management emphasizes equipment operation and maintenance, irrigation system installation, repair and maintenance, and turfgrass application, installation, and management. Two quarters of internship work experience combine classroom instruction with field experience to provide direct hands-on application of the materials studied. These objectives are accomplished with lecture/discussion periods, lab exercises, and field trips. Some courses are offered via distance delivery for students not able to attend on campus at the time courses are offered. Program content and relevance are maintained with input from a regional advisory committee, national and state skill standards, and DACUM research. Department faculty have education and extensive industry experience in their subject area and frequently attend conferences and workshops to update their knowledge of the industry.

**Program Options:** Students can choose between a degree or certificate option. The Associate in Applied Arts and Sciences Degree in Turf Management is a technical degree awarded at the completion of the 18-month program of study. Graduates of this program may find employment as assistant golf course superintendents, assistant sports turf managers, landscape maintenance and construction crew supervisors, parks department grounds keepers, and school district grounds keepers. The Turf Technician Certificate is a technical certificate awarded at the completion of a nine-month program of study. Graduates of this program may find employment as turf technicians at a golf course, sports turf complex, parks department, school district grounds, landscape maintenance and construction company, or sod farm.

**Entrance Requirements:** Students are encouraged to begin their course of study during fall quarter. Exceptions are allowed for a winter quarter beginning. Students wishing to begin study in the program should complete a placement test offered by the student development center at Walla Walla Community College. No prerequisites exist.

**Other Information:** The Turf Management program is part of the Tech Prep consortium in the state of Washington. Tech prep credits from specific high school studies can be awarded for selected courses. Contact a local school counselor or Walla Walla Community College for more information. Students considering transferring should consult with the adviser in the Turf Management department prior to taking courses for transfer credit. Program scholarships are available each year to assist students. Contact the program adviser to obtain an application. For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

## Schedule for Degree Completion:

### Associate in Applied Arts and Science Degrees in Turf Management

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses must be taken in sequence. This does not apply to recommended and/or related instruction.

#### - Certificate -

##### First Year

###### Quarter One

###### Credits

TURF 101, Turf Equipment Operations I .....	3
AGPR 114, Plant Science .....	3
AGPR 201, Basic Soil Science .....	5
IRT 112, Irrigation Principles .....	5
TURF 122, Turf Maintenance Practices .....	3
SPCH 101, Fundamentals of Speech (O) .....	3
<b>Total Credits .....</b>	<b>22</b>

###### Quarter Two

###### Credits

TURF 102, Turf Equipment Operations II .....	3
TURF 215, Turf Diseases and Insects .....	3
IRT 110, Lawn and Turf Irrigation .....	3
AGPR 202, Soils Fertility & Management .....	5
OCSUP 106, Applied Mathematics (M) .....	5
<b>Total Credits .....</b>	<b>19</b>

###### Quarter Three

###### Credits

TURF 191, Turf Cooperative Education I .....	16 - 20
TURF 192, Co-op Seminar I (R) .....	2
<b>Total Credits .....</b>	<b>18 - 22</b>
<b>Year-One Total Credits .....</b>	<b>59 - 63</b>

###### Quarter Four (typically Summer)

###### Credits

TURF 291, Turf Cooperative Education II .....	16 - 20
TURF 292, Co-op Seminar II (R) .....	2
<b>Total Credits .....</b>	<b>18 - 22</b>

#### - Degree -

##### Second Year

###### Quarter Five

###### Credits

TURF 201, Turf Physiology .....	6
TURF 221, Landscape Maintenance & Construction .....	5
OCSUP 103, Job Seeking Skills (J) .....	3
AGPR 140, Ag Safety & Health .....	3
WRITE 100, Vocational Writing (W) .....	3
<b>Total Credits .....</b>	<b>20</b>

###### Fall Quarter

###### Credits

###### Quarter Six

###### Credits

AGPR 105, Weed Biology .....	5
IRT 225, Irrigation Design .....	6
TST 252, Turf Equipment Maintenance & Repair .....	3
TURF 221, Turf Management .....	5
TURF 231, Pesticide Licensing .....	3
TURF 299, Student Leadership (L) .....	1
<b>Total Credits .....</b>	<b>23</b>
<b>Year-One Total Credits .....</b>	<b>61 - 65</b>
<b>Total Credits .....</b>	<b>120 - 128</b>

A Certificate is available upon completion of the year-one requirements.



# TURF MANAGEMENT

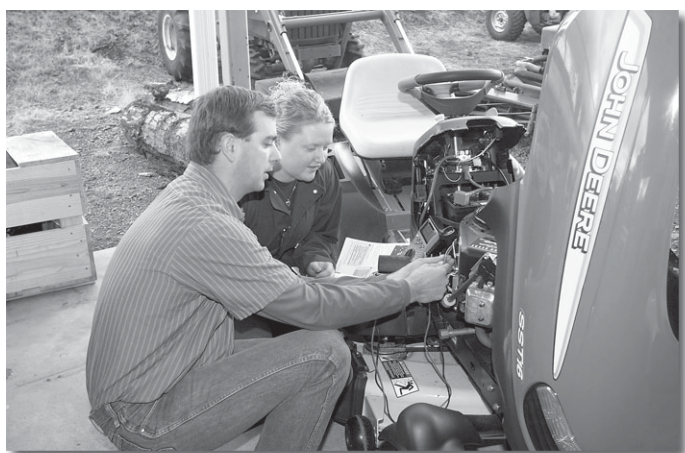
When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.

Classes in Spanish, agri-business, agricultural science, civil engineering technology, computer technology, turf equipment service technician, and/or irrigation technology may be required to fulfill a student's area of focus for the Turf Management Degree.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) - Written Communications	(J) - Job Seeking Skills
(M) - Computation / Mathematics	(R) - Human Relations
(O) - Oral Communications	(L) - Leadership

CIP 01.0607 • EPC 160 • Certificate Clock Hours: 1020



**TURF 101 Turf Equipment Operations I 3 Credits**  
Use, operation, and maintenance of turf equipment, including mower units, top dressers, soil aerators, trimmers, and miscellaneous turf equipment. Also provides a practical understanding of costing of equipment. Safety is emphasized. *Offered fall and by distance learning.*

**TURF 102 Turf Equipment Operations II 3 Credits**  
Continuation of Turf Equipment Operations I, including work experience placement, equipment parts, tractors, replacement schedules, purchasing and leasing equipment, sprayers and sprayer calibration. *Offered winter and by distance learning.*

**TURF 121 Turf and Landscape Orientation 5 - 12 Credits**  
A beginning course in maintenance and construction of turf and landscapes. Includes turf, flowers, shrubs, trees, planting preparation, material selection, mowing principles, watering principles, and an introduction to fertilizers. *Offered by arrangement.*

**TURF 122 Turf Maintenance Practices 3 Credits**  
An introduction to methods used in maintenance of sports fields, parks, school grounds, and golf courses. Prepares students for cooperative work experience and for entry into the turf industry. *Offered fall.*

**TURF 191 Turf Cooperative Education I 1 -20 Credits**  
Students are placed in on-the-job work experience and enrolled in a related job seminar (TURF 192). Students refine work ethics and explore future career interests. *Offered all quarters by arrangement.*

**TURF 192 Turf Seminar I 2 Credits**  
A review of work ethics, job performance, and interpersonal work relationships as related to the cooperative education. *Offered all quarters by arrangement.*

**TURF 201 Turf Physiology 6 Credits**  
Introductory class on turf grass science. Covers turf grass physiology, plant physiology, turf grass identification, turf grass uses, cultivars, selection of grasses, turf fertilization and fertilizer selection, water needs of the grass plant and irrigation, future trends, and waste disposal methods. *Offered fall quarter and by distance learning.*

**TURF 211 Turf Management 5 Credits**  
Fundamentals of turf management, operation, and performance in areas of budgeting, supervision, and communication skills. Includes assessment of field condition, weather monitoring, and specialty turf management techniques. *Offered winter.*

**Turf 215 Turf Diseases and Insects 3 Credits**  
An introduction to identification, study of life cycles, and control of insects and diseases common to turf. Concentrates on fundamentals of entomology and plant pathology, as well as specific problems and their controls on turf. *Offered winter and by distance learning.*

**TURF 221 Landscape Maintenance and Construction 5 Credits**  
Maintenance and construction of landscapes that include turf, flowers, shrubs, trees, fencing, and hard surfaces. *Offered fall.*

**TURF 231 Pesticide Licensing 3 Credits**  
Preparation for the state of Washington pesticide licensing exam. *Offered winter.*

**TURF 251 Turf Management for Instructors 3 Credits**  
Designed to train educators in teaching Turf Management to high school students. Covers fundamentals of turf equipment operation, careers in turf management, and turf physiology. Also, preparation of lesson plans and developing teaching resources for turf management. *Offered by arrangement.*

