

**FIND  
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NAPA  
VALLEY  
COLLEGE**



**NAPA VALLEY COLLEGE  
2006 - 2008 CATALOG**



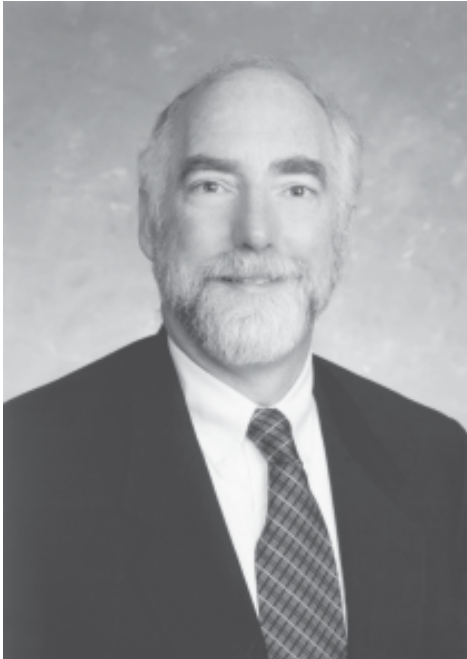
*Welcome! • ¡Bienvenidos! • Tuloy Po Kayo!*

**NAPA VALLEY COLLEGE**  
**2006 - 2008 CATALOG**

This catalog is in effect from Fall 2006 through Summer 2008.  
Catalog Supplement printed in Summer 2007

Napa Valley College · 2277 Napa-Vallejo Highway · Napa, CA 94558 · 707-253-3000  
Accredited by the Western Association of Schools and Colleges

[www.napavalley.edu](http://www.napavalley.edu)



## Message from the President

Before becoming president of Napa Valley College, I spent many years teaching English and creative writing. Through my contact with students, I became aware that each has a unique story to tell, and those stories sustained and inspired me. They reminded me that each of us is on a journey, and that each of us has the ability to make choices that can help determine our life's path.

Each day, I see Napa Valley College students writing their personal stories as they envision, create, and revise their futures. In speaking with them, I have heard inspirational stories of determination, empowerment, hope—and sometimes struggle. The overriding theme is nearly always the power of learning to change lives.

The role education will play in your life's story is a personal decision, but I can say with certainty that pursuing learning is a decision you will never regret. Whether you are a recent high school graduate planning to transfer, a senior citizen seeking the excitement of learning something new, or you are currently employed and pursuing advancement or retraining, you will find the courses and services you need at Napa Valley College.

I invite you to read through our 2006-2008 catalog to discover exciting new possibilities for altering the course of your life. Napa Valley College faculty and staff are anxious to play a strong supporting role in your personal success story.

Sincerely,

A handwritten signature in cursive script that reads "Chris McCarthy". The signature is written in black ink on a light-colored background.

Dr. Chris McCarthy  
President

# CONTENTS

Academic Calendar .....	4
Introducing the College .....	9
The College at a Glance .....	17
The Admission Process .....	23
Registration Information .....	29
Academic Standards .....	35
Student Services .....	41
Financial Aid .....	49
Student Life .....	55
The Associate Degree .....	59
Occupational Education .....	65
Transfer Information .....	69
Programs & Course Announcements .....	85
Faculty and Staff .....	193
Index .....	204
Campus Map .....	207

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**This catalog is printed  
on recycled paper.**

Information in this catalog is subject  
to change. Consult the current class  
schedule, catalog supplement and college  
counselors for up-to-date information.

## Fall Semester 2006

Instructional Excellence Day .....	August 11
Classes Begin .....	August 14
Labor Day .....	September 4
Veterans Day .....	November 10
Thanksgiving Recess .....	November 23 - 25
Final Examinations .....	December 11 - 16
Classes End .....	December 16
Fall Recess.....	December 17 - January 1
Semester Break .....	January 2 - 11

## Spring Semester 2007

Instructional Excellence Days .....	January 12 and 16
Martin L. King, Jr. Day.....	January 15
Classes Begin .....	January 17
Lincoln's Day .....	February 16
Washington's Day .....	February 19
Spring Recess .....	April 2 - 7
Final Examinations .....	May 21 - 26
Commencement .....	May 25
Classes End .....	May 26
Memorial Day .....	May 28



## Credit Class Schedules Available on Campus

Fall 2006 .....	End of June 2006
Spring 2007 .....	Middle of November 2006
Summer 2007 .....	End of April 2007
Fall 2007 .....	End of June 2007
Spring 2008 .....	Middle of November 2007

Dates for calendar and availability of schedules subject to change.

Please visit our website at [www.napavalley.edu](http://www.napavalley.edu)  
for complete and up-to-date information.

# Welcome to Napa Valley College

In November of 2002, the citizens of Napa Valley passed Measure N to provide funds to modernize the 40 year old Napa Valley College Campus. Today the College serves nearly 10,000 students. Below are a few of the projects that will improve the educational opportunities for those students.

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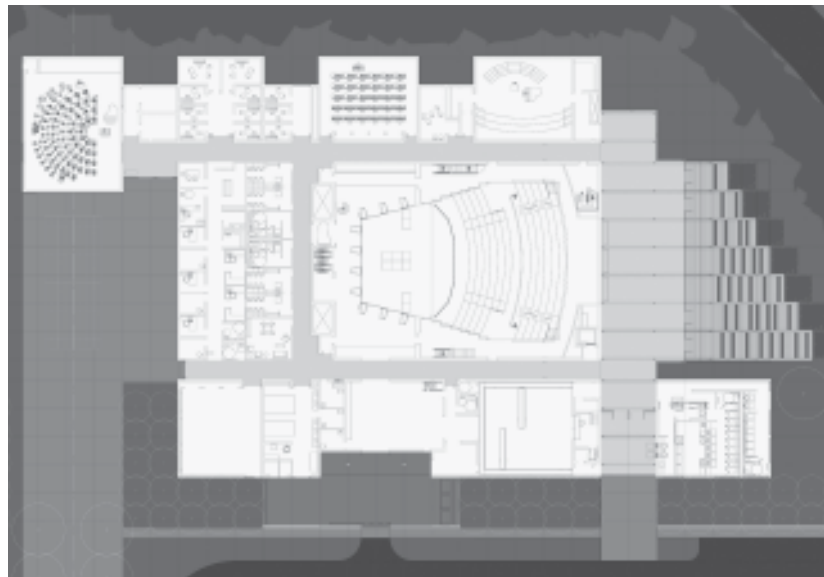
## New Life Science Labs

A new Life Sciences building should be ready for Spring Semester of 2008. The new building will include labs for biology, anatomy, microbiology, physiology, and general life sciences. In addition, there will be a state of the art cadaver lab in support of the expanding nursing programs. The old Science Building will be remodeled to facilitate expanded chemistry, physics, and geology curriculums.

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## Performing Arts Center

Late 2008 will see the grand opening of the new 500 seat Performing Arts Center with full theatrical amenities for drama, voice, and orchestral training and performances. A studio theater will greatly enhance teaching opportunities for the dramatic arts and small performances.



## ...Where Students Are First



### Library & Learning Resource Center

Plans are in the works for a new 50,000 sq ft, 80,000 volume library. The library will go high tech with 200 computer stations, a wireless net work for laptops, and the latest in media resources. The LLRC will also house the Testing and Tutoring Center, Diagnostic Learning Services, and the Teaching and Learning Center.

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### Tennis Courts

To make way for a new Fieldhouse and Technology Center, the old tennis courts have been relocated to the west side of the gymnasium. The Tennis Center features competition level lighting and the latest in court surfacing.



### Napa Valley College goes Solar

In April of 2006, Napa Valley College commissioned a 1.2 Megawatt solar array that will provide enough power to run the entire campus through the daylight hours. That is enough electricity to run 1000 homes. The project will allow the college to redirect several hundred thousands of dollars from utility bills to classrooms. The solar field was built on stilts making good use of the backwater of the Napa River flood plain while protecting the wetland habitats below the panels.





# INTRODUCING THE COLLEGE

Napa Valley College has stood for educational opportunity since it opened its doors more than sixty years ago.

NVC is one of 108 colleges in the California Community College system, the largest college system in the world. More than 9,000 full- and part-time students pursue their goals in day and evening classes each semester.

The serene, 180-acre main campus includes outstanding laboratories and technical facilities, fully accessible classrooms, and a six-acre vineyard. The Upper Valley Campus, in its picturesque valley setting in St. Helena, includes a professional teaching kitchen and the Napa Valley Cooking School. The atmosphere on



both campuses is relaxed, informal and friendly. Faculty and staff share the belief that students do their best when they are both supported and challenged.

## Napa Valley College Board of Trustees

*The Board of Trustees has been entrusted with the responsibility of protecting and developing one of the greatest resources a community can have - access to higher education for its residents and their families. It is our hope and belief that students educated at Napa Valley College will lead enriched personal and professional lives and that they will, in turn, make their unique contribution to this community and to the world in which we live.*

## Academic Senate

*Thank you for choosing Napa Valley College. We believe that the quality of our faculty and of our student services will help to make you a successful transfer candidate, a skilled graduate of one of our vocational programs, or both. We are proud of our faculty and our students and will work with you to create the kind of educational experience that meets your needs.*

## Associated Student Body

*"Man, unlike any other thing organic or inorganic in the universe grows beyond his work, walks up the stairs of his concepts, emerges ahead of his accomplishments."*

*- John Steinbeck.*

*College provides the support to the stairs of your concepts. Make the most of your time here! It's not just about getting through; it's about becoming a better thinker. Get involved, volunteer, learn how Napa Valley College works. I guarantee it will help you emerge ahead of your accomplishments.*

## Napa Valley College Foundation

*The Napa Valley College Foundation, since its inception in 1968, has seen community loyalty and financial support for the college steadily grow. The inspiration for the generosity of our donors is, quite simply, students. Seeing NVC students achieve their educational goals keeps Foundation members intent on raising funds for special programs and activities, capital projects, and equipment, and scholarships. Supporting and rewarding excellence is a gratifying experience for all.*

## Administrative Senate

*As administrative staff, we're proud that Napa Valley College is an institution with heart, a college in which employees go out of their way to help students succeed. In concert with faculty and classified staff, administrators work very hard to provide our students with outstanding programs, services, and support. Please let us know how we can assist you by making the road to your educational goals as smooth as possible.*

## Classified Professionals

*Welcome from the Classified Professionals of Napa Valley College! We are a diverse assembly of support staff who are dedicated to the success of our students. Often your first college contact is with a classified staff person who assists in your academic journey by providing services in the areas of matriculation, registration, financial aid, career planning, etc. We are proud to be a part of these services that promote student success so please don't hesitate to ask for our help or assistance, as we want your experience here to be as positive and fulfilling as possible.*

# INTRODUCING THE COLLEGE

## History

The citizens of Napa County made a clear commitment to higher education in 1941, when they passed a bond issue to establish Napa Junior College. One year later, in 1942, Napa Junior College was founded as part of Napa Union High School district. World War II held its first class with just 16 students, only one of whom was male. Once the war was over, GIs flooded into the new college. During 1948-49, a modern new college was built next to the high school.

The community reaffirmed its commitment to the local college in 1962 by passing a bond issue to buy land and build a new college campus. After 23 years, the college had its own campus, its own school district, and an enrollment of 1771 students. It renamed itself Napa College.

In 1982, Napa College changed its name to Napa Valley College. The official opening of a permanent Upper Valley Campus in Fall, 1994, brought educational opportunities close to home for upper valley residents, and added new dimensions to the college curriculum.

Napa Valley College celebrated its sixtieth anniversary in 2002, and continues to seek new avenues of service to students and the community.

## Accreditation

Napa Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

## Board of Trustees

By state law, the Napa Valley Community College District is under the control of a Board of Trustees composed of seven community members. Elected from within established areas of the district, trustees serve four-year terms. In addition, students are represented by a student trustee, who is selected yearly as part of the ASB elections. The student trustee can make and second motions and has an advisory vote on all public session items. The Board meets at least once each month, and agendas are posted in accordance with open meeting laws.

## Napa Valley College Foundation

The promise of the future depends on our commitment to our students today. The Napa Valley College Foundation welcomes donations to scholarships and other programs. The resources available to Napa Valley College continue to increase thanks to the efforts of the college Foundation and its dedicated trustees.

In 1968, a group of local citizens organized the Napa Valley College Foundation to increase community awareness, as well as build financial support for the college and its students. The Foundation is guided by the philosophy that the college is an investment in the future, our students, our community and our children. The Foundation helps students succeed in college by providing scholarships and by raising funds for instructional equipment, program support, capital projects and other needs of the college as they arise.

Each year the Foundation awards scholarships to deserving students, helping students expand their horizons and reach for excellence. Thanks to our generous contributors, scholarships have been established in honor of a friend or family member or in the memory of a loved one. A perpetual (endowed) scholarship can be established in which only a portion of the current year's earned income is distributed, and the scholarship continues to grow and to help students, year after year.

The community's investment in Napa Valley College has created a momentum that is truly exciting, with a definite and far-reaching impact. This is bringing the College to a new level as an innovative training resource and a relevant center for lifelong learning. NVC Foundation is working closely with local businesses to determine future needs and to form partnerships so that we can work together to fulfill those needs. In today's global economy as well as in our local economy, there is a great need for employees with superb technical skills. Napa Valley College provides education and training to ensure that our workforce has these skills.

Have you provided for Napa Valley College in your will or estate plan? You can obtain substantial tax benefits and income enhancement opportunities during your lifetime by making a gift of stocks, property, or other appreciated assets using a variety of estate planning tools. Our Legacy Society honors those who have made any type of bequest to the NVC Foundation. Your friendship and support are important to us and can help provide quality education for residents in the Napa Valley.

Foundation funds come from generous donations of community members. This generosity, at the personal level, transforms lives and inspires our youth to succeed. Call the Foundation Office at 253-3374 or visit [www.napavalley.edu/nvc\\_Foundation](http://www.napavalley.edu/nvc_Foundation) for ways you can help support the goals and aspirations of NVC students and enrich your local community.

## Napa Valley College Faculty

The community college is acknowledged by educators throughout the country for providing superior undergraduate education, crediting the emphasis on outstanding teaching. The Napa Valley College faculty upholds this tradition.

Napa Valley College faculty members are selected for their academic excellence and genuine interest in students. They have a profound respect for the abilities, needs, and dreams of every individual they teach. They have diverse backgrounds, but share a love of learning and a desire to pass it on to their students.

Our faculty keep abreast of the most effective teaching methods. They are creative, innovative, and hold high standards for their own scholarship. They support a learning process which continues throughout life.

The teacher-student relationship at Napa Valley College is encouraged. Students interact with their instructors in small classes and in regularly scheduled office hours. Napa Valley College faculty are friendly, sensitive and dedicated to helping students succeed.

## The Napa Valley College Student

Napa Valley College's typical student has changed over the history of the college. Our first students entered after high school and studied full-time. Today's student body is diverse in age, ethnicity, family status, years elapsed since high school, and educational goals. Our students also have much in common: they are bright, inquiring and goal-oriented. They share a strong belief in education as a means of improving their lives.

Over 40 percent of our credit students are new majority. Approximately 60 percent are female and are under 30. More than 10 percent of NVC students are over 50. More than 70% of our students attend on a part-time basis. Approximately 5% have already earned an associate degree and approximately 10 percent hold four-year degrees.

These statistics translate to NVC classrooms enriched by diversity. The college values diversity in its student body, faculty, staff, and its curriculum. Individual differences are respected and valued in all parts of the NVC campus.

## Napa Valley Classified Professionals

Napa Valley College classified professionals are a diverse assembly of support staff who are dedicated to the success of students. Often your first college contact is with a classified professional who assists in your academic journey by providing services in the areas of matriculation, registration, financial aid, career planning, instructional support, and campus beautification and safety.

## Mission, Vision, Values

In support of the Mission, Vision and Values of Napa Valley College, we affirm that students and community needs are at the center of every decision we make.

### Mission

Napa Valley College engages students by providing high quality programs and services that promote learning, enhance individual development and prepare life-long learners for their roles in our diverse, dynamic and interdependent world.

### Vision

Napa Valley College is a community of people excited about learning, where students are first and foremost in everything we do.

### Values

At Napa Valley College, students are our focus and their education is our primary responsibility.

**We value, model and encourage**

- ◆ **student success**
- ◆ **honesty and integrity**
- ◆ **innovation and creativity**
- ◆ **adaptability and flexibility**
- ◆ **respect for all people**
- ◆ **appreciation of diversity**
- ◆ **responsibility and accountability to self and others**
- ◆ **openness to ideas and opinions.**



# INTRODUCING THE COLLEGE

## Our Policies

### Academic Freedom

Academic freedom in a free society is the right, indeed the obligation, of professionally qualified persons to inquire about and teach the truth as they see it. Exercised within a framework of academic discipline, it includes respect for the rights and opinions of others. The Napa Valley College Community College District Policy (**I-7100**) protects the selection of textbooks and all teaching material, diverse speakers in the classroom, and the right of teachers and students to inquire freely into any area of human thought.

### Alternate Media

In accordance with the Americans With Disabilities Act, Napa Valley College makes all written materials available in an alternate format. To make a request for an alternate format, contact the Office of Special Services, Room 1339E or call 253-3080.

### Drug-Free Campus

It is an objective of Napa Valley Community College District to achieve a drug-free educational environment. Any student or employee will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the policies of the district and the laws of the state.

### Family Rights and Privacy Act

All student records are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A student may request access to his or her individual records and may challenge the accuracy of the record or the appropriateness of its retention.

A student's consent is needed for the release of records covered by the act. Student consent is not required for release of records to agencies entitled to access under the provisions of the act, e.g., campus officials, other schools, federal educational and auditing officers, and requests in connection with the application or receipt of financial aid. These provisions apply to records the student has requested or given consent to be released. Questions about the colleges records procedures should be directed to the Associate Dean, Admissions and Records. Complaints as to improper release of records may be filed with the Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

### Non-Discrimination Policy

The Napa Valley Community College District, in compliance with State Regulation, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1990, does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, gender, sexual orientation or status as a Vietnam-era veteran, in any of its policies, procedures, or practices; nor does the district, in compliance with the Age Discrimination in Employment Act of 1975, discriminate against any employee or applicant for employment on the basis of age.

This nondiscrimination policy covers admission, access, and treatment in college programs and activities — including but not limited to academic admission, financial aid, educational services, and athletics — and application for and treatment in college employment. In conformance with the requirements of Title II of the Educational Amendments of 1976, amending the Vocational Education Act of 1963, the college is committed to overcoming gender discrimination and stereotyping in vocational education programs.

Students, job applicants, and employees may complain of any action which they believe discriminates against them on these grounds. To file a complaint of unlawful discrimination, phone or visit the Office of Human Resources, Room 1339K, phone 253-3366, which will identify the appropriate contacts. Complaints must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known the facts underlying the allegation of unlawful discrimination.

### Open Classes

It is the policy of the Napa Valley Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, whether offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college.

## Prohibition of Sexual Harassment

It is the policy of the Board of Trustees to provide a workplace and academic environment free of unwelcome sexual overtures or advances and free of conduct creating an intimidating, hostile, or offensive environment.

Sexual Harassment as defined in Section 212.5 of the Education Code means unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
- b) Submission to or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile, or offensive work or educational environment.
- d) Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Complaints of sexual harassment should be filed through the Office of Human Resources, Room 1339K, phone 253-3366, which will identify the appropriate contacts. Complaints must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known the facts underlying the allegation of unlawful discrimination.

## Release of Student Information

The following statements serve as public notice that, as per Board Policy 6410, information regarded by Napa Valley Community College District as "Student Information" can be released for distribution unless a student submits a Napa Valley College "Student Information, Denial of Release" form available at the Office of Admissions and Records.

Directory information includes: student's name, phone number, date and place of birth, major field of study, current enrollment, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent institution attended. The above categories of information will not be released if the college determines that such release is not in the best interests of the student. For more information on this policy, contact the Admissions and Records Office (707) 253-3005.

Pursuant to the Solomon Amendment (Public Law 104-208 and 104-206), directory information, including student addresses, will be released to the Department of Defense if requested for recruiting purposes. Students who do not want their name released should complete a denial of release form.

## Shared Governance

Shared governance is defined as the collaborative participation of appropriate members of the college in planning for the future and in developing policies, regulations, and recommendations under which the college is governed and administered. The Board of Trustees of Napa Valley Community College District embraces shared governance as the means of continuously improving programs and services, drawing upon the expertise of the college community.

The college's shared governance policy requires that standing and ad hoc committees and Academic Senate committees include appropriate representation from all constituent groups, including students, when matters being considered are within their purview.

## Smoking Policy

Napa Valley Community College District has designated the interiors of all campus buildings and all exterior areas as non-smoking areas. Smoking on the NVC campuses will be permitted only in designated outdoor areas at least 30 feet from doorways, windows, and ventilation systems that minimizes exposure to secondhand smoke and will not interfere with travel between buildings. If parking lots are used, smoking will not be permitted near the Child Care Center, athletic fields, or the health services clinic. The term smoking in this policy refers to the cigarette, cigar, pipe or other means of smoking tobacco.

# INTRODUCING THE COLLEGE

## Student Complaint and Grievance Procedure

The college believes that all students shall be afforded fair and equitable treatment in the application of all district procedures and regulations. Students who claim that there has been a violation or misapplication of the regulations in the college catalog, board policies, or operating procedures or who feel they have been denied due process may file a complaint or grievance.

The complaint/grievance must be filed during the semester in which the problem occurs. To file, see the Vice President, Student Services, located in Room 1339H of the Administration Building. The complainant/grievant is asked to first address the concern directly to the person or office causing the complaint/grievance.

A grade assigned by an instructor is not a grievable matter, except for specific reasons, as outlined in the California Education Code (Section 76224): "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

The district agrees that there will be no harassment of complainants/grievants or other students because of participation in the complaint/grievance procedure or as a result of filing a complaint/grievance.

Complete clarification and explanation of the student complaint/grievance process can be obtained from the Office of Student Services in Room 1339H.

For complaints of unlawful discrimination, please see section of catalog on the Non-Discrimination Policy.

## Student Records Retention and Destruction

Education records are those records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. Records are retained and destroyed pursuant to Napa Valley College Board Policies 3500 and 6410 and sections 59020 through 59029 of Title 5, California Administrative Code. For information on procedures for student records retention or destruction, contact the Admissions and Records Office.

## Student Right-to-Know Information

To comply with the federal Student Right-to-Know (SRTK) and the Campus Security Act (Public Law 101-542), Napa Valley College provides information to the public on 1) the safety and security of the campus and 2) the educational outcomes of a specific group of students. These students are first-time, full-time freshmen entering in the fall and seeking a degree, certificate, or transfer to another institution. For information on these students, please go to <http://srtk.cccco.edu/index.asp>. If you do not have access to the Internet, call (707) 253-3110 to obtain a paper copy.

The campus safety information describes security procedures, laws in effect on campus, and crime statistics. For information on NVC campus safety and security, please go to <http://www.nvcpsd.org> or call (707) 253-3330 to obtain a paper copy.

## Standards of Student Conduct

The students, faculty, staff and administrators of Napa Valley College are expected to respect the rights of all individuals in the campus community. Every individual operating within the law is guaranteed his/her basic freedoms.

Students may participate in demonstrations or protests as long as they do not prevent or restrict students, faculty members, or other employees of Napa Valley College from pursuing the normal functions essential to the well-being of the college. No person is to endanger the safety of others or the security of college property. Students are expected to obey all local, state, and federal laws and the campus regulations prescribed for the effective operation of Napa Valley College.

The Standards of Student Conduct provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these regulations shall relate specifically to an alleged violation of the established Standards of Student Conduct. Students may obtain more information on the Standards of Student Conduct by contacting the Office of Student Services, Room 1339H, or phone 253-3110.





# THE COLLEGE AT A GLANCE

Napa Valley College serves a very diverse student population, and the college strives to meet the needs of all its students. Faculty and staff believe in the value of every educational experience and are eager to help students find the educational path that suits them best.



The college curriculum is divided into two programs: the credit program consists of

courses for which college credit is earned; the community education program consists of courses for which no college credit is earned. Courses are scheduled in both programs throughout the year--fall and spring semesters, plus one summer session. Students may choose part-time or full-time study. Courses are scheduled during the day and evening hours at a variety of locations throughout the valley. Napa Valley College also offers weekend and online classes as a further help to our working students.

A Credit Schedule and a Community Education Schedule of classes are mailed to Napa County residents prior to registration dates each semester and summer session, and are also available online at [www.napavalley.edu](http://www.napavalley.edu) as well as on campus.

## Credit Program

Every semester students can choose from hundreds of courses for which they can earn college credit. Courses include general education courses to enrich the student's educational background; courses used to transfer to four-year institutions; courses which prepare the student for employment in business and industry; and courses in basic skills which strengthen the student's educational foundation. Most courses are offered on a full-semester basis, but there are also short-term courses beginning throughout the semester.

## Online Education

Another facet of the Napa Valley College experience is Online Education. This incomparable learning experience provides a non-traditional approach to learning. Online education students and teachers engage in a cooperative learning experience by accessing a virtual classroom, utilizing a variety of web-based technologies, such as web browsers and e-mail. Students partake in an interactive style of learning that harnesses the distinctive knowledge and life experiences of each participant.

### Top Reasons for Studying Online:

- You can set your own time schedule for learning.
- You don't have to travel to campus, saving time and gas.
- Courses are available 24 hours a day, 7 days a week.
- You can study at home, at work, or at a café.
- You can read materials online and review them at your own pace.
- If you have small children, you can "attend" class at home, reducing childcare costs.
- You can work individually or collaboratively with other students, depending upon the course design.
- You can contact the instructor by email for questions, individual and confidential help, and guidance.

Online classes are not less academically challenging. On the contrary, not only are students discovering the course material, they are often re-learning how to learn. Fully online and hybrid courses are offered each semester and summer terms. Are you ready to learn online? Take the readiness quiz at: <http://www.napavalley.edu> for more information.

## Upper Valley Campus Community Education

Napa Valley College encourages lifelong education. Working with local businesses, service organizations, and interested citizens, the Community Education Program offers noncredit and community service (fee-supported) classes, Trips and Tours, and activities, including kids' classes, designed to serve students of all ages whose educational goals do not require college credit.

The Emeritus college offers opportunities for the continuing education and enrichment for Napa Valley adults.

The flexible nature of Community Education programs allows the college to be responsive to the expressed interests and needs of specific populations or organizations. This includes courses such as one-day workshops and seminars or classes ranging from a few weeks to an entire semester. Classes are offered on a "not for credit" basis and do not normally require lengthy student preparation or regular exams.

The classes, trips, and activities provided under Community Education are designed to stimulate personal and professional growth, as well as create new interests and provide opportunities for continual learning.

Supplementing its program of formal classroom instruction, Napa Valley College offers educational, cultural, recreational, and informational services to the community.

The college functions as a community center, a gathering place where campus facilities are made available for the use of community groups whenever possible. The college also maintains such services as: 1) a program of public events and cultural activities including lectures and forums, art exhibits, and concerts; 2) a series of seminars, workshops, and conferences to meet special needs of diverse populations — business, industry, and the professions; and 3) campus tours.

In addition to noncredit and fee-based classes, many credit courses are also offered. These classes can be used for general education credit and transfer. Full listings of the credit classes can be found in the noncredit/community service schedule and in the credit schedule.

Community members interested in courses, programs, or services may contact the Upper Valley Campus at (707) 253-3070 or 967-2901. Requests for courses, programs, or services not currently offered may be submitted to the Upper Valley Campus. Current courses and programs are published in the Schedule of Classes available at the main campus or the UVC prior to each semester. It is also mailed to all county residents.

# THE COLLEGE AT A GLANCE

The Upper Valley Campus is located at 1088 College Ave. in St. Helena, .9 miles east of Highway 29 near the intersection of Pope Street and Silverado Trail.

The facility contains general classrooms and specially designed lab facilities for science, computer studies, business, culinary arts, and fine arts.

## Evening and Weekend Classes

Napa Valley College evening offerings provide opportunities for students to pursue their education at night. Courses required for many transfer programs, courses for in-service training, and general self-improvement and enrichment courses are offered at the main campus and various locations in the Napa Valley, including our Upper Valley Campus, during the evening.

Evening classes are a part of the regular college curriculum and carry the same college credit for degree and transfer purposes. For the convenience of evening students, evening courses of three hours generally meet only one night per week. Students may enroll in day or evening classes, or both. All evening classes are planned and scheduled through the instructional divisions. Classes are supervised by the administrative staff of the college.

To better serve students who find it difficult to attend classes scheduled on weekdays, Napa Valley College offers a limited number of courses scheduled on the weekend. Students should refer to the current Schedule of Classes published each semester for course offerings.

## Summer Session

The college offers day and evening programs during the Summer Session. Classes in most subject fields are offered during both day and evening hours. Because summer classes are usually no more than 6-8 weeks in length, they meet up to three times as many hours per week as during Fall or Spring semesters. Students attending summer classes should be prepared for an intensive period of study. The Schedule of Classes for the Summer Session is published during the Spring Semester, mailed to all Napa County residents, and posted on the Napa Valley College website.

## Small Business Development Center

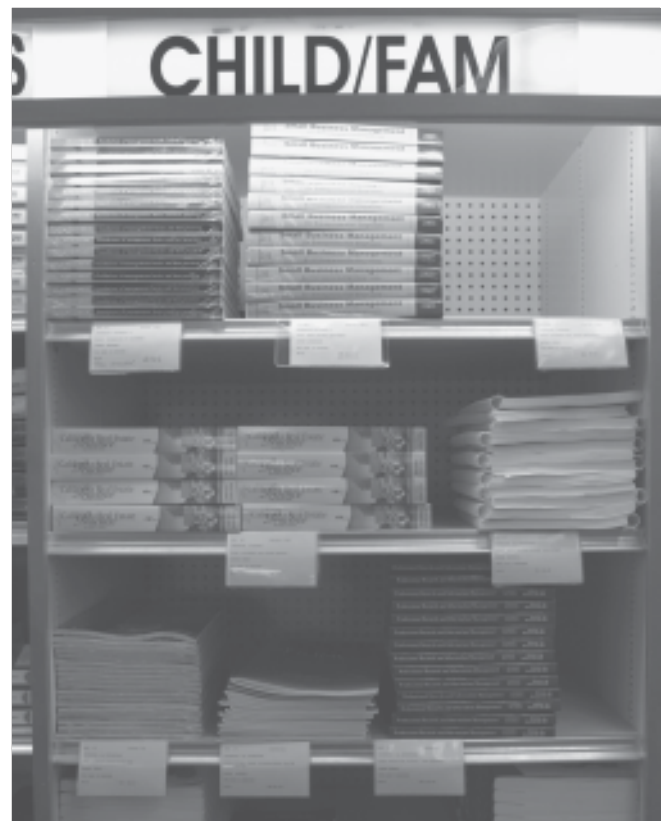
The Small Business Development Center provides counseling, training, and information services to small business owners in the areas of business planning, business management, and access to capital. The Small Business Development Center works closely with Chambers of Commerce, government agencies, and Napa Valley College Business and Computer Stud-

ies Division to coordinate services. It functions as a clearing house for assistance and information for area businesses. The Small Business Center is located at 1556 First Street in Napa. For more information, call 253-3210 or online at [www.napasbdc.org](http://www.napasbdc.org).

## Bookstore

The Napa Valley College bookstore is operated as a service to students for the purpose of making available required tools of education and related items as economically and efficiently as possible. The bookstore stocks required and recommended textbooks and supplies for all scheduled classes. Used editions are sometimes available at reduced rates. At the end of each semester, the bookstore may buy back used textbooks in good condition if a demand exists for them. Other items available at the bookstore include a large selection of reference books, study guides, college T-shirts and sweatshirts, greeting cards, art and miscellaneous supplies.

The bookstore is open from 7:45 a.m. to 7:15 p.m., Monday through Thursday; Friday 7:45 a.m. to 3:00 p.m. Extended evening and Saturday hours are offered the first two weeks of a semester. It is open for evening hours during the Fall and Spring Semesters only. Call 253-3320 for hours and other specific information about the bookstore.



## Cafeteria

Napa Valley College has food service available for students and staff from 7:00 a.m. to 2:00 p.m., Monday through Friday for Spring and Fall semesters. Summer session operation hours are 7:00 a.m. to 2:00 p.m., Monday through Thursday (campus is closed on Fridays during Summer Session).

Breakfast is served from 7 a.m. to 11:00 a.m. Some items available are breakfast burritos, hot plate entrees, pancakes, muffins, bagels, cereals, fresh fruits, and beverages. Lunch is served at 11:00 a.m. Some items available are hot plate entrees, pizza, sandwiches, salad bar, homemade soups, espresso coffees and various other delicatessen items.

## Campus Parking and Traffic Regulations

### Guidelines

Parking permits are required on all vehicles which park on the Napa Valley College Campus during the following hours:

- Monday through Thursday, 6 a.m. to 10 p.m.
- Friday, 6 a.m. to 5 p.m.
- *No permit required on Saturdays, Sundays and college recognized holidays*

Semester parking permits can only be purchased via the internet by going to [www.nvcpd.org](http://www.nvcpd.org) and look for the parking permit link. To order your permit you will need to know your vehicle license number, make, model, color, and year of your vehicle. Daily parking permits can be purchased for \$1.00 from the yellow parking machines located throughout the college's parking lots.

Colored curbs (blue for disabled, red for no stopping, etc.) have the same meaning on the campus as those found in any city.

The California Vehicle Code is enforced at all times. Speeding on campus may result in the issuance of a moving citation.

### Parking Advisory

Permit entitles parking on campus when space is available. At peak class periods (9:00 a.m. to 1:00 p.m.), all lots may be full. Alternate methods of transportation and carpooling are strongly encouraged and appreciated.

## Designated Parking

Visitor parking is located in the east parking lot near the flag poles, and is limited to **thirty minutes**. If longer than thirty minutes is needed, purchase a daily parking stamp from the stamp dispensers in the parking lots.

Staff parking is marked by orange signs or markings and is restricted to those cars with a Staff Parking Permit.

Special parking designated for use by disabled persons is available throughout the Napa Valley College campus.

Information about parking and upcoming college events is available on your car radio. As you are entering the campus, tune your radio to AM 1610 to get the latest information.

## Speed Limits

- Parking Lots, 10 MPH
- Maximum, 25 MPH

*For more information and complete parking regulations contact the College Police Department 253-3330 or [www.nvcpd.org](http://www.nvcpd.org).*

## Accident Insurance

The college provides accident insurance to registered students who are injured in class or while participating in other college sponsored activities, subject to the terms of the policy. Coverage information is available at the Risk Management Services offices, 253-3349. All accidents should be reported immediately to your instructor and the Risk Management Services office.

Throughout the semester, the District may sponsor voluntary off-campus co-curricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity. In addition, please be advised that the District is in no way responsible and does not assume any liability for any injuries or losses resulting from any transportation which the District did not directly provide (i.e. your personal vehicle or a public carrier) used to travel to a field trip meeting site.

# THE COLLEGE AT A GLANCE

## Emergency Telephones

New emergency phones will be installed throughout campus. The first was installed in the lower hallway of the gym. The phones are easy to use and allow you to contact the College Police or the Napa County 911 Center for help. The new phones are very distinctive with the word “EMERGENCY” written on their sides and have a blue light marking their location. For 911 emergencies, such as violence, ambulance, or fire, use the large red “emergency” button. For urgent help (511), such as a suspicious situation or assistance, use the small black “college police” button. To get help on campus via cell phone, call 253-3333.

## Student Center

Student activities are centered in buildings located adjacent to the Administration Building. They include the cafeteria, bookstore, student government, and Financial Aid/EOPS offices. The courtyard, referred to as the Quad, is often used by students for planned and impromptu concerts, meetings, and speakers. Student activities and community events are announced on the bulletin boards in the Quad area. A student lounge is located in Room 930A in the northeast corner of the cafeteria. For information on Student Center activities, contact the Student Activities Office, 253-3060.

## Telephone Inquiries

If you would like information about the college or its services by phone, you may call Napa Valley College at (707) 253-3000. From outside Napa, call (800) 826-1077, toll-free. For individual office phone numbers, please refer to the telephone directory.

The Information Booth is open from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m., Fridays (except during the summer semester). For information on specific programs, call the division chairperson (see page 195). For questions which require the services of one of our counselors, call the Counseling Department at 253-3040.

## Transportation

**Bus service:** Both VINE Routes 5 and 10 serve the main campus. Route 5 provides service to the main campus from downtown Napa hourly, Monday to Saturday. Route 10 operates between Calistoga and the Vallejo Ferry Terminal with both northbound and southbound stops on campus. Route 10 serves the main campus with 14 stops in each direction on the weekdays and 8 stops in each direction on Saturday. Fares range from \$1 from Napa and \$1.50 from Vallejo to \$2 from Upvalley. Monthly passes for unlimited rides are \$40. Discounts are available for those with disabilities, youth 18 or younger, and seniors 65 or older.

The main campus bus stop is located adjacent to the Administration office near the flag-poles. The upper campus bus stop is located on College Avenue in front of the main driveway entrance.

The upper valley campus is served by the St. Helena VINE Shuttle on weekdays between 7:40am and 4:41pm; there is no service between 12 noon and 1pm. The St. Helena VINE Shuttle bus transfers with the VINE Route 10 in St. Helena.

The VINE and St. Helena Shuttle buses are fully accessible and provide bicycle racks that will hold two bicycles. For more information call 1-800-696-6443 or visit [www.NapaValleyVINE.net](http://www.NapaValleyVINE.net). Assistance by telephone is available in English or Spanish.

**Carpooling:** Students offering or looking for rides may post a sign on the campus bulletin board at the ASB office. Students, faculty, or staff may also call 1-800-53-KMUTE (1-800-535-6883) during business hours, or visit [www.solanolinks.com/commuterinfo](http://www.solanolinks.com/commuterinfo) to obtain a free carpool matchlist of others from your area with similar hours. The information is provided free of charge by Solano Napa Commuter Information (SNCI), a public agency program.

**Bicycling:** Napa Valley College encourages bicycling by providing bike racks throughout the campus. Cyclists are advised to wear a properly fitted helmet, obey traffic regulations, and use a bicycle lock. For free maps of bike paths and lanes in the City of Napa, County of Napa, or Solano/Yolo Counties, contact Solano Napa Commuter Information at 1-800-53-KMUTE (1-800-535-6883)

## Visitors in the Classroom

**Adult visitors:** Instructors may occasionally allow guests who cause no interference with instruction. However, if someone wants to attend the class consistently, the visitor must officially enroll in the class or audit the class with instructor approval.

**Child visitors:** Occasionally students have an emergency and ask the instructor to allow them to bring a child to class. Each case is individual and faculty must judge whether or not the child visitor will interfere with instruction. As a general rule, the college discourages instructors from allowing children in the classroom because instructors and students may be distracted from the teaching/learning process. Also, safety considerations must be taken into account. The campus is an adult community, not organized for the safety of young children.



COUNSELING

TESTING & ORIENTATION  
APPOINTMENTS

WALK-IN APPOINTMENTS

ADMISSIONS

WAIT  
HERE

# THE ADMISSION PROCESS

The California Community College System is unique in the world. Open access is its hallmark; educational opportunity its goal.

At Napa Valley College, educational opportunity means that students of widely divergent educational backgrounds are welcomed. It also means that Napa Valley College makes a commitment to help each student admitted to the college to be successful. This commitment includes providing students with effective orientation,

assessment, and counseling. We believe that these activities help students reach the educational goals they have set for themselves.

Faculty and staff at Napa Valley College are extremely proud of what the community college stands for. It has been our experience that the individuals who are admitted to the college come prepared to make the most of this truly remarkable educational opportunity.





## Eligibility for Admission

**High School Graduates:** Persons who have completed twelfth grade are eligible for admission to Napa Valley College.

**Non-High School Graduates:** Persons who are at least 18 years of age are eligible for admission to NVC. Those under 18 years of age who have a GED or have passed the California High School Proficiency Examination are eligible for admission.

**High School Students:** Students currently enrolled in the tenth grade or higher or who are at least 15 years old may take college courses for college credit at Napa Valley College with permission from their high school counselor and a parent.

**Transfer Students:** Applicants who are eligible for standard readmission to another accredited college may be admitted with advanced standing in accordance with evaluation of their transcripts by the Admissions and Records Office. Units earned elsewhere may be applied toward fulfillment of Napa Valley College graduation requirements **only** if they are **lower division** units.

## New Majority, 1st Generation College and Low Income Students

New majority students, 1st generation college and low income students are actively recruited for admission to Napa Valley College.

## Residence Requirements

Residents of California may be admitted to Napa Valley College provided they meet entrance requirements. Some programs have additional prerequisite requirements. Call 253-3000 for additional information.

**Out-of-State:** Applicants whose legal residence is outside the state of California are required to pay non-resident tuition in addition to the enrollment fees.

**California residence:** To qualify as a resident of California, applicants must have lived in California for at least a year and a day prior to the start of any semester/session. In addition, applicants must demonstrate that they intend to make California their permanent residence. Military personnel, public school employees, and state employees may be exempt from residency requirements.

For complete information about residency requirements, applicants should contact the Admissions and Records Office.

## International Students

International students at Napa Valley College make a valuable contribution to campus life by enriching the cultural, social, and academic experience of the local students and the community.

To qualify for admission, students must complete the equivalent of high school with better than average grades and pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 157 on the computerized TOEFL, or 475 on the paper version. In addition, they must demonstrate adequate financial resources to complete their education without outside employment.

International students must pay nonresident tuition and are required to have health and accident insurance. Approximate expenses for one school year are:

Housing/Tuition	\$ 9,880.00
Enrollment Fee	\$ 624.00
Books	\$ 750.00
Health Insurance	\$ 672.00
Transportation	\$ 650.00
Food	\$ 3,500.00

**Grand Total** **\$16,076.00**

*\*There is no financial aid available for international students.*

## How to Apply

To be considered as an international student at Napa Valley College, you must submit the following documents:

1. An international student application
2. Official copies of transcripts from all secondary schools and colleges you have attended. These transcripts must be in English and correspond to the American Grading System.\*
3. A financial statement or tax documents showing that you or your sponsor has the financial resources to pay your tuition and related expenses while you attend Napa Valley College.
4. A certified Health evaluation form completed by a physician.
5. A non-refundable application fee of \$25.00. The check or money order should be in U.S. funds and made payable to Napa Valley College.
6. A transfer notification form if you are transferring from another United States School.

# THE ADMISSION PROCESS

## When to Apply

Be sure to meet the following deadlines when you are applying to Napa Valley College:

Fall Semester: Submit all materials by May 1.

Spring Semester: Submit all materials by October 1.

## English Proficiency

Your classes will be conducted in English, so you must demonstrate English Proficiency when you apply for admissions. If your native language is not English, you must take the TOEFL.

International students are provided with an orientation to the college and with academic and personal counseling. Additional information regarding admission may be obtained by contacting the Admissions and Records Office, Napa Valley College, 2277 Napa-Vallejo Highway, Napa, California 94558 or by e-mail [dlarson@napavalley.edu](mailto:dlarson@napavalley.edu).

\* Note: Foreign transcripts must be evaluated by an International Evaluation Service. Although we neither endorse nor recommend any particular service, we will provide links to professional services we have accepted evaluations from in the past for the convenience of our students:

Center for Applied Research, Evaluation and Education, Inc.

Website: [www.iescaree.com](http://www.iescaree.com)

E-mail: [eval\\_caree@yahoo.com](mailto:eval_caree@yahoo.com)

## Assessment

Assessment sessions gather vital student information using tests and other measures to help predict courses in which students will be successful. Assessment may include, but is not limited to, information about the student's math, reading and writing skills, study habits, English language proficiency, learning skills and aptitudes, educational goals, career aspirations, academic performance and need for special services. College counselors evaluate assessment results and recommend appropriate course placement and support services. Students need to contact the Testing and Tutoring Center at 253-3270 for information regarding English and Math assessment.

## Orientation/Advising Sessions

The orientation session provides new Napa Valley College students with information on programs, support services, policies and procedures, use of the catalog, and student rights and responsibilities.

During the advising segment, counselors and student service specialists help students understand their assessment scores, select courses and develop class schedules. The enrollment advice is based on multiple measures, including English and math assessment scores, high school GPA, work hours, personal goals, life experience, motivation and attitude, study skills assessment, and previous course work and its recency.



## The Admission Process— Matriculation

At Napa Valley College, our admission process includes more than filling out an application to the college. We have a special admission program designed to help you succeed in college. This program is called matriculation. It includes: application assessment, orientation, counseling, registration, and the development of an educational plan.

All students are encouraged to participate in each of these activities. Students who have earned an A.A./A.S. degree or higher are considered matriculated and are exempt from participating in matriculation activities. Students may waive their right to participate in any of the matriculation activities. Students who waive the right to participate in matriculation will receive a lower registration priority.

### Napa Valley College will:

1. Orient students to NVC programs, services, policies, and facilities.
2. Sensitively assess the aptitudes, interests, and skills of students.
3. Thoughtfully counsel and advise students.
4. Assist students in the development of an educational plan.

### Napa Valley College students will:

1. State a broad educational goal upon admission.
2. Declare a specific educational goal after 15 units have been completed.
3. Regularly attend class.
4. Complete assigned homework.
5. Participate actively in counseling, orientation/advising.
6. Actively seek support services as needed.
7. Make progress towards the declared educational goal.

Napa Valley College believes that students who meet their responsibilities will enhance their success in college.



## Matriculation Status

A student is matriculated when the student has:

1. An A.A./A.S. degree or higher.

**OR**

2. Completed orientation at NVC.

**AND**

3. Completed assessment through one of the following:
  - a. Completed English testing at NVC within the last 3 years.
  - b. Completed English testing at another college within the last 3 years.
  - c. Completed English 85 or higher at NVC (or the equivalent course at another institution).
  - d. Taken an ELM, EPT, or CELSA exam.

## Appeals

A student may appeal any portion of the matriculation procedures to the Vice President, Student Services. Appeals may be based on disputes over equivalent courses or tests, misapplication of these guidelines or other student concerns. For more information, contact the Office of Student Services, Room 1339H, McPherson Administration Building.

Students have the right to file a written complaint on the grounds that matriculation has the alleged purpose or effect of subjecting any person to unlawful discrimination.

# THE ADMISSION PROCESS

## Admission Procedures

Applications for admission to Napa Valley College are accepted at any time for any future semester. The following procedures are required for all prospective students:

1. Submit an Application for Admission by completing the online application through CCC Apply link. The link is located at [www.napavalley.edu](http://www.napavalley.edu). (Continuing students need not reapply each semester but should report changes of name, address, and other information to the Admissions and Records Office.)
2. Submit transcripts of all previous college and high school work if you plan to:
  - receive a degree
  - transfer to a four-year college
  - apply for Financial Aid, EOPS or Veterans Benefits
  - participate in sports
  - enroll as an international student.
3. Veterans should apply for education benefits at the time they apply for admission to the college. (See Veterans Benefits Section for details.)

**In addition, the following procedures should be completed by all first-time college students:**

4. Make an appointment for an Assessment Session through the Tutoring and Testing Center or the Counseling Center. The reading and math assessments and the writing sample may be scheduled at the same time.
5. Make an appointment through the Counseling Office or the Tutoring and Testing Center for an Orientation/Advising session. Sessions are offered at a variety of times.
6. Register for classes. Online and in-person registration is available. Registration priorities are determined based on the number of units completed at Napa Valley College and completion of the matriculation process. Registration is complete when fees are paid.
7. During your first semester, make an appointment with a counselor for additional assistance in developing an educational plan.

## Procedimientos de Admisión

Las solicitudes de admisión para el colegio de Napa Valley, están abiertas todo el tiempo para el semestre corriente o futuro. Los siguientes requisitos son necesarios para todo los estudiantes que piensan asistir:

1. Llenar la solicitud de admisión completando el formulario "CCC apply" en el internet. Este formulario se puede obtener a través de la página web del colegio ([www.napavalley.edu](http://www.napavalley.edu)). (No es necesario aplicar de nuevo si usted es un estudiante continuo, pero sí deben de reportar cambios de nombre, dirección, y especialización.)
2. Necesita presentar sus certificados de estudios completados en la secundaria u otras instituciones si usted planea:
  - recibir un diploma del colegio
  - transferirse a un colegio de cuatro años
  - aplicar para ayuda financiera, EOPS o beneficios para Veterano
  - participar en deportes
  - registrarse como un estudiante internacional.
3. Veteranos deben de aplicar para beneficios de educación al tiempo que apliquen para ser admitidos al colegio. (Para obtener mas detalles, vean la sección de Beneficios para Veteranos.)

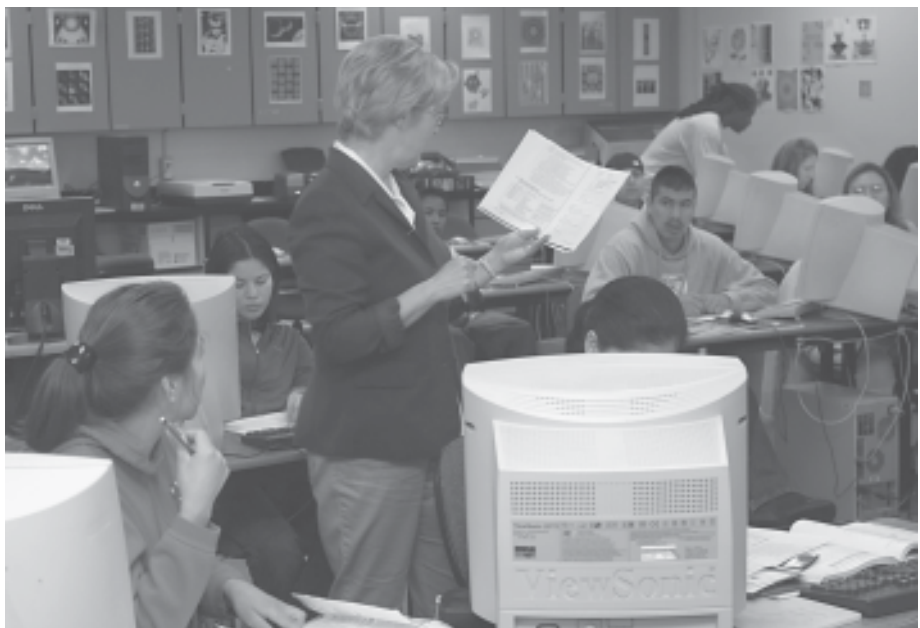
**Los siguientes requisitos también deberán ser completados por todo estudiante nuevo al colegio.**

4. Hacer una cita para una Sesión de Evaluación a través del Centro de Tutoría o de la Oficina de Consejería. Las evaluaciones de lectura y matemáticas y la muestra de escritura pueden ser programadas al mismo tiempo.
5. Hacer una cita a través de la Oficina de Consejería o del Centro de Tutoría para asistir a la sesión de Orientación/Asesoría. Se ofrecen sesiones a diferentes horas.
6. Regístrese para las clases. Registro vía-internet y en persona esta disponible. Prioridades de registro son determinadas basandose en el número de unidades completas en Napa Valley College y completando el proceso de matriculación.
7. Durante su primer semestre, se recomienda hacer una cita con un consejero para obtener más asistencia en el desarrollo de su plan educativo.



# REGISTRATION INFORMATION

Once a student has submitted an application to the college and has participated in the admission process as described in the previous chapter, the next step is to officially register (enroll) in specific classes. Students make their selections from the courses listed on WebAdvisor, the online registration system, or from the Napa Valley College Schedule of Classes published prior to each semester and summer session. WebAdvisor contains the most up-to-date information related to time, days, location, units, and instructor for each class offered. Class information is usually available online approximately two and one-half months prior to the start of the term. The published schedule is mailed to all Napa County households and to all continuing students outside the county. It is also available in the Admissions and Records Office, and various locations throughout the community.



Students may register online through WebAdvisor or in person at Admissions and Records on the main campus or at the Upper Valley Campus. Generally, registration occurs one and one-half months before the beginning of each semester. Computers are located throughout the campus for student use in completing online registration. Complete registration dates and procedures are listed on the Napa Valley College website ([www.napavalley.edu](http://www.napavalley.edu)) and in the class schedule. The Admissions and Records staff take pride in making the registration process efficient and pleasant. Don't be afraid to ask them for the help you need. Helping students is their number one priority.

## Adjustments to Schedule of Classes

The college makes every effort to schedule classes to meet student needs. Once the schedule is printed, changes are made only when absolutely necessary. However, the college reserves the right to make necessary, unannounced changes to the Schedule of Classes. Students preparing to register are advised to check WebAdvisor through the website ([www.napavalley.edu](http://www.napavalley.edu)) for changes in the schedule.

The college must, on occasion, cancel a class because the enrollment is too low to justify its continuance. Students are notified in advance whenever possible to give them time to rearrange their schedules. We encourage students who find a class unexpectedly canceled to consult with a counselor for help in finding a replacement class.

## Study Load

A full-time course load is 12 units or more per semester or 6 units per summer session. Since each unit generally entails 2-3 hours of preparation outside of class, an average load means about 45-60 hours per week spent in classes and preparing for classes. To do well academically, it is expected that students devote this much time to preparation of assignments and study. Students who are employed should limit their unit loads based on the number of hours they spend on their jobs.

Students may register for more than 18 units per semester (9 units in summer) only with a counselor's approval. Approval may be denied based on the student's academic history, field of study and hours per week committed to employment. Contact the Counseling Office for additional information, 253-3040.

## Fees

### Enrollment Fee

**All** students enrolling in credit classes are required to pay an enrollment fee when they submit their registration requests. The current enrollment fee is \$26 per unit, but is subject to change without prior notice.

Students who cannot pay the fee may be eligible for financial aid or a fee waiver. For more information about fee waivers, scholarships, loans, and grants, students should contact the Financial Aid Office, 253-3020, Room 1132.

**Note:** Students who receive General Assistance, TANF, SSI or who are low income may apply for a fee waiver. See the Financial Aid Section for more information.

### Auditing Fee

Students may audit many classes offered by Napa Valley College. To audit a course, students must have an application for admission on file and an audit request form. The instructor

must approve and sign the audit form. The audit form is submitted to the Admissions and Records office on or after the first day of classes of each semester. Students may not later change their enrollment status in any audited course to receive credit for the course.

The fee to audit a course is \$15 per unit. Students enrolled in six or more units at NVC may audit three additional units at no extra charge. Additional information and appropriate forms are available in the Admissions and Records Office.

### Tuition Fee

In addition to the enrollment fee, students who are non-residents of California are required to pay tuition of \$160 per unit. International students pay tuition of \$166 per unit. These fees are subject to change without prior notice. Check the current class schedule for more information.

### Accident Insurance Fee

**All** students are required to pay an accident insurance fee of \$1 per semester when they register for courses. The policy provides secondary insurance coverage for injuries, not illnesses, sustained by a registered student while involved in a class or other college sponsored activity. A copy of the policy is available from Risk Management Services, 253-3349.

### Student Health Services Fee

Students taking more than 3 units are required to pay a semester health services fee of \$12. Students taking 3 or fewer units are required to pay a semester health services fee of \$6. Students taking only off-campus training classes which do not exceed a total of 40 hours of class time will be exempt from paying the fee.

### Appealing Your Fees

Students who wish to appeal fee decisions must file a Petition for Special Privileges by the end of the term in which the fee is charged. More information concerning these appeals can be obtained through the Admissions and Records Office, 253-3005.

## Refunds

### Enrollment and Accident Insurance

Enrollment fees can be refunded during the first two weeks of classes; the accident insurance fee can only be refunded prior to the start of classes. The enrollment fee will be refunded for all units a student drops during the first two weeks of the semester. Students are able to drop classes online via WebAdvisor or they can submit a drop card in person to Admissions and Records. A student cannot drop by simply not attending class.

# REGISTRATION INFORMATION

Students who received fee waivers or Board of Governor's Waivers (BOGW's) will not receive a refund of their fees.

Refund of fees (minus the processing fee) are automatic if classes are dropped by the appropriate date. Except in the case of BOGW's, fees will be refunded directly to the student regardless of who paid the fees.

Allow at least six weeks after the deadline to process a request for a refund.

## Tuition Refund (Out-of-State and Foreign)

The Associate Dean, Admissions and Records, the designated refund officer, will receive applications for refunds, certify their accuracy, and determine the amount of the tuition fee to be refunded in accordance with the following schedule:

Date refund application submitted:	Regular Semester	Summer Session
During the first two weeks of instruction	100%	100%
3rd week of instruction	75%	50%
4th week of instruction	50%	25%
5th week of instruction	25%	0%
After 5th week of instruction	0%	0%

Students who are unable to apply for a refund prior to the deadline due to personal illness or injury may apply for a late refund. A Petition for Special Privileges must be submitted prior to the end of the semester/summer session and should include documentation of the circumstances which warrant approval of a late refund.

## Other Ways To Earn College Credits

### Advanced Placement (AP)

Students who successfully complete Advanced Placement (AP) Examinations may be eligible to receive college credit. To receive credit, students must achieve a score of 3, 4 or 5 on each AP exam. This credit may satisfy general education requirements for Napa Valley College, the California State University and the University of California. An official report of your test scores should be sent to the Admissions and Records Office and a petition filed requesting credit for your examinations. Contact the Admissions and Records Office or consult with a counselor regarding details.

### College Level Entrance Program Exams (CLEP)

Napa Valley College does not award college credit for college level entrance program (CLEP) exams.

## Credit by Course Challenge

Any student who is currently enrolled at Napa Valley College may challenge some courses offered by the college. Typically, students take an examination, and the grade received (including F or credit/no-credit) will become part of the student's permanent record. Credit earned by examination/challenge cannot be used to change a grade or to remove a "W" or "I" grade. Students may earn up to 12 total units by challenge.

Students in health occupations programs may challenge courses based on their previous education and experience. The recommendation of the Dean, Health Occupations is required. Units awarded to health occupations students may not exceed 12 units.

Students who are interested in challenging a course should contact the Office of Instruction, Administration Building, 253-3100, Room 1333.

## Independent Study

Students may earn up to a total of twelve units over the total period of student residency through independent study. Therefore 199 courses are repeatable 3 times. Independent study is planned by the instructor and student together. The program includes weekly meetings to discuss the student's progress. In a typical program, 50 hours of work in a semester will earn one unit. The independent study option may not be used in lieu of existing credit courses which cover the same or similar subject matter. Independent study must be approved by the instructor, division chair, and the Vice President of Instruction. Independent study forms are available in the Office of Instruction, Room 1333. Once the form is approved by the instructor and division chair, the student must enroll in the class.

## Evaluation of Credit from Other Institutions

Napa Valley College accepts many lower division college or university units earned at other accredited institutions. These transferred units may be used to satisfy graduation requirements. Official transcripts should be sent to:

**Napa Valley College  
Admissions and Records Specialist  
Admissions and Records Office  
2277 Napa-Vallejo Highway  
Napa, CA 94558**

The Admissions and Records Specialist will determine eligibility for, and extent of, credit. In general, there are no limits to the number of units a student may transfer to Napa Valley College. Courses may be used to meet degree requirements at Napa Valley College even if they have been used to meet requirements at another college or even if they are several



years old. Napa Valley College does not grant college credit for courses completed at non-accredited colleges/universities, for life experiences or for upper division courses. See the graduation requirements for more information.

## International Transcripts

International Transcripts must be evaluated by an international transcript service. Go to <http://www.iescaree.com/> for an application and additional information.

## Military Service Credit

Veterans may receive credit for military service by submitting their official separation papers (Form DD214) to the Admissions and Records Office. A minimum of six months of service, including basic or recruit training, and an honorable discharge entitles the veteran to 2 units of health education, and 2 units of physical education. Those with more than one year of service may receive an additional 4 units elective credit for military service.

In-service training is evaluated on an individual basis. Credit is based on ACE recommendations. All units awarded are elective credit. Students should submit the appropriate papers during the first semester of enrollment to the Transcript Evaluator, Admissions and Records Office.

## Ordering a Transcript

NVC has retained Credentials Inc. to accept transcript orders over the Internet via a secured site. TranscriptsPlus will facilitate your request for a minimal charge (this is in addition to the regular transcript and any special handling fees) for up to five addresses per order. This online service offers you the following benefits:

- Convenient - available 24 hours a day, 7 days a week!
- Hassel-free - no trip to the college campus necessary.
- Secure - ability to pay with a credit card over a secure site.
- Informative - notifies you by e-mail or fax as your request is processed.
- Helpful - allows you to track the progress of your order online.

Go to <http://www.napavalley.edu/> for more information.

Transcripts are also available by mailing or dropping off a request in person at the Admissions and Records Office. Regular processing of a transcript takes 7-10 working days. Your first two official transcripts are free.

## Transcripts of Academic Records

Transcripts are confidential records of a student's academic history and will be released only upon written request by the student. Transcripts may be requested through the college website at [www.napavalley.edu](http://www.napavalley.edu). Transcripts will not be released for students with outstanding college debts.

The first two official copies of a student's transcript will be issued at no charge; each additional copy is \$3.75. Students should allow at least 7-10 working days to process a transcript request. Students can request return receipt service for a \$5 fee.

Rush transcripts are available within 24 hours for a fee of \$10. Occasionally, transcripts of records that are on microfilm are not available within this timeline. Certifications of UC and CSU (IGETC and GEC) are not available within a rush transcript.

## Prerequisites

Napa Valley College strives to guide students into courses in which they will have the greatest chance for academic success. To achieve this goal, the catalog listings include statements concerning prerequisites, co-requisites or other limitations on enrollment.

1. A "prerequisite" means a course that a student is required to have taken prior to enrolling in a specific course or program.
2. A "corequisite" means a course that a student is required to take *at the same time* as another course.
3. An "advisory" or "recommended preparation" means a condition of enrollment that a student is advised, but not required, to meet before enrolling in a course or program.

The Board of Governors of the California Community Colleges adopted Title 5 regulations affecting limitations on enrollment. Accordingly, the Academic Senate and the Board of Trustees of Napa Valley College jointly approved a general policy to conform to the state regulations concerning prerequisites and other limitations on enrollment.

The College has developed procedures to ensure that such limitations be established, reviewed, and enforced in a fair and consistent manner. The following applies to all courses offered at Napa Valley College:

- a. generally, courses listed together numerically (SPAN 120, 121) comprise a sequence, and unless specifically designated, must be taken in order.

# REGISTRATION INFORMATION

- b. no student may receive credit for a course which is a prerequisite to a course he/she has already completed.
- c. in order for a course to count as a prerequisite, a minimum grade of "C" must be earned. (Exceptions may be made only by instructor assessment of relevant background experience.)