**TURF 281 Turf Management Tech Prep II 2 Credits**  
In-service training offered to High School Turf Management teachers. Fundamentals in turf equipment operation, careers in turf management, and turf physiology. Covers preparation of lesson plans and developing teaching resources for turf management. *Offered by arrangement.*

**TURF 291 Turf Cooperative Education II 1 - 20 Credits**  
Students are placed in on-the-job work experience and enrolled in a related job seminar (TURF 292). Students refine work ethics and explore future career interests. *Offered all quarters by arrangement.*

**TURF 292 Turf Seminar II 2 Credits**  
A review of work ethics, job performance, and interpersonal work relationships as related to the cooperative education. *Offered all quarters by arrangement.*

**TURF 299 Student Leadership 1 Credit**  
Student participation in the development of leadership skills. Students are required to participate in 20 hours of leadership activity. *Offered winter.*

# TURF EQUIPMENT SERVICE TECHNICIAN

## Turf Equipment Service Technician

Web site: <http://www.wallawalla.cc/turfequip/turf equip.htm>

Faculty Adviser:

George Klein

509.527.3673

[g.klein@wwcc.ctc.edu](mailto:g.klein@wwcc.ctc.edu)

**Industry Description:** The growth and expansion of the home and recreation industries nationwide have created a growing need for qualified technicians to service and maintain equipment specific to this industry. Opportunities abound for technicians in various settings including golf courses, landscaping businesses, parks and recreation departments, rental outfits, dealerships, and consumer equipment.

**Program Overview:** The Turf Equipment Service Technician program was developed in response to the growing demand of the outdoor power equipment and turf industries. Today's highly technical, electronically controlled and electro-hydraulic operated equipment makes it necessary to receive adequate and specialized training. The training focus is on technical knowledge and mechanical skills required to service, repair, and test today's sophisticated golf course and commercial turf mowers. Coursework is completed through labs, lectures, internships, and shop experience. Program content and relevance are maintained with input from a regional advisory committee, national accreditation, and DACUM research. Equipment and training materials are provided by cooperation with dealerships, national manufacturers, and the local community. The instructor possesses an advanced degree, receives

ongoing training from manufacturers and dealerships, and maintains a variety of certifications in outdoor power equipment.

**Program Options:** Students have two options for completing the program. A one-year program offers a Certificate in Outdoor Power Equipment. This track includes a one-quarter paid internship. Completion of two additional quarters offers an Associate in Applied Arts and Sciences Degree as a Turf Equipment Service Technician. Tech Prep opportunities exist between this program and many high schools.

**Entrance Requirements:** Ideally, students will start their studies in the fall quarter. With instructor permission it is possible to begin in other quarters. There are no prerequisites, although sufficient reading level and math skills, along with some mechanical aptitude, are important factors in the successful completion of this program.

**Other Information:** For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

### Schedule for Degree Completion:

## Associate in Applied Arts and Sciences Degree in Turf Equipment Service Technician

This schedule lists courses required for degree completion, but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your adviser prior to any substitutions.

Core courses must be taken in sequence. This does not apply to recommended and/or related instruction.

### - Certificate -

#### First Year

##### Quarter One

##### Credits

TST 151, Shop Fundamentals .....	3
TST 155, Basic Engine Principles .....	12-17
TURF 101, Turf Equipment Operations I .....	3
OCSUP 102, Job Communications (O) .....	3
<b>Total Credits .....</b>	<b>21-26</b>

##### Quarter Two

##### Credits

TST 156, Electrical Principles .....	12-17
TURF 102, Turf Equipment Operations II .....	3
WELD 141, Welding (Recommended) .....	4
OCSUP 106, Applied Math (M) .....	5
<b>Total Credits .....</b>	<b>20-29</b>

##### Quarter Three

##### Credits

TST 120, Shop Management .....	3
TST 125, Paints & Painting .....	2
TST 157, Hydraulics & Powertrains .....	12-17
OCSUP 103, Job Seeking Skills (J) .....	3
TST 299, Principles of Leadership (L) .....	1
<b>Total Credits .....</b>	<b>21-26</b>
<b>Year-One Total Credits .....</b>	<b>62 - 81</b>

##### Quarter Four (typically Summer)

##### Credits

TST 191, Co-op Education .....	15
TST 192, Turf Equipment Seminar .....	1
<b>Total Credits .....</b>	<b>16</b>





# TURF EQUIP. SERVICE TECHNICIAN/WELDING TECH.

– Degree –

## Second Year

### Quarter Five

	Credits
TST 255, Advanced Diesel & Electrical .....	17
WRITE 100, Vocational Writing (W) .....	3
Total Credits .....	20

### Quarter Six

	Credits
TST 256, Advanced Hydraulics & Reels .....	17
PSY 111, Effective Interpersonal Relations (R) .....	3
Total Credits .....	20
Year-One Total Credits .....	56
Total Credits .....	118 - 137

A Certificate is available upon completion of the year-one requirements.

When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.

Strongly recommended for work beyond entry level: WELD 141.

*Note: Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:*

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 01.0297 • EPC 126 • Certificate Clock Hours: 895

### TST 120 Shop Management 3 Credits

Setting up and maintaining effective shop record systems, tool, parts, equipment ordering, and overall shop maintenance and layout. *Offered spring.*

### TST 125 Paints and Painting 2 Credits

Equipment, materials, techniques, and practices required for painting and conditioning turf equipment. *Offered spring.*

### TST 151 Shop Fundamentals 3 Credits

Introducing, perfecting, and evaluating basic safety and shop skills necessary for the successful turf equipment manager. Instruction and shop performance exercises in safety; hand and machine tool operation, use, and maintenance; hardware identification; and other basic shop skills. *Offered fall.*

### TST 155 Basic Engine Principles 17 Credits

Basic principles of mechanics pertaining to outdoor power equipment. The course begins with routine maintenance procedures, then covers, two- and four-cycle gasoline engine repair and diagnostics. *Offered fall.*

### TST 156 Electrical Principles 17 Credits

Basic electrical systems with emphasis on fundamentals, component repair and diagnostics, troubleshooting, and electro-hydraulic theory. Also covers rotary mowing systems repair and adjustment. *Offered winter.*

### TST 157 Hydraulics and Powertrains 17 Credits

Basic hydraulic and power train fundamentals, component repair, and diagnostics. Covers troubleshooting, including hydrostats, transaxles, clutches, brakes, and drive axles. Prerequisite: TST 156 or instructor's permission. *Offered spring.*

### TST 191 Cooperative Education 15 Credits

Students are placed on the job designed to reinforce related classroom instruction. Students get a feel for the everyday aspect of the industry, refine work ethics, and explore future career interests. *Offered spring, summer or by instructor's permission.*

### TST 192 Turf Equipment Seminar I 1 Credit

Students explore ethics and work environment as related to cooperative education. *Offered summer or by instructor's permission.*

### TST 199 Special Problems 1-15 Credits

Students acquire additional lab work experience in a supervised shop setting. Area of study is arranged between student and instructor. Students perform hands-on tasks and live work on turf-related equipment. *Offered by instructor's permission.*

### TST 255 Advanced Diesel and Electrical 17 Credits

In-depth information on theory, operation, and service procedures necessary to maintain modern compact diesels used in compact tractor and turf equipment. Covers electro-hydraulics, computer controls, and in-depth trouble shooting as it pertains to compact and commercial equipment. Prerequisite: TST 157. *Offered fall.*

### TST 256 Advanced Hydraulics and Reels 17 Credits

In-depth study of advanced hydraulic systems, servo controls, and hydraulic clutch packs emphasizing hands-on testing and diagnosing. An in-depth look at different reel products available, different grinding techniques, and rebuilding procedures. Directed toward a golf course technician. Prerequisite: TST 255. *Offered winter.*

## Welding Technology

Web site: <http://www.wallawalla.cc/welding/index.html>

Faculty Adviser:

Michael Haggard 509.527.4219

michael.haggard@wwcc.ctc.edu

**Industry Description:** The demand for qualified welders is increasing steadily as the industry strengthens certification requirements and improves construction standards. Welding technology students train and learn to meet the certification requirements of manufacturing and construction industries as well as exploring many career alternatives related to the welding industry.

**Program Overview:** Certified welding facilities, qualified instructors, and state-of-the-art welding equipment provide students the opportunity to become certified in many welding processes. Technical training complies with the American Welding Society standards, increasing the students' understanding of welding technology, employers' expectations, and the ability to compete in the employment marketplace. Local, regional, and national employers in the welding industry provide input supporting the welding technology curriculum along with active advisory committee assistance. Process certifications available include plate and pipe welding using shielded metal arc, gas metal arc, and gas tungsten arc welding. Training includes oxyacetylene cutting and welding, brazing, soldering, blueprint/layout standards and methods, welding procedures specifications, testing methods, quality control, metallurgy, and safe work practices.