## Challenging a Prerequisite

Prerequisites may be challenged for the following reasons:

1. You have the knowledge or ability to succeed in the course or program despite not meeting the prerequisite.
2. You have not completed the health and safety prerequisite, but can demonstrate that you do not pose a threat to yourself or others.
3. You will suffer undue delay (a semester or more) in attaining your degree or certificate, as specified in your educational plan, because:
  - (a) a course has not been made reasonably available or
  - (b) the course has limitation on enrollment due to inter-collegiate competition or public performance or
  - (c) enrollment has been limited to a set group of students.
4. The prerequisite or condition on enrollment is in violation of Title 5.
5. The prerequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
6. The prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Contact the Counseling Office, 253-3020 regarding information and forms for challenging prerequisites.

## Repeating a Course

Students may repeat certain classes offered by Napa Valley College. Specific courses that may be repeated are clearly stated in the official course outline of record. All 298 courses may be repeated as the course topic and course content change.

Courses that are not stated as repeatable may be repeated if the student received a grade of "D", "F", or "NC" in the course. In this instance, the units from the original course will be removed from the student's grade point average (GPA). The new grade will be recorded on the student's transcript and will be calculated in the GPA. Under no circumstances will the original course be deleted from the student's permanent record.

Under special circumstances, students may repeat a course in which they received a "C" or better. Students must file a request to repeat a course in the Admissions and Records Office before they re-enroll in the course. Repeating a course under these circumstances will not change the student's GPA. The second grade will not count even if it is better than the first.

Special circumstances for repeating a course could include:

1. Students entering impacted (limited enrollment) majors where a grade better than "C" is required in prerequisite courses.
2. Students preparing for professional careers such as medicine, dentistry, pharmacy, veterinary medicine, law, teaching, engineering and master's degree programs.
3. Students who have changed majors and need to change a "CR" to a letter grade for the new major.
4. Students with "CR" in English 120 and 121 who are transferring.
5. Students whose courses were taken over two years ago.
6. Students whose instructor recommends repeating a course which will benefit them educationally (e.g., Learning Skills Center courses).

Requests to repeat a course are submitted to the Admissions and Records Office.

## Waiting List

A non-paid waiting list will be established in the event that a class becomes full (not all classes will establish waiting lists). Students will be given the option to be placed on the waiting list. It is the instructor's prerogative to accept students from the waiting list into the class. Should an instructor choose to include students from a waiting list, students need to obtain an add card signed by the instructor and pay enrollment fees. Contact the Admissions and Records Office for more information.

## Withdrawal from Classes

A student who finds it necessary to leave school during the semester may drop classes online or submit a drop card to the Admissions and Records Office. **NOTE: It is the student's responsibility to drop a class.**

Withdrawal from a class shall be authorized through 75% of the term. Students who do not drop before the deadline may receive a letter grade of "F" in a course. Deadlines for dropping a class will be published and available in Admissions and Records. Late start and short term classes have different drop dates. Please check with the Admissions and Records Office for further information.



# ACADEMIC STANDARDS

Standards of scholarship at Napa Valley College are high, based on our confidence in the abilities of our students. While individual progress and the development of each student is of primary concern, student performance must also be measured against standards appropriate for each course. These may include midterm and final examinations, participation in class discussion, laboratories, written papers, and other criteria as stipulated for each course.



Instructors will distribute a “Course Expectations” sheet during the first week of class. Students should become familiar with the stated course expectations and with each instructor’s basis for assigning grades. Students are strongly encouraged to seek help immediately if they find themselves experiencing difficulty in a class. Concerned faculty and excellent support services help students find new strategies for mastering the course content.

Napa Valley College faculty and staff take great pleasure in the achievements of our students. Sharing the joys of learning and celebrating personal accomplishment with our students is most rewarding.

## Attendance

Regular attendance in all classes is important for satisfactory academic progress. The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. However, a student who is absent for as many times as a class meets each week will have exhausted this provision. An instructor may request verification of those absences. Further absences may cause the instructor to drop the student from the class.

Students dropped from a class must submit a petition to the Vice President, Student Services in order to be reinstated. If a student is absent because of illness, a signed statement from a physician must be attached to the petition. It is important that the student contact the instructor as soon as possible after an absence has occurred. The Office of Student Services is located in Room 1339H, McPherson Administration Building, 253-3110.

## Unit

A standard unit of credit represents one hour per week of class work and two hours per week of related activity. However, in laboratory and certain activity courses, a larger number of hours per week may be required for each unit of credit.

## Classification of Students

The following classifications are used to determine eligibility for certain programs and activities.

**Freshman:** A student who has completed fewer than 30 semester units.

**Sophomore:** A student who has completed 31-60 semester units, or who has 60 or more units but does not hold a degree.

**Full-time:** A student who is registered for 12 or more units per semester, six or more units per summer session. Veterans on full-time benefits, athletes, and students with foreign student visas must carry at least 12 units.

**Part-time:** A student is registered for fewer than 12 units per semester or fewer than six units per summer session.

**Matriculated:** A student who has completed assessment and orientation at NVC or who has already received an AA/AS degree or higher.

## Credit/No Credit Grading

Students may choose, no later than the fifth Friday of the semester, to change enrollment in a class to Credit/No Credit basis, rather than receive a letter grade. ("Credit/No Credit" is equivalent to grading on a "pass/not pass" basis.) Academic performance equivalent to a grade of "C" is required to earn credit. Forms are available online and in the Admissions and Records Office.

The total number of units taken for "Credit/No Credit" may not exceed 12 semester units in courses applicable to the associate degree (courses numbered 90-399). Credit/No Credit courses must be outside those required for a student's major, unless this is the only grading option for a course. There is no restriction on the number of units that may be taken for Credit/No Credit in non-degree applicable course work.

Credit/No Credit grading requires students to regularly attend class and complete course work. A student will receive a "CR" on his/her transcript if class work is of "C" quality or better. An incomplete designation will be available to students using the CR/NC option in conformance with the grading policy.

## Grading System

Napa Valley College assigns grades according to the following standards of work performed by students:

- A — excellent
- B — good
- C — satisfactory
- D — barely passing
- F — failed
- CR — satisfactory and credit awarded
- NC — no credit
- W — withdrawal and no credit
- IB — incomplete\*
- IC — incomplete\*
- ID — incomplete\*
- IF — incomplete\*
- INC — incomplete\*
- IP — in progress
- CIP — course in progress
- MW — military withdrawal

\* Please see below for complete information

## Incomplete Grade

Students who cannot complete academic work by the end of the semester because of an emergency or other justifiable reason may contract for an "I" (incomplete) grade. The Incomplete Grade Agreement may be obtained at the Admissions and Records Office and must be signed by the student and the instructor. This form includes the conditions for removal of the "IB, IC, ID, IF or INC." The grade will be indicated after the I (example "B" in IB). The grade will be assigned in the event the conditions are not met.

# ACADEMIC STANDARDS

A final grade shall be assigned when the work has been completed or when the time limit for completing the work has passed. The final date of completion shall be a joint decision of the instructor and student but shall, in no case, exceed a time limit of one semester beyond the end of the semester in which the work was originally to have been completed. A student may petition the Vice President of Student Services for an extension if there are unusual circumstances. The Vice President, with the concurrence of the instructor, may grant the extension.

## Grade Point Average

A student's grade point average (GPA) is computed by dividing the total grade points earned by the total units attempted. Units attempted on a CR/NC basis are not used for computing the grade point average. Grade points are earned as follows: A = 4; B = 3; C = 2; D = 1; F = 0; CR = 0; W = 0; I = 0.

For example, a student who earns 3 units of A, 3 units of B, 2 units of CR, 5 units of C, 2 units of D, and 1 unit of F, has a grade point average of 2.36.

3 units A	$3 \times 4 = 12$
3 units B	$3 \times 3 = 9$
2 units CR*	$2 \times 0 = 0$
5 units C	$5 \times 2 = 10$
2 units D	$2 \times 1 = 2$
1 unit F	$1 \times 0 = 0$

14 total units    33 grade points  
33 grade points / 14 units = 2.36 GPA  
\*CR units are not used for GPA

## Satisfactory Progress

Academic progress at Napa Valley College is satisfactory when the student maintains a grade point average of 2.0 GPA ("C"). Other colleges and universities may have different academic standards for admission of transfer students. For specific requirements, students should consult the catalog of the college to which they plan to transfer.

## Scholastic Honors

Each semester a student who is enrolled for a letter grade in 12 units or more and earns a grade point average of at least 3.5 will be placed on the Napa Valley College President's Honor List. This special recognition is noted on the student's permanent record. Students who apply for graduation and have a 3.5 or higher GPA are invited to apply to be the valedictory speaker at commencement. A committee will choose the valedictory speaker from all applicants.

"President's Honors at Graduation" is noted on the diploma of a student who graduates from Napa Valley College with a cumulative grade point average of 3.5 or higher.

Napa Valley College chartered a chapter of Phi Theta Kappa, international honor society of the two year college. Students with a G.P.A. of 3.5 or higher are eligible to join.

## Program Changes and Withdrawal from Courses

Students may make changes in their programs through the final dates of the add/drop periods. However, most classes will be full by the first day of the semester. Additionally, students who make late changes will have missed instructional time.

Withdrawal from a class (or classes) shall be authorized through the 14th week of instruction or 75 percent of the term, whichever is less. The academic record of a student who remains in class beyond this time must reflect the symbol A, B, C, D, F, CR, or NC. No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or within the first 30 percent of the term, whichever is less. A "W" shall be recorded on the student's academic record through the 14th week of instruction or 75 percent of the term, whichever is less. The "W" shall not be used in calculating grade point average, but excessive "Ws" (as defined in Title 5, sections 55754 and 55756) shall be used as factors in probation and dismissal procedures. The student is responsible for withdrawing from the class within the designated time frame.

Withdrawal is authorized from a class or classes in extenuating circumstances after the last day of the 14th week or 75 percent of the term, whichever is less, upon petition of the student or his representative and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.



## Military Withdrawal

The "MW" (Military Withdrawal) grading symbol shall be assigned only for students who are members of an active or reserve military services and who receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol will be assigned during the term and no other notation will be made for withdrawals. The "MW" shall not be counted in progress probation and dismissal calculations. This section is retroactive to January 1, 1990.

## Final Examinations Schedule

Students are required to take final examinations in all courses at the end of each semester. Normally, two hours are given to complete examinations. An examination schedule for each semester is printed in the Schedule of Classes and is also available online.

## Grade Change

A grade may only be changed within two calendar years of its being awarded.

## Academic Renewal

The academic renewal policy allows a qualified student to remove previously recorded, substandard academic work from his/her grade point average (GPA). In accordance with Title 5, Sections 55764-5, Napa Valley College will allow a student to disregard up to 30 semester units of substandard course work from the calculation of the GPA. Contact the Admissions and Records Office for procedures.

## Probation

### Standards for Probation

A student who has enrolled for 12 or more semester units at Napa Valley College is subject to the probation policy of the college:

**Academic Probation:** After the first semester in which a student shows a cumulative grade point average (GPA) below 2.0 for all units completed at Napa Valley College, the student shall be placed on "Academic Probation-1" status. After the second semester, a student who maintains less than a 2.0 cumulative GPA shall be placed on "Academic Probation-2" status.

**Progress Probation:** After the first semester a student shows grades of "W," "I" and "NC" in 50% or more of his/her cumulative units of enrollment, the student shall be placed on "Progress Probation-1." After the second semester a student who earns grades of "W," "I" and/or "NC" in 50% or more of cumulative units of enrollment shall be placed on "Progress Probation-2" status.

### Effects of Probation

The probation status shall be placed on the student's transcript. First semester probationary students are strongly encouraged to see a counselor but are not restricted from registering for the next semester/session. Second and successive semester, i.e., probationary-2 students, must complete a Review of Probationary Status Form and Education Plan with a counselor in order to obtain authorization to register in the subsequent term. Contact the Counseling Office, 253-3040 to schedule an appointment.

### Removal from Probation

**Academic Probation:** When the cumulative GPA of a student on academic probation becomes a 2.0 or better he/she shall be removed from academic probation.

**Progress Probation:** When a student on progress probation receives grades of "W," "I" and "NC" in less than 50% of his/her cumulative units of enrollment at Napa Valley College, the student shall be removed from progress probation.

### Subject to Dismissal

A student on academic probation shall be subject to dismissal if the student's cumulative GPA is below a 2.0 for each of three consecutive semesters. A student on progress probation shall be subject to dismissal after three consecutive semesters on progress probation.

After each semester, the Office of Student Services will notify students of their probation or dismissal status.

### Right of Appeal

Any student who is placed on probation or is dismissed may appeal in writing to the Associate Dean, Admissions and Records. The student's counselor may present the appeal if the student prefers this option.

### Reinstatement after Dismissal

A student is reinstated after one semester but remains on probation until the cumulative grade point average reaches 2.0 or higher.

# ACADEMIC STANDARDS

## Academic Honesty

### Definition of Academic Honesty

Napa Valley College values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the faculty at Napa Valley College wishes to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student's academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it be individual or group assignments or tests. We recognize that most students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.

### Types of Academic Dishonesty

- Copying from others on a quiz, examination, or assignment ("cheating");
- Allowing another student to copy one's work on a quiz, exam, or assignment;
- Having others take any exam instead of taking the exam oneself;
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own;
- Excessive revising or editing by another that substantially alters the student's final work;
- Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class;
- Taking and using the words, work, or ideas of others and presenting any of these as one's own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

To avoid plagiarizing, one must:

- Submit only one's own work;
- Appropriately cite sources used;
- Appropriately paraphrase or summarize another's ideas or language and acknowledge the source according to set academic standards;
- Document all verbatim borrowing from another according to set academic standards;
- Document any use of a format, method, or approach originated by others;

If a student is unclear as to what constitutes academic dishonesty, he or she should consult the instructor.

### Consequences of Academic Dishonesty

Upon the first infraction of academic dishonesty, the instructor may do one or more of the following:

- Give a lower or failing grade on the assignment or exam;
- Give a lower or failing grade for the course;
- Refer the student to the Vice President of Student Services for student disciplinary action.

In the event of a second infraction, upon consultation with the division chair, the instructor may do one or more of the following:

- Fail the student from the course;
- Refer the student to the Vice President of Student Services for student disciplinary action.

If the student believes he/she is unjustly accused, he/she may appeal the decision to the Vice President of Instruction, or follow the student grievance process through the Office of Student Services.





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# STUDENT SERVICES

Student Services are an integral part of the learning environment at Napa Valley College. They are designed to help you succeed in your academic endeavors. Taking advantage of the many resources available at the college can help you earn better grades and speed your progress towards achieving your educational goals.



Using the college's network of services has other advantages. It can help you enjoy the college experience fully. Student Services reflect our belief in the importance of positive personal contact. Students are encouraged to become acquainted with counselors and support staff. You can expect your interactions with them to be friendly, supportive and helpful.

This chapter introduces the many kinds of specialized assistance available to you. Check them out early in your college career so that you can take full advantage of these services.

## Counseling and Advising

Counselors at Napa Valley College are dedicated to enhancing student learning, recognizing diversity, and supporting students in their personal development and the realization of their educational goals. Faculty and staff in the Counseling Division are available to assist students with a variety of academic, financial, career and personal needs that may affect their educational success. In order to meet the needs of our students and our community, we are committed to providing comprehensive support services that will enhance our students' educational experiences.

### Academic Counseling

- Orient students to Napa Valley College's academic policies, procedures, programs and services.
- Provide a holistic assessment of students, including their academic strengths and weaknesses, in order to assist them with class selection.
- Help students clarify their academic goals, select a major, and develop realistic academic work loads.
- Provide information on vocational degree and transfer programs, including general education and major course requirements.
- Assist students in developing educational plans that satisfy graduation and transfer requirements.
- Offer workshops on special career topics, including nursing, teaching, and engineering.
- Provide activities and services to assist students in their transition to a four-year institution.

### Career Counseling

- Provide students with an assessment of their skills, abilities, interests, work values and personality style.
- Provide information on current and future employment trends.
- Help students develop effective models for career decision-making and goal-setting.
- Provide instruction and guidance in job search techniques.
- Develop and teach counseling classes which emphasize career exploration and college success.

### Outreach/Pre-Enrollment Advising

- Advise potential students and community members of the college's programs and services.
- Participate in community activities that promote the college.
- Act as liaison between the community's schools/agencies and the college.
- Provide activities and services to recent high school graduates to ease the transition from high school to college.

## Counseling Appointments

**Regular appointments:** 45-60 minutes in length and are used for the formulation of educational plans, course planning, transfer planning, and other academic, personal or career concerns. Counselors are provided with your record when you schedule a regular appointment.

Since appointments are limited and fill quickly, students are advised to make appointments as early in the week as possible.

**Drop-in appointments:** Drop-in appointments are available to students during registration periods. The Transfer Center has 100% drop-in appointments year-round; individual appointments may be scheduled after the first visit.

Counseling appointments can be scheduled in person or over the phone in any of the following locations:

### Career/Job Placement Center

Administration Building (Room 1334)  
(707) 253-3050

### Counseling Center

Administration Building (Room 1331)  
(707) 253-3040 (VOICE or TTY) or (800) 826-1077, ext. 3040 (VOICE or TTY)

### Financial Aid/EOPS Office

Student Center (Room 1132)  
(707) 253-3020

Note: Students enrolled in the EOPS, SSS, and/or CalWORKS programs may schedule appointments in this office.

### Transfer Center

Library Building (Room 1544)  
(707) 253-3115

### Student Support Services

Student Support Services, South (3300)  
(707) 259-8016

Note: Students enrolled in the SSS program may schedule appointments in this office.

### WorkAbility III

Student Support Services, South (Room 3301)  
(707) 259-8911

Note: Students participating in this program may schedule appointments in this office.

# STUDENT SERVICES

## Ensuring a Successful Counseling Appointment

### Student's Responsibility:

- Show up on time for the appointment or meeting.
- Understand the purpose of the appointment.
- Make sure that all other college transcripts are on file and have been evaluated by Napa Valley College's evaluator who is located in Admissions and Records.
- Come to the appointment prepared with pencil, paper, and a list of questions/concerns.
- Bring any academic materials you possess that are relevant to the appointment.
- Be prepared to answer counselor questions related to your academic history, educational goals, career ideas and personal problems as they impact your educational progress.
- Inform secretarial staff of special needs when scheduling your appointment (e.g. notetaker, interpreter, etc.).

### Counselor's Responsibility:

- Be prepared for the student appointment.
- Maintain confidentiality that is within legal mandates.\*
- Provide accurate and timely information within a safe and secure environment.
- Make appropriate referrals for additional information or support.
- Research issues as they relate to student concerns.
- Follow-up on student inquiries.

\* *What is discussed in a counseling session is confidential, with two exceptions:*

1. *When a student signs a "Release of Information" form, information can be released to those persons/agencies programs identified on the release.*
2. *The counselor, teacher, or advisor is required by law to report if you indicate that:*
  - a) *you are in danger of harming yourself or another person; and/or*
  - b) *you have inflicted injury upon a child or elder by other than accidental means.*

## Career Center

The Career Center, located in the Administration Building, provides information and assistance in career and educational planning, and job development.

## Career Services

The Career/Life Planning Service offers students counseling, classes and information to help plan their careers. Students learn to use a variety of assessment tools to clarify their interests, values, skills, and personality style in relationship to work and choosing a college major. Library and online career materials are also available.

## Off-Campus Employment

Off-campus employment services offer referrals to full-time, part-time and temporary off-campus jobs for college students and community members. Students receive assistance in goal identification and the job search process. Workshops and individual appointments are available to help students with job-hunting skills, resume-writing, and interviewing techniques. Two large job fairs are offered to students and community members each year.

## Student Service Centers on Campus

- Campus Computer Lab
- Career Center/Job Placement
- Child Development Center
- Counseling Division
- Diagnostic Learning Services
- Financial Aid/EOPS/SSS/Veterans
- Health Services
- Job Placement Center
- Library
- Math Lab
- Media Services
- MESA
- Office Skills Center
- Puente
- Re-Entry Services
- Special Services
- Student Support Services (SSS)
- Testing & Tutoring Center
- Transfer Center
- Women's Program
- Workability III
- Writing Center

## Child Development Center

The Napa Valley College Child Development Center is a state-licensed and funded facility which can serve over 125 student families each semester. It is open daily from 7:45 a.m. to 4:00 p.m. for children aged three months to five years old.

The staff focuses on the emotional and social development of each child in a warm, nurturing environment. An age-appropriate program of cognitive and physical development is also provided. Daily activities include art, music, dramatic play, science, literature, language development, and creative problem-solving. An emphasis is placed on a multicultural, bilingual approach. A nutritious breakfast, lunch and snack are provided daily; a daily rest time is provided for full-day children.

Parents are considered an integral part of the program and are encouraged to help in the classroom as time permits. Each parent is offered assessments on their child's progress and parent-teacher conferences each semester. A Parent Advisory Council helps to set guidelines and give input into the goals of the program. Parent activities offer support groups, events for families, and facilitate parent participation.

Priority for admission is based on state guidelines. Fees are based on a sliding scale issued by the State Department of Education. Most student-families receive fully subsidized care. The center provides work-study positions for child development majors and provides 5 paid internships for CFS students who have completed their practicums. The center is also a child observation site for health occupations and nursing students at Napa Valley College.

The center staff consists of specialists credentialed in Early Childhood Education. State-mandated Title V adult/child ratios are used. Information about the center's child care program is available by calling 253-3046.

For information regarding Child and Family Studies, call 253-3248.



## Diagnostic Learning Services (DLS)

The Diagnostic Learning Service department, located in room 861 in Catacula Hall, was created to serve the educational needs of students experiencing difficulties learning, including those with learning disabilities.

NVC students may refer themselves to meet with a Learning Disabilities Specialist to determine diagnostic testing. Information from the assessment process is used to verify academic accommodations to support student success in the college environment.

Students can make a screening appointment through self-referral (room 861) or by contacting the DLS at 259-6058 or 253-3284. Please visit the DLS website at [www.napavalley.edu/dls](http://www.napavalley.edu/dls).

## Library

The college library is a place of research, study, pleasure reading and browsing. It is open to students as well as the public, and users will find a wealth of information at their fingertips as they use the "SNAP" automated library system. In addition to having access to 50,000 books, 250 periodicals, and 13 newspapers currently available on the shelves at the college library, library users may borrow books, DVDs, videos, CDs and audiotapes from the libraries in Solano and Napa counties, all linked to one system. For online access to the catalog of these materials, go to [www.napavalley.edu](http://www.napavalley.edu) and click on the Library link.

The SuperSearch feature in the online catalog enables library users to find and borrow materials from libraries outside the SNAP system. Other books and periodical articles not available locally may be requested through interlibrary loan. Valuable online resources available through the library's internet stations include LexisNexis, a vast database of business, legal, medical and news references; *The New York Times* newspaper; and EBSCOhost periodical and news articles. Printouts are available for purchase in the library.

Stop in and become familiar with SNAP. You'll find friendly and helpful library personnel to answer your questions and help you use the library collection and services. The loan period for most books is 28 days, and all that is required to check out materials is a library card from the college library or any Napa/Solano County library.

The library is located in Building 1500. The library opens daily at 8:00 a.m., Monday through Friday. Summer hours vary. Library Circulation Desk phone: 253-3011. Reference: 253-3067.

# STUDENT SERVICES

## Media Services/Instructional Media Center

Videotapes, DVDs, audiotapes, LCDs, CDs, and various tutorial programs are available in the Instructional Media Center, Room 833 of Catacula Hall. Here students can do independent and supplemental work with a variety of learning tools. For more information, call 253-3016.

## Napa Valley College Blood Drives

The Blood Centers of the Pacific mobile unit comes to Napa Valley College several times a year, usually in April, August, and December. All students and employees of Napa Valley College, as well as members of the general public, are welcome to make donations whenever it is on campus. Information about the blood bank and donations should be directed to the Office of Human Resources, Room 1339K, 253-3366, (800) 479-4611 or 226-7334.

## Ombudsperson (Student Advocate)

The ombudsperson is a confidential source of information and assistance for students. The college has various methods to resolve complaints and appeal decisions at NVC. The ombudsperson does not interfere with these established procedures but can help advise students who do not know what the procedures are or who have tried to solve a problem and are not satisfied with the results.

For more information, please make an appointment with the Chair of the Counseling Division at 253-3054.

## Special Services

To ensure that all students have an equal opportunity to develop their potential at NVC, the Office of Special Services provides assistance to students who have verified disabilities, including physical limitations or learning disabilities. Off-campus non-credit classes for personal enrichment are available, as are on-campus credit classes in basic English, arithmetic, and adaptive physical education.

The college campus is physically accessible, and the technical and occupational labs are designed and equipped to accommodate students with special needs.

Accommodations for eligible students include, but are not limited to, note takers, books on tape, and testing accommodations. For questions regarding programs and services, phone the Office of Special Services at 253-3080 or TDD 253-3084.

## Student Health Services

The College Health Services Clinic is located in building 2250. Services, which are supported by the Student Health Fee, include care for illness and injuries, reproductive healthcare, health education and information, anonymous HIV testing, stress reduction and weight reduction. When you come to College Health Services, you will be seen by a Family Nurse Practitioner, a nurse who has advanced education and specialized training in diagnosing and treating illnesses and injuries. Short-term and emergency psychological counseling is available with a licensed therapist. When necessary, you may be referred to services off-campus. To contact the Student Health Center, call 259-8005.

## Personal Counseling/Crisis Intervention

- Provide short-term counseling. Refer students to appropriate community resources.
- Assist students with personal, family, or other issues that may impact their educational progress.
- Offer support to students with a respect and understanding for their backgrounds, cultural values, gender, communications styles, abilities and/or limitations.

### Student Health Alert AIDS Information

All college students should know that they belong to a relatively high-risk group for the sexual transmission of HIV (the virus that leads to AIDS). The correct and continuous use of condoms provides safer sex, but nothing works better than education.

All questions about HIV/AIDS can be directed to the Napa Valley AIDS Project (258-AIDS).

## WorkAbility III

Students who have physical, mental, and/or emotional disabilities may qualify for services through Napa Valley College's Special Services cooperative program with the California Department of Rehabilitation, WorkAbility III. WorkAbility III's purpose is to provide services to NVC/DOR students who have a goal of transitioning to the workplace with the assistance and support of Napa Valley College community.

WorkAbility III is located at the Student Services South, 3300 building, or call 259-8900 (Voice) or 253-3085 (TDD) for further information on program services.

## Academic Support Programs

A variety of programs designed to help students be successful and achieve their educational goals are available at Napa Valley College. Students are encouraged to take advantage of the following support programs.

### Campus Computer Lab

Located near the Instructional Media Center, the Campus Computer Lab contains a variety of PCs available to support student assignments. Students are free to use the lab on a first-come, first-served basis. Hours are posted in the lab.

### Electronic Classroom

Located in Room 812, the Electronic Classroom is equipped with 30 computer stations with internet access to support the technology needs of faculty and students. For a list of classes and open lab hours, consult the schedule posted outside Room 812.

### English 85 Learning Community

Napa Valley College offers a learning community for those students enrolled in English 85. The English 85 Learning Community (ELC) program links English 85 with a Counseling course to assist students in developing a sense of community and promote collaborative learning. Students attend classes together throughout both courses. The ELC program provides:

- A learning experience within supportive, interactive classes focused on student learning
- **Direct connections between students and instructors**
- Opportunities for skill development and increased learning
- **Direct connections to college counselors and support services to assure student success**
- Increased opportunities for instructor-to-student and student-to-student interactions
- **A wider understanding of diversity.**

Students place into the English 85 Learning Community through the English placement testing process. For more information on the ELC, contact the Counseling department.

## International Education Program

As a member of the California Colleges for International Education Consortium, Napa Valley College offers its students a wide variety of study-abroad opportunities during the summer and intersession. To find out more about this program, consult the current NVC Schedule of Classes or call 253-3100.

### Health Occupations Skills Lab

Napa Valley College, along with our educational partners at Solano College, area hospitals, and the California Department of Veterans Affairs has established a state-of-the-art Wine Country Regional Simulation Center (WCRSC). The center is located at the Veterans Home acute care hospital in Yountville.

This simulation lab has adult, pediatric, and infant patient care simulators for educating health occupations students at Napa Valley College and Solano College with realistic emergent situations associated with patient care. The primary aim of the WCRSC is to enable Napa Valley College and Solano College to significantly increase their enrollment and education of nursing students.

### MESA

The MESA (Mathematics, Engineering and Science Achievement) program is designed to support educationally disadvantaged underrepresented community college students to excel in math-based degrees (Mathematics, Engineering and Sciences) while developing academic and leadership skills, increasing educational performance, and gaining confidence in their ability to compete professionally. The MESA goal is to increase the numbers of financially and educationally disadvantaged underrepresented students who transfer successfully to four year universities and earn a Bachelor's degree in Calculus-based majors. MESA is located in the lower level of the 1800 building, Room 1805, 253-3199.

### Office Skills Center

The Office Skills Center is located in Room 1436. It provides an individualized learning environment for students in business lab classes to work at their own pace on the latest in office equipment. Instructors and Instructional Assistants are available to guide students in these specialized classes.

# STUDENT SERVICES

## Puente Program

Puente is an accelerated one-year learning community program. The mission is to assist students to transfer to four-year colleges, earn college degrees, and return to the community as leaders and mentors. The program is open to all students. For more information, please contact the Puente Counselor at 259-8065.

## Testing & Tutoring Center

The Testing & Tutoring Center (TTC) provides assessment for English, math, ESL, and Health Occupations. In conjunction with Diagnostic Learning Services, the center also offers courses in developmental math, reading, spelling, and writing.

The TTC is located on the third floor of Catacula Hall, Room 841. Office hours are from 7:30am to 8:00pm, Monday through Thursday and 8:00am to 3:00pm, Friday. Summer hours vary.

Any student in need of tutorial assistance should contact the center in person to request a tutor. The service is free. The tutorial program employs qualified students who are recommended by instructors and are CRLA certified.

The General Education Development test battery (GED) is administered in the Testing and Tutoring Center several times a year. A fee is charged.

Contact the center at 253-3270.

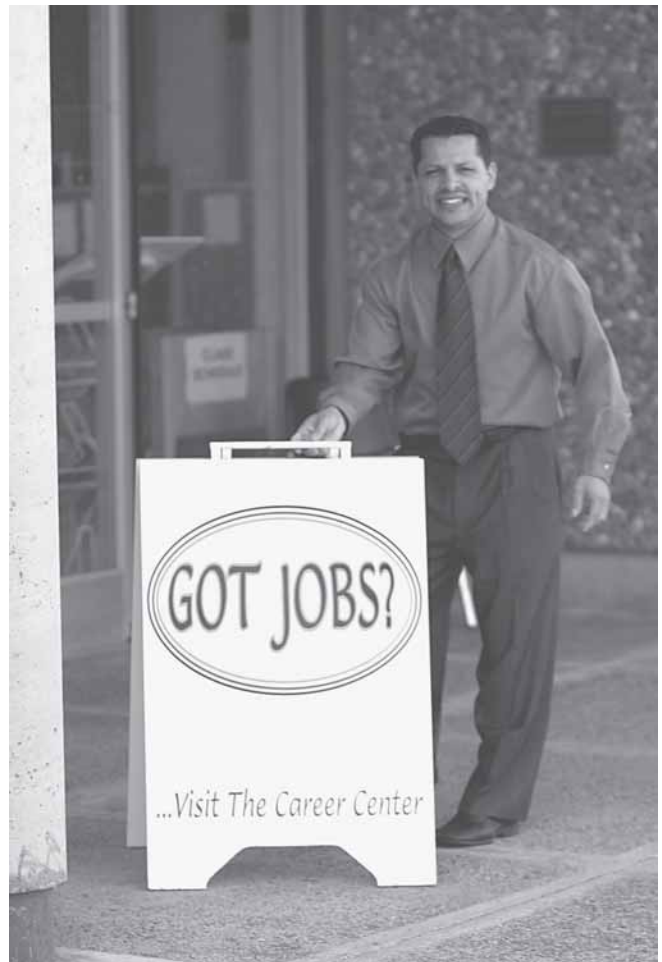
## Women's Program

The Women's Program is designed to support, encourage and educate students on women's issues. Services include courses, workshops, seminars, and advising.

## Writing Center

Students may make 30 minute appointments in the Writing Center, Room 832, to get feedback on essays and other writing projects. Those wishing to combine such feedback with more intensive work on their writing skills and on specific skill areas of grammar, sentence structure, punctuation, spelling, and vocabulary may enroll in the Writing Center class, English 84, which provides self-paced coursework individually tailored to students' needs. The class may be taken for .5 unit or 1 unit of credit.

The Writing Center's day and evening hours are posted on the door of Room 832. For more information, log on to our website at [www.napavalley.edu/wc](http://www.napavalley.edu/wc).







# FINANCIAL AID

The Financial Aid/EOPS Office offers a variety of aid programs, including grants, loans, scholarships, and work study opportunities to assist students in meeting the cost of attending Napa Valley College.

Students are urged to contact the Financial Aid/EOPS Office for application information. Don't disqualify yourself! If you think you need financial aid, apply for it.

If you are a new applicant, complete the Free Application for Federal Student Aid (FAFSA). You will be considered for the Federal Pell Grant, Cal Grants, Federal Supplemental Educational Opportunity Grant, Federal Work Study, State Work Study, Extended Opportunity Programs and Services, and Federal Direct Loan. The application period for each award year begins January 1 prior to the beginning of the Fall Semester. Check with the Financial Aid/EOPS Office, Room 1132. A new application is required for each academic year. For more information, call 253-3020.



## Awards

Priority for financial aid funding is given to students who demonstrate the highest need. Students who file applications by March 2nd and complete their file by submitting all required documents will be considered first priority. Aid will then be awarded based on need. Applications will be accepted throughout the academic year, and awards will be made throughout the year as long as funds are available.

## Qualifications

In order to qualify, you must be a regular student enrolled in an eligible program leading to a degree or certificate, be in good academic standing, demonstrate financial need, be a U.S. citizen, or eligible non citizen; certify compliance with selective service registration requirements, not be in default on any loan or owe a repayment on any grant made under any Title IV program, have a social security number, and have a high school diploma or recognized equivalent.

## Eligibility

The evaluation of your financial aid eligibility begins with a determination of family contribution which is an assessment of your, and/or your family's ability to pay. Based on information provided on the FAFSA, an expected family contribution is calculated. This amount determines your eligibility for need-based financial aid.

Financial aid applications are processed centrally by a national processor. That process determines the family contribution based on a standard methodology established by the federal government. This methodology evaluates a number of factors which includes your income and assets (and those of your parents if applicable) and your family size. A financial aid staff member reviews the results of the analysis and makes appropriate adjustments for your personal circumstances.

You must be able to verify that you are in need of aid. Need is the difference between what it costs to attend college and what you and your family can afford to pay toward the cost.

## Expenses

The following budget offers a guideline of expenses for a school year at Napa Valley College:

### Estimated 9-Month Standard Budget

Fees	\$738
Books and Supplies	\$1,314
Room and Board	\$9,468
Transportation	\$1,062
Miscellaneous	\$2,466
Single, independent/dependent away from home (TOTAL)	\$15,048

Any student or parent who would like to discuss detailed expenses should contact the Financial Aid/EOPS Office, (Room 1132) at 253-3020.

## Financial Aid Disbursements

Federal Pell Grant is disbursed twice each semester. Federal SEOG, EOPS Grant, CARE Grant, Cal Grant B, and Cal Grant C are disbursed once each semester. Federal Direct Loans are disbursed in two payments during the eligible loan enrollment period. Loan payment dates vary by individual borrower eligibility and require supplemental documentation prior to each disbursement. Checks are mailed to the address on file in the Financial Aid/EOPS Office. Checks will not be forwarded. Federal and District Work Study checks are issued at the end of each month and are picked up in the Business Office, Room 1336.

## Jobs

**Federal Work Study Jobs** are available to students who qualify for financial aid. These are positions on-campus and off-campus which pay \$7.00 to \$11.00 per hour for approximately 15 to 20 hours per week. Students must work to earn a Federal Work Study award.

**Student Assistant Jobs** are available to students who do not qualify for other federal and state funds. These on-campus positions pay \$6.75 to \$11.00 for a maximum of 20 hours per week. In addition, part-time jobs are developed through the Career Center. These positions are off campus and are available to any student enrolled at the college.

Tutoring jobs are available both on-campus and at off-campus school sites. For those students considering a career in teaching, tutoring is an excellent opportunity to gain valuable experience in a school setting.

## International Education

Students enrolling in a program of study abroad approved for credit at Napa Valley College may be eligible for financial aid.

## Financial Aid Repayments

Students who receive financial aid payments are subject to repayment rules as outlined by the federal government. A student who withdraws, drops out, or receives all failing grades (F, NC, W) at the end of the term, may be required to repay all or part of any financial aid funds received.

If you are receiving financial aid, please check with the Financial Aid/EOPS Office before completely withdrawing from school.

# FINANCIAL AID

## Grants

**Board of Governor's Fee Waivers** are available to students in need of enrollment fee assistance. To be eligible, a student must be a California resident, and at the time of enrollment, be a recipient of Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or General Assistance, or meet the following income standards:

Number in Household	Total Family Income Last Year
1	\$14,355 or less
2	\$19,245 or less
3	\$24,135 or less

(Add \$4,890 for each additional dependent.)

For students who do not meet the above criteria, eligibility for a BOGW may be determined by completing a FAFSA (Free Application for Federal Student Aid). A social security number is required to apply for a BOGW.

**Bureau of Indian Affairs Grants** are available to students who are at least one-quarter Native American. These grants provide supplemental funds for educational expenses. Contact the Bureau of Indian Affairs at (916) 978-4329 for application information.

**Cal Grant Awards** are available to students who meet specific criteria and apply by March 2nd each year. Entitlement grants are awarded to high school seniors and students who graduated from high school the previous year. Competitive grants are awarded to students who are not eligible for an entitlement grant and who meet specific scoring criteria. California community college students who missed the March 2nd deadline may apply for additional Cal Grant consideration. The deadline to apply is September 2. There are three types of awards available:

**Cal Grant A Awards** are available to students who will attend a 4-year California college or university, but will be held in reserve for a Community College student until they transfer.

**Cal Grant B Awards** are available to students from low-income households and average up to \$1,551 per year. This award may be used at both California Community Colleges and at four-year California colleges or universities.

**Cal Grant C Awards** of up to \$576 per year for training-related costs are available to students pursuing a vocationally-oriented course of study of no more than 2 years in length.

**CARE grants** are available for single parent EOPS students receiving CalWORKs/TANF with at least one child under fourteen years of age to help pay for books, transportation, and child care. Support services to assist students in meeting their goals are part of the program.

**Extended Opportunity Programs and Services Awards** are available to educationally disadvantaged students with financial need. Additional support services are available through the program.

**Pell Grants** of up to \$4,050 per academic year are available to qualified students. This federal aid program is designed to provide assistance to those who demonstrate a financial need while attending college.

**Supplemental Educational Opportunity Grants** of \$100 to \$4,000 per academic year from federal funds may be available for students who have financial need.

## Scholarships

**Scholarships** ranging from \$100 to \$5,000, are awarded each year to students. Annual workshops, along with individual assistance are provided to help students with the application process. All students meeting scholarship requirements are encouraged to apply. Applications are accepted in December and January for the following academic year. For more information contact the Financial Aid/EOPS Office.

## Loans

**Emergency Loan** funds for books and supplies are available on a limited basis through the Napa Valley College Foundation. Apply at the Financial Aid/EOPS Office at the beginning of each semester. Funds are limited and are awarded on a first-come, first-served basis.

**William D. Ford Federal Direct Loans** are available to eligible students who have completed the financial aid application process. These loans have a low variable interest rate and are repayable six months after the borrower ceases to be a half-time student. Loan applications are available at the beginning of the Fall semester with an application deadline of April 1. Additional Direct Loan information is available at the Financial Aid/EOPS Office or online at [www.napavalley.edu](http://www.napavalley.edu).

## Other Services

### Extended Opportunity Programs and Services (EOPS)

The Extended Opportunity Programs and Services program offers a wide variety of special support services and financial aid to eligible students. Services include academic and financial aid advising, personal and career counseling, registration assistance, outreach activities, assistance with transfer to 4-year schools or transition to work. Other services include referrals to the many social service agencies in the community. The staff offers individualized attention with a personal approach. Bilingual assistance is provided.

### Cooperative Agencies Resources for Education (CARE)

This program is sponsored by the California Community College Chancellor's Office and provides financial aid for books, transportation and child care, as well as counseling and other support services to single parents. To qualify, a student must apply and be eligible for EOPS, must currently be receiving CalWORKs/TANF and must have at least one child under fourteen years of age.

## California Work Opportunity and Responsibility to Kids Act (CalWORKs)

The CalWORKs program is a work/welfare program sponsored by the State Department of Social Services and is operated by each county's Welfare Department. Individuals who qualify for CalWORKs are referred by Social Services to the CalWORKs program and the CalWORKs counselor on campus. CalWORKs students must be on TANF and enrolled in an approved vocational program.

## Student Support Services (TRIO Program)

Student Support Services (SSS) is a federally funded program designed to provide academic support to low-income, first generation, and disabled students to enhance their success in college. Students must meet federal income criteria and must have a goal of obtaining a certificate, A.A./A.S. degree, or transferring to a four-year institution. Program participants will receive services that include: academic advising, career guidance, tutorial assistance, cultural and academic field trips, and specialized workshops. For more information, contact the EOPS/Financial Aid Office or the SSS Office.

## Talent Search (TRIO Program)

Talent Search is a federally funded pre-college program designed to reach out to low-income, potential first-generation college students to encourage them to stay in school, promote to the next grade level, graduate from high school and attend college. Services include counseling, advising, tutoring, mentoring, college visits, and cultural activities. Identified schools in the Napa Valley Unified School District are eligible for services.



## Academic Progress Policy for Financial Aid/EOPS Students

Each recipient of financial aid at NVC must maintain satisfactory academic progress in order to remain eligible for aid. Financial Aid refers to all federal, state, and local funds administered by the Financial Aid/EOPS Office. Satisfactory Academic Progress means the completion of the minimum number of units required by federal, state, and local guidelines, a 2.0 GPA, and progress towards completing a degree or certificate.

The Academic Progress Policy for Financial Aid/EOPS students requires that each recipient, based on enrollment status at the end of the add/drop period for the semester, complete the minimum number of units as follows: full-time, 9 units/semester; 3/4 time, 7 units/semester; 1/2 time, 4.5 units/semester; less than 1/2 time, at least one unit/semester. Recipients must also maintain at least a 2.0 semester and cumulative GPA. A recipient will be immediately suspended from financial aid if he/she withdraws from all units during the semester or completes all units with "F," "NC," and/or "W" grades AND may be required to repay all or part of the funds received. Students who have a cumulative GPA of less than a 2.0 may be denied financial aid. The complete Academic Progress Policy for Financial Aid/EOPS students is available in the Financial Aid/EOPS Office and on the college website at [www.napavalley.edu](http://www.napavalley.edu) in the financial aid section under forms.

Students experiencing academic difficulties are encouraged to use the college's support services to maintain satisfactory academic progress and to remain in good standing. Students who fail to meet Satisfactory Academic Progress standards may have their aid suspended. Extenuating circumstances that adversely affect academic performance (e.g., illness, family problems) will be considered.

**Financial Aid Limitations:** Students are expected to complete their academic program in the equivalent of eight full-time semesters or at the end of 90 units. Financial aid may be denied if a student has completed any one of the following:

1. A.A./A.S. Degree
2. Vocational Certificate
3. B.A./B.S. degree or higher
4. 90 semester units

Students in the above categories will be required to submit a Petition for Special Circumstances to be considered for financial aid at Napa Valley College. Academic transcripts from all prior schools must be on file and evaluated by the Admissions and Records Office prior to submitting the petition. Units from all institutions attended will be considered when evaluating eligibility.

# FINANCIAL AID

## Repayment Regulations

Federal regulations require that students who withdraw completely prior to completing 60% of the term or receive all "F", "W", and/or "NC" grades at the end of the term will be required to repay all or part of the funds received for that term. Students should contact the Financial Aid/EOPS Office before withdrawing from school to determine how much will have to be repaid.

Students who owe a repayment of financial aid funds will be ineligible to receive additional aid at this or any college until the student makes satisfactory arrangements for repayment. Students may have their repayment reduced or canceled if they attend an academic related activity or re-enroll and complete at least 1/2 unit during the term from which they withdrew. Contact the Financial Aid/EOPS Office for more information.

## Veterans Benefits

The Office of Veteran Affairs, Room 1132, exists to aid veteran students and dependents who receive educational benefits from the Veterans Administration. Students who intend to use VA educational benefits must contact the office each semester to complete all necessary forms. It takes the Veterans Administration a minimum of eight weeks to process the documents for benefits, and students should plan accordingly. Those seeking four-year degrees are advised to keep track of their entitlement and anticipate any funding limitations.

**Educational Plans:** Students who apply for educational benefits from the Veterans Administration must be matriculated. At NVC, this is accomplished by completing assessment and orientation and meeting with the veterans counselor to develop an educational plan. All previous transcripts and a copy of separation papers (Form DD214) must be on file and evaluated by the Admissions and Records Office prior to developing an educational plan. The process may take several months. Students should have transcripts from all other institutions sent to NVC as early as possible.

**Satisfactory Academic Progress:** Federal regulations state that Napa Valley College is required to report a termination of benefits for any veteran or eligible person who remains on academic or progress probation for more than two terms. See page 38 of the catalog for details regarding college probation and dismissal. Payment of educational assistance allowance to a student terminated for unsatisfactory progress may resume at Napa Valley College once the student has been removed from probation.

## Financial Aid for Non-Standard Programs

Certain programs offer courses that extend over more than one semester. If you are enrolled in a non-standard program, your financial aid will be prorated based on the length of the program and the number of units or hours earned. Financial aid disbursements for non-standard programs may be paid at different intervals than payments for standard semester based programs. Contact the Financial Aid/EOPS Office for more information.

**Basic Police Academy:** If you are enrolled in the Basic Police Academy (CJT 200), your financial aid, including student loans, will be prorated based on the cost of attendance, course length and unit load for the specific Academy you are attending.

**Cooking School Students:** If you owe money for tuition and fees, the amount you owe will be deducted automatically from your financial aid payments. You are responsible to pay any amount you owe to the Cooking School that is not covered by financial aid funds. Cooking School Students are considered to be enrolled full-time during the Fall and Spring semesters for in-class instruction. Externships and optional Cooking School courses are not eligible for financial aid.

**Cosmetology Program:** If you are enrolled in the Cosmetology program at Napa Valley College, your financial aid will be limited to one payment for each section of the program (COSM 300, COSM 301). You will be paid once for the first section, and then payment for the next section in the sequence will be suspended until the first section is completed satisfactorily and verification of completion is submitted to the Financial Aid/EOPS Office. Since this an "at-your-own-pace" program without set end dates for course completion, Cosmetology students are not eligible for student loans.

**Extended Format Vocational Nursing (VN) Program:** If you are enrolled in the VN extended format program, your financial aid will be prorated across terms. Financial aid awards will be calculated based on course length and unit load for each individual course (NURS 131, 132, 233).

**Psychiatric Technician Fast-Track Program:** If you are enrolled in the Psychiatric Technician Fast-Track program, your financial aid will be prorated across terms. Financial aid awards will be calculated based on course length and unit load for each individual course.



# Student Life

The college education at Napa Valley College extends outside the classroom walls. The mission of student life is to support the development of the whole student by providing opportunities to connect and learn from other students, faculty and staff through either serving in student government, being part of a campus club or committee, or attending an event or conference on campus. Students who decide to participate will enrich their own lives, and the life of the larger campus community. This important decision will make the college years more enriching, and improve the student's academic performance as well.

Participation in student life fosters relationships with other students, advisors, and administrators through which valuable leadership skills are developed. Students have the opportunity to participate on committees where many administrative decisions are made including the hiring of staff. Transfer institutions and employers often consider participation in student life a factor in selection.

Don't miss out on the richness of an active college life. Your involvement can begin with as little as an hour or two a week. The skills you learn and the friendships you make may well last a lifetime.





## Associated Student Body (ASB)

The Associated Student Body financially supports Student Life by providing services to students through the ASB Office. Services to students that enhance Student Life at Napa Valley College are:

- ASB Executive Board
- ASB ID Card
- Housing Board
- Emergency Student Fund
- Participation in Shared Governance
- Clubs & Organizations on Campus

## ASB Executive Board

The Associated Student Body is student-elected officers. Officers of the ASB Executive Board include a President, Vice President, Secretary, Chief Financial Officer, Public Relations Officer, Legislator Advisor and several Senators representing each academic area of study. There is also an elected student trustee, who serves on the College Board of Trustees. The ASB Office and Executive board is managed and advised by the Coordinator of Student Life.

The ASB Executive Board has the responsibility for financing and organizing co-curricular and non-curricular activities, such as lectures and various cultural events. It manages funds derived from the sale of ASB ID cards, video and vending machines; it also receives a portion of the profits from the student bookstore.

The ASB Executive Board tries to be a representative of the college's student body. All registered students have the right to vote in the annual elections. Any student, who has completed 12 units at NVC, has a GPA of 2.5 or better and is currently enrolled in at least 6 units and who follows other guidelines set by the ASB constitution and bylaws may run for office.

## ASB ID Card

With the purchase of an ASB ID card, students are entitled to discounts on and off campus. ASB ID Cards are purchased for \$5.00 each semester. The card displays the student's name, birth, expiration date, student ID number, and a photograph. Visit the ASB Office web page for a list of discounts.

## Housing

There are no residence halls or dormitories on the campus. Students make their own arrangements for housing within the community. There is a Housing Board located in the Administration Building across from the Cashier's window and on the web. The Housing Board lists Rooms to Rent, Places to Rent, and Need a Roommate. If you would like to list a room or place to rent, call the ASB Office at 253-3060 or send an email to the ASB Webmaster at asbwebmaster@hotmail.com. The same information is also available on the web at www.napavalley.edu. Click on Student Services and select Associated Student Body, then Housing Board. Students who are looking for or need to list a Place to Rent, Room to Rent or Need a Roommate can visit the ASB Office. The housing board is located across the cashier's window and on the NVC web page.

## Emergency Student Fund

Students who are in a great need of money due to an unforeseen action or event, such as lost or stolen items that took place on NVC Campus can apply for a \$300.00 grant per student. Applications are in the ASB Office.

## Participation in Shared Governance

At NVC, students participate in shared governance as representatives appointed by the ASB Executive Board to committees. These include the Board of Trustees, some Academic Senate Committees, Planning Committee, Budget Committee, Facilities Committee, Matriculation Steering Committee, screening and interview committees, all committees concerned with student activities, and many ad hoc committees.

The Student Life Office is located in Room 1133, with posted hours. The ASB Executive Board holds regular meetings in the student lounge located in the cafeteria. Students are encouraged to attend and voice their opinions on campus and community-related issues.

## Leadership

One of the skills so vital to success in today's world is leadership. While there are certainly some individuals with a natural flair for leadership, you don't have to be a natural born leader to become an effective leader. Skills can be learned through experience. Involvement in student activities is an excellent opportunity for students to develop these valuable skills in a supportive environment. Students learn how organizations work and how to get things done, how to organize, and how to delegate. They have the opportunity to work with faculty advisors, as well as their peers, on projects of mutual interest.

# STUDENT LIFE

## Clubs & Organizations on Campus

Clubs and organizations vary from year to year according to student interest. Among the groups recently active at the college are:

- Anime Club
- Black Student Union
- Club Hispano Americano (CHA)
- Environmental Action Club
- Gay Straight Alliance
- M.E.S.A. (Math, Engineering, and Sciences Achievement)
- Phi Theta Kappa
- Potters Guild
- Respiratory Therapy Club
- RN Association
- SMPTE (Society of Motion Picture and Television)
- S.T.A.I.R (Students Taking Action In Recovery)

New clubs are frequently recognized throughout the year. Students wishing to establish a club should contact the ASB Office, 253-3060. Clubs must participate in the Inter-Club Council (ICC).

## Recreation

Although there is no intramural sports program at NVC, the Physical Education and athletic facilities are open to students for recreational use at designated times. Students are encouraged to supplement their physical education classes by taking advantage of recreational opportunities. An ASB card allows students to check out athletic equipment at the window of the equipment room and to use the following facilities during specific times (posted in the P.E. Office and outside the racquetball courts and weight room):

- Jogging Trails
- Eight outdoor lighted tennis courts
- Four indoor racquetball/handball courts
- Weight rooms
- Track



## Intercollegiate Athletics

Napa Valley College is a full member of the Bay Valley Conference. In the fall, Napa Valley College is represented by teams in Men's Soccer, Women's Volleyball, Women's Golf, and Men's and Women's Basketball. In the spring, Napa Valley College is represented by teams in Men's Baseball, Women's Softball, and Men's Golf.

Students who represent Napa Valley College through participation on an athletic team are subject to the current rules and regulations of the California Commission on Athletics.

Through a joint agreement students may attend Napa Valley College full-time and participate in the following intercollegiate programs at Solano College: football, women's soccer, and men's and women's waterpolo. Students may attend Solano College full-time and participate in Napa Valley soccer, men's golf, and women's golf.

More information on athletics may be obtained by calling the Athletic Department, 253-3222.

## Theater

Actors in the Drama Department present campus shows and touring productions each semester. Participation is open to all. Auditions and technical assignments are arranged in the first week of each semester.

Periodically the Drama and Music Departments collaborate in the production of a musical. More information can be obtained by calling 253-3200.

Many jobs for credit (and some for pay) are also available in technical aspects of production: sets, lights, costumes, make-up, sound, and publicity.

## Music

Students in the Music Department have the option of performing in several choral organizations or three instrumental groups. Each performing group specializes in its own particular style, ranging from the "a cappella" singing of the vocal ensemble "Prima Voce" to the classical sounds of the North Bay Philharmonic Orchestra. Instrumental groups include a chamber orchestra, a wind ensemble, and a jazz ensemble.

Napa Valley College musical and drama groups often perform throughout the valley, as well as in the college theatre. Napa Valley College Fine and Performing Arts Division produces more than 50 events each year for the community audience, providing outstanding cultural programs for students, local residents, and their families.



# THE ASSOCIATE DEGREE

The Associate Degree is the educational goal of a broad range of students. For some, it means completion of formal education and entry into the workforce as trained professionals. For others, it is the first stage of an educational process which includes transfer to a four-year college. In either case, earning an associate degree lays the foundation for lifelong learning and personal growth.



The Associate Degree is commonly referred to as a two-year degree because a full-time student can earn the required sixty units in two years. Since many students study on a part-time basis, the time needed to complete the degree may be longer. Whether the journey starts with a single class or focused, full-time study, NVC faculty and staff are there to facilitate each student's progress towards his or her educational goal.

Napa Valley College awards two kinds of associate degrees. An Associate of Arts Degree is earned in general areas such as natural sciences, social sciences, or humanities, and it is often awarded to students who plan to transfer to a four-year institution. An Associate of Science Degree is earned in occupational areas such as health occupations, criminal justice training, and various technical fields; this degree prepares students to enter the workforce.

## The Associate Degree

The associate degree consists of two main elements: 1) general education, which gives students a broad base of knowledge and 2) a "major," where a student specializes in a particular field of study. Depending on the "major" selected, the student will be awarded an Associate of Arts (A.A.) or Associate of Science (A.S.) Degree.

At Napa Valley College, A.A. degrees are earned in general areas of study that provide students with a liberal arts foundation. The A.A. degree does not guarantee that students meet transfer admission requirements; however, by careful planning with a counselor, most students who wish to transfer can do so with an A.A. Degree.

At Napa Valley College, A.S. degrees are earned in occupational programs that provide students with skills and training for immediate entry into the workforce. These programs are not designed for students planning to transfer to a four-year institution, even though some courses in the A.S. degree programs may meet transfer requirements.

An Associate Degree documents students' educational achievements and provides them with a foundation for future learning. Since most jobs in the future will require some education beyond high school, the associate degree will make students more competitive in the job market.

## Catalog Rights

Students have two options regarding the requirements for the associate degree (graduation requirements). They are eligible to graduate under the catalog in effect at the time they petition to graduate, whether or not they maintain continuous enrollment at the college.

Students who maintain continuous enrollment (by taking at least one course each academic year—fall or spring semester) may also elect to graduate under the catalog in effect during initial enrollment at Napa Valley College.

Please Note: Catalog rights do not apply to modifications to entrance requirements for programs (e.g., ADN, Respiratory Therapy, etc.) or program prerequisites. Consult the catalog supplement and a counselor for any changes to these requirements.

## Petition for Graduation

All candidates for graduation must file a petition in the Admissions and Records Office in the semester prior to the semester in which graduation is anticipated.



# THE ASSOCIATE DEGREE

## Associate Degree Requirements

The following are requirements for graduation with an Associate of Arts (A.A.) or an Associate of Science (A.S.) Degree from Napa Valley College. Requirement 7 applies only to the A.A. degree. Requirement 8, general education, is the same for both, with the exception of Area (e), Multicultural Requirement. Please refer to (e) Multicultural/Gender Studies on page 62 for an explanation of how this requirement differs for AS degrees and AA degrees.

- 1. Unit Requirement:** 60 semester units in courses numbered between 90 and 399. Units from other colleges may be used if they are determined acceptable by the Admissions and Records Office.
- 2. Scholarship Requirement:** Cumulative G.P.A. of 2.0 or better with a "C" or better in all classes in the major.
- 3. Residence Requirement:** Completion of 12 semester units at NVC **and** attendance at NVC during the semester prior to graduation **or** 30 semester units completed at NVC.
- 4. PE./Health Requirement:** 3.0 semester units of physical education classes or HELH 106. Exemptions: a) health occupations majors; b) veterans with six months service (form DD214 must be on file in the Admissions and Records Office); or c) Police Academy graduates.
- 5. Competency Requirements:** Competency in reading, writing, mathematics: completion with grade of "C" or better: in courses from Area (d) "Language and Rationality" of NVC General Education pattern.
- 6. Petition for Graduation:** (All candidates for graduation must file a petition in the Admissions and Records Office in the semester prior to the semester in which graduation is anticipated.
- 7. American History and Institutions:** (A.A. Degree only) Students must select one course from History 120, 121, 150 or 152 **and** one course from Political Science 120 or 121. The courses chosen to satisfy this requirement cannot be used to satisfy General Education Area (c): Social and Behavioral Sciences.
- 8. General Education:** Completion of 21 semester units; one course of at least three units in each area. A course cannot be used to satisfy more than one area (except in the case of Area E for the A.S. Degree).

a) **Natural Science:** Examination of the physical universe, life forms, and natural phenomena. Choose three units:

ANTH 120; ASTR 110, 111; BIOL 103, 105, 110, 112, 117, 120, 218; CHEM 110, 111, 120; EART 110; GEOG 110, 114, 120, 121; GEOL 110, 112, 116\*; PHYS 105, 110, 120, 140.

b) **Humanities:** The study of cultural activities and artistic expressions. Choose three units:

ANTH 150; ART 110, 115, 116, 117, 261; ASL 120, 121; CFS 145; DRAM 110, 114, 115, 203, 220; ENGL 121, 123, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 220, 221, 222, 223; FREN 120, 121; GERM 120, 121; HIST 122, 123; HUMA 100, 101, 104, 125, 170, 174, 175, 180, 185, 186, 188; ITAL 120, 121; LATI 120, 121; MUSI 110, 112, 114; PHIL 120, 121, 125, 130; 133, 134; PHOT 120; RUSS 120; SPAN 111, 114, 116, 120, 121, 240, 241, 280, 281.

c) **Social and Behavioral Sciences:** The study of people as members of society. Choose three units:

ADMJ 121, 122, 125; ANTH 121, 130, 131, 150, 180; CFS 120, 140, 180; ECON 100, 101, 120; ENGI 110; GEOG 101, 102; HIST 120+, 121+, 122, 123, 135, 140, 142, 145, 150+, 152+; HUMA 151, 188; POLI 120+, 121+, 125, 130, 135, 140; PSYC 120, 123, 124, 125, 126, 128, 135, 185, 186; SOCI 120, 122, 123, 135; SPEE 126.

d) **Language and Rationality:** Courses that develop language, communication, mathematical reasoning, and critical thinking skills.

1) **English Composition:** choose three units and complete with "C" or better.

BUSI 105, 111; ENGL 120.

2) **Mathematics:** choose three units and complete with "C" or better.

**A.S. Degree:** BTV 98, 109; BUSI 90; MATH 90, 94, 97, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235.

**A.A. Degree:** BTV 109; MATH 94, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235.

Note: Competency in this area may be demonstrated through examination. Contact the Testing and Tutoring Center.

- 3) **Communication and Analytical Thinking:** choose three units and complete with "C" or better.

ADMJ 123, 124; ANTH 150; ASL 120, ASTR 111; BIOL 103, 110, 112, 120, 219, 220, 240, 241; BTV 98, 109; BUSI 103, 108, 110, 111, 143; CFS 123, 135, 140, 155, 160; CHEM 110, 111, 120, 121; COUN 100; DRAM 114, 116, 120, 150\*, 153\*, 170\*, 203, 240, 244; EART 110; ECON 100, 101; ENGI 123; ENGL 121, 123, 125, 200, 201, 202, 203, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 220, 221, 222; ESL 106; GEOG 121; HUMA 100, 101, 104, 125, 185, 186; ITAL 240; MATH 90, 94, 97, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; PHIL 120, 121, 125, 126, 130; PHYS 105, 110, 120, 121, 140, 240; POLI 125, 135, 140; PSYC 124, 135, 186, 187; RESP 120; SOCI 122, 135; SPAN 240, 241, 280, 281; SPEE 120, 122, 124, 126, 128.

e) **Multicultural/Gender Studies:** (A.S. Degree: course may double count for one other general education area, where that particular course appears). Courses that explore cross-cultural views, including male/female perspectives and contributions. Choose three units:

ANTH 121, 150, 180; CFS 140, 180; COUN 124; DRAM 115; ENGL 217; HIST 145, 150, 152; HUMA 151, 174, 186; PSYC 128, 186; SPEE 126.

\* *Two-unit courses or variable unit courses*

+ *A.A. degree only. Courses chosen to satisfy the American History and Institutions requirement cannot be used to satisfy Category C.*

9. **Completing a major:**

**A.S. Degree** - Refer to Programs and Course Announcements for courses required to complete the major. For each program, major and general education courses are outlined in a suggested sequence. Both counselors and program coordinators can advise students to ensure that all requirements for the A.S. Degree are being met.