# WELDING TECHNOLOGY

**Program Options:** Upon completion of a welding certification test, students are issued certificates documenting the scope of the welder's qualification(s). A separate one-year certificate is available upon successful completion of the first year of instruction in the welding technology program. Students graduate with an Associate Degree in Applied Arts and Sciences in Welding Technology when program requirements are satisfied. Requirements include welder certification in at least three processes.

**Entrance Requirements:** Students are required to complete basic skills testing (ASSET or COMPASS exams) to assist in proper placement in related instruction courses. Students are expected to be determined, ambitious, self-starters, able to work independently or in a group, and accepting of supervision. Personal safety equipment is required for any welding class (varies in the \$50-\$200 range).

**Other Information:** For additional program information including regional employment data, completion rates, student characteristics, and employment see <http://www.wtb.wa.gov/etp>.

## Schedule for Degree Completion:

### ***Associate in Applied Arts and Sciences Degree in Welding Technology***

The curriculum is structured to prepare students for certification requirements. This schedule lists all courses required for degree completion, but actual order and specific coursework may vary depending on student placement, start date and quarter. Please check with adviser prior to any substitutions.

Core courses are available each quarter, but must be taken in sequence. This does not apply to recommended and/or related instruction.

#### – Certificate –

#### First Year

<u>Quarter One</u>	Credits
WELD 151, Basic Oxy/Acet Cutting & Welding .....	17-21
MATH 106, Applied Mathematics (M) .....	5
Total Credits .....	22-26

<u>Quarter Two</u>	Credits
WELD 152, Shielded Metal Arc Welding .....	17-21
WRITE 100, Vocational Writing (W) .....	3
Total Credits .....	20-24

<u>Quarter Three</u>	Credits
WELD 153, Advanced Shielded Metal Arc Welding .....	17-21
OCSUP 101, Job Psychology(R) .....	3
CET 149, Blueprint Reading .....	4
Total Credits .....	20-28
Year-One Total Credits .....	62 – 78

#### – Degree –

#### Second Year

<u>Quarter Four</u>	Credits
WELD 254, Shielded Metal Arc Certification .....	17-21
OCSUP 102, Job Communications (O) .....	3
Total Credits .....	20-24

<u>Quarter Five</u>	Credits
WELD 255, Gas Tungsten Arc Welding .....	17-21
OCSUP 103, Job Seeking Skills (J) .....	3
Total Credits .....	20-24

<u>Quarter Six</u>	Credits
WELD 256, Gas Metal Arc Welding .....	17-21
OCSUP 299, Student Leadership (L) .....	1
Total Credits .....	18 - 22
Year-One Total Credits .....	58 - 70
Total Credits .....	120 - 148

A Certificate is available upon completion of the year-one requirements.

When course credits are indicated as variable, students are encouraged to register for the maximum credit. This is the level recommended for effective employment preparedness.

**Note:** Required related instruction is noted in bold print. The letter in parentheses indicates which category of related instruction is represented by the given course as follows:

(W) – Written Communications	(J) – Job Seeking Skills
(M) – Computation / Mathematics	(R) – Human Relations
(O) – Oral Communications	(L) – Leadership

CIP 48.0508 • EPC 814 • Certificate Clock Hours: 915

#### WELD 141 Welding Basics 4 Credits

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

#### WELD 145 Welding Basic I 5 Credits

Welding, cutting, and grinding procedures used for general welding applications. Includes fuel gas welding, brazing, cutting, shielded metal arc welding, gas metal arc welding, plasma arc cutting, carbon arc gouging, and abrasive grinding. *Offered fall, winter, spring, summer.*

#### WELD 146 Welding Basic II 7 Credits

Provides the experienced welder additional training on student selected welding processes. Prerequisite: WELD 145. *Offered fall, winter, spring, summer.*

#### WELD 147 Welding Basic III 7 Credits

Provides the experienced welder additional training on student selected welding processes. Prerequisite: WELD 146. *Offered fall, winter, spring, summer.*

#### WELD 151 Basic Oxy-Fuel Cutting and Welding 21 Credits

Entry-level student training in safe practices of fuel gas cutting/welding and arc welding. Includes equipment operation, industry practices, arc welding fundamentals, material preparation methods, basic electricity, metals and electrodes, shop work ethics, and layout procedures. *Offered fall, winter, spring, summer.*

#### WELD 152 Shielded Metal Arc Welding 21 Credits

Introductory training in safe and proper SMAW arc welding procedures techniques. Covers arc welding equipment setup, E-6010 electrode practice, shop work practice demonstrations, and classroom presentations. Prerequisite: Weld 151 or instructor's approval. *Offered fall, winter, spring, summer.*

# WELDING TECHNOLOGY/WOMEN'S STUDIES

**WELD 153 Shielded Metal Arc Welding (advanced) 21 Credits**  
Additional experience and training in safe arc welding procedures and the opportunity to take AWS certification tests. Prerequisite: Weld 152 or instructor's approval. Offered fall, winter, spring, summer.

**WELD 157 Welding Special Projects 5 Credits**  
An opportunity to gain experience and improve welding skills through practical application efforts on instructor approved custom projects. Instructor assistance in skill development and/or welding knowledge is provided and a contract is required to establish goals and timelines for satisfactory completion. Prerequisite: Instructor's approval. Offered fall, winter, spring, summer.

**WELD 161 Basic Cutting and Welding 14 Credits**  
Entry-level student training in safe practices of fuel gas cutting/welding and arc welding. Includes equipment operation, industry practices, arc welding fundamentals, material preparation methods, basic electricity, metals and electrodes, shop work ethics, and layout procedures. Offered fall, winter, spring, summer.

**WELD 162 Shielded Metal Arc Welding 14 Credits**  
The second in a sequence of three courses that provides the entry-level student training in safe and proper arc welding procedures and techniques. Includes SMAW equipment setup, E-6010 electrode practice, shop work practice demonstrations, and classroom presentations. Prerequisite: Weld 151 or instructor's approval. Offered fall, winter, spring, summer.

**WELD 163 Shielded Metal Arc Welding 14 Credits**  
The third in a sequence of three courses that provides the entry-level student training in safe and proper arc welding practices and various procedures. Includes E-6010 and E-7018 electrode practices, welding certification requirements and procedures, opportunity to take AWS certification tests as desired and qualified. Prerequisite: Weld 162 or instructor's approval. Offered fall, winter, spring, summer.

**WELD 254 Shielded Metal Arc Certification 21 Credits**  
Industry practices involving welder certification. Covers welding procedures, specifications, preparation of test samples, testing and acceptance standards. Prerequisite: WELD 153 or 163 or instructor's approval. Offered fall, winter, spring, summer.

**WELD 255 Gas Tungsten Arc Welding 21 Credits**  
Gas Tungsten Arc Welding (GTAW) processes on ferrous and nonferrous materials. Includes safe and proper GTAW equipment setup requirements, process variables, material requirements, and welding procedures. Offered fall, winter, spring, summer.

**WELD 256 Gas Metal Arc Welding 21 Credits**  
Gas Metal Arc Welding (GMAW) experience on ferrous and nonferrous alloys. Includes welding equipment setup and safety procedures, welding practices and procedures for various applications, and equipment maintenance procedures. Offered fall, winter, spring, summer.

**WELD 264 Weld Certification 14 Credits**  
Industry practices involving welder certification. Covers welding procedures, specifications, preparation of test samples, testing and acceptance standards. Prerequisite: WELD 153 or 163 or instructor's approval. Offered fall, winter, spring, summer.

**WELD 265 Gas Tungsten Arc Welding 14 Credits**  
Gas Tungsten Arc Welding (GTAW) process on ferrous and nonferrous materials. Includes safe and proper GTAW equipment setup requirements, process variables, material requirements, and welding procedures. Offered fall, winter, spring, summer.

**WELD 266 Gas Metal Arc Welding 14 Credits**  
Gas Metal Arc Welding (GMAW) experience on ferrous and nonferrous alloys. Covers welding equipment setup and safety procedures, welding practices and procedures for various applications, and equipment maintenance procedures. Offered fall, winter, spring, summer.

## **Wine Education Program** **(See: Enology & Viticulture Program)**

## **Women's Studies**

Faculty Adviser:

Kay Lynn Beard

509.527.4262

The Women's Studies program offers students an opportunity to learn about the past and present achievements and experiences of women and to understand more clearly the decisive role that gender has played and continues to play in human societies. Women's Studies is an interdisciplinary program which provides a frame of reference for understanding the contemporary and historical experience, roles, and contributions of both women and men.

Any student may take Women's Studies courses. Some students take a few courses to complement the curriculum in another major. Others choose to fulfill the requirements for a degree. Most Women's Studies courses are cross-listed in other disciplines and can only be counted for credit in one area.