**A.A. Degree** - Students may earn this type of degree in six areas: Humanities and Fine Arts, Natural Sciences and Mathematics, Social and Behavioral Sciences, General Studies, Transfer in a Specific Major, and General Education/Breadth Requirements. A minimum of 18 semester units is required for any one of these majors. Students are advised to consult a counselor to develop an Educational Plan for an A.A. Degree. The following section outlines courses that meet major requirements for the A.A. Degree.



## Completing a Major for the A.A. Degree

To complete a major for an A.A. degree, choose one or more of the six options listed on page 63.

All chosen courses must be completed with a "C" grade or better.

- a) **AA Degree in Arts and Humanities:** This program focuses on the history and production of art, music, architecture, dance, theatre, film, philosophy, language, and literature, emphasizing their importance in the development of culture.

Total Units: 18

# THE ASSOCIATE DEGREE

Students must complete 3 units from each of the following six curricular areas:

## Studio Arts (3 units)

ART 120, 121, 127, 128, 135, 136, 137, 138, 140, 145, 147, 154, 155, 157, 158, 170, 171, 172, 180, 185, 186, 237, 255, 256, 257, 258, 259, 260, 265; PHOT 120, 121, 123, 130, 150, 160

## Arts and Humanities Surveys (3 units)

ART 110, 115, 116, 117, 118, 216; DRAM 110, 115, 203; HUMA 170, 174, 175, 180, 185, 186, 188, 189; MUSI 110, 112, 114

## Performing Arts (3 units)

CFS 196; DRAM 116, 120, 125, 135, 150, 151, 152, 153, 155, 160, 170, 190, 191, 201, 220, 240, 244; MUSI 110, 120, 121, 122, 128, 130, 132, 134, 135, 137, 140, 145, 150, 155, 158, 160, 161, 162, 163, 164, 165, 166, 170, 172, 174, 176, 177, 179, 181, 185, 196, 201, 221, 222, 228, 229, 230, 232, 235, 240, 245, 250, 255, 258; PHYE 134, 136, 137, 138, 140.

## Literature (3 units)

CFS 145; DRAM 114; ENGL 121, 123, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 220, 221, 222, 223

## Philosophy / Humanities (3 units)

HUMA 100, 101, 104, 125, 151; PHIL 120, 121, 125, 126, 130, 133, 134

## Language:

ASL 120, 121; FREN 120, 121, 240, 241; GERM 120, 121, 240, 241; ITAL 120, 121, 240; LATI 120, 121; RUSS 120; SPAN 111, 114, 116, 120, 121, 240, 241, 280, 281

- b) **Natural Science and Mathematics Major:** The study of the physical universe, its life forms, and the relationship between science and other human activities. **Choose 18 units:**

ANTH 120; ASTR 110, 111; BIOL 103, 105, 110, 112, 117, 120, 218, 219, 220, 240, 241; BTV 98, 109; BUSI 90; CHEM 110, 111, 120, 121, 240, 241, 242; EART 110; GEOG 110, 114; GEOL 110, 111, 112, 116; MATH 90, 92, 94, 96, 97, 104, 106, 107, 108, 115, 120, 121, 220, 221, 222, 232, 235; PHYS 105, 110, 111, 120, 121, 140, 240, 241.

- c) **Social and Behavioral Sciences Major:** The study of people as members of society, the methods of inquiry used in the field and the response of individuals to their societies. **Choose 18 units:**

ADMJ 120, 121, 122, 125; ANTH 121, 130, 131, 150, 180; CFS 120, 140, 180; ECON 100, 101, 120; ENGI 110; GEOG 101, 102, 114; HIST 120, 121, 122, 123, 135, 140, 142, 145, 150, 152; HUMA 100, 101, 104, 188; POLI 120, 121, 125, 130, 135, 140; PSYC 120, 123, 124, 125, 126, 128, 135, 185, 186; SOCI 120, 122, 123, 135; SPEE 120, 126.

- d) **General Studies Major:** This major is reserved for students completing apprenticeships or majors not offered at Napa Valley College. Consult a counselor.

- e) **Transfer in a Specific Major:** Completion of all lower division requirements for the major as designated by the college to which the student plans to transfer for a minimum of 18 semester units. Consult a counselor to determine eligibility.

*Note:* Completion of this A.A. degree does not guarantee admission to the chosen four-year college or into the specific major at that college. Students must meet all admissions requirements for the transfer school. See chapter on Transfer Information.

- f) **General Education/Breadth Requirements Major:** completion of any **one** of the following options constitutes a major in general education:

- i) California State University General Education requirements (see page 71).
- ii) IGETC (Intersegmental General Education Transfer Curriculum) which meets general education requirements for both CSU and UC systems (see page 74).
- iii) University of California Breadth Requirements for a specific college within one of the UC campuses (consult a counselor).

*Note:* Completion of general education/breadth requirements does not guarantee admission to the chosen four-year college. Students must meet entrance requirements for their transfer school. See pages 71-74 in the chapter on transfer and consult a counselor.





# OCCUPATIONAL EDUCATION

While many courses of study at Napa Valley College prepare students for a career, the occupational education programs in this chapter prepare students for rewarding employment in as few as one or two years of full-time study. Students have the option of completing an entire program, for which they will earn an A.S. degree, or selected courses, for which they will be awarded a certificate of completion.



Napa Valley College's Occupational Education Programs keep pace with technological advances through diligent work by dedicated faculty and staff. Talented instructors regularly update their knowledge through formal and informal training. Grants help equip our technical laboratories and facilities to a state-of-the-art level. Graduates of our programs enter the job market with a marked competitive edge.

Napa Valley College provides expert career counseling and testing to measure interest and aptitudes for various degree and certificate programs. Individuals retraining for career changes and advancements will find some programs offered at night. Particular attention is given to ensure equal access into occupational programs for the handicapped, limited English-speaking, women, and new majority students.

## Occupational Education Advisory Committees

In its quest to maintain excellence in career training, Napa Valley College relies upon career advisory committees, made up of leaders from business, industry, public agencies, labor and management. More than 250 dedicated men and women from the community volunteer time and expertise to work with the college to develop curricula that include the most recent knowledge and techniques. The advisory committees keep the college informed of employment trends and assist in job placement for qualified students. Information on Advisory Committees may be obtained through the Office of Instruction and Student Services.

## Program Requirements

Course requirements and sequences for occupational programs are listed in the Programs and Course Announcement section. Students following sequences that have been changed may complete their studies under the new patterns (Also see graduation requirements shown in the preceding chapter of this catalog). Interested students should see an advisor or program coordinator.

## Multicultural/Gender Studies Requirement

A multicultural/gender studies course is required to complete the A.S. Degree. To satisfy this requirement a student must take one course from AREA E of the Napa Valley College General Education (page 62). This requirement parallels the current requirement for the A.A. Degree with one major difference. Courses taken in AREA E for an A.S. Degree may double count for one other area of general education, where that particular course appears. All but one course for AREA E appears in at least one other area of Napa Valley College General Education. The one exception is COUN 124.

Courses that explore cross-cultural views, including male/female perspectives and contributions. Choose three units:

ANTH 121, 150, 180; CFS 140, 180; COUN 124; DRAM 115; ENGL 217; HIST 145, 150, 152; HUMA 174, 186; PSYC 128; SPEE 128

## Program Area

## Person To See

Accounting .....	David Angelovich
Administration of Justice .....	Glen Bell
Associate Degree Nursing .....	Margaret Craig
Basic Police Academy .....	Greg Miraglia
Broadcast Television Engineering Technology .....	Steve Goze
Business and Commerce .....	Walt Unti
Child and Family Studies .....	Faye Smyle
Computer Studies .....	Robert Miller
Cosmetology .....	Robert Ortenzi
Digital Design Graphics .....	Alan Skinner
Emergency Medical Technician .....	Ted Peterson
Human Services .....	Lauralyn Bauer
Law Enforcement .....	Glen Bell
Machine Tool Technology .....	Dean Ehlen
Management & Business .....	Walter Unti
Office Administration .....	Debra Saunders
Paralegal Studies .....	Greg Miraglia
Photography Technology .....	Ron Rogers
Public Safety Dispatch .....	Greg Miraglia
Psychiatric Technician .....	Robert Millay
Respiratory Care .....	Kate Benscoter
Viticulture & Winery .....	Stephen Krebs
Vocational Nursing Program .....	Janice Ankenmann
Welding Technology .....	Tom Smeltzer
Work Experience .....	Nadine Wade-Gravett



# OCCUPATIONAL EDUCATION

## Associate Degree (A.S.) and Certificate Programs

PROGRAM NAME	A.S. DEGREE	CERTIFICATE	COORDINATOR	PAGE
<b>Administration of Justice</b>	●		Glen Bell	87
Law Enforcement		●	Glen Bell	87
Paralegal Studies		●	Greg Miraglia	87
*Public Safety		●	Greg Miraglia	87
Police Academy	9 months		Greg Miraglia	117
<b>Broadcast Television/Engineering Technology</b>	●	●	Steve Goze	96
<b>Business Administration</b>				
Accounting	●		David Angelovich	99
Bookkeeping		●	David Angelovich	99
Business & Commerce	●		Walt Unti	100
Computer Networking Technology		●	David Angelovich	100
Computer Studies	●	●	Robert Miller	100
Micro-Computer Applications		●	David Angelovich	100
Management & Business	●		Walter Unti	101
Management Information Systems		●	David Angelovich	100
Office Administration	●		Debra Saunders	101
Office Assistant Studies		●	Debra Saunders	102
<b>Child &amp; Family Studies</b>	●	●	Faye Smyle	105
<b>Cosmetology</b>		●	Robert Ortenzi	113
<b>Culinary Arts</b>	Non-Credit Program		Barbara Alexander	18
<b>Digital Design Graphics Technology</b>	●	●	Alan Skinner	119
<b>Health Care Programs</b>				
Associate Degree in Nursing	●		Margaret Craig	152
Psychiatric Technician	●	●	Robert Millay	171
Respiratory Care	●		Kate Benscoter	175
Vocational Nursing	●	●	Janice Ankenmann	154
**Emergency Medical Technician	Course		Ted Peterson	136
<b>Human Services</b>	●	●	Lauralyn Bauer	114
<b>Machine Tool Technology</b>	●	●	Dean Ehlen	141
<b>Photography Technology</b>	●	●	Ron Rogers	160
<b>Viticulture &amp; Winery Technology</b>				
Viticulture	●		Dr. Stephen Krebs	184
Winemaking	●		Dr. Stephen Krebs	185
Wine Marketing & Sales	●	●	Dr. Stephen Krebs	185
Viticulture & Winery Technology	●		Dr. Stephen Krebs	186
<b>Welding Technology</b>	●	●	Tom Smeltzer	189

\*Meets certification requirements by the State Commission on Peace Officer Standards and Training.

\*\*Meets EMT-1 Requirements for State of California



**TRANSFER  
CENTER**

**OUTREACH  
SERVICES**

# TRANSFER INFORMATION

One of the primary functions of the community college is to prepare students to transfer to four-year institutions. Napa Valley College is proud of its reputation for transferring students with strong backgrounds in their chosen academic areas. In addition to academic preparation, NVC students are accepted by transfer institutions because they have met the requirements for: a) admission, b) their major, c) general education, and d) graduation.

Students planning to transfer should complete lower-division courses for the major, general education, and elective courses at NVC for a total of 60 units so they can transfer with junior (upper division) standing. Although it is not required for transfer, many students also earn an Associate Degree of Arts prior to transfer.



NVC students may choose to transfer to a California State University, a University of California, or a private/independent college. Napa Valley College encourages students to use the many resources available to them to ensure smooth, successful transfer to the college of their choice. With careful planning, NVC students will transfer in a timely fashion, academically prepared to achieve their bachelor's degree.

## Counseling for Transfer Students

Counselors are available to assist students in planning their transfer programs. Since transfer requirements change frequently, students should see a counselor at least once per semester to be sure they are enrolled in appropriate classes each term.

Counselors are located in four locations across campus: Counseling Center, Administration/1300 Building; Career Center, Administration/Room 1334; Transfer Center, Library/1500 Building; and EOPS/Financial Aid Office, Room 1132 (EOPS/Financial Aid counselors work specifically with students eligible for these programs.).

Counselors provide students with information for admission and graduation from many colleges and universities. They use the following tools to help students with transfer planning.

- **College Catalogs** - catalogs are available for review by students in the Transfer Center, the Counseling Office, the college library, the Career Center and online.
- **Articulation Agreements** - written agreements with colleges and universities in California specifying NVC courses comparable to courses at those colleges.
- **General Education Patterns** - worksheets to ensure completion of general education requirements for the UC and CSU systems (see pages 71-74 for additional information).
- **California Articulation Numbering (CAN) System** - a system of course numbering which ensures a particular NVC course is equivalent to a comparable course at another college (see pages 76-77 for a complete listing of CAN-qualified courses at NVC).
- **Individual Educational Plan** - written plan outlining the major and general education courses a student needs to complete at Napa Valley College prior to transfer.
- **Transfer Admission Agreements** - written agreements with select colleges developed by a counselor which guarantee admission to a four-year university. Contact the Counseling Office or Transfer Center for deadlines and requirements.

## Transfer Center

The Transfer Center's special focus is to provide transfer advisement, counseling, current information, and special assistance to students planning to transfer to a four-year college or university. The following resources are available in the Transfer Center.

- Transfer advisement for transfer requirements; transfer counseling for decision making.
- College catalogs and brochures for California State Universities, University of California, all campuses, California Independent colleges and universities, and out-of-state institutions.
- Internet access to college catalogs and transfer information.
- Reference books to help students identify colleges offering degrees/programs/services in their areas of interest.
- Articulation agreements that specify course equivalency between NVC and other California institutions.
- Transfer workshops on specific majors, such as nursing, engineering, and teaching.
- Individual appointments with representatives from four-year colleges to discuss admission and graduation requirements for their campuses.
- On-the-spot admissions for transfer students.
- Transfer Admission Agreements (TAA's).
- Admission application workshops for students planning to transfer to the California State University or University of California system.
- Information on professional degrees and extended education programs.

For additional information on transfer services, call or visit the Transfer Center at 253-3115.

## Transfer Options

Napa Valley College students may transfer to any of the following colleges/systems:

- California State University System (23 campuses)
- University of California System (10 campuses)
- Independent (or out-of-state) colleges and universities.

# TRANSFER INFORMATION

## The California State University System (CSU)

The California State University system is the largest system of higher education in the nation. Its 23 campuses located throughout California offer over 1,500 bachelor's and master's degree programs in more than 200 subject areas. The CSU system provides undergraduate instruction in liberal arts and sciences, and it prepares students in applied fields and professions, such as nursing, computer science, engineering, and business.

The system works closely with the California Community Colleges to develop articulation for lower division courses. First priority for admission to a CSU campus at the upper division level is given to transfer students from the California Community College System.

The following sections explain admission, major, general education, and other requirements for transfer to the CSU system. Students should plan carefully so that they meet all transfer requirements. A maximum of 70 transferable units are acceptable from California Community Colleges.

## Minimum Admission Requirements

To transfer in junior standing, a student must complete at least:

- 60 transferable semester units with a minimum GPA of 2.0 (All NVC courses numbered between 100 and 299 are transferable to the CSU system), and
- complete at least 30 semester units of general education with grades of "C" or better, including areas A-1, A-2, A-3, and B-4 of the general education pattern on page 72.

## Special Notes:

- Students are advised to complete the lower division preparation for the major prior to transfer. High demand majors may require lower division preparation completion as a program entrance criteria.
- Students are encouraged to complete the entire general education pattern prior to transfer. Students who complete the CSU General Education pattern on page 72 or the IGETC pattern on page 74 will have their general education certified as complete. This means that no additional lower division general education courses will be required to graduate.
- Students who wish to transfer with freshman or sophomore standing must consult a counselor to determine entrance requirements.
- Students are advised to file their applications for the CSU system as follows for priority consideration:

## Transfer Services Available to NVC Students

- The Transfer Center
- Transfer Workshops
- 4 Year College Representative Appointments
- Articulation Agreements
- California Articulation Number System
- Guaranteed Transfer Admission Agreements with U.C. Davis, U.C. Riverside, U.C. Santa Cruz, S.F. State, CSU East Bay, St. Mary's College
- Transfer Opportunity Program with U.C., Davis
- "On the Spot" admissions with Sonoma State, CSU Chico, and Sacramento State

Term	CSU Priority Filing Period
Fall Quarter or Semester of the previous year.....	November 1-30
Winter Quarter or Semester of the previous year.....	June 1-30
Spring Quarter or Semester of the previous year.....	August 1-31

Contact the Transfer Center or the Counseling Office to obtain applications and information on application workshops.

## Major Requirements

Students are advised to complete all of the lower division requirements for their major while attending Napa Valley College. By doing so, students are prepared to enter into upper division courses in the major upon entrance into the four-year college. Students should meet with a counselor to determine course equivalencies for their major and to develop an educational plan so they can ensure a smooth transition to the four-year institution.

High demand or impacted majors, such as architecture, nursing, business administration, engineering, and certain health and biological sciences, may require that all lower division major requirements be completed as part of the admission criteria. This is referred to as "supplemental admission criteria." Such high demand majors may also require a GPA well above a 2.0, as well as supplemental applications or test scores. Students should review the catalog of their chosen school and consult a counselor to determine what, if any, supplemental admission criteria are required for their major.



## General Education Requirements: California State University

This pattern of General Education courses, totaling 39 semester units, will satisfy the lower division general education requirements for all CSU campuses. At least 30 of these 39 units, including areas A-1, A-2, A-3, and B-4 must be completed with a grade of "C" or better (not "C-").

Courses transferred to NVC from other colleges may be included on this pattern if they are equivalent to NVC courses listed, or if they are on the general education pattern from the host college.

A new general education list is published each academic year since courses may be added or deleted. Catalog rights do not apply to general education certification, so students must consult the new list each year. If a course is taken when it fulfills a general education requirement, it continues to fulfill the requirement, even though it is removed from the general education pattern in a subsequent year. A course may be used to satisfy only one General Education area.

The list of courses approved for each of the following areas and sub-areas of the CSU General Education pattern is published each term in the schedule of classes and is available online at the college's articulation site: <http://www.campus.nvc.cc.ca.us/articulation>. In addition, students may obtain a copy of the current CSU General Education pattern sheet from the Counseling Office, Transfer Center or Career Center.

**A. Communication in the English Language and Critical Thinking (A minimum of 9 units is required):** One course must be taken from A-1, one from A-2, and one from A-3.

A-1. Oral Communication

A-2. Written Communications

A-3. Critical Thinking

**B. Physical Universe and its Life Forms (A minimum of 9 units is required):** One course must come from B-1, one from B-2, and one from B-4. At least one course from B-1 or B-2 must include a laboratory associated with a lecture.

B-1. Physical Science

B-2. Life Science

B-3. Laboratory Activity

B-4. Mathematics/Quantitative Reasoning

**C. Arts, Literature, Philosophy, and Foreign Language (A minimum of 9 units is required):** At least 3 units must be taken from Area C-1 and at least 3 units must be taken from Area C-2. The remaining units may be selected from either Area C-1 or Area C-2.

C-1. Arts (art, dance, drama, music)

C-2. Humanities (literature, philosophy, foreign languages)

**D. Social, Political, and Economic Institutions and Behavior; Historical Background (A minimum of 9 units is required):** A maximum of two (2) courses may be selected from one of the following categories:

D-1. Anthropology and Archaeology

D-2. Economics

D-3. Ethnic Studies

D-4. Gender Studies

D-5. Geography

D-6. History

D-7. Interdisciplinary Social or Behavioral Science

D-8. Political Science, Government and Legal Institutions

D-9. Psychology

D-10. Sociology and Criminology

**E. Lifelong Understanding and Self-Development (A minimum of 3 units is required).**

Note: Students may complete the IGETC pattern on page 74 in lieu of the CSU General Education pattern. Students should consult a counselor to determine the best choice for them.



# TRANSFER INFORMATION

## Graduation Requirements

**American History and Institutions Requirement:** All students seeking a baccalaureate degree from the CSU system are required by California law to demonstrate competence in the Constitution of the United States and in American History. This includes the study of American institutions and ideals and the principles of state and local government established under the Constitution of the State of California. Most institutions allow these courses to count as part of CSU General Education. Consult a counselor for additional information.

**American History Requirements:** choose one course from HIST 120, 121, 150 or 152.

**American Institutions Requirements,** including state and local government: choose one course from POLI 120 or 121.

**Ethnic Studies Requirement:** An Ethnic Studies course is required for graduation from most of the California State Universities. This course may also be counted to fulfill one category of General Education. See a counselor for a list of Napa Valley College courses to fulfill this requirement at the college of your choice.

**Other Requirements:** Some colleges may have additional graduation requirements, such as courses in foreign language, and/or second-semester English composition. These courses are required for the bachelor's degree and are not part of the admission criteria; however, students may wish to complete these requirements at NVC to minimize the number of courses to be taken at the four-year institution. Students should consult a counselor to determine what, if any, additional requirements are needed for their chosen major and college.

## The University of California System (UC)

The University of California system has ten campuses located throughout California. The UC system offers bachelor's, master's, and doctoral degrees, as well as teaching credentials. It has a strong research focus and emphasis on preparation for post-baccalaureate work.

The UC system works closely with the California Community Colleges to develop articulation for lower division courses. The UC system gives first priority for admission in junior standing to undergraduate transfer students from the California Community College System.

The following sections explain admission, major, general education/breadth, and other requirements for transfer to the UC system. Students should plan carefully to ensure they are prepared to transfer. A maximum of 70 U.C. transferable units are acceptable from California Community Colleges.

## Minimum Admission Requirements

Students wishing to transfer with junior standing must meet the following minimum criteria for admission to a UC campus:

- complete 60 UC transferable semester units;
- have a minimum GPA of 2.4 in UC transferable courses;
- complete the following pattern of courses:
  - a) two UC transferable courses in English composition (3 semester units each); this includes NVC's ENGL 120 and one course from the following: ENGL 121, or 123, or 125; and
  - b) one UC transferable course in mathematics (3 semester units); and
  - c) four UC transferable college courses (3 semester units each) from at least two of the following subject areas: arts/humanities, social/behavioral sciences, and physical/biological sciences.

### Special Notes:

- Some universities have additional admission requirements. See a counselor for additional information.
- Students who wish to transfer with freshman or sophomore standing must consult a counselor to determine entrance requirements.
- Students are advised to file their applications for the UC system as follows for priority consideration:

Term Priority	Filing Period
Fall Quarter or Semester of the previous year *	November 1-30
Winter Quarter of the previous year	July 1-31
Spring Quarter of the previous year	October 1-31

*\*U.C. Berkeley only accepts for Fall Semester.*

Contact the Transfer Center or the Counseling Office to obtain applications and information on application workshops.

## Major Requirements

The UC system places a strong emphasis on the completion of lower division major requirements prior to transfer, so students are advised to focus on major classes while attending NVC. By doing so, students are prepared to enter into upper division courses in their major upon entrance into the university. Students should meet with a counselor to determine course equivalencies for their major and to develop an educational plan to ensure a smooth transition to the four-year institution.

High demand or impacted majors, such as business administration, engineering, and biological sciences, may require that all lower division major requirements be completed as part of the admission criteria. This is referred to as "supplemental admission criteria." Impacted majors may also require a GPA well above a 2.4, as well as supplemental applications, portfolios, etc. Students should review the catalog of their chosen university and consult a counselor to determine what, if any, supplemental admission criteria is necessary for their major.

## General Education/Breadth Requirements

Each UC campus is comprised of several colleges, or schools within the university. Each one of these colleges has its own general education or breadth pattern required for the bachelor's degree. Students should focus on completing their major classes and should consult with a counselor to determine general education/breadth requirements for their chosen major, college, and campus.

The Intersegmental General Education Transfer Curriculum (IGETC) will meet lower division general education/breadth for all UC campuses and colleges with the exception of UC, Berkeley's School of Business Administration, and UC, San Diego's Eleanor Roosevelt and Revelle Colleges. Although IGETC is not an entrance requirement, students are advised to complete this pattern prior to transfer if they are not enrolled in high-unit majors. Students who complete the IGETC pattern will not be held to any other lower division general education courses at the UC campus as long as they request official certification from Napa Valley Community College upon transfer to the UC campus. Students will be held to all other graduation requirements of the campus in question.

Note: IGETC may be completed in lieu of the California State University General Education pattern for students transferring to the CSU system. Courses used to fulfill CSU graduation requirements in American History and Institutions may not be used in IGETC area 4.

## Intersegmental General Education Transfer Curriculum

A new IGETC list is published each academic year since courses may be added or deleted. **Catalog rights do not apply to IGETC certification, so students must consult the new list each year.** If a course is taken when it fulfills an IGETC requirement, it continues to fulfill the requirement, even though it is subsequently removed from the pattern.

A course may be used to satisfy only one IGETC area. Each course must be completed with a "C" or better (not "C-").

A student, following the IGETC pattern, is expected to complete all of the requirements (a total of 39-42 semester units) before transferring to a UC or CSU campus. If a student, for good cause, is unable to complete one or two IGETC courses he/she may be eligible to complete the IGETC pattern after transferring. Students should consult with a counselor for details regarding this option.

The list of courses approved for each of the following area and sub-areas of the IGETC pattern is published each term in the schedule of classes and is available online at the college's articulation site: <http://www.campus.nvc.cc.ca.us/articulation>. In addition, students may obtain a copy of the IGETC pattern sheet from the Counseling Office, Transfer Center or Career Center.

1. **English Communication** (CSU requires: 3 courses, one from each group below; or UC requires: 2 courses, one each from groups A and B).

**Group A** - English Composition: 1 course; 3 semester units

**Group B** - Critical Thinking-English Composition: 1 course; 3 semester units.

**Group C** - Oral Communications (CSU requirement only); 1 course; 3 semester units.

2. **Mathematical Concepts and Quantitative Reasoning:** 1 course; 3 semester units.
3. **Arts and Humanities:** 3 courses; 9 semester units; at least one course must be selected from the Arts and one from the Humanities area.
4. **Social and Behavioral Sciences:** 3 courses; 9 semester units. Courses must be selected from at least 2 of the following disciplines.

Anthropology, Child Family Studies, Economics, Geography, History, Political Science, Psychology, Sociology or Speech.

# TRANSFER INFORMATION

5. **Physical and Biological Sciences;** 2 courses; 7 semester units. One course must come from the physical sciences and one from the biological sciences; at least one course must include a laboratory.
6. **Language other than English** (UC requirement only): 2 years of the same foreign language in high school with a grade "C" or better, or equivalent proficiency demonstrated by the following college courses: ASL 120, FREN 120, GERM 120, ITAL 120, LATI 120, SPAN 111 or SPAN 121. Courses which are beyond the proficiency level also satisfy this area.

## Additional Graduation Requirements

Some colleges may have additional graduation requirements. These courses are required for the bachelor's degree and not as part of the admission criteria; however, students may wish to complete these requirements at NVC to minimize the number of courses to be taken at the university. Students should consult a counselor to determine what, if any, additional requirements are needed for their chosen major and college.



## Degree Completion/Extended Format Programs

Approximately 23 bay area colleges and universities offer degrees in evening/weekend/online or combination formats. Consult with the Transfer Center or a counselor for more information.

## Independent Colleges and Universities

California has more than 100 independent colleges and universities, offering a variety of major and program choices. Each of these institutions has its own set of entrance and graduation requirements. Students must consult the catalog of their chosen institution and work with a counselor to develop a transfer plan. Representatives from Dominican College, Pacific Union College, St. Mary's, Samuel Merritt, and other independent universities in the area regularly visit the Transfer Center. Students can schedule individual appointments with these representatives for specific information regarding course transferability, admission criteria, and graduation requirements.

As public university fees have increased, independent colleges have become more competitive with four-year public institutions. Napa Valley College encourages transfer students to consider and evaluate all transfer alternatives in route to making the best personal choice. Costs at these institutions vary, but financial aid packages can often meet some or most expenses, making independent colleges, in some cases, an affordable alternative. Inquire at the Transfer Center for more information.

## California Articulation Number (CAN)

The California Articulation Number System identifies some of the transferable, lower division, introductory courses commonly taught on college campuses. CAN courses in one participating campus will be accepted "in lieu of" the same CAN course on another campus. For example, CAN ECON 4 on one campus will be accepted for CAN ECON 4 on another participating campus. Each campus retains its own numbering system.

Most campuses throughout the state use CAN numbers and will continue to do so during the next few years though the CAN system is being phased out. A new California State University (CSU) program called "Lower Division Transfer Patterns" is anticipated to be implemented fall 2007. LDTP presents potential transfer students with the most direct path to a Bachelor's degree in the CSU system by identifying a set of road maps for students to follow. These road maps are designed to increase academic preparation and decrease time to graduate once the student enters the CSU. Check with the Transfer Center or a counselor or academic advisor for more details.

The complete list of Napa Valley College courses that have qualified for the CAN system is available on the Internet at [www.can.csus.edu](http://www.can.csus.edu). The current list of Napa Valley College CAN courses follows on the next page:

## California Articulation Numbers

CAN AJ 2	ADMJ 120, Introduction to the Criminal Justice System	CAN CSCI 2	COMS 110, Introduction to Microcomputers
CAN AJ 4	ADMJ 121, Introduction to Criminal Law	CAN CSCI 16	COMS 215, Programming in C/C++
CAN ANTH 2	ANTH 120, Introduction to Physical Anthropology	CAN CSCI 20	ENGI 123, Scientific & Engineering Problem Solving Using Computers
CAN ANTH 4	ANTH 121, Introduction to Cultural Anthropology	CAN DRAM 8	DRAM 120, Technique of Acting
CAN ANTH 6	ANTH 130, Introduction to Archaeology	CAN DRAM 12	DRAM 190, Stagecraft: Scenery and Props
CAN ART2	ART 115, Survey of Art History 1	CAN DRAM 18	DRAM 110 (HUMA 170), Survey & Appreciation of Theatre
CAN ART 4	ART 116, Survey of Art History 2	CAN ECON 2	ECON 100, Economics 1
CAN ART 6	ART 155, Beginning Ceramics	CAN ECON 4	ECON 101, Economics 2
CAN ART 8	ART 137, Drawing 1	CAN ENGL 2	ENGL 120, Reading & Composition 1
CAN ART 10	ART 127, Painting 1	CAN ENGL 4	ENGL 121, Reading & Composition 2
CAN ART 12	ART 145, Sculpture	CAN ENGL 6	ENGL 200, Introduction to Creative Writing 1
CAN ART 14	ART 120, Two Dimensional Design	CAN ENGL 8	ENGL 213, Survey of British Literature 1
CAN ART 20	ART 180, Printmaking 1	CAN ENGL 10	ENGL 214, Survey of British Literature 2
CAN ART 24	ART 237, Life Drawing	CAN ENGL 14	ENGL 215, Survey of American Literature 1
CAN ART SEQ A	ART 115 & 116, Survey of Art History 1 & 2	CAN ENGL 16	ENGL 216, Survey of American Literature 2
CAN BIOL 2	BIOL 120, General Biology	CAN ENGL 20	ENGL 211, Introduction to Poetry
CAN BIOL 4	BIOL 240, General Zoology	CAN ENGL 22	ENGL 208 (DRAM 114), Introduction to Dramatic Literature
CAN BIOL 6	BIOL 241, General Botany	CAN ENGL SEQ A	ENGL 120 & 121, Reading & Composition 1 & 2.
CAN BIOL 10	BIOL 218, Human Anatomy	CAN ENGL SEQ B	ENGL 213 & 214, Survey of British Literature 1 & 2
CAN BIOL 12	BIOL 219, Human Physiology	CAN ENGL SEQ C	ENGL 215 & 216, Survey of American Literature 1 & 2
CAN BIOL 14	BIOL 220, General Microbiology	CAN ENGR 2	ENGI 122, Engineering Graphics & Design
CAN BIOL SEQ A	BIOL 120, 240 & 241, General Biology, Zoology, & Botany	CAN ENGR 4	ENGI 240, Properties of Materials
CAN BIOL SEQ B	BIOL 218 & 219, Human Anatomy & Human Physiology	CAN ENGR 6	ENGI 242, Circuits I
CAN BUS 2	ACCT 125, Financial Accounting	CAN ENGR 8	ENGI 241, Engineering Mechanics: Statics
CAN BUS 4	ACCT 126, Managerial Accounting	CAN FCS 2	BIOL 103, Nutrition Today
CAN BUS 12	BUSI 103, Legal Environment of Business	CAN FCS 14	CFS 120 (PSYC 185), Child Growth and Development
CAN BUS SEQ A	ACCT 125 & 126, Financial & Managerial Accounting	CAN FREN 2	FREN 120, First Semester French
CAN CHEM 2	CHEM 120, General Chemistry 1	CAN FREN 4	FREN 121, Second Semester French
CAN CHEM 4	CHEM 121, General Chemistry 2	CAN FREN 8	FREN 240, Third Semester French
CAN CHEM 6	CHEM 110, Introduction to Chemistry	CAN FREN 10	FREN 241, Fourth Semester French
CAN CHEM 8	CHEM 111, Introduction to Organic and Biological Chemistry	CAN FREN SEQ A	FREN 120 & 121, First & Second Semester French
CAN CHEM 12	CHEM 242, Quantitative Analysis	CAN FREN SEQ B	FREN 240 & 241, Third & Fourth Semester French
CAN CHEM SEQ A	CHEM 120 & 121, General Chemistry 1 & 2	CAN GEOG 2	GEOG 110, Physical Geography
CAN CHEM SEQ B	CHEM 110 & 111, Intro to Chemistry, Intro to Org & Bio Chemistry	CAN GEOG 4	GEOG 102, Human Geography
		CAN GEOL 2	GEOL 110 and 111, Physical Geology and Lab
		CAN GEOL 6	GEOL 110, Physical Geography

# TRANSFER INFORMATION

CAN GERM 2	GERM 120, First Semester German	CAN MUS 4	MUSI 122, Music Theory 2
CAN GERM 4	GERM 121, Second Semester German	CAN MUS 8	MUSI 112 (HUMA 175), Survey and Appreciation of Music
CAN GERM 8	GERM 240, Third Semester German	CAN MUS SEQ A	MUSI 121 & 122, Music Theory 1 & 2
CAN GERM 10	GERM 241, Fourth Semester German	CAN PHIL 2	PHIL 120 (121), Introduction to Philosophy 1 or Introduction to Philosophy 2
CAN GERM SEQ A	GERM 120 & 121, First & Second Semester German	CAN PHIL 4	PHIL 125, Introduction to Ethics
CAN GERM SEQ B	GERM 240 & 241, Third & Fourth Semester German	CAN PHIL 6	PHIL 130, Introduction to Logic
CAN GOVT 2	POLI 120, Introduction to the Principles of American Government 1	CAN PHYS 2	PHYS 120, General Physics 1
CAN HIST 8	HIST 120, United States History 1	CAN PHYS 4	PHYS 121, General Physics 2
CAN HIST 10	HIST 121, United States History 2	CAN PHYS 8	PHYS 140, Physics for Scientists and Engineers 1
CAN HIST 14	HIST 122, Western Civilization 1	CAN PHYS SEQ A	PHYS 120 & 121, General Physics 1 & 2
CAN HIST 16	HIST 123, Western Civilization 2	CAN PHYS SEQ B	PHYS 140 and 240 and 241, Physics for Scientists and Engineers 1+2+3
CAN HIST SEQ B	HIST 120 & 121, United States History 1 & 2	CAN PSY 2	PSYC 120, General Psychology
CAN HIST SEQ C	HIST 122 & 123, World Civilization 1 & 2	CAN SOC 2	SOCI 120, Introduction to Sociology
CAN ITAL 2	ITAL 120, First Semester Italian	CAN SOC 4	SOCI 122, Social Problems
CAN ITAL 4	ITAL 121, Second Semester Italian	CAN SPAN 2	SPAN 120, First Semester Spanish
CAN ITAL 8	ITAL 240, Third Semester Italian	CAN SPAN 4	SPAN 121, Second Semester Spanish
CAN ITAL SEQ A	ITAL 120 & 121, First & Second Semester Italian	CAN SPAN 8	SPAN 240, Third Semester Spanish
CAN MATH 8	MATH 108, Trigonometry	CAN SPAN 10	SPAN 241, Fourth Semester Spanish
CAN MATH 12	MATH 235, Finite Mathematics	CAN SPAN SEQ A	SPAN 120 & 121, First & Second Semester Spanish
CAN MATH 18	MATH 120, Calculus 1	CAN SPAN SEQ B	SPAN 240 & 241, Third & Fourth Semester Spanish
CAN MATH 20	MATH 121, Calculus 2	CAN SPCH 4	SPEE 122, Public Speaking
CAN MATH 22	MATH 221, Calculus 4	CAN SPCH 6	SPEE 128, Critical Thinking: Argumentation and Decision Making
CAN MATH 24	MATH 222, Calculus 5: Differential Equations	CAN SPCH 8	SPEE 120, Interpersonal Communication
CAN MATH 26	MATH 220, Calculus 3: Linear Algebra	CAN STAT 2	MATH 232, Statistics
CAN MATH 30	MATH 115, Applied Calculus		
CAN MATH SEQ B	MATH 120 & 121, Calculus 1 & 2		
CAN MATH SEQ C	MATH 120, 121, & 221 Calculus 1, 2, & 4		

# NVC CATALOG 2006 · 2008

## UC Transfer Agreement

### Napa Valley College 2005-2006

This is based on the 2005-2006 Napa Valley College UC Transfer Agreement. Students are strongly advised to check with a Napa Valley College counselor before planning a program. There may be both deletions from and additions to this list.

Course Title	Semester Units
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#### Accounting

125 Financial Accounting	5
126 Managerial Accounting	5

#### Administration of Justice

120 Introduction to Criminal Justice System	3
121 Introduction to Criminal Law	3

#### American Sign Language

120 Elementary American Sign Language	5
121 Second Semester American Sign Language	5

#### Anthropology

120 Introduction to Physical Anthropology	3
121 Introduction to Cultural Anthropology	3
130 Introduction to Archaeology	3
131 Archaeology of Ancient Mexico	3
150 Gender: A Cross-Cultural Perspective	3
* 180 Childhood: A Cross-Cultural Perspective (Same as CFS 180)	3

\* ANTH 180, CFS 120, 180 and PSYC 185 combined: maximum credit, one course

#### Art

110 Foundations of Visual Art	3
115 Survey of Art History 1	3
116 Survey of Art History 2	3
117 Survey of Modern Art	3
120 Two Dimensional Design	3
121 Three Dimensional Design	3
127 Painting 1	3

128 Painting 2	3
137 Drawing 1	3
138 Drawing 2	3
140 Field Drawing Workshop	2
145 Sculpture	3
147 Clay Sculpture	3
154 Introduction to Clay	2
155 Beginning Ceramics	3
157 Introduction to Glazes	3
170 Salt-Fired Pottery	1
171 Raku-Fired Pottery	1
172 Low Fire Clay Various Approaches	2
180 Printmaking 1	3
185 Mixed Media 1	1-3
186 Mixed Media 2	1-3
216 Survey of Contemporary Art	3
223 Color and Design 3	3
224 Color and Design 4	3
233 Painting Workshop	3
235 Painting Studio	1
237 Life Drawing	3
241 Painting Studio II	1
255 Intermediate Ceramics	3
256 Skill Building in Ceramics	2
257 Basic Glaze Theory	3
258 Ceramics Workshop	2
259 Drawing and Painting on Clay	2

#### Astronomy

110 Descriptive Astronomy	3
111 Practical Astronomy	3

#### Biology

* 103 Nutrition Today	3
*# 105 Human Biology: Nutrition, Health & Disease	4
** 110 Survey of Biology (w/lab)	4
112 Introduction to Environmental Studies	3
117 Wildlife Biology	3

# TRANSFER INFORMATION

** 120 General Biology (w/lab)	4
# 218 Human Anatomy (w/lab)	5
# 219 Human Physiology (w/lab)	5
220 General Microbiology (w/lab)	5
240 General Zoology (w/lab)	5
241 General Botany (w/lab)	5
298 Selected Topics in Biology (See INDP Study)	1-3

*\*BIOL 103, BIOL 105, and HELH 109 combined: maximum credit, one course*

*\*\* No credit for BIOL 110 if taken after BIOL 120*

*# BIOL 105, BIOL 218, BIOL 219 combined: maximum credit, 10 units*

## Business

100 Introduction to Business	3
103 Legal Environment of Business	3

## Chemistry

* 110 Introduction to Chemistry (w/lab)	4
* 120 General Chemistry 1 (w/lab)	5
121 General Chemistry 2 (w/lab)	5
240 Organic Chemistry 1 (w/lab)	4
241 Organic Chemistry 2 (w/lab)	4
242 Quantitative Analysis (w/lab)	4

*\*No credit for 110 if taken after 120*

## Child and Family Studies

* 120 Introduction to Child Growth & Development (same as PSYC 185)	3
140 The Child, Family, & Community (same as PSYC 186)	3
* 180 Childhood: A Cross-Cultural Perspective (same as ANTH 180)	3

*\* 120/PSYC 185 and 180/ANTH 180 combined: maximum credit, one course*

## Computer Science

100 Introduction to Computer Science	3
110 Introduction to Microcomputers	3
120 BASIC Programming	3
121 Advanced BASIC Programming	3
215 Programming in C /C++	3
220 Assembly Language Programming	3

## Digital Design Graphics Technology

110 Technical Drawing Fundamentals	3
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## Drama

110 Survey and Appreciation of Theatre (same as HUMA 170)	3
114 Introduction to Dramatic Literature (same as ENGL 208)	3
115 Diversity in American Drama (same as HUMA 174)	3
120 Techniques of Acting	3
122 Improvisation Workshop	2
140 Introduction to Documentary Video Production	3
150 Theatre Performance	1-3
151 Touring Theatre Workshop	1-3
153 Musical Theatre Production	1-3
155 Theatre Dance Production	1-3
161 Summer Theatre Workshop: Comedy	1-2
162 Summer Theatre Workshop: Drama	1-2
170 Technical Theatre Laboratory	1-3
190 Stagecraft: Scenery and Props	3
191 Stagecraft: Costume and Make-up	3
203 Survey and Appreciation of Film (same as HUMA 185)	3
220 Shakespeare on Stage	3
240 Intermediate Acting I	3
244 Acting Workshop	3

## Earth Science

110 Earth Science: Earth, Sea, and Sky (w/lab)	4
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## Economics

100 Economics 1	3
101 Economics 2	3
120 The Economic History of the United States	3

## Education

100 Teaching as a Profession	3
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# NVC CATALOG 2006 • 2008

## Engineering

110 Introduction to Engineering	3
122 Engineering Graphics and Design	4
123 Scientific and Engineering Problem Solving Using Computers	4
240 Properties of Materials (w/lab)	4
241 Engineering Mechanics: Statics	3
242 Circuits 1	4

## English

120 Reading and Composition 1	3
121 Reading and Composition 2	3
123 Critical Thinking About Literature	3
125 Critical Thinking and Composition	3
200 Introduction to Creative Writing 1	3
201 Introduction to Creative Writing 2	3
202 Introduction to Creative Writing 3	3
203 Poetry Workshop 1	3
204 Poetry Workshop 2	3
208 Introduction to Dramatic Literature (same as DRAM 114)	3
209 Introduction to Short Fiction	3
210 Introduction to the Novel	3
211 Introduction to Poetry	3
212 Introduction to Literature by Women	3
213 Survey of British Literature 1	3
214 Survey of British Literature 2	3
215 Survey of American Literature 1	3
216 Survey of American Literature 2	3
217 Literature of American Ethnic Diversity	3
220 Shakespeare: Introduction	3
221 Masterpieces of World Literature 1	3
222 Masterpieces of World Literature 2	3
223 The Bible as Literature	3

## English as a Second Language

110 Writing 5	3
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## French

120 First Semester French	5
121 Second Semester French	5
240 Third Semester French	5
241 Fourth Semester French	5

## Geography

101 World Regional Geography	3
102 Human Geography	3
110 Physical Geography	3
114 California Geography	3

## Geology

110 Physical Geology	3
111 Physical Geology Laboratory (lab)	1
112 Fossils, Time & Earth History	3
116 Geology Hazards and Humanity	2
* 190 Special Field Trips in Geology and Natural History	.5-3 ea

## German

120 First Semester German	5
121 Second Semester German	5
240 Third Semester German	5
241 Fourth Semester German	5

## Health

100 Community First Aid and Safety	3
106 Personal and Community Health	3
* 109 Sports Nutrition and Weight Management	3
* <i>HELH 109 and BIOL 103 combined receive maximum credit of one course</i>	

## History

120 United States History 1	3
121 United States History 2	3
122 World Civilization 1	3
123 World Civilization 2	3
135 Modern Asia History	3
140 Modern Latin American History	3
142 History of Mexico	3
145 California History	3
150 History of American Women 1600-1900	3
152 Women in Twentieth Century America	3

# TRANSFER INFORMATION

## Humanities

100 The American Mind 1	3
101 The American Mind 2	3
104 Comparative Religion	3
125 Hispanic Civilizations	3
151 Women's Ethnic Heritage	3
170 Survey and Appreciation of Theatre (same as DRAM 110)	3
174 Diversity in American Drama (same as DRAM 115)	3
175 Survey and Appreciation of Music (same as MUSI 112)	3
180 Survey and History of Jazz (same as MUSI 114)	3
185 Survey and Appreciation of Film (same as DRAM 203)	3
186 Exploring Culture and Gender in Films	3
* 188 Mass Communication in American Culture	3
189 Film Genres	3

\* 188 and JOUR 120 combined: maximum credit, one course

## Italian

120 First Semester Italian	5
121 Second Semester Italian	5
240 Third Semester Italian	5

## Independent Study

Credit for Independent Study, Special Projects or Selected Topics Courses is given only after a review of the course outline by the enrolling UC campus.

## Journalism

* 120 Introduction to Journalism	3
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\* 120 and HUMA 188 combined: maximum credit, one course

## Latin

120 First Semester Latin	5
121 Second Semester Latin	5

## Mathematics

106 Pre-Calculus: Elementary Functions	5
+ 115 Applied Calculus	5
+ 120 Calculus 1	4
121 Calculus 2	4
220 Calculus 3: Linear Algebra	3
221 Calculus 4	3
222 Calculus 5: Differential Equations	3
232 Statistics	3
235 Finite Mathematics	3

+ 115 and 120 combined: maximum credit, one course

## Music

110 Fundamentals of Music	3
112 Survey and Appreciation of Music (same as HUMA 175)	3
114 Survey and History of Jazz (same as HUMA 180)	3
120 Music Reading and Sight Singing	2
121 Music Theory 1	3
122 Music Theory 2	3
130 Beginning Voice Class	2
134 Diction for Singers	3
135 Beginning Piano 1	2
140 Beginning Guitar	2
145 Beginning Winds and Brass	2
150 Beginning Percussion Instruments	2
155 Beginning String Instruments	2
158 Instruments for Majors	1
160 Concert Choir	1
161 Vocal Ensemble, Prima Voce	1
162 Gospel Choir	1
163 Stage Choir	1
164 Ensemble Movement	.5
165 International Vocal Performance	1-3
166 Women's Chorale	1
170 Musical Repertory Performance	1-3
172 Musical Revue Workshop	1-2
174 Rehearsal and Performance Lab: Strings	1
176 Repertory Orchestra	1
177 Rehearsal and Performance Lab: Winds	1
179 Repertory Wind Ensemble	1

# NVC CATALOG 2006 • 2008

181 Jazz Ensemble	.5-1	* 121 Mountain Biking	1.5
185 Stage Band	.5-1	* 122 Soccer	1
201 Summer Orchestra	.5	* 123 Tennis	.5-1.5
221 Music Theory 3	3	* 125 Volleyball	1
222 Music Theory 4	3	* 129 Spinning	.5-1.5
228 Jazz Improvisation 1	3	* 130 Yoga	1.5
229 Jazz Improvisation 2	3	* 131 Cardio Kickboxing	.5-1.5
230 Intermediate Voice	2	* 132 Aerobic Dance	1.5
232 Advanced Voice	2	* 133 Body Sculpting	1.5
235 Intermediate Piano	2	134 Ballet	1
240 Intermediate Guitar	2	136 Jazz Dance	1
245 Intermediate Wind and Brass	2	137 Tap Dance	1
250 Intermediate Percussion	2	138 Modern Dance	1
255 Intermediate String Instruments	2	140 Dance Production	1
258 Instruments for Majors	1	142 Dance Composition	2
298 Selected Topics in Music (See INDP Study)	1-3	* 146 Fitness Flexibility	1.5
		* 147 Swim for Fitness	1.5
		* 148 Walking for Fitness	1.5
		* 149 Physical Fitness	1.5
		* 151 Weight Training	1.5
		* 156 Archery	1
		* 160 Adaptive P.E.	1.5
		** 171 Care and Prevention of Athletic Injuries	3
		+ 172 Modern Sports Officiating/Men	2
		+ 173 Modern Sports Officiating/Women	2
		* 176 Team Sports	1
		* 178 Pre-Season Conditioning	1-2
		204 American Red Cross Lifeguard Training	3
		205 Water Safety Instructor	3
		** 271 Sports Medicine Practicum	2
		** 272 Sports Medicine Training Lab	1
		* 285 Men's Basketball Team	2
		* 286 Women's Basketball Team	2
		* 287 Baseball Team	2
		* 290 Golf Team	2
		* 291 Soccer Team	2
		* 292 Women's Softball Team	2
		* 297 Women's Volleyball Team	2
		* Any or all of these courses combined: maximum credit, 4 units	
		+ Any or all of these courses combined: maximum credit, 8 units	
		** 171, 271 and 272 combined: maximum credit, one course	
<b>Philosophy</b>			
120 Introduction to Philosophy 1	3		
121 Introduction to Philosophy 2	3		
125 Introduction to Ethics	3		
126 Contemporary American Ethics	3		
130 Introduction to Logic	3		
133 World Philosophy	3		
134 Philosophy of Religion	3		
<b>Photography</b>			
120 Introduction to Photography	3		
121 Basic Laboratory Photography	3		
180 History of Photography	3		
<b>Physical Education</b>			
* 100 Swimming	1		
* 102 Water Exercise	1.5		
* 108 Bowling	1		
* 109 Billiards	1		
* 110 Fencing	1		
* 112 Golf	1-1.5		
* 113 Badminton	1		
* 118 Racquetball	1-1.5		
* 120 Skiing	1		

# TRANSFER INFORMATION

## Physics

+ 110 Descriptive Physics	3
+ 111 Descriptive Physics Laboratory (lab)	1
* 120 General Physics 1 (w/lab)	4
* 121 General Physics 2 (w/lab)	4
* 140 Physics for Scientists & Engineers 1 (w/lab)	4
* 240 Physics for Scientists & Engineers 2 (w/lab)	4
* 241 Physics for Scientists & Engineers 3 (w/lab)	4
298 Selected Topics in Physics (See INDP Study)	1-3

+ No credit for 110 or 111 if taken after 120 or 140

\* 120, 121 or PHYS 140, 240, 241 combined: maximum credit, one series. Deduct credit for duplicate topics.

## Political Science

120 Introduction to the Principles of American Government 1	3
121 Introduction to the Principles of American Government 2	3
125 Introduction to Modern Political Ideologies: Today's "Isms"	3
135 Comparative Government	3
140 International Relations	3

## Psychology

120 General Psychology	3
123 Social Psychology (same as SOCI 123)	3
124 Psychology of Adjustment	3
125 Human Development	3
126 Abnormal Psychology	3
128 Cross-Cultural Psychology	3
135 Introduction to Human Sexuality (same as SOCI 135)	3
175 Theories of Personality	3
* 185 Introduction to Child Growth and Development (same as CFS 120)	3
186 The Child, Family and Community (same as CFS 140)	3

\* 185/CFS 120 combined with CFS 180/ANTH 180: maximum credit, one course

## Russian

120 First Semester Russian	5
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## Sociology

120 Introduction to Sociology	3
122 Social Problems	3
123 Social Psychology (same as PSYC 123)	3
135 Introduction to Human Sexuality (same as PSYC 135)	3

## Spanish

** 110 First Semester Spanish Part A	3
** 111 First Semester Spanish Part B	3
-- 114 Second Semester Spanish (Part A)	3
-- 116 Second Semester Spanish (Part B)	3
120 First Semester Spanish	5
121 Second Semester Spanish	5
199 Independent Study in Spanish (See INDP Study)	1-3
* 240 Third Semester Spanish	5
+ 241 Fourth Semester Spanish	5
* 280 Spanish for Native Speakers 1	5
+ 281 Spanish for Native Speakers 2	5

\* 240 and 280 combined: maximum credit, one course

+ 241 and 281 combined: maximum credit, one course

\*\* 110 and 111, must take both to receive transfer credit; maximum credit for both courses is 5 transfer units

-- 114 and 116, must take both to receive transfer credit; maximum credit for both courses is 5 transfer units

## Speech

122 Public Speaking	3
126 Intercultural Communications	3
128 Critical Thinking: Argumentation and Decision Making	3

## Viticulture and Winery Technology

130 General Viticulture	3
136 Wines of the World	3



# PROGRAMS & COURSE ANNOUNCEMENTS

The courses listed in this chapter constitute the curriculum offerings at Napa Valley College. Not all courses are offered every semester. Check the class schedule for the current semester's offerings. Information for each course includes:

- Course Number: degree applicability and transferability.
  - 01-49: Non-transferable; not A.A./A.S. degree applicable; serves special populations.
  - 50-89: Non-transferable; not A.A./A.S. degree applicable, developmental, remedial, or basic skills.
  - 90-99: Non-transferable; A.A./A.S. degree applicable.
  - 100-199: Transferable to CSU; first year course.
  - 200-299: Transferable to CSU; second year course.
  - 300-399: Non-transferable skill credit courses; A.A./A.S. degree applicable
- Unit Credit: semester credit for the course.
- Contact Hours: the number of class hours.
- California Articulation Number: statewide designation of course equivalency across campuses. (see page 76-77).
- Prerequisites: designed to ensure a student's academic background is sufficient for success in the course (see page 32).
- Course Description: a brief statement of material covered in the course.
- Transferability: "CSU" means transferability to the California State University System; "UC" means transferability to the University of California System.

Students wishing to know more about a course prior to enrollment may contact the appropriate division chairperson or the instructor.

## ACCOUNTING (ACCT)

### ACCT 120 3 UNITS

#### **Introduction to Accounting** 3 hours lecture

An introduction to the field of accounting and the role accounting plays in local, national and transnational businesses. This course will focus on the manual preparation of financial statements, specifically, the bookkeeping rules. This discussion includes the use of journals, ledgers, posting and the closing of the financial records ending with a discussion of the possible uses and analysis of financial statements.

**CSU**

### ACCT 121 2 UNITS

#### **Payroll Accounting** 2 hours lecture

An introduction to payroll accounting procedures. Topics include federal and state tax calculations, tax filing and forms required of the employer and employee.

**CSU**

### ACCT 122 3 UNITS

#### **Federal Income Tax for Individuals** 3 hours lecture

A comprehensive introduction to the concepts and principles of individual U.S. income tax law. Examines federal tax laws applicable to the determination, payments and reporting requirements for individual taxpayers.

**CSU**

### ACCT 125 5 UNITS

#### **Financial Accounting** 5 hours lecture

A comprehensive introduction to the principles and procedures involved in the preparation and use of financial accounting reports. An introduction to generally accepted accounting principles impacting the balance sheet, statement of income and statement of cash flows. Emphasis is upon the interpretation and use of those reports as they relate to business decision-making in the areas of planning, administration and control.

**CSU, UC**

### ACCT 126 5 UNITS

#### **Managerial Accounting** 5 hours lecture

A comprehensive introduction to the principles and procedures involved in the preparation and use of managerial accounting reports, its uses and application for business decision-making. Specifically, students will be introduced to the use of internal management tools for business decision-making. Special emphasis will be placed on cost accounting systems and the calculation of product and service costs.

**CSU, UC**

### ACCT 127 2 UNITS

#### **Computer Accounting** 1 hour lecture, 2 hours lab

An introduction to the field of accounting and the role accounting plays in local, national and transnational businesses. This course will focus on the computerized preparation of financial statements, specifically, the bookkeeping rules. A discussion of the theory of journals, ledgers, posting and closing of the financial records will precede the learning of a popular PC based computer program. The course will end with a discussion of the possible uses and analysis of computer generated financial statements.

**CSU**

### ACCT 298 1 - 3 UNITS

#### **Selected Topics in Accounting** 1 - 9 hours lecture/lab

Topics in Accounting not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, lecture/lab or lab class.

**CSU**



# COURSE ANNOUNCEMENTS

## ADMINISTRATION OF JUSTICE (ADMJ)

The Associate of Science Degree in Administration of Justice is a four-semester course of study. Students are required to complete 60 units to include: General Education, Administration of Justice core courses and Electives. All of the seven ADMJ core courses are offered each semester, four during the day and four during the evening.

Certificate programs specializing in Law Enforcement, Paralegal Studies, and Public Safety Dispatch are also available in the Administration of Justice Program. To earn a certificate in one of these areas the student must complete a select group of courses identified below.

### A.S. Degree in Administration of Justice

The courses required to complete the major in the A.S. Degree are: ADMJ 120, 121, 122, 123, 124, 125, and 190. All courses must be completed with a grade of "C" or better.

### Certificate Options

#### Law Enforcement

A certificate in law enforcement for non-academy graduates requires the following 15 units:

ADMJ 143 .....	3
Any combination of two courses selected from ADMJ 124, 127, 154.....	6
Two semesters of Community Service Internship, ADMJ 190-291 .....	6

A certificate in law enforcement for academy graduates requires the successful completion of CJT 200, or the combination of CJT 203, 204 and 205.

Courses required for the law enforcement certificate may be used as electives for the A.S. Degree in Administration of Justice.

#### Public Safety Dispatch

A certificate in public safety dispatch requires 16 units. CJT 296 is required. An additional 3 units is required from CISA 160, CISA 165, CISA 170, CISA 186, or COMS 110. The remaining 6 units may be selected from the following: ADMJ 121, 122, 123, 151, 240, 241; CJT 302, (plus 2 units of Physical Education).

The administration of justice courses may be used as electives for the AS degree in Administration of Justice.

### Paralegal Studies

A certificate in paralegal studies requires 30 units. The students must complete the six core courses, PLEG 270, 271, 272, 273, 277 and 278 and four courses from the following: ADMJ 121, 122, 125; PLEG 190, 274, 275, 276, 279; and BUSI 103. Courses must be completed with a grade of "C" or better (30 units, G.P.A. 2.0).

The paralegal courses and BUSI 103, may be used as electives for the AS degree in Administration of Justice.



### ADMJ 120 3 UNITS

#### *Introduction to the Criminal Justice System* 3 hours lecture

An introduction to the history and philosophy of justice as it evolved throughout the Western world. This course examines the relationship between law enforcement, judicial, and the corrections components of the criminal justice system. The student is introduced to the issues facing each of the components, and, with current strategies related to the development of professionalism and ethics in the criminal justice practitioner. Employment opportunities in the criminal justice system are also reviewed.

**CSU, UC**

### ADMJ 121 3 UNITS

#### *Introduction to Criminal Law* 3 hours lecture

Historical development of law; the philosophical justifications for legal systems and punishments. The student will study the definitions, classifications, and corpus delicti of the major property crimes and crimes against persons. We will also examine the relationships between the law and the criminal justice system, and the consideration of law as a social force.

**CSU, UC**

### ADMJ 122 3 UNITS

#### *Introduction to Criminal Procedures* 3 hours lecture

Study of the roles and responsibilities of each component of the criminal justice system when interacting with violators of the law. Students will become familiar with the procedural rights of an accused from the time of an accusation until the completion of the sentence.

**CSU**



**ADMJ 123** **3 UNITS**  
**Introduction to Justice Communications**  
**3 hours lecture**

An in-depth study of the relationship between the practitioners in the criminal justice system and the community they serve. The student will analyze the casual aspects of community misunderstanding, lack of cooperation, and mistrust. Historical and modern models will be examined, with particular emphasis placed upon community problem-solving and community policing. The importance of language, communication skills, and the understanding of prejudice will be stressed.

**CSU, UC**

**ADMJ 124** **3 UNITS**  
**Introduction to Investigation**  
**3 hours lecture**

Course covers the fundamental issues of criminal investigations, including interviewing techniques, management of evidence collection, technical resources, case preparation, and public and media relations.

**CSU**

**ADMJ 125** **3 UNITS**  
**Introduction to Evidence**  
**3 hours lecture**

The origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest and search and seizure; kinds and degrees of evidence, rules, and case studies.

**CSU**

**ADMJ 127** **3 UNITS**  
**Crime and the Media**  
*(cross-listed as SOCI 129)*  
**3 hours lecture**

This class will examine how the public's perception of crime and criminals is influenced by the mass media. The student will learn to critically analyze many popular notions of crime, criminals and the criminal justice system by looking for stereotyping, overgeneralizations and bias. The class will review newspaper and magazine articles, television news, television dramas, popular films and articles on the Internet.

**CSU**

**ADMJ 143** **3 UNITS**  
**Crime Scene Investigations**  
**2 hours lecture, 2 hours lab**

Introduction to the study and application of criminalistics. The focus is on the crime scene. Students will apply learned skills and techniques in a lab environment.

**CSU**

**ADMJ 154** **3 UNITS**  
**Criminology**  
*(cross-listed as SOCI 154)*  
**3 hours lecture**

Introduction to the theories of crime causation and the relationships between these theories and the practices of correctional, judicial, and law enforcement components of the criminal justice system.

**CSU**

**ADMJ 190** **3 UNITS**  
**Administration of Justice Community Service Internship 1**

**1 hour lecture, 8 hours lab**

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, and private security. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made.

**CSU**

**ADMJ 191** **3 UNITS**  
**Administration of Justice Community Service Internship 2**

**1 hour lecture, 8 hours lab**

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, and private security. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made.

**CSU**

**ADMJ 199** **1 - 3 UNITS**  
**Independent Study in Administration of Justice**  
**9 hours lab**

An independent study course for students with an interest in projects outside the regular curriculum.

**CSU**

**ADMJ 290** **3 UNITS**  
**Administration of Justice Community Service Internship 3**

**1 hour lecture, 8 hours lab**

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, and private security. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made.

**CSU**

# COURSE ANNOUNCEMENTS

## **ADMJ 291** **3 UNITS** **Administration of Justice Community Service Internship 4**

**1 hour lecture, 8 hours lab**

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, and private security. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made.

**CSU**

## **ADMJ 298** **1 - 3 UNITS** **Selected Topics in Administration of Justice**

**9 hours lecture**

Topics in Administration of Justice not covered by regular catalog course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class.

*Prerequisites: Varies with topic selected*

**CSU**

## **AMERICAN SIGN LANGUAGE**

### **ASL 120** **5 UNITS** **Elementary American Sign Language**

**5 hours lecture**

Emphasizes grammar and receptive and expressive skills. Overview of the culture of native signers. Independent study of supplemental video materials will require a minimum of two hours each week. Covers the material of at least two years of high school American Sign Language.