**WST 113 Human Sexuality 5 Credits**  
Study of sexual facts, attitudes, morals, and behavior. Includes conception, contraception, sexually transmitted diseases, abortion, physiological and psychological aspects of sexual response, varieties of sexual behavior, exploration of sexual abuse and victimization, legal issues in sexuality, sexual ethics, and society's influence on sexuality and sex roles. COURSE FOR ADULTS—lectures and films may contain explicit language, sciences, nudity, and material. Prerequisite: READ 098 and ENG 101. High school students need written permission from parents to enroll in class. Cross-listed as PSY 113.

**WST 121 Biology of Women 3 Credits**  
This course is designed to examine biological issues related to the distinctive anatomical and physiological characteristics and qualities of women. Cross-listed as BIO 121.

**WST 139 Psychology of Women 3 Credits**  
A course based on the historical and cultural development of women. Social and psychological perspectives of female identity, traditional and nontraditional roles, values, sexuality, dependency, and the changing perception of femininity and masculinity will be examined. Cross-listed as PSY 139.

**WST 200 Introduction to Women's Studies 5 Credits**  
A feminist analysis of the construction and enforcement of gender differences and inequalities, studied from a multidisciplinary and multicultural perspective. Emphasis on the intersection of ethnicity, nationality, class, and gender in women's lives, and how these intersecting constructs impact women's past, present, and future contributions.

# WOMEN'S STUDIES/WRITING

## WST 220 Gender and Society

5 Credits

Gender is a central feature of social life. This course will enhance students' recognition of the pervasiveness and complexities of a sex and gender "system," predominantly focusing on our own society. We will explore gender on three levels: 1) as a system of social relationships in which gender interfaces with, and influences institutional structures; 2) as what people "do" in social interactions; and 3) as an attribute by individuals for self-identification. Cross-listed as SOC 220.

## WST 251 Voices of Women in Literature

3 Credits

A survey of selected women writers across time and cultures. Cross-listed as LIT 251.

## WST 280 Women in U.S. History

5 Credits

Survey of the significant contributions of women to the growth and development of the United States from the early Native American societies to the present. The course will examine pioneering individuals and organizations, relevant legal, social, moral political, economic, and religious issues concerning women in American society. Cross-listed as HIST 280.

## Writing

Faculty Adviser:

Michael Kiefel

509.527.4640

Writing courses provide instruction in specialized modes of written communication. These classes, which supplement and expand the freshman English sequence, are of special interest to students enrolled in technical and scientific programs as well as those interested in learning the techniques of writing fiction and poetry.

## WRITE 100 Vocational Writing

3 Credits

A course designed to give vocational students writing skills that will be useful to them in the career market. Assignments include memos, letters, and short reports. Students will acquire basic computer skills, and will learn to proofread and edit their own texts.

## WRITE 110 Technical Writing

3 Credits

Students learn how to outline material and write technical description, sets of instructions, job application letters/resumes. In addition, they are assigned a semiformal scientific/technical report. Prerequisite: Successful completion of the college's English assessment exercise.

## WRITE 120 Creative Writing

3 Credits

Acquaints students with literary techniques and forms and encourages writing of original works of fiction and poetry. While acknowledged writers may serve as examples of the craft of writing, the emphasis of the course lies in developing one's own unique style through various creative approaches.

— Notes —



-- *NOTES* --

# FACULTY & ADMINISTRATORS

**Adams, Jeffrey**

Instructor, Spanish

*B.A., Eastern Oregon State College; M.A., University of Washington*

**Adamski, Kathleen Martin**

Instructor, Nursing

*B.S.N., Western Washington University; M.N., University of Washington*

**Alves, Edward**

Educational Adviser/Liaison, WSP

*B.S., Arizona State University*

**Anderson, Darlene**

Instructor, Nursing, Clarkston

*D.N., Columbia Basin College; L.P.D., B.S.N., Lewis-Clark State College; M.S.N., Idaho State University*

**Anderson, David**

Instructor, Auto Body Repair Technology

*A.A.A.S., Walla Walla Community College*

**Anderson, Myles**

Director of Institute for Enology and Viticulture

*B.S., Bloomsburg University; M.S., Bucknell University; Ed.D., University of Wyoming*

**Anderson, Norma**

Instructor, Nursing

*B.S., Union College; M.S., Loma Linda University*

**Bailey, David**

Instructor, Agricultural & Diesel Mechanics

*Vocational Technical Certificate*

**Baker, Forrest**

Network Administrator

*B.A., Walla Walla College*

**Barker, Teri**

Counselor, Child Care Resource & Referral Services

*Certificate, Walla Walla Community College*

**Beard, Kay Lynn Stevens**

Coordinator of Advising and Testing

*B.S., M.S., Washington State University*

**Becker, Robert L.**

Instructor, Nursing

*A.D.N., Walla Walla Community College; B.S.N., University of the State of New York; M.N., University of Washington*

**Benefiel, Gary**

Instructor/Adviser, Alternative Education Program

*B.A., M.A., Washington State University*

**Bennett, Carol**

Coordinator, Student Services, Clarkston Center

*B.S., M.S., University of Idaho*

**Berndt, Bill**

Counselor/Special Projects

*B.A., Ambassador College; M.Ed., Ed.D., University of Idaho*

**Biagi, Dan**

Instructor, Business Administration

*A.A., Spokane Falls Community College; B.A., M.A., Eastern Washington University*

**Biddiscombe, Jeff**

Instructor, Carpentry, WSP

*Vocational Technical Certificate*

**Blackaby, Sandra**

Vice President of Instruction/Chief Instructional Officer

*B.A., M.L.S., University of Oregon; Ed.D., Washington State University*

**Blasey, Barbara**

Instructor, Mathematics and Civil Engineering Technology, Clarkston Center

*A.A., B.S., Ph.D., University of Nevada-Reno*

**Bloomer, Ciaran**

Instructor, Computer Technology

*B.Sc., M.Sc., University of London; M.Sc., University of Manchester*

**Bogard, Ann**

Instructor: Reading, Study Skills

*B.A., University of Northern Colorado; M.A., Walla Walla College*

**Boutz, Timothy**

Instructor, Basic Skills, WSP

*A.A., Walla Walla Community College; B.A., Whitman College; M.A., Northern Arizona University*

**Brennan, Melinda**

Coordinator/Instructor, Family and Consumer Studies/

Education Paraprofessional Program

*B.A., Eastern Washington University; M.A., Pacific Oaks College*

**Brewer, Sallieann**

Instructor, Nursing

*A.S.N., Miami-Dade Community College; B.S.N., M.S.N.P., Florida International University*

**Chacon, Victor**

Director, Multicultural Services; Instructor

*B.Mus., M.Mus., University of Texas; D.M.A., University of Washington*

**Charman, John**

Women's Soccer Coach; Intramural Coordinator; Instructional Technician

*B.S., Dalhousie University; M.S., Idaho State University*

**Clarke, Stanley**

Viticulture Program Coordinator/Instructor

*B.S., United States Air Force Academy; B.S., University of California—Davis; MIT, Washington State University*

**Connerly, Christina**

Coordinator, Families That Work Program

**Cooper, Sarah Jean**

Instructor, Nursing

*Diploma, Sacred Heart School of Nursing; B.S.N., Pacific Lutheran University; M.N., University of Washington*

# FACULTY & ADMINISTRATORS

**Cottingham, Charles**

Coordinator, Special Projects

A.A., *Graceland College*; B.S., M.S., *Central Missouri University*

**Coulston, Cullen**

Instructor, John Deere Agricultural Technology

A.A.A.S., *Walla Walla Community College*

**Cudney, Charles**

Instructor, English, Humanities, Literature, and Philosophy

A.B., *Whitman College*; M.A., *University of Chicago*

**Daly, Ann**

Director, Library Services

B.A., M.A., *University of Kansas*; M. Libr., *University of Washington*

**Damon, Michael**

Carpentry Instructor, Clarkston Center

A.A.S., *Spokane Community College*

**Devary, Cindy**

Administrative Assistant to the Vice President of Instruction  
and Chief Instructional Officer

**Dinkmeier, Carolyn**

Instructor, Nursing

B.S.N., *Walla Walla College*; M.N. *Washington State University*

**Drabek, Jane**

Instructor, Transitional Studies, Learning Disabilities

Coordinator, Title III Coordinator

B.S., *University of New Mexico*; M.Ed., *University of Arizona*

**Echtenkamp, Les**

Instructor, John Deere Agricultural Technology

A.A.S., *Northeast Technical Community College*; B.A., *Wayne State College*; Vocational Technical Certificate