**CSU, UC**

### **ASL 121** **5 UNITS** **Second-Semester American Sign Language**

**5 hours lecture**

Continued study of American Sign Language through expressive and receptive signing, translation, composition, and grammatical analysis and application. Expressive and receptive conversational skills balanced with writing skills. Culture and history of the deaf presented in context.

*Prerequisite: ASL 120*

**CSU, UC**

### **ASL 130** **3 UNITS** **Conversational American Sign Language**

**3 hours lecture**

Contact with native signers and an opportunity to increase fluency in signing.

*Prerequisite: ASL 121*

**CSU**

## **ANTHROPOLOGY**

### **ANTH 120** **3 UNITS** **Introduction to Physical Anthropology**

**3 hours lecture**

A survey of the processes of evolution and population genetics with an emphasis on the development of human beings as physical animals. Topics will include the human skeleton, fossil evidence, Charles Darwin, human taxonomy, and primatology.

*Recommended Preparation: Completion of ENGL 100*

**CSU, UC**

### **ANTH 121** **3 UNITS** **Introduction to Cultural Anthropology**

**3 hours lecture**

This course provides an introduction to human cultural diversity and the methods used by anthropologists to account for it. Topics include family relations, economic activities, politics, gender, and religion in a wide range of societies including non-Western groups worldwide and contemporary groups within the United States (i.e.: African-American, Native-American). Gender roles and women's contributions to culture will be emphasized.

*Recommended Preparation: Completion of ENGL 100*

**CSU, UC**

### **ANTH 130** **3 UNITS** **Introduction to Archeology**

**3 hours lecture**

The development of archaeology as an anthropological study; objectives and methods of modern archaeology; prehistory and growth of culture; the origins and early development of civilization in the Old and New World.

*Recommended Preparation: Completion of ENGL 100*

**CSU, UC**

### **ANTH 131** **3 UNITS** **Archaeology of Ancient Mexico**

**3 hours lecture**

A survey of the ancient civilizations of Mexico as they have been documented through archaeological research. The course covers cultures ranging from the early Formative to the Postclassic periods (1500 B.C. to 1530 A.D.) and includes studies of the Olmecs, the Mayas and the Aztecs, with particular emphasis on Mayan civilization.

**CSU, UC**

**ANTH 150** **3 UNITS**  
**Gender: A Cross-Cultural Perspective**  
**3 hours lecture**

A study of the development of biological sex differences using examples from both human and animal research. A comparison of the biological and behavioral attributes of male and female primates; male and female roles in: hunting/gathering, pastoral, agricultural, and industrial societies. A cross-cultural analysis of contemporary American ethnic groups (Latin American, African American, Native American and Asian American) in regard to sex roles. The perspectives and contributions of women will be emphasized.

**CSU, UC**

**ANTH 180** **3 UNITS**  
**Childhood: A Cross-Cultural Perspective**  
**(cross-listed as CFS 180)**  
**3 hours lecture**

This course will include a comparative study of childhood as it is experienced in a variety of world and American ethnic cultures. The course explores different cultural patterns of child rearing, rates of development as they are influenced by gender and environmental variables. The role of women as child bearers, caretakers, and providers will be emphasized. The effects of rapid culture change on children will be studied with particular emphasis on recent immigration experiences in America.

*Recommended Preparation: Completion of ENGL 100*

**CSU, UC**

**ANTH 199** **1 - 3 UNITS**  
**Independent Study in Anthropology**  
**9 hours lab**

An independent study course for students involved in anthropological research, such as a field project or scholarly paper.

**CSU**

**ANTH 298** **1 - 3 UNITS**  
**Selected Topics in Anthropology**  
**9 hours lecture**

Topics in anthropology not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as seminar, lecture, or lecture/laboratory class.

**CSU**

**ART**

**ART 110** **3 UNITS**  
**Foundations of Visual Art**  
**3 hours lecture**

This course is an introduction to the history, materials and diverse practices of art, architecture and design with a global perspective. Students in this course will explore a context-based approach to the study of the visual arts that focuses on the development of visual literacy with a cross-cultural emphasis.

**CSU, UC**

**ART 115** **3 UNITS**  
**Survey of Art History 1**  
**3 hours lecture**

This course covers the major historical and formal developments of art and architecture from the Upper Paleolithic era to the Medieval period with a global perspective. Topics will include an introduction to basic art historical terminology, analysis of cultural context and foundational theories of aesthetic appreciation.

**CSU, UC**

**ART 116** **3 UNITS**  
**Survey of Art History 2**  
**3 hours lecture**

This course covers the major historical and formal developments of art and architecture from the early Renaissance to the Contemporary period with a global perspective. Topics will include an introduction to basic art historical terminology, analysis of cultural context and foundational theories of aesthetic appreciation.

**CSU**

**ART 117** **3 UNITS**  
**Survey of Modern Art**  
**3 hours lecture**

This course covers the major historical and formal developments of Modernism in art, architecture and design from the mid-nineteenth-century to the present.

**CSU, UC**

**ART 118** **3 UNITS**  
**International Art History**  
**2 hours lecture, 4 hours lab**

In this course the student studies periods in the history of painting, sculpture, architecture, and the minor arts in the geographic area in which they were created (i.e., China, Italy, Egypt). Students will study the original works of art.

**CSU**

**ART 120** **3 UNITS**  
**Two Dimensional Design**  
**2 hours lecture, 4 hours lab**

This is an introductory studio course that focuses on the fundamental elements of two-dimensional art and design. Topics include the introduction of basic design principles, color theory, art terminology and interpretive analysis of form and content. Required for all art majors.

**CSU, UC**

**ART 121** **3 UNITS**  
**Three Dimensional Design**  
**2 hours lecture, 4 hours lab**

This is an introductory studio course that focuses on the basic principles of three-dimensional design with applications in a variety of sculptural media including clay, plaster, wood and paper. Topics include basic design principles, interpretive analysis of form and content and theories of spatial organization. Required for all art majors.

**CSU, UC**

# COURSE ANNOUNCEMENTS

## ART 127

### **Painting 1**

**2 hours lecture, 4 hours lab**

This introductory studio course focuses on the basic techniques and materials of painting, employing a wide range of painting media and subject matter. Topics include color theory, material applications, development of representational and abstract approaches, and strategies for intuitive, individual response to subject matter and materials in directed assignments. Designed for students with no prior experience with painting. Repeatable once for credit.

**CSU, UC**

**3 UNITS**

## ART 128

### **Painting 2**

**2 hours lecture, 4 hours lab**

This studio course is a continuation of the pictorial problems and material techniques of painting introduced in Art 127, focusing on more complex and varied subject matter, media and concepts. Repeatable once for credit.

*Recommended Preparation: ART 127*

**CSU, UC**

**3 UNITS**

## ART 135

### **Introduction to Digital Art**

**2 hours lecture, 4 hours lab**

This course provides an introduction to graphic design using industry standard design programs. Students will explore graphic design careers. The course emphasizes how meaning is produced.

**CSU**

**3 UNITS**

## ART 136

### **Commercial Art & Design 2**

**1 hour lecture, 2 hours lab**

An advanced commercial art and design course implementing the basic techniques covered in Art 135. Students will learn more advanced commands for the software used and will begin to deal directly with clients. Appropriate for those interested in desktop publishing as well as art, design and photography majors. Repeatable for credit two times.

*Recommended Preparation: ART 135*

**CSU**

**2 UNITS**

## ART 137

### **Drawing 1**

**2 hours lecture, 4 hours lab**

This course focuses on the development of observational skills and drawing techniques, employing a wide range of drawing media and subject matter. Students will develop both technical ability and independent, intuitive responses to material and subject matter.

**CSU, UC**

**3 UNITS**

## ART 138

### **Drawing 2**

**2 hours lecture, 4 hours lab**

This studio course is a continuation of the pictorial problems and material techniques of drawing introduced in Art 137, focusing on more complex and varied subject matter, media and concepts. Topics include an introduction to color media, expanded compositional formats and abstraction. Students in this course will build on the fundamental practices of drawing to develop personalized approaches to both content and materials.

*Recommended Preparation: ART 137*

**CSU, UC**

**3 UNITS**

## ART 140

### **Field Drawing Workshop**

**3 hours lecture, 9 hours lab; 6 weeks**

This drawing course explores the fundamentals of on-site, outdoor drawing as preparation for extended in-studio projects with emphasis on both technical and topical development. In this class students will study observational, interpretive and abstract drawing languages, learning to apply each to the problem of representing specific objects and places. Designed for all drawing skill levels. Repeatable once for credit.

**CSU, UC**

**2 UNITS**

## ART 145

### **Sculpture**

**2 hours lecture, 4 hours lab**

Introduces materials, techniques, form, and content of sculpture through the creation of simple sculptural works in selected materials. Repeatable for credit three times.

**CSU, UC**

**3 UNITS**

## ART 147

### **Clay Sculpture**

**2 hours lecture, 4 hours lab**

The use of clay as a means of artistic expression. Emphasis on exploring images and ideas that can be expressed in clay and techniques to execute them. Repeatable once for credit.

**CSU, UC**

**3 UNITS**

## ART 154

### **Introduction To Clay**

**1 hour lecture, 3 hours lab**

An introduction to the unique properties of clay as used in art, architecture, industry and science throughout history. Preparation, fabrication and finishing (appropriate for general interest students, art majors and minors) will be explored through lectures and practical application.

**CSU, UC**

**2 UNITS**

- ART 155** **3 UNITS**  
**Beginning Ceramics**  
*2 hours lecture, 4 hours lab*  
 Basic processes and technology in ceramics and appreciation of clay as a form of artistic expression. Introduction to a variety of handbuilding methods. Lectures on clay, glazes, kilns and firing. Appropriate for all art majors and minors as well as general interest students. Repeatable once for credit.  
**CSU, UC**
- ART 157** **3 UNITS**  
**Introduction to Glazes**  
*2 hours lecture, 4 hours lab*  
 Designed for the student who wishes to understand how glazes are developed, prepared and used. Included are history of ceramic glazes, methods of developing and applying glazes, materials used in glazes, and practical experience in glazing testing and evaluation.  
**CSU, UC**
- ART 158** **3 UNITS**  
**Kiln Design and Construction**  
*2 hours lecture, 4 hours lab*  
 A course for the student who wishes to gain knowledge and experience in the principles, design, and construction of kilns. Included is an understanding of studio kilns through study and preparation of a construction plan, building a kiln, and experience in loading and firing different types of kilns. Repeatable once for credit.  
**CSU**
- ART 170** **1 UNIT**  
**Salt-Fired Pottery**  
*6 hours lab; 6 weeks*  
 Introduction to salt-fired clay which involves considerations of form, surface, and kiln procedures.  
*Recommended Preparation: ART 155*  
**CSU, UC**
- ART 171** **1 UNIT**  
**Raku-Fired Pottery**  
*2 hours lecture, 4 hours lab; 6 weeks*  
 Introduction to direct involvement in the glazing and firing of ceramic ware through the Raku process.  
*Recommended Preparation: ART 155*  
**CSU, UC**
- ART 172** **2 UNITS**  
**Low Fire Clay: Various Approaches**  
*1 hour lecture, 3 hours lab*  
 Introduce students to various aspects of working with clay at lower temperatures, including worldwide historical developments, natural earthenware clays, compounded clay bodies, methods and types of finishing and glazing, and pit firing, electric firing, and raku.  
**CSU**
- ART 180** **3 UNITS**  
**Printmaking 1**  
*2 hours lecture, 4 hours lab*  
 Tools, materials and techniques of printmaking. Some of the mediums used are woodcut, linocut, collograph and other introductory printmaking methods. Repeatable for credit two times.  
**CSU, UC**
- ART 185** **3 UNITS**  
**Mixed Media 1**  
*2 hours lecture, 4 hours lab*  
 This is a studio course that focuses on the materials, techniques and applications of mixed media work in the two-dimensional arts, combining elements of painting, drawing and printmaking. Designed for students who have successfully completed introductory courses in drawing, painting or printmaking.  
**CSU**
- ART 186** **3 UNITS**  
**Mixed Media 2**  
*2 hours lecture, 4 hours lab*  
 This studio course is a continuation of the pictorial problems and material techniques of mixed media art introduced in Mixed Media 1, focusing on more complex and varied subject matter and concepts. Designed for students who have successfully completed Mixed Media 1.  
*Recommended Preparation: ART 185*  
**CSU**
- ART 199** **1 - 3 UNITS**  
**Independent Study In Art**  
*3 - 9 hours lab*  
 Allows students to explore in depth an area of art theory, history or performance under the guidance of an instructor. History projects culminate in a paper; performance projects end in a final art work or body of work evaluated by an instructor.  
**CSU, UC**
- ART 216** **3 UNITS**  
**Survey of Contemporary Art**  
*3 hours lecture*  
 This course offers a comprehensive survey of major developments in the visual arts from 1945 to the present with a special emphasis on current trends, materials and theory.  
**CSU, UC**
- ART 220** **3 UNITS**  
**Studio Workshop**  
*2 hours lecture, 4 hours lab*  
 This course is designed for art students interested in further honing skills learned in drawing, painting, printmaking or mixed media through individually directed work in a supervised studio environment with regular group, individual and written critiques and reviews. Repeatable two times for credit.  
*Recommended Preparation: ART 127, ART 137 or ART 185*  
**CSU**

# COURSE ANNOUNCEMENTS

## ART 233

### **Painting Workshop**

**2 hours lecture, 4 hours lab**

This is a studio course focusing on the development of advanced techniques and concepts in a wide range of painting media as determined by individual interest and experience. This course is designed for students who have successfully completed beginning and intermediate painting courses in oil or water based media and emphasizes individual development and problem solving skills. Repeatable twice for credit.

*Recommended Preparation: ART 128*

**CSU, UC**

**3 UNITS**

## ART 235

### **Painting Studio**

**2 hours lecture, 4 hours lab; 6 weeks**

A short-term course in oil, acrylic, or watercolor for beginning through advanced students. Includes technique, materials and methods, color/design, thematic direction. Topics selected by consultation with instructor. Repeatable once for credit.

**CSU, UC**

**1 UNIT**

## ART 236

### **Pastel Painting**

**2 hours lecture, 4 hours lab; 6 weeks**

A short-term course designed to introduce students to the techniques of painting in pastels (pencils, hard and soft sticks, or oil sticks). Designed for beginning through advanced students. Topics include technique, materials and methods, color, composition, and subject, including still-life and on-location landscapes. Repeatable once for credit.

**CSU**

**1 UNIT**

## ART 237

### **Life Drawing**

**2 hours lecture, 4 hours lab**

This course focuses on drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and an introduction to the historical and contemporary role of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. Repeatable one time.

*Recommended Preparation: ART 137*

**CSU, UC**

**3 UNITS**

## ART 241

### **Painting Studio II**

**2 hours lecture, 4 hours lab; 6 weeks**

A short term, intensive studio painting course tailored to the specific needs of student artists enrolled. Painting Studio II is a course of study for further investigation of advanced visual problems in a focused environment. Repeatable for credit one time.

*Recommended Preparation: ART 235*

**CSU, UC**

**1 UNIT**

## ART 255

### **Intermediate Ceramics**

**2 hours lecture, 4 hours lab**

Develops an understanding of clay as a form of artistic expression. Use of the potter's wheel and study of ceramic technology. Repeatable two times for credit.

*Prerequisite: ART 155 or equivalent*

**CSU, UC**

**3 UNITS**

## ART 256

### **Skill Building in Ceramics**

**1 hour lecture, 3 hours lab**

For the advanced student to learn to appraise their present technical and aesthetic skill level, identify an area for improvement, compose and employ a plan to accomplish it.

*Recommended Preparation: ART 147, ART 154, or ART 155*

**CSU, UC**

**2 UNITS**

## ART 257

### **Basic Glaze Theory**

**2 hours lecture, 4 hours lab**

The history of ceramic glazes. Lab experience in glaze testing and evaluation.

*Prerequisite: ART 157 or equivalent*

**CSU, UC**

**3 UNITS**

## ART 258

### **Ceramic Workshop**

**1 hour lecture, 3 hours lab**

For students with basic skills in either handbuilding or wheelthrowing. Emphasis on developing areas of strengths and critical assessment of work. Contemporary developments in ceramic art included through slides, workshops and field trips. Repeatable two times for credit.

*Recommended Preparation: ART 155*

**CSU, UC**

**2 UNITS**



## ART 259

### *Drawing and Painting on Clay* 1 hour lecture, 3 hours lab

Introduction to the methods of drawing and painting on clay as a form of artistic expression. Emphasis is on exploring images and ideas that are suitable for clay and to develop skills and techniques needed to execute them. Repeatable for credit three times.

*Recommended Preparation:* ART 155  
**CSU, UC**

2 UNITS

## ART 260

### *Digital Art and Graphic Design 1* 2 hours lecture, 4 hours lab

This course provides an in depth study of vector-based image making using Adobe Illustrator CS. Students will make informed aesthetic choices while developing graphic design computing skills. This course emphasizes concept, craft and clarity of visual communication.

**CSU**

3 UNITS

## ART 261

### *Digital Art and Graphic Design 2* 2 hours lecture, 4 hours lab

This course provides an in-depth study of Adobe InDesign, the industry standard for producing multiple-page documents. Students will make informed aesthetic choices while developing graphic design computing skills. This course emphasizes concept, craft and clarity of visual communication.

**CSU**

3 UNITS

## ART 265

### *Image Editing for Artists* 2 hours lecture, 4 hours lab

This course is an in-depth exploration of digital image editing using Adobe Photoshop with traditional artistic concepts to create original art work. Special attention is given to making informed, aesthetic choices to create complex, layered photo-compositions. This course is suitable for both commercial and fine artists.

**CSU**

3 UNITS

## ART 298

### *Selected Topics in Art* 1 - 9 hours lecture

Topics in art not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**CSU**

1 - 3 UNITS

## ASTRONOMY

### ASTR 110

#### *Descriptive Astronomy*

#### 3 hours lecture, 0.5 hour lab

An introductory general education course on the formation, properties, evolution, and fates of celestial objects—from galaxies to planets to black holes. Group evening sky-observing is included.

**CSU, UC**

3 UNITS

### ASTR 111

#### *Practical Astronomy*

#### 3 hours lecture, 0.5 hour lab

An introductory general education course which emphasizes how to observe and understand the motions of the celestial objects, including the sun, moon, planets, comets, meteors, and stars. Evening group sky-observing is included.

**CSU, UC**

3 UNITS

## BIOLOGY

### BIOL 103

#### *Nutrition Today*

#### 3 hours lecture

This is a general education course for those with no previous background in nutrition, and intended primarily for the non-nutrition major. Course content includes a study of nutrients, their use and effect in the body, psychological, economic, cultural, social and geographic influences of nutritional practices. Calorie and nutrient analysis is considered in relation to balanced diets and weight control. The principles of nutrition are considered in relation to current concerns, and the basic ideas of biochemistry are introduced.

**CSU, UC**

3 UNITS

### BIOL 105

#### *Human Biology: Nutrition, Health & Disease*

#### 3 hours lecture, 3 hours lab

A survey of human biology focusing on anatomy, physiology, cell development, tissues, organs and organ systems. The course also covers molecular biology, genetics, ecology, evolution and diversity. Specifically designed for health occupations students as a prerequisite to Human Anatomy and Human Physiology, but is also designed for the non-major as well.

*Recommended Preparation:* ENGL 100, MATH 94, and CHEM 110

**CSU, UC**

4 UNITS

### BIOL 110

#### *Survey of Biology*

#### 3 hours lecture, 3 hours lab

A study of life, including surveys of plant and animal kingdoms, mammalian anatomy and physiology, cytology, genetics, and ecology. Intended for non-biology majors and health occupations students.

**CSU, UC**

4 UNITS

# COURSE ANNOUNCEMENTS

## BIOL 111

### **Studying the Biological Sciences** **24 hours lecture, 12 weeks**

This course will introduce the student to the culture of the university and university biology. The student will learn concepts, skills and information that will assist in the near term with community college courses, and, in the long term, in transfer to a four year university and toward a career. The overall goal of the course is to assist students in making informed decisions regarding university transfer, research internship participation and careers. The course will be a balance of conceptual models designed to inform the student about the study and practice of biology, and practical information that will be immediately useful. CR/NC Grading only.  
**CSU**

1 UNIT

## BIOL 112

### **Introduction to Environmental Studies** **3 hours lecture**

This course is an exploration of ecological principles including weather, animal and plant interaction, the cellular and molecular basis of life and the interdependence of all these factors. The role of humans in the environment will also be a focus of the course. This is an introductory course for the science major as well as the non-major.  
**CSU, UC**

3 UNITS

## BIOL 117

### **Wildlife Biology** **3 hours lecture**

Introduction to the biology and ecology of terrestrial wildlife. Basic principles of wildlife management. One Saturday field trip to wildlife refuges.  
**CSU, UC**

3 UNITS



## BIOL 120

### **General Biology** **3 hours lecture, 3 hours lab**

Study of the basic principles of Biology on the molecular and cellular levels with emphasis on macromolecules of life, organelle structure, cellular metabolism, cellular reproduction, Mendelian and molecular genetics and histology. Intended primarily for Biology Majors or students requiring a molecular/cellular interpretation of life.  
*Prerequisite: CHEM 120*  
**CSU, UC**

4 UNITS

## BIOL 190

### **Natural History/Selected Topics** **9 - 36 hours lab**

The study of the flora, fauna, communities, ecosystems and biomes of selected geographical regions in the world. These are field oriented courses which may involve moderately demanding hiking and observations to be made in the field. The titles will change according to the topic studied. Repeatable 4 times for credit.  
**CSU**

0.5 - 3 UNITS

## BIOL 199

### **Independent Studies in Biology** **3 - 9 hours lab**

Study in area of biology of special interest to student. May include advanced studies and projects begun in other biology courses or biological studies not normally included in formal course work.  
*Prerequisites: Two college biology courses; submission of a written proposal to be assessed by two regular biology instructors.*  
**CSU, UC**

1 - 3 UNITS

## BIOL 218

### **Human Anatomy** **3 hours lecture, 6 hours lab**

An introduction to the principles of the gross and microscopic anatomy of the human body. Dissection of a human cadaver and a cat are supplemented by models, charts, and microscopic preparation of human structures. Primarily intended for students pursuing a B.A./B.S. degree.  
*Prerequisites: BIOL 110 or college equivalent, or BIOL 105*  
**CSU, UC**

5 UNITS

## BIOL 219

### **Human Physiology** **3 hours lecture, 6 hours lab**

An introduction to the biochemical and cellular mechanisms of the organ systems of the human body. Lab exercises include measurements taken on individual students and preserved specimens.  
*Prerequisites: BIOL 110 or BIOL 105, and CHEM 110*  
*Recommended Preparation: BIOL 218*  
**CSU, UC**

5 UNITS



## BIOL 220

### General Microbiology

3 hours lecture, 6 hours lab

Morphology, metabolism, molecular genetics and ecology of bacteria, fungi, viruses, helminths and protozoa. Extensive laboratory work include aseptic techniques, methods of cultivation, identification and enumeration of bacteria, examination of physiologic characteristics and recombinant DNA techniques using common bacteria. For students majoring in biological sciences, medicine, veterinary medicine, dental hygiene, nursing, public health.

*Prerequisites:* BIOL 120, BIOL 150, or BIOL 219

**CSU, UC**

5 UNITS

## BIOL 240

### General Zoology

3 hours lecture, 6 hours lab

An integrated course in classical zoology and current theories in evolution. Emphasis is on the anatomy, physiology, embryology, and natural history of all major phyla as well as the mechanisms of evolution governing all living organisms. Intended for Biology Majors.

*Prerequisite:* BIOL 120

**CSU, UC**

5 UNITS

## BIOL 241

### General Botany

3 hours lecture, 6 hours lab

An integrated study of classical botany and ecological principles. The course includes the natural history, life cycles, anatomy, and evolution of the protista, fungi, and plant kingdom. Intended for Biology Majors.

*Prerequisite:* BIOL 120

**CSU, UC**

5 UNITS

## BIOL 298

### Selected Topics in Biology

9 - 36 hours lab

Topics in biology not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**CSU**

1 - 3 UNITS



## BROADCAST TELEVISION ENGINEERING TECHNOLOGY

The Broadcast Television Engineering Technology program is designed to train students for well paid, technically diverse positions in the manufacture, operation, production, design and maintenance of professional television production systems. This program is certified by the Society of Broadcast Engineers, Inc. Students can join the student chapter of the Society of Motion Picture and Television Engineers.

The courses required to complete the Broadcast Television Engineering Technology major are: BTV 98, 109, 120, 121, 140, 141, 220, 221, 222, 240, 241, and 242 for a total of 62 units.

First Semester	Units
BTV 98 Electronics Math 1 .....	3
BTV 120 TV Studio Techniques 1 .....	4
BTV 121 TV Studio Techniques Lab 1 .....	4
English Composition* (Busi 105, 111, or Engl 120).....	3
Physical Education .....	1
	<b>15</b>

Second Semester	Units
BTV 109 Electronics Math 2 .....	3
BTV 140 TV Studio Techniques 2 .....	4
BTV 141 TV Studio Techniques Lab 2 .....	4
PHYS 105 or 110* .....	3
Physical Education .....	1
	<b>15</b>

Third Semester	Units
BTV 220 Television Systems .....	6
BTV 221 Operations/Maintenance 1 .....	2
BTV 222 Broadcast Television Electronics 1.....	3
Electives (see list below) .....	3
Physical Education* .....	1
	<b>15</b>

Fourth Semester	Units
BTV 240 TV Systems Maintenance 1 .....	6
BTV 241 Maintenance Lab .....	2
BTV 242 Broadcast Television Electronics 2.....	3
Humanities** .....	3
Social Sciences*** .....	3
	<b>17</b>

Choose a 1-3 unit elective. The following subject areas are highly recommended: BTV 199, Computer Information Systems - Networks (CISN), Computer Studies, Digital Design Graphics Technology (CAD/CAM), Photography, Welding or Machine Shop.

\* Meets General Education requirement.

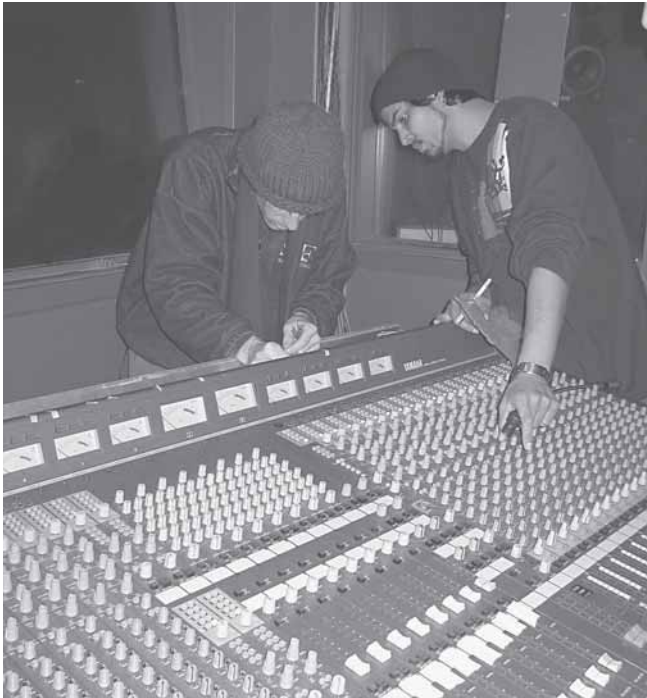
\*\* ANTH 150; DRAM 115; ENGL 217; HUMA 174, 186 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Humanities.

\*\*\* ANTH 121, 180; CFS 140, 180; HIST 145, 150, 152; PSYC 128; will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Social Science.

# COURSE ANNOUNCEMENTS

## Options

1. **Certificate Program - Course required to complete major:**
2. **A.S. Degree:** All courses listed. All courses must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required.
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.
4. **Advanced Study:** BTV 199



## **BTV 98** **Electronics Math 1** **3 hours lecture**

**3 UNITS**

This course is intended for those students enrolled in BTV 120, TV Studio Techniques 1. Content includes scientific notation, determinants, ratio-proportion, factoring, quadratic equations, functions, and graphs.

**Co-requisite:** BTV120, BTV 121  
**CSU**

## **BTV 109** **Electronics Math 2** **3 hours lecture**

**3 UNITS**

This course is intended for those students enrolled in BTV 140, TV Studio Techniques 2 and BTV 141 TV Studio Techniques Lab 2. Content includes trigonometric concepts such as basic functions, identities, laws of sines and cosines, complex arithmetic logarithms and numbering systems and logic.

**Prerequisite:** BTV 98, BTV 120, BTV 121  
**Co-requisite:** BTV140, BTV 141  
**CSU**

## **BTV 120** **Television Studio Techniques 1** **2 hours lecture; 6 hours lab**

**4 UNITS**

This course is designed to acquaint the student with the operation of a broadcast television studio and related technical fields. Students will participate in the operation of studio equipment to produce a script written by classmates and serve as director of their own production. The student will edit their production using professional hardware and will be evaluated on their technical understanding of the television system.

**Co-requisite:** BTV 98, BTV 121  
**CSU**

## **BTV 121** **TV Studio Lab 1** **3 hours lecture, 3 hours lab**

**4 UNITS**

This course is designed to acquaint the student with professional television broadcast equipment and to develop skills in the operation of the television camera, microphone placement, studio lighting, electronic visual effects and video editing. The professional television equipment in the studio will be used to develop the student's skills to successfully master the operation of the equipment to produce quality television productions.

**Co-requisite:** BTV 98, BTV 120  
**CSU**

## **BTV 140** **Television Studio Techniques 2** **2 hours lecture; 6 hours lab**

**4 UNITS**

This course is designed to acquaint the student with the theory of operation and alignment of the equipment used in the broadcast television studio. These include color cameras, video monitors, lighting systems, etc. Media recording standards, worldwide video standards, systems factors, governing bodies and professional associations are also covered.

**Prerequisite:** BTV 98, BTV 120 BTV 121  
**Co-requisite:** BTV 109, BTV 141  
**CSU**

## **BTV 141** **Television Studio Techniques Lab 2** **3 hours lecture, 3 hours lab**

**4 UNITS**

This is a continuance of the first semester lab which is designed to acquaint the student with professional television broadcast equipment. The professional television equipment in the studio will be used to develop the student's skills to successfully master the operation of the equipment to produce television productions as well as to better understand the technical operation of broadcast television.

**Prerequisite:** BTV 98, BTV 120, BTV 121  
**Co-requisite:** BTV 109, BTV 140  
**CSU**

**BTV 199** **1 - 3 UNITS**  
**Independent Study in Broadcast Television Engineering Technology**

**3 - 9 hours lab**  
 Supervised project related to the student's major. An opportunity to integrate classroom study with special projects expanding the student's experience and proficiency in an area of his/her personality and interest.

*Prerequisite: Concurrent enrollment in Broadcast Television Engineering Technology (BTV) program.*

**CSU**

**BTV 220** **6 UNITS**  
**Television Systems Maintenance**

**6 hours lecture**  
 This course is designed to develop an understanding of the electronic, mechanical and environmental factors involved in maintaining television equipment. The theory of operation covers television cameras, monochrome and color monitors, visual effects, video circuitry, automation and data communications. Also included is electronic symbols and schematic interpreting. Governing bodies and associations are covered.

*Prerequisite: BTV 109, BTV 140, BTV 141*

*Co-requisite: BTV 221, BTV 222*

**BTV 221** **2 UNITS**  
**Television Studio Operations and Maintenance 1**

**6 hours lab**  
 This is a laboratory course designed to allow the student to perfect technical set-up, maintenance and installation techniques involved in commercial, educational and industrial television. To be covered is television systems' maintenance including camera, lens, lighting, audio and video signals, graphics, film reproduction, videotape recording, special effects and projection equipment. Safety will be stressed.

*Prerequisite: BTV 109, BTV 140, BTV 141*

*Co-requisite: BTV 220, BTV 222*

**CSU**

**BTV 222** **3 UNITS**  
**Broadcast Television Electronics 1**

**2 hours lecture, 4 hours lab**  
 This course is designed to develop an understanding of the electronics as it is involved in maintaining television equipment. Theory of operation covers cameras, monochrome and color monitors, mix effects and terminal equipment. Laboratory demonstrations include alignment of equipment, use of test equipment and the reading of schematics. Provides experience in maintaining equipment on the job.

*Prerequisite: BTV 109, BTV 140, BTV 141*

*Co-requisite: BTV 220, BTV 221*

**CSU**

**BTV 240** **6 UNITS**  
**Television Systems Maintenance 2**

**6 hours lecture**  
 This course is designed to develop an understanding of the electronic, mechanical and environmental factors involved in maintaining television equipment. Course covers mix effects, terminal equipment, digital audio, magnetic and optical recording systems. Analog component encoding and decoding, composite digital and component digital encoding are covered. Laboratory demonstrations teach design techniques and maintenance procedures involved in maintaining television systems. These classes are designed to gain actual experience in maintaining equipment found on the job.

*Prerequisite: BTV 220, BTV 221, BTV 222*

*Co-requisite: BTV 241, 242*

**CSU**

**BTV 241** **2 UNITS**  
**Television Studio Operations and Maintenance 2**

**6 hours lab**  
 This course is a continuation of laboratory courses designed to allow the student to perfect technical setup, maintenance and installation techniques involved in commercial, educational and industrial television systems maintenance. Covered are cameras, lens, lighting, audio and video signals, graphics, film to video transfer, videotape recording, special effects and projection systems. Safety will be stressed.

*Prerequisite: BTV 220, BTV 221, BTV 222*

*Co-requisite: BTV 240, 242*

**CSU**

**BTV 242** **3 UNITS**  
**Broadcast Television Electronics 2**

**2 hours lecture, 4 hours lab**  
 This course is designed to develop an understanding of the electronic, mechanical and environmental factors involved in maintaining television equipment. Theory of operation covers the entire broadcast studio. Laws pertaining to the broadcast industry are covered. Provides experience in maintaining equipment on the job.

*Prerequisite: BTV 220, BTV 221, BTV 222,*

*Co-requisite: BTV 240, 241*

**CSU**



# COURSE ANNOUNCEMENTS



## BUSINESS

The Associate of Science Degree in Business is a four-semester course of study designed to prepare students for a career in the business world. Students may earn the more generalized Associate of Science Degree in Business and Commerce or concentrate their study of business in any of the following programs: Accounting and Finance, Computer Studies, Office Administration or Management and Business.

The degree consists of the following components and must total at least 60 units. The General Education and Business Core components are the same for all program concentrations: General Education, 21 units; Business Core, 15-17; Concentration, 12-25; Electives, 0-12.

After completing the above requirements, the student will be awarded an A.S. Degree in Business with or without a specified program concentration. If the student continues his or her studies and completes the required coursework in an additional concentration, that program concentration designation will be added to his or her A.S. Degree; **a second, separate degree is not awarded.**

The Associate of Science Degree in Business can be part of a transfer program. Students planning to transfer to four-year institutions should consult a counselor regarding an Associate of Arts (A.A.) degree.

A number of certificate programs are also available in the Business and Computer Studies Division. After completing a selected group of courses (ranging from 20 to 42 units), it is possible to earn a certificate.

The certificates available are: Bookkeeping, Computer Studies (Microcomputer Applications Specialist or Computer Studies), Management Information Systems, Networking Technology and Office Assistant Studies.

After verifying that the appropriate classes have been completed with a grade of "C" or better, the Program Coordinator will grant your certificate.

## CONCENTRATION IN ACCOUNTING

First Semester	Units
BUSI 90 Business Mathematics .....	3
BUSI 100 Intro. to Business.....	3
BUSI 176 Machine Calculations.....	2
CISA 170 Keyboarding 1.....	1
ECON 100 Economics 1 .....	3
Physical Education .....	2
	<hr/>
	14

Second Semester	Units
ACCT 125 Financial Accounting .....	5
ACCT 121 Payroll Accounting .....	2
BUSI 105 Business Communications .....	3
BUSI 185 Business English .....	2
COMS 110 Intro. to Microcomputers .....	3
Physical Education .....	1
	<hr/>
	16

Third Semester	Units
ACCT 127 Computer Accounting .....	2
ACCT 122 Federal Income Tax for Individual .....	3
ACCT 126 Managerial Accounting.....	5
SPEE 124 Career Communications	
or SPEE 126 Intercultural Communications*** .....	3
Business Elective* .....	2
	<hr/>
	15

Fourth Semester	Units
BUSI 103 Legal Environ. of Business .....	3
BUSI 242 Fundamentals of Finance .....	3
CISA 165 Spreadsheets .....	3
Natural Sciences ** .....	3
Humanities ** .....	3
	<hr/>
	15

\* Select from any course with an "ACCT," "BUSI," "CISA," "CISN," "COMS," or "ECON" designation.

\*\* GEOG 114 and PHIL 125 are strongly recommended; however, another course may be chosen to meet each area requirement.

\*\*\* SPEE 126 satisfies both the Multicultural/Gender Studies Requirement and the Communication and Analytical Thinking Requirement for the A.S. Degree.

### Options

- One-year Bookkeeping certificate:** ACCT 120 (or 121), 125 (or 126), 127; BUSI 90, 100, 103, 105 or 111, 176; CISA 165; COMS 100 (or 110). All courses must be completed with a grade of "C" or better.
- A.S. Degree:** All courses as listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
- Transfer to a four-year college:** Consult the Napa Valley College Catalog, the catalog of the college or university of your choice, and a Napa Valley College counselor for specific requirements.

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## CONCENTRATION IN BUSINESS AND COMMERCE

First Semester	Units
BUSI 90 Business Math .....	3
BUSI 100 Introduction to Business .....	3
BUSI 185 Business English .....	2
CISA 170 Keyboarding 1 .....	1
Concentration Requirement** .....	3
Physical Education .....	2
	14

Second Semester	Units
BUSI 105 Business Communications .....	3
ACCT 120 Intro. to Accounting or ACCT 125 Financial Accounting .....	3
COMS 110 Intro. to Microcomputers .....	3
Concentration Requirement** .....	6
	15

Third Semester	Units
BUSI 103 Legal Environ. of Business .....	3
ECON 100 Economics 1 .....	3
Humanities * .....	3
Business Electives*** .....	3
Concentration Requirement** .....	3
Physical Education .....	1
	16

Fourth Semester	Units
Natural Sciences * .....	3
SPEE 124 Career Communications or SPEE 126 Intercultural Communications**** .....	3
Business Electives*** .....	9
	15

\* GEOG 114 and PHIL 125 are strongly recommended; however, another course may be chosen to meet each area requirement.

\*\* Select one three-unit class from each of the following four concentrations: Accounting & Finance, Computer Studies, Office Administration and Management & Marketing.

\*\*\* Select from any course with a "ACCT," "BUSI," "CISA," "CISN," "COMS," or "ECON" designation.

\*\*\*\* SPEE 126 satisfies both the Multicultural/Gender Studies Requirement and the Communication and Analytical Thinking Requirement for the A.S. Degree.

### Options

1. **A.S. Degree:** All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
2. **Transfer to a four-year college:** **THIS PROGRAM IS NOT INTENDED TO BE A TRANSFER PROGRAM.** Consult the catalog of the college or university of your choice and a NVC counselor for specific requirements.

## CONCENTRATION IN COMPUTER STUDIES

First Semester	Units
BUSI 100 Introduction to Business .....	3
BUSI 185 Business English .....	2
CISA 170 Keyboarding .....	1
COMS 110 Intro. to Microcomputers .....	3
MATH 90 Beg. Algebra (or higher) .....	5
Physical Education .....	2
	16

Second Semester	Units
ACCT 120 Intro. To Accounting or ACCT 125 Financial Accounting .....	3
BUSI 105 Business Communications .....	3
CISA 165 Spreadsheets .....	3
CISA 186 Beginning Word Processing .....	2
COMS 100 Intro. to Computer Systems .....	3
COMS 120 BASIC Programming .....	3
	17

Third Semester	Units
CISA 160 Database .....	3
CISA 284 Adv. Word Processing .....	2
COMS 121 Adv. BASIC Programming .....	3
ECON 100 Economics 1 .....	3
Natural Sciences .....	3
Physical Education .....	1
	15

Fourth Semester	Units
BUSI 103 Legal Environ. of Business .....	3
CISN 142 Operating Systems <b>OR</b> CISA 212 UNIX .....	3
Humanities* .....	3
SPEE 124 Career Communications or SPEE 126 Intercultural Communicatons** .....	3
	15

\* GEOG 114 and PHIL 125 are strongly recommended; however, another course may be chosen to meet each area requirement.

\*\* SPEE 126 satisfies both the Multicultural/Gender Studies Requirement and the Communication and Analytical Thinking Requirement for the A.S. Degree.

### Options

1. **Certificate Program - Microcomputer Applications Specialist:** BUSI 105 or ENGL 120; CISA 160, 165, 170, 186, and 142 or 212; COMS 100; MATH 90; SPEE 124. Courses must be completed with a grade of "C" or better.
2. **Certificate Program - Management Information Systems:** ACCT 120; BUSI 100, 103, 185; CISA 160, 165, 170, 186, 210, 284; COMS 100, 110, 120, 121, 215; MATH 90. Courses must be completed with a grade of "C" or better.
3. **Computer Networking Technology Certificate:** CISN 110, 120, 130, and two courses from the following: CISN 141, 145, 150, 165. Courses must be completed with a grade of "C" or better.

# COURSE ANNOUNCEMENTS

- A.S. Degree:** All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
- Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements. At most 4-year schools, Computer Science is a combination of basic science, electronics, and advanced mathematics.
- A student who plans to obtain a 4-year degree in the field of computers should examine all the information regarding various programs that are available. Information about career opportunities and educational programs in this field is available at the Napa Valley College Career Center.

## CONCENTRATION IN MANAGEMENT AND BUSINESS

First Semester	Units
ACCT 125 Financial Accounting .....	5
BUSI 100 Introduction to Business .....	3
CISA 170 Keyboarding I .....	1
Restricted Computer Studies Elective* .....	3
Elective .....	3
	<hr/>
	15
Second Semester	Units
BUSI 103 Legal Environ. of Business .....	3
ACCT 126 Managerial Accounting .....	5
Restricted Mathematics Elective** .....	3
Natural Science .....	3
Physical Education .....	1
	<hr/>
	15
Third Semester	Units
BUSI 185 Business English .....	2
ECON 100 Macroeconomics .....	3
Restricted Mathematics Elective** .....	3
Physical Education .....	1
Elective .....	3
Humanities .....	3
	<hr/>
	15
Fourth Semester	Units
ECON 101 Microeconomics .....	3
BUSI 105 Business Communications .....	3
Restricted Computer Studies Elective* .....	3
Physical Education .....	1
Elective .....	2
Multicultural/Gender Studies *** .....	3
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	15

\* Restricted Computer Studies Electives (must complete 2 classes): COMS 110, 120, 125; CISA 160, 165, 186

\*\* Restricted Mathematics Electives (must complete 2 classes): BUSI 90; MATH 94, 115, 120, 232, 235

\*\*\* A course from this area may double-count as a Humanities requirement.

### Options:

- A.S. Degree:** All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
- Transfer to a four-year college:** This program may be used for meeting the transfer requirements of some university business schools. Consult the catalog of the college or university of your choice and a NVC counselor for specific requirements.

## CONCENTRATION IN OFFICE ADMINISTRATION

First Semester	Units
BUSI 90 Business Math .....	3
BUSI 176 Machine Calculations .....	2
BUSI 185 Business English .....	2
CISA 170 Keyboarding 1 .....	3
COMS 110 Intro. to Microcomputers .....	3
COUN 110 Career/Life Planning .....	3
	<hr/>
	16
Second Semester	Units
ACCT 120 Intro. To Accounting or ACCT 125 Financial Accounting .....	3-5
BUSI 105 Business Communications .....	3
BUSI 177 Records Management .....	2
CISA 171 Keyboarding 2 .....	3
CISA 186 Beginning Word Processing .....	2
	<hr/>
	13-15
Third Semester	Units
BUSI 100 Introduction to Business .....	3
CISA 270 Keyboarding 3 .....	3
ECON 100 Economics 1 .....	3
Humanities * .....	3
SPEE 124 Career Communications or SPEE 126 Intercultural Communications** .....	3
	<hr/>
	15
Fourth Semester	Units
BUSI 103 Legal Environment of Business .....	3
BUSI 275 Machine Transcription .....	2
CISA 284 Advanced Word Processing .....	2
CISA 287 Desktop Publishing/or CISA 288 Presentation Software .....	1
Natural Sciences * .....	3
WOEX 193 Vocational Work Experience .....	2
Physical Education .....	3
	<hr/>
	16

\* GEOG 114 and PHIL 125 are strongly recommended; however, another course may be chosen to meet each area requirement.

\*\* SPEE 126 satisfies both the Multicultural/Gender Studies Requirement and the Communication and Analytical Thinking Requirement for the A.S. Degree.

## Options

1. **One-year Office Assistant Studies Certificate:** All courses listed for the first year of the curriculum. Courses must be completed with a grade of "C". Consultation is required with the Program Coordinator.
2. **A.S. Degree:** All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

## **BUSI 90** **3 UNITS**

### **Business Mathematics**

#### **3 hours lecture**

Application of arithmetic to practical problems encountered by clerical workers, secretaries, realtors, salespeople, mid-managers or bank employees. Mathematics of credit, marketing, payroll, insurance, business ownership depreciation, accounting ratios, investments and statistics.

*Recommended Preparation: MATH 10*

## **BUSI 100** **3 UNITS**

### **Introduction to Business**

#### **3 hours lecture**

This course is an overview of contemporary American business. The course explores private enterprise, entrepreneurship, management, marketing, finance, securities, business law, and information systems.

**CSU, UC**

## **BUSI 103** **3 UNITS**

### **Legal Environment of Business**

#### **3 hours lecture**

An overview of law and the legal system. Rule of law and its foundation in ethics; American legal process and institutions; selected areas of governmental regulation in employment, consumer transactions, competition and the environment. Private law concepts of tort, contract, agency and business organizations. Public policy, ethical, and management concerns related to legal questions.

**CSU, UC**

## **BUSI 105** **3 UNITS**

### **Business Communications**

#### **3 hours lecture**

Written communication for business. Reviews punctuation, sentence structure, and style. Focuses on writing skills in letters, memos, and business reports. Introduces students to research methods and procedures. Written assignments total a minimum of 8,000 words.

*Recommended Preparation: Eligibility for ENGL 120, or successful completion of ENGL 100*

**CSU**

## **BUSI 108** **3 UNITS**

### **Financial Planning and Investing**

#### **3 hours lecture**

Methods of managing personal finances in the light of current and projected levels of income and expenditure. Financial considerations involving inflation, taxes, investments, insurance, securities, real estate, banking, savings, pension plans, IRA's, 401K's, borrowing funds, budgeting, social security and business ventures.

**CSU**

## **BUSI 110** **3 UNITS**

### **Human Relations in Organizations**

#### **3 units; 3 hours lecture**

Effectiveness in work situations: organization styles, leadership, motivation, adaptation, employee/employer rights and responsibilities, communications, coping with and creating change.

**CSU**

## **BUSI 111** **3 UNITS**

### **Technical Report Writing**

#### **3 units; 3 hours lecture**

Practical application of correct written English in technical/occupational fields. Professional technical writing and presentation to technical audiences is stressed by introducing the students to technical report writing, letters, resumes, technical instructions, and related graphics and Internet Web pages. Investigating, planning, organizing, revising, and collaborating are emphasized in writing accurately, clearly, and concisely while using correct grammar, spelling, and punctuation. Written assignments total a minimum of 8,000 words.

*Recommended Preparation: Eligibility for ENGL 120 or successful completion of ENGL 100*

**CSU**

## **BUSI 142** **3 UNITS**

### **Principles of Management**

#### **3 hours lecture**

Analysis of basic management theory and concepts. The primary functions of management (planning, organizing, coordinating, and controlling) are studied in depth.

**CSU**

## **BUSI 143** **3 UNITS**

### **Small Business Management**

#### **3 hours lecture**

The roles of entrepreneurs and small business in today's economy. Problems in buying or starting a new business: location, organization, staffing, record keeping, marketing, and financial/legal considerations.

**CSU**

# COURSE ANNOUNCEMENTS

<b>BUSI 150</b> <b>Sales</b> <b>3 hours lecture</b> Basic principles of sales and the development of sales techniques in select fields. Includes lectures, discussions, demonstrations, and making a sales presentation. <b>CSU</b>	<b>3 UNITS</b>	<b>BUSI 185</b> <b>Business English</b> <b>2 hours lecture</b> Principles and application of business correspondence language skills; grammar and proper usage; punctuation, hyphenation and division of words, number rules, capitalization, abbreviations, contractions, and proofreading. <b>CSU</b>	<b>2 UNITS</b>
<b>BUSI 160</b> <b>Real Estate Principles</b> <b>3 hours lecture</b> Overview of real property, property valuation, and basic legal instruments. Basic terminology, rights, responsibilities, codes and common forms, documents and procedures used in real estate transactions. Will assist those in preparing for the California Real Estate Examination. <b>CSU</b>	<b>3 UNITS</b>	<b>BUSI 199</b> <b>Independent Study in Business</b> <b>9 hours lab</b> Opportunity for advanced students with special skills and interests in business to explore a particular topic in depth under the direction of a business instructor. Number of units granted will depend upon evaluation of project by a business instructor. Credit/No Credit grading. <i>Prerequisite: Approval of project by a full-time instructor.</i> <b>CSU</b>	<b>1 - 3 UNITS</b>
<b>BUSI 161</b> <b>Real Estate Practice</b> <b>3 hours lecture</b> Emphasizes the day-to-day, practical knowledge needed by real estate brokers and salespersons. <b>CSU</b>	<b>3 UNITS</b>	<b>BUSI 242</b> <b>Fundamentals of Finance</b> <b>3 hours lecture</b> A study of the basic elements of financial management with emphasis on financial planning, budgeting, and working capital management plus other areas of practical interest to small business owners and/or middle managers. <i>Recommended Preparation: ACCT 120 or equivalent.</i> <b>CSU</b>	<b>3 UNITS</b>
<b>BUSI 162</b> <b>Legal Aspects of Real Estate</b> <b>3 hours lecture</b> Fundamental rules, codes and basic legal principles governing the acquisition and transfer of real property including rights, duties, ownership, responsibilities and legal consequences of various relationships. <i>Recommended Preparation: BUSI 160 or BUSI 161</i> <b>CSU</b>	<b>3 UNITS</b>	<b>BUSI 251</b> <b>Marketing</b> <b>3 hours lecture</b> Analysis of the social and economic implications of marketing in the business environment. Emphasis on marketing structure and behavior, marketing institutions, channels of distribution, and the ingredients that affect the market mix (product, place, price and promotion). <b>CSU</b>	<b>3 UNITS</b>
<b>BUSI 176</b> <b>Machine Calculations</b> <b>1 hour lecture, 2 hours lab</b> Fundamentals of the operations of a 10-key electronic printing calculator to solve common business problems found in accounting, finance, and banking organizations. <b>CSU</b>	<b>2 UNITS</b>	<b>BUSI 275</b> <b>Machine Transcription</b> <b>2 hours lecture, 1 hour lab</b> Operation and knowledge of transcription machines. Fundamentals of spelling, grammar, and correct letter styles are reinforced. Attention is given to typing manuscripts and reports in good form. <i>Recommended Preparation: BUSI 185 and CISA 270</i> <b>CSU</b>	<b>2 UNITS</b>
<b>BUSI 177</b> <b>Records Management</b> <b>1 hour lecture, 2 hours lab</b> Study and practice in rules for indexing, filing, retrieving, and cross-referencing records; study of different types of equipment and noncorrespondence record storage; study of database records management concepts and procedures. <b>CSU</b>	<b>2 UNITS</b>		



## BUSI 297

### *Investments*

**2 hours lecture**

An introduction to the nature and operation of the various stock markets. An overview of the theory of investing in various types of stock and in determining stock values. Emphasis is upon the interpretation and evaluation of available information to make decisions on acquiring and disposing of stock investments.

**CSU**

**2 UNITS**

## BUSI 298

### *Selected Topics in Business*

**3 - 9 hours lab**

Topics in business not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**CSU**

**1 - 3 UNITS**

## CHEMISTRY

## CHEM 110

### *Introduction to Chemistry*

**3 hours lecture, 3 hours lab**

The first course in chemistry for students preparing for biological or health sciences, for more advanced chemistry courses, or for those desiring to learn about chemistry in the everyday world for general education. Laboratory is included.

*Prerequisite: MATH 90*

**CSU, UC**

**4 UNITS**

## CHEM 111

### *Introduction to Organic & Biological Chemistry*

**3 hours lecture, 3 hours lab**

An introduction to the important principles, compounds and reactions of organic and biological chemistry with an emphasis on biochemical behavior of the molecules. Laboratory includes an introduction to the basic techniques of organic and biological chemistry. For students pursuing nursing and allied health careers who need a year of chemistry that includes an introduction to organic and biological chemistry. CHEM 110 (or CHEM 120) and CHEM 111 will fulfill that requirement.

*Prerequisite: CHEM 110 or 120*

**CSU**

**4 UNITS**

## CHEM 120

### *General Chemistry 1*

**3 hours lecture, 6 hours lab**

An introduction to principles of chemistry, with an emphasis on mathematical applications. Topics include atomic structure, stoichiometry, bonding, molecular structure, colligative properties, gas behavior, phase changes and spontaneity.

*Prerequisites: High school chemistry or its equivalent or CHEM 110 and two years of High School algebra or college equivalent.*

**CSU, UC**

**5 UNITS**

## CHEM 121

### *General Chemistry 2*

**3 hours lecture, 6 hours lab**

A continuation of CHEM 120. Topics include solutions, acid-base and redox equilibria, thermodynamics, kinetics, pH, buffers, solubility product, complex ions, electrochemistry, biochemistry and nuclear chemistry.

*Prerequisite: CHEM 120*

**CSU, UC**

**5 UNITS**

## CHEM 199

### *Independent Study in Chemistry*

**3 - 9 hours lab**

This course provides students the opportunity to study an area of special interest in chemistry. Projects include: developing a chemical analysis procedure, preparation of a computer project involving a chemical systems emulation or problem-solving technique, research paper on a topic of chemical interest, development of problem-solving skills. Credit/No Credit grading. Repeatable for credit 3 times.

*Prerequisites: CHEM 120 & submission of a written proposal to be assessed by two full-time chemistry instructors.*

**CSU, UC**

**1 - 3 UNITS**

## CHEM 240

### *Organic Chemistry 1*

**3 hours lecture, 3 hours lab**

The first course of a two-semester sequence designed for pre-professional programs such as chemistry, chemical engineering, medicine and biology. Introduction to organic synthetic pathways, mechanisms, and spectroscopy. Lab work includes qualitative analysis of organic compounds, extraction, separation and identification of compounds using spectral methods and synthetic chemical techniques.

*Prerequisite: CHEM 121*

**CSU, UC**

**4 UNITS**

# COURSE ANNOUNCEMENTS

## CHEM 241

### Organic Chemistry 2

3 hours lecture, 3 hours lab

A continuation of CHEM 240. Includes some biochemical topics. Lab work includes simple and multi-step synthesis and spectral identification.

Prerequisite: CHEM 240

CSU, UC

4 UNITS

## CHEM 242

### Quantitative Analysis

2 hours lecture, 6 hours lab

A laboratory intensive course with topics in acid-base, redox, complexation, and precipitation equilibria. Laboratory work includes volumetric, gravimetric and selected instrumental analysis.

Prerequisites: CHEM 120 and 121

CSU, UC

4 UNITS

## CHEM 298

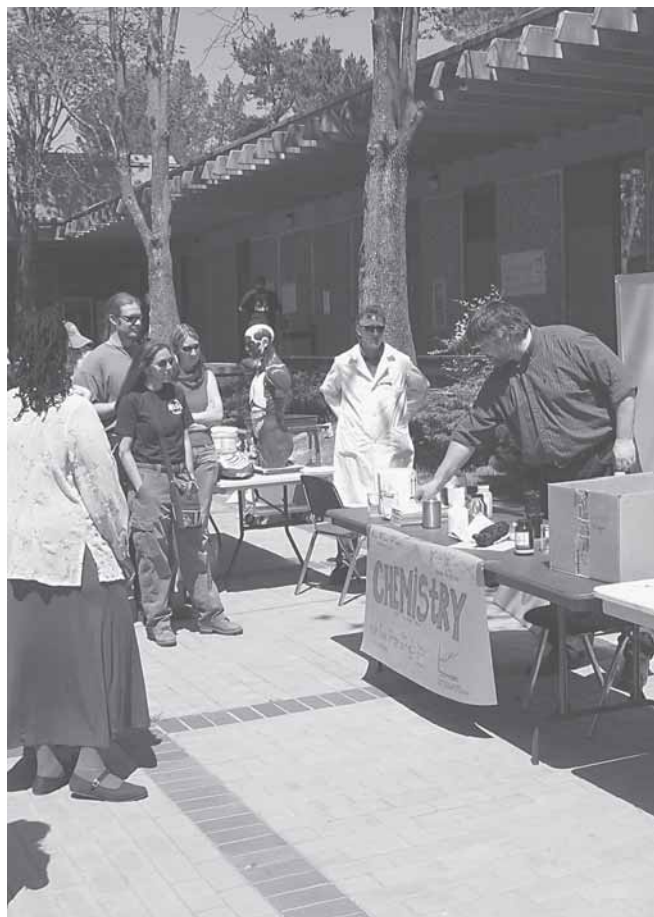
### Selected Topics in Chemistry

9 hours lab

Topics in chemistry not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

CSU

1 - 3 UNITS



## CHILD & FAMILY STUDIES

The Napa Valley College Child and Family Studies Program prepares students to work as teachers with young children in public and private child care. The Child and Family Studies Program may also serve as a beginning for students planning to attend a four year college to obtain a Bachelors degree in Early Childhood Education. Upon completion of the A.S. Degree in Child and Family Studies at Napa Valley College, the student is eligible for the California Child Development Teacher Permit available through the California Commission on Teacher Credentialing.

The courses required to complete the major are: CFS 120, 121, 122, 123, 130, 135, 140, 145, 165, 220, 222, 223 and a CFS elective.

First Semester	Units
CFS 120 Child Growth & Development* (cross-listed as PSYC 185) .....	3
CFS 122 Int. E CH Theory & Practice .....	4
CFS 140 Child/Family/Community* .....	3
English Composition .....	3
Physical Education** .....	1
	<b>14</b>

Second Semester	Units
CFS 121 Health, Safety & Nutrition .....	3
CFS 123 Observing & Recording in Early Childhood.....	3
CFS 165 Curriculum & Environments in Early Childhood Programs.....	3
Mathematics .....	3-5
Physical Education** .....	1
	<b>13-15</b>

Third Semester	Units
CFS 130 Creative Process in Young Children.....	3
CFS 220 The Practical Application of Early Childhood Theory.....	3
CFS 222 Student Teaching I .....	7
CFS Elective*** .....	3
Physical Education** .....	1
	<b>17</b>

Fourth Semester	Units
CFS 135 Cognitive Development of Young Children .....	3
CFS 145 Language Development & Early Literacy in the Young Child .....	3
CFS 223 Student Teaching II .....	7
Natural Science .....	3
	<b>16</b>

\* Meets General Education requirement. CFS 140 also satisfies the Multicultural/Gender Studies requirement.

\*\* 3 units of Physical Education or Health is required.

\*\*\* CFS electives: CFS 150, 151, 155, 160, 161, 162, 170, 175, 180, 184, 196, 270, 271.

## Options

- Certificate Program:** Students are eligible for the CFS Certificate after completion of the following required courses with "C" or better: CFS 120, 121, 122, 123, 130, 135, 140, 145, 165, 220, 222, 223 and a CFS elective.
- A.S. Degree Program:** All courses as listed. All courses in the major must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required.
- Specializations:** The Child and Family Studies Program offers four (4) specializations for the Master Teacher level of the Child Development Permit: Creativity (CFS 130 and 170), Diversity (CFS 180 and 184), Infant and Toddler (CFS 150 and 151), and Working with Families (CFS 160 and 161).
- Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

**CFS 120** **3 UNITS**  
**Child Growth & Development**  
*(cross-listed as PSYC 185)*  
**3 hours lecture**

The physical, cognitive and social-emotional development of children from pre-conception through adolescence will be covered. Typical development and atypical development are considered, and roles of the family and society are explored.  
**CSU, UC**

**CFS 121** **3 UNITS**  
**Health, Safety & Nutrition**  
**3 hours lecture**

This course will study the development of activities and resources as the basis for an appropriate health, safety and nutrition curriculum that encompasses all aspects of the life of a young child; the attitudes and practices which promote a healthy lifestyle, will also be studied.  
**CSU**

**CFS 122** **4 UNITS**  
**Introduction to Early Childhood Theory & Practice**  
**3 hours lecture, 3 hours lab**

This course is a combination of lecture and supervised field practice in an assigned early care and education setting. The philosophy, principles and practices of early childhood programs will be studied. In addition, the practical application of effective techniques for guiding behavior and facilitating learning will be discussed.  
**CSU**

**CFS 123** **3 UNITS**  
**Observing & Recording in Early Childhood**  
**3 hours lecture**

This course explores the use of multiple techniques in observing, recording, and understanding the behavior of young children. Students will utilize observational techniques to increase the effectiveness of their teaching.  
*Prerequisite: CFS 120 or PSYC 185*  
**CSU**

**CFS 130** **3 UNITS**  
**The Creative Process in Young Children**  
**3 hours lecture**

Students will explore techniques that support the creative abilities of young children in art, music, literature, drama, puppetry, cooking, and nutrition. This course emphasizes a developmental creative approach.  
*Prerequisite: CFS 122 and CFS 123*  
**CSU**

**CFS 135** **3 UNITS**  
**The Cognitive Development of Young Children**  
**3 hours lecture**

Explore how young children think and develop theories and concepts. Students will gain knowledge about materials and environments to support young children's cognitive development, including math and science skills.  
*Prerequisite: CFS 122 and CFS 123*  
**CSU**

**CFS 140** **3 UNITS**  
**The Child, Family & Community**  
*(cross-listed as PSYC 186)*  
**3 hours lecture**

This course is a multicultural examination of the effects of family and community on a child's development. Topics include the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on family behavior, values, morals, and attitudes.  
**CSU, UC**

**CFS 145** **3 UNITS**  
**Language Development & Early Literacy in the Young Child**  
**3 hours lecture**

The development of language in young children and the role of literature are examined, including a detailed exploration of quality children's literature. The practical use of language and literature