**Engler, Jeff**

Instructor, Farriery

B.S., *Montana State University*; C.J.F., *American Farrier Association*

**Farrens, Greg**

Instructor, Irrigation Technology

B.S., *Washington State University*

**Fitzsimmons, Billie**

Coordinator, Allied Health and Safety Education

A.A., *Walla Walla Community College*; B.A., *Eastern Washington University*

**Fogg, Davina**

Vice President of Financial Services

B.S., *Walla Walla College*; CPA

**Fogg, Joyce E.**

Instructor/Coordinator, English as a Second Language

B.A., *Albertson College of Idaho*; M.A.T., *School for International Training*

**Fortney, Maury**

Instructor, Civil Engineering Technology

B.S., *Portland State University*; P.E., *State of Washington, Oregon and Idaho*

**Gaffrey, James**

Instructor, Barbering, WSP

Vocational Technical Certificate

**Gallagher, Andrew**

Instructor, Basic Skills, WSP

B.S., M.S.Ed., *Northern Illinois University*; M.A. *University of Oregon*

**Galusha, Marilyn**

Director, Nursing Education

B.S., *Walla Walla College*; M.S., *Andrews University*

**Gardner Flores, H. Lisa**

Director, Transitional Studies

B.A., *Evergreen State College*; M.A., *Texas A & M International University*

**Greene, Robin**

Instructor, Mathematics and Computer Technology

B.S., *Western Oregon State College*

**Greenville, Lisa**

Instructor, Business Administration and Office Technology,  
Clarkston Center

B.A., *Eastern Washington University*; M.Ed., *University of Idaho*

**Griffith, William**

Instructor, Turf Management

Certificate, *Portland Community College*

**Gustafson, Devon B.**

Director, Clarkston Center

B.A., M.A., *Western Washington University*

**Haggard, Michael**

Instructor, Welding Technology

A.A.S., *Columbia Basin College*; C.W.I., *American Welding Society*

**Hajduk, Loren E.**

Counselor/Instructor, Student Development Center

B.G.S., *Chaminade University of Honolulu*; M.A., *University of Northern Colorado*

**Hammond, Ron**

Instructor, Business, Accounting, and Economics, WSP

A.A.A.S., *Green River Community College*; B.A., M.B.A.,  
*University of Puget Sound*

**Hansen, Chet**

Dean, Workforce Education and Director of International Programs

B.S., M.S., *Washington State University*; Ph.D., *The Ohio State University*

**Hansen, Clark**

Instructor, Auto Mechanics

A.A., *North Dakota State School of Science*

**Harding, Larry C.**

Instructor, Carpentry

Vocational Technical Certificate; Journeyman Carpenter

**Hardy, Linda**

Director, Resource Development

B.A., *Willamette University*



# FACULTY & ADMINISTRATORS

**Harley, Ellen**

Instructor, English as a Second Language  
B.A., *Washington State University*; M.A., *School for International Training*

**Harwood, Alan**

Instructor, Precision Machining Technology  
A.A.S., *Spokane Community College*

**Haun, James W.**

Instructor, Automotive Technology  
A.A.A.S., *Columbia Basin College*

**Havens, Billie**

Instructor, Developmental Education, Clarkston Center  
B.S., *Western Oregon University*; M.A.C.E., *Washington State University*

**Hays, Barbara**

Instructor, Nursing Education, Clarkston Center  
B.S.N., *Washington State University*; M.S.N., *Andrews University*

**Hays, Michael L.**

WorkFirst Coordinator/Workforce Initiatives Coordinator  
A.A., *Walla Walla Community College*; B.A., *Eastern Washington University*

**Hazeltine, Bobbi**

Women's Basketball Coach  
A.L.A., *North Idaho College*; B.S., *University of Idaho*

**Hopkins, Karen**

Program Coordinator, Families That Work, EvenStart, and Family Literacy  
B.S., *Lewis-Clark State College*

**Howell, Janice**

Instructor, Cosmetology  
A.A.A.S., A.A., *Walla Walla Community College*

**Huntington, Joyce**

Instructor, Mathematics  
B.A., M.Ed., *Eastern Oregon State College*

**Jacobsen, Nancy**

Director, Alternative Education Program  
B.A., *Whitman College*

**Jaques, Carlos**

Vocational Education, Special Populations/Transition Director  
B.S., *Walla Walla College*; M.Ed., *Northwest Nazarene College*

**Johnson, Dale**

Director of Institutional Research  
B.A., *Union College*; M.A., *University of Nebraska, Lincoln*; Ph.D., *University of California, Riverside and Los Angeles*

**Johnson, Terri**

Director, Financial Aid  
A.A., *Walla Walla Community College*; B.A., *Eastern Washington University*

**Kiefel, Michael J.**

Instructor, English and Literature  
B.A., *Gonzaga University*; M.A., *University of Cincinnati*

**Kjack, Jerry**

Instructor, Agricultural Science  
B.A., M.S., *Washington State University*

**Klein, M. George**

Instructor, Turf Equipment Service Technician  
A.A.A.S., *Walla Walla Community College*; B.S., *Oregon Institute of Technology*

**Knowles, Shareen**

Instructor, Basic Skills, WSP  
B.A., *Western Washington University*

**Kress, Nancy**

Coordinator, Community Education  
B.A., *Washington State University*

**Krieger, Bill**

Instructor, English, Humanities and Literature  
B.A., M.A., *Pacific Lutheran University*; Ph.D., *Washington State University*

**La Fran, Brad**

Instructor, English and Literature  
B.A., *Eastern Oregon State College*; M.F.A., *Eastern Washington University*

**Lane, Linda**

Instructor, Business and Office Technology, Clarkston Center  
B.S., *City University*; M.Ed., *University of Idaho*

**Langrell, Ron**

Vice President of Instruction  
B.S., M.Ed., Sp.Ed., *University of Idaho*; Ph.D., *Florida State University*

**Laski, Carole**

Bookstore Manager

**Leonetti, Irma**

Executive Secretary to the President

**Levens, Michael**

Instructor, Health, Physical Education and Recreation  
B.A., *Whitman College*; M.Ed., *Eastern Washington University*

**Lindgren, Kathleen**

Educational Planner/Transfer Center  
B.S., *Illinois State University*

**Loseth, Lori**

Instructor, Biology and Chemistry  
B.S., *Nebraska Wesleyan University*; M.S., *Baylor University*

**Lyons, Frank**

Instructor, Accounting  
B.A., *University of Texas*; M.B.A., *City University*

**Madsen, Sandi**

Director, College Relations and Continuing Education  
B.S., *Lewis-Clark State College*

# FACULTY & ADMINISTRATORS

**Magruder, Richard**

Director, Student Activities

A.A.S., *Edmonds Community College*;

B.S., *Lewis-Clark State College*; M.Ed., *University of Idaho*

**Mahan, Krista**

Instructor, Office Technology

B.S., M.Ed., *University of Idaho*

**Mahan, Michael F.**

Instructor, Science

B.S., M.S., *University of Idaho*

**Martin, Douglas**

Instructor, Custodial Services, WSP

Vocational Technical Certificate

**Matier, Bettye**

Instructor, Office Technology

B.S., *North Carolina A & T State University*; M.A., *Eastern Washington University*

**May, Steve**

Instructor, Astronomy, Geology and Physics

B.S., *Western Washington University*; M.S., *Stanford University*

**McCabe, Mauri**

Counselor for Transitional Studies, WorkFirst & Transición

B.A., *University of Illinois*; M.A., *Loyola University*

**McConnell, Virginia**

Instructor, English, Literature, and Speech, Clarkston Center

B.A., *College of St. Rose*; M.A., *Purdue University*; J.D., *Golden Gate University*

**McFadyen, Carol**

Instructor, Nursing

B.S.N., *Oregon Health Sciences University*; M.N., *University of Washington*; Ph.D., *Washington State University*

**Michaels, Jordan**

Website Coordinator/Database Administrator

A.A.A.S., *Walla Walla Community College*

**Miller, Don**

Workforce Effectiveness Coordinator

B.S., *Oregon State University*; M.Ed., *Walla Walla College*;  
Ed.Admin., *Lewis & Clark College*

**Miltenberger, Chad**

Vocational Adviser/Men's Baseball Coach

B.S., B.S., *Lewis Clark State College*; M.S., *University of Idaho*

**Monacelli, Richard**

Business Development Specialist

B.A., *Fairhaven College*; B.A., M.B.A., *Western Washington University*

**Moramarco, Mike**

Instructor, Agricultural Science

A.A., *Walla Walla Community College*; B.S., M.S., *Washington State University*

**Norton, Daniel**

Instructor, Auto Body Repair Technology

A.S., *Walla Walla Community College*

**O'Laughlin, Beverly**

Instructor, Office Technology

B.A., M.Ed., *Eastern Washington University*

**Olson, Malynnda**

Family Services Outreach Specialist, Clarkston Center

**Owsley, Gary**

Instructor, Mathematics

B.A., M.S., *Eastern Washington University*

**Palmer, Susan**

Instructor, Sociology

B.A., M.A., *University of Toledo*

**Peery, Sandra**

Family Services Outreach Specialist

B.A., *Warner Pacific College*; M.Ed., *Heritage College*

**Peitersen, James**

Instructor, History and Political Science

B.A., M.A., *Washington State University*

**Peters, Stephen M.**

Instructor, Business Administration/Business and Multi Media

A.A., *Ft. Steilacoom Community College*; B.A., M.A., *Eastern Washington University*

**Peterson, James**

Vice President of Administrative Services

B.S., M.A., *Washington State University*

**Powers-Brown, Beth**

Counselor

B.A., *Fairhaven College, Western Washington University*;  
M.Ed., *University of Washington*

**Quinn, Susan**

Instructor, Business & Office Technology

B.A., M.Ed., *Eastern Washington University*

**Ramsey, Marleen**

Psychology Instructor

B.S., *Walla Walla College*; M.A., *Washington State University*

**Rasmussen, Jo Anne**

Instructor, Speech and Drama

B.F.A., *Drake University*

**Rasmussen, Lisa**

Instructor, Art

A.A., *Walla Walla Community College*; B.A., *Whitman College*; M.A., *Eastern Washington University*

**Reiff, Nancy**

Director of Human Resources

B.A., *Washington State University*

# FACULTY & ADMINISTRATORS

**Reinland, Jeffrey**

Athletic Director/Men's Basketball Coach

A.A., Walla Walla Community College; B.A., Eastern Washington University; M.S., Central Washington University

**Reller, Nancy**

Training Coordinator, Center for Business & Professional Development

B.S., Montana State University

**Rice, James**

Reference Librarian

B.A., Whitman College; M.Lib., University of Washington

**Richerzhagen, Theodore III**

Instructor, Chemistry

B.S., Ph.D., University of Washington

**Roediger, Carol**

Instructor, Allied Health & Safety Education

B.S.N., Seattle University; M.S., Andrews University

**Rosso, Gary L.**

Educational Adviser/Liaison, WSP

B.A., Peru State College; M.S., Wayne State College

**Rostollan, Mike**

Instructor, Professional Golf Management/Golf Coach

B.A., Eastern Washington University; PGA Golf Professional

**Ruark, Petrova**

Coordinator, Displaced Homemaker Program, Clarkston Center

B.A., University of Montana

**Samitore, Wendy C.**

Dir. Student Development Center/Student Support Services (TRIO)

B.A., Western Oregon University; M.T.E., Eastern Oregon University

**Sampson, Gerald**

Instructor, Computer Technology

A.S., Blue Mountain Community College; B.S., Eastern Oregon University

**Sanders, Patricia**

Student Support Services (TRIO) Counselor, Clarkston Center

B.A., M.P.A., The Evergreen State College

**Schulz, Eric P.**

Instructor, Mathematics

B.S., Seattle Pacific University; M.S., University of Washington

**Schwartz, Steve**

Instructor, Mathematics

B.S., University of Washington; M.S.T., Portland State University

**Semenko, Pavel**

Equipment Job Shop Coordinator

Technical School Diploma, Maicop P.T.S., Russia; Certificate of Completion Auto Body Program, Walla Walla Community College

**Sherman, Linda**

Assistant Registrar/Information Coordinator

A.A.S., Columbia Basin College; B.A., Washington State University; M.Ed., Heritage College

**Shoemake, Stephen R.**

Instructor, Biological Sciences

B.S., University of Puget Sound; M.S., D.A., Idaho State University

**Simon, Tom A.**

Instructor, Music

B.A., University of Washington; M.A., University of Michigan

**Small, Joe**

Director of Education, WSP

B.S., Washington State University; M.S., University of Idaho

**Small, Kathy**

Vice President of Student Services

B.A., M.Ed., Ed.D., Washington State University

**Smelcer, LaDessa**

Counselor, Students with Disabilities

B.S., University of Idaho; M.A., Michigan State University

**Smiley, Jennifer**

Instructor, Developmental Education Mathematics

A.A., Blue Mountain Community College; B.A., Washington State University; M.T.E., Eastern Oregon State University

**Smith, Branetta**

Instructor, Cosmetology

Vocational-Technical Certificate

**Spencer, Cathey**

Accounting Manager/Food Service Manager

**Spiva, John**

Instructor, Criminal Justice

A.A., Santa Rosa Junior College; B.A., Sonoma State University; M.S., Western Oregon State College

**Staudenmaier, Mike**

Women's Softball Coach, Athletic Trainer, Sports Equipment Manager, Physical Education and Recreation Instructor

A.A., Walla Walla Community College; B.A., Whitworth College

**Stevens, Mindy**

Activities and Special Events Coordinator

B.A., M.Ed., Washington State University

**Stevenson, Cindy**

Instructor, Psychology, WSP and Main Campus

B.A., Whitman College; M.A., City University

**Storms, William L.**

Director, Technology Services

A.A., Centralia Community College; B.A., Eastern Washington University

**Stratton, Jon**

Instructor, Philosophy

B.A., College of Great Falls; M.A., Ph.D., Southern Illinois University

**Stutesman, Jennifer**

Instructional and Technical Services Librarian

A.A., Manatee Community College; B.A., University of Central Florida; M.L.I.S., University of Washington



# FACULTY & ADMINISTRATORS/SUPPORT STAFF

**Toon, Timothy**

Coordinator/Instructor, Health, Physical Education and Recreation/ Volleyball Coach

*B.S., Brigham Young University—Hawaii; M.Ed., Stephen F. Austin State University*

**Unck, Sue**

Budget Manager

*B.A., Walla Walla College*

**Underwood, Jamie**

Instructor, International Studies

*B.A. West Georgia College; B.A., M.A., Valdosta State University*

**VanAusdle, Steven L.**

President

*B.S., M.S., Washington State University; Ph.D., The Ohio State University*

**van Dyke, Peter**

Instructor, Biology

*B.S., D.V.M., Washington State University*

**Vernier, Steve**

Student Support Services (TRIO) Counselor

*B.A., California State University-Chico; M.Ed., University of Montana*

**Wagoner, Sally K.**

Director, Admissions/Registrar

*B.A., Whitman College; M.Ed., Walla Walla College*

**Waits, Charles**

Instructor, Refrigeration and Air Conditioning Technology

*A.A.S., Walla Walla Community College*

**Walters, Richard**

Instructor, Auto Body Repair Technology, WSP

*A.A., USAFI at San Diego; A.S.E. Master Technician Certification; Auto Service Excellence Institute; ICAR-Master Technician Certification, Yavapai College*

**Weldegaber, Kelati**

Instructor, Custodial Services, WSP

*B.A., University of Asmara, Ethiopia*

**White, Kay**

Coordinator, Worker Retraining

*B.A., Ft. Wright College; M.A. Eastern Washington University*

**Wilde, Del**

Instructor/Coordinator, John Deere Agricultural Technology

*Vocational Technical Certificate*

**Willis, James F.**

Coordinator, Tech Prep Articulation Programs

*B.S., Oregon State University; M.S., Purdue University; Ed.D., Oregon State University*

**Winnett, Andy**

Instructor, John Deere Agricultural Technology

*A.A.S., Walla Walla Community College*

**Winters, James**

Commercial Truck Driving Instructor

*A.A., Grays Harbor College*

**Yockey, Karyl Lu Jean**

Instructor, Nursing, Clarkston Center

*A.D.N., Brigham Young University; B.S.N., Lewis-Clark State College; M.S.N., Idaho State University*

**You, Nanqi**

Instructional Specialist

*B.A., Xi'an Foreign Languages University; M.A., Northern Illinois University*

## — Support Staff —

**Anderson, Brad**

Computer Technician II, CIS

**Aycock, Shirley**

Program Assistant, Athletics/HPER

*A.A., Walla Walla Community College*

**Baird, Diane**

Accountant Principal, Business Office

**Banks, Emily S.**

Media Lab Coordinator, CIS

**Bellmore, Gail**

Office Assistant III, Human Resources

**Bertran, Fernando**

Custodian, Plant Facilities

**Boone, Gary L.**

Buyer II, Purchasing Department

*B.A., Eastern Washington University*

**Boyle, Melva J.**

Secretary Supervisor, Main Office, Clarkston Center

**Bradford, Lynn**

Office Assistant II, Main Information Desk

**Brown, Sharon L.**

Program Coordinator, Financial Aid Office

*A.A., Walla Walla Community College; B.A., Eastern Washington University*

**Bush, Shelly**

Secretary Senior, Student Services, Clarkston Center

**Cagle, Karin**

Secretary Senior, Education Program, WSP

**Cahill, Rhonda**

Computer Support Technician II, CIS

**Casali, Phillip J.**

Maintenance Custodian Lead, Clarkston Center

**Charlo, Jenny**

Secretary, Nursing Education, Clarkston Center

*B.A., Eastern Washington University*

# SUPPORT STAFF

**Clark, Sue**

Secretary Senior, Academic Education

**Clark, Thomas A.**

Maintenance Custodian II, Plant Facilities

**Crowe, Patricia**

Cook Lead, Cafeteria

**Daniels, Sharon**

Office Assistant II, Main Office, Clarkston Center

**Demianew, Shelly D.**

Office Assistant III, Education Program, WSP

**DeRuwe, Michael**

Instructional Technician II, John Deere Agricultural Technology

**Drivdahl, Marcella**

Secretary Senior/Fiscal Specialist I  
*B.S., Whitworth College*

**Duff, Lisa**

Program Assistant, Registrar/Admissions Office

**Estes, Judith**

Custodial Services Manager A, Plant Facilities

**Fine, Debbie**

Program Assistant, Graphics Department  
*A.A., Walla Walla Community College*

**Flanigan, Charlene**

Gardener II, Plant Facilities  
*A.A.A.S., Walla Walla Community College; B.A., Colorado Women's College*

**Fletcher, Kaylene**

Secretary Senior, Title III

**Fortney, Debra**

Secretary Senior, TRIO Office  
*A.A., Walla Walla Community College*

**Fowler, Cora**

Accountant Principal, Business Office

**Friesen, Carolyn R.**

Secretary Senior, Business Office  
*B.A., Seattle Pacific University*

**Goodall, Cathy**

Secretary Senior, Vocational-Technical Education  
*A.A., Spokane Falls Community College; A.A.A.S., Walla Walla Community College*

**Gwinn, Becky**

Library Technician II, Library Services  
*B.A., Washington State University*

**Harris, Herb**

Photographer I, Media Department  
*B.A., Eastern Washington University*

**Harstad, Phyllis**

Secretary Senior, Business Education & Learning Skills Center

**Hector, Frances**

Secretary Senior, John Deere Agricultural Technology

**Helgeson, Hildy**

Program Assistant, Continuing Education

**Hinshaw, Brent**

Graphics Designer/Illustrator Supervisor, Graphics Department  
*B.S., Walla Walla College*

**Horner, Glen**

Computer Support Technician II, CIS

**Johnson, Maureen**

Secretary Senior, Technology Center

**Jones, Doreen**

Program Assistant, Student Development Center

**Kelly, Jerry**

Maintenance Mechanic II, Plant Facilities

**Kelso, Zelda**

Accountant, Business Office  
*A.A., Walla Walla Community College; B.A., Eastern Washington University*

**Kjack, Linda**

Program Coordinator, Admissions/Registrar's Office

**Kyle, Crandall**

Accountant Principal, Business Office  
*A.A., Walla Walla Community College; B.S., Walla Walla College*

**Landwehr, Jill**

Cashier II, Business Office

**Lange, Judi**

Payroll Technician II, Human Resources  
*L.P.N., A.A., Walla Walla Community College*

**Larson, Denise**

Bookstore Supervisor

**Leonetti, Sandra**

Office Assistant III, Admissions/Registrar's Office

**Leseman, Donie**

Custodian, Plant Facilities

**Lindemann, Marian**

Secretary Senior, Nursing Education

**Mason, Bobbie**

Fiscal Technician II, Business Office  
*A.A., Central California Commercial College; A.A., Tacoma Community College*

**McCrea, Wendy**

Secretary, Vocational-Technical Education

**McKee, Debbie Sue**

Fiscal Technician Lead, Business Office

# SUPPORT STAFF

**Meagher, Carolyne**

Data Entry Operator II, Education Program, WSP

**Meier, Janelle**

Library Technician III, Library Services  
*A.A., Walla Walla Community College*

**Monje, Robert G.**

Curriculum Adviser, Admissions/Registrars Office, Walla Walla Campus & WSP

**Nelson, Cathy**

Information Specialist II, College Relations/Plant Facilities

**Ortiz, Rigoberto**

Custodian, Plant Facilities

**Parrott, Sharon M.**

Office Assistant II, Admissions/Registrar's Office

**Patterson, Donald**

Maintenance Mechanic II, Plant Facilities

**Pereyra, Ivan**

Custodian, Plant Facilities

**Peters, Doreen**

Graphic Designer/Illustrator, Graphics Department

**Peterson, C. Danielle**

Program Assistant, Washington State University Learning Center  
*A.A.A.S., Walla Walla Community College*

**Potter, Rochelle**

Scientific Instructional Technician II, Academic Education  
*A.A., Walla Walla Community College; B.S., Pacific Lutheran University*

**Prest, Stacy**

Library Supervisor I, Library Services  
*B.A., Colorado Women's College*

**Price, Sandra**

Program Assistant, Foundation Office

**Rasmussen, Nancy**

Secretary Senior, Continuing Education

**Remington, D. Dianne**

Administrative Assistant A, Administrative Services/  
Vocational-Technical Education

**Reyes, Alba**

Secretary, Transición  
*A.A.A.S., Walla Walla Community College*

**Rhodes, Terry**

Secretary Senior, Continuing Education

**Rogers, Larry E.**

Maintenance Mechanic Lead, Plant Facilities

**Rohrbach, Mark**

Custodian, Clarkston Center

**Romero, Roberto Z.**

Custodian, Plant Facilities

**Rosenkranz, Phyllis**

Cashier II, Business Office

**Rudd, Judith A.**

Bookstore Buyer, Bookstore

**Sandoval, Magdalena**

Program Assistant, Worker Retraining

**Scott, Claude**

Gardener Lead, Plant Facilities

**Smith, Martha**

Instructional Technician II, Academic Education, Math Lab

**Somers-Schirm, Kathleen**

Program Assistant, Financial Aid  
*A.A., Walla Walla Community College*

**Storms, Kathy**

Secretary Senior, Human Resources/Vice President of  
Instruction Office

**Suchodolski, Henryk (Rick)**

Custodian, Plant Facilities

**Thorson, Linda**

Administrative Assistant A, Vice President of Student Services Office

**Tyas, Tamela H.**

Fiscal Technician II, Business Office

**Vance, J. Jackson**

Program Coordinator, Library, Clarkston Center  
*B.S., Lewis-Clark State College; M.L.I.S., University of Arizona*

**Warnberg, Sigurd (Ray)**

Gardener II, Plant Facilities

**Whittenberg, Mary**

Cashier II, Main Office, Clarkston Center

**Williams, Wanda**

Secretary Lead, Student Development Center

**Wisdom, Susan M.**

Payroll Supervisor, Human Resources

**Young, Donna**

Secretary Senior, Vocational-Technical Education

**Zabor, Dave**

Computer Maintenance Technician, CIS  
*A.A., A.A.A.S., Walla Walla Community College;  
B.S., Eastern Washington University*



# INDEX

## A

Academic Information .....	22
Academic Regulations .....	23
Academic Standards Policy .....	23
Academic Transfer Programs .....	25, 37
Accounting Technology .....	39
Accreditation .....	See inside front cover
Adding or Dropping a Course .....	22
Administration .....	142
Admissions .....	9
Adult Basic Education (See Transitional Studies) .....	131
Adult High School Diploma (See Transitional Studies) .....	26, 131
Agricultural and Diesel Equipment Mechanics .....	41
Agricultural Technology—Agri-Business .....	47
Agricultural Science and Technology .....	43
Agricultural Science and Technology—Animal Science .....	44
Allied Health and Safety Education .....	27, 52
Anatomy and Physiology (See Biological Sciences) .....	59
Anthropology .....	53
Animal Science (see Agricultural Science and Technology) ..	44
Art .....	53
Associate Degree Nursing .....	116
Associate Degree in Applied Arts and Sciences .....	36
Associate in Arts Degree .....	31
Associate in Science Degree .....	33
Astronomy .....	55
Athletics, Varsity .....	19
Audit/Non-Credit Status .....	20, 21
Attendance, Veterans .....	24
Auto Body Repair Technology .....	55
Auto Mechanics Technology .....	57

## B

Bilingual/Bicultural Transition Program (See Transición) .	131
Biological Sciences .....	58
Biology (See Biological Science) .....	58
Board of Trustees .....	3
Bookkeeper .....	39
Bookstore .....	19
Botany (See Biological Science) .....	58
Business Administration .....	60
Business and Management .....	60
Business and Multimedia .....	62

## C

Calendar .....	4
Carpentry .....	72
Center for Business and Professional Development .....	26
Certificates .....	37
Challenging a Course .....	21
Change of Schedule .....	22
Chemical Dependency Counseling .....	73
Chemistry .....	73

Child Care .....	7, 19
Child and Family Services (See also Early Childhood & Educational Support) .....	88
Civil Engineering Technology .....	93
Clarkston Center .....	28
Clarkston History .....	6
CLEP .....	17, 21
Clubs and Organizations .....	18
Collection of Financial Obligations Due College .....	11
College History .....	5
College Withdrawal .....	10, 22
Commercial Truck Driver .....	74
Communications .....	75
Community Education .....	26
Computer Technology .....	75
Continuing Health and Safety Education (See Allied Health and Safety Education) .....	52
Continuing Education .....	26
Cooperative Education .....	16
Corrections Professional .....	81
Cosmetology .....	82
Counseling .....	16
Course Addition .....	22
Course Numbers .....	20
Course Withdrawal .....	10
CPR .....	52
Credit by CLEP .....	17
Credit Hour Description .....	20
Credit for Non-traditional Learning .....	21
Credit Load .....	20
Credits .....	20, 21
Criminal Justice .....	84

## D

Dance .....	86
Degree Requirements	
Associate in Applied Arts and Sciences Degree .....	36
Associate in Arts Degree .....	31
Associate in Science Degree .....	33
Developmental Education (See Transitional Studies) .....	26
Developmentally Disabled, Services for .....	17, 26
Disabled Student Services .....	17
Diesel Mechanics (See Ag and Diesel Mechanics) .....	41
Dietrich Activity Center .....	6
Distance Learning .....	27
Diversity, Commitment to .....	See inside front cover
Dome—Dietrich Activity Center .....	6
Drafting (See Engineering Technology) .....	93
Drama .....	87
Dropping a Course .....	22

## E

Early Childhood & Educational Support .....	88
Early Childhood Education .....	90
Economics .....	93

# INDEX

Educational Paraprofessional .....	89, 92
Educational Services .....	25
Employment .....	16
Engineering Technology .....	93
Engineering Transfer .....	93
English .....	98
English as a Second Language .....	131
Enology & Viticulture Program .....	27, 99
Ethnic Studies .....	101
Evening College .....	27
Examinations .....	24
Executive Administrative Assistant .....	66

## F

Faculty and Administrators .....	142
Family and Consumer Studies (See Early Childhood Education) .....	88
Farrier Science .....	101
Fees .....	11
Financial Aid .....	13-15
Financial Obligation .....	11
Financial Administrative Assistant .....	67
Fire Science .....	102
Food Service .....	18
Foreign Languages .....	105
Foreign Student Admissions .....	9
Full-Time Student Status .....	20

## G

GED Testing .....	17, 131
Geography .....	105
Geology .....	105
Grade Change .....	22
Grading Policy .....	21
Graduation, Requirements for .....	31
Grants to Students .....	14

## H

High School Completion .....	105
History .....	106
Honor Roll .....	23
Honors Program .....	25
Horseshoeing (See Farrier Science) .....	101
Housing .....	18
Humanities .....	107

## I

Incomplete Grades .....	22
Industrial First Aid .....	107
Insurance .....	12
Intercollegiate Athletics (See also Physical Education) .....	19
International Students, Admissions .....	9

Intramural Sports .....	18
Irrigation Technology .....	106

## J

John Deere—Ag Sales .....	49
John Deere Ag Tech Program .....	50, 109

## L

Law Enforcement (See Criminal Justice) .....	84
Learning Disabilities .....	17, 26
Learning Skills Center (See Transitional Studies) .....	26, 131
Legal Administrative Assistant .....	68
Liberal Arts .....	111
Library .....	111
Library, Media, Graphics Services .....	29
Limited Enrollment Programs, Admissions .....	9
Literature .....	112
Loan Funds .....	13-15

## M

Machine Tool Technology (See Precision Machining Technology) .....	122
Marketing and Sales (See Business and Management) .....	63
Math Lab .....	29
Mathematics .....	113
Mission and Goals of the College .....	5
Medical Administrative Systems Assistant .....	69
Multicultural Services .....	16
Music .....	115

## N

Noncredit Status .....	21
Non-traditional Credit Programs .....	21
Nursing Assistant .....	52
Nursing, ADN .....	116
Nursing, Practical .....	116
Nutrition (See FCS 165, General Nutrition) .....	92

## O

Occupational Support .....	131, 133
Oceanography .....	118
Office Assistant .....	65
Office Technology .....	65

## P

Parent Education .....	91
Part-time Jobs .....	14
Pavilion, China .....	6
Performing Arts .....	25
Phi Theta Kappa .....	25

# INDEX

Philosophy .....	119
Phlebotomy .....	52
Photography .....	119
Physical Education and Recreation .....	119
Physics .....	121
Placement Services .....	16
Political Science .....	122
Practical Nursing .....	116
Precision Machining Technology .....	121
President's Letter .....	3
Professional Golf Management .....	124
Psychology .....	125
Publications .....	18

## R

Reading .....	126
Records of Progress, Veterans .....	24
Refrigeration and Air Conditioning Technology .....	127
Refund Policy .....	12
Registration .....	10
Repeating a Course .....	22
Requisite/Co-Requisite Requirements .....	20
Residency .....	10
Retailing .....	63
Running Start .....	30

## S

Scholarships .....	13
Scholastic Standards, Veterans .....	24
Secretarial Training (See Office Technology) .....	65
Senior Citizens, Admissions .....	10
Service Learning .....	30
Sign Language .....	75
Small Business Center .....	27
Sociology .....	129
Spanish .....	130
Speech .....	130
Spelling .....	98
Student Academic Responsibilities .....	23
Sports, Varsity .....	19
Student Activities .....	18
Student Government .....	18
Student Insurance .....	12
Student Programs .....	18
Student Records Policy .....	23
Student Services .....	16
Study Skills .....	98
Support Staff .....	147
Surveying Certificate .....	96

## T

Tech Prep .....	25
Testing Services .....	17
Transcripts .....	12

Transición (See Transitional Studies) .....	30, 131
Transfer Center .....	18
Transfer of Credits .....	20, 37
Transportation .....	18
Truck Driver .....	74
TRIO .....	16
Tuition and Fees .....	11
Turf Equipment Service Technician .....	136
Turf Management .....	134
Tutoring .....	16

## V

Veterans .....	24
Vocational-Technical Programs (See Professional-Technical Programs) .....	25
Vocational-Technical Programs, Admission (See Professional-Technical Programs) .....	9

## W

Walla Walla History .....	6
Washington State Penitentiary Programs .....	29
Washington State University Learning Center .....	30
Welding .....	137
Withdrawal from College .....	10
Withdrawal from Course .....	10, 22
Wine Institute (See Enology & Viticulture) .....	27, 97
Women's Studies .....	139
Writing .....	140
Writing Center .....	30

## Z

Zoology (See Biological Sciences) .....	58
---	----



# PHONE NUMBERS YOU SHOULD KNOW

For information about:

Contact the office of: ..... Area code (509)

## A

Academic advising and assistance, counseling and testing  
**Director of Counseling** ..... 527-4262

Academic policies and programs, faculty appointments, and curriculum development  
**Vice President of Instruction** ..... 527-4289

Administrative services  
**Director of Administrative Services** ..... 527-4215

Admission of students, publications for prospective students, initial registration, transfer, and advanced placement  
**Admissions** ..... 527-4283

## B

Books and Supplies  
**Bookstore** ..... 527-4255

## C

Campus parking, safety, and information about facilities and grounds  
**Director of Administrative Services**.....527-4214

Clarkston Center  
**Information Center** ..... 758-3339

College publications, community relations  
**Director of College Relations** ..... 527-4571

## E

Employment and career opportunities  
**WorkForce** ..... 527-4279

## F

Fees and payment plans  
**Student Accounts** ..... 527-4207

Financial assistance, scholarships, and loans  
**Financial Aid** ..... 527-4301

## G

General Information, main campus  
**Information** ..... 522-2500

General student employment and career opportunities  
**Student Employment** ..... 527-4279

Gifts, bequests, grants, merit scholarships, alumni activities, and the annual fund  
**Director of Development** ..... 527-4275

## I

Institutional financial management  
**Vice President of Financial Services** ..... 527-4201

Intercollegiate athletics  
**Athletic Director** ..... 527-4306

## L

Library graphics, and media services  
**Director of Library Services** ..... 527-4292

## M

Mission, goals, and general interests of the college  
**The President** ..... 527-4274

## N

North Campus (Washington State Penitentiary)  
**Education Director** ..... 526-6432

## R

Running Start, GED, High School Completion  
**Student Development Center** ..... 527-4262

## S

Student government, extracurricular activities international students, minority affairs  
**Vice President of Student Services** ..... 527-4300

Summer sessions  
**Admissions** ..... 527-4283

## T

Transcripts of records, class schedules, and general student registration  
**The Registrar** ..... 527-4283

## W

Work-study opportunities  
**Director of Student Activities** ..... 527-4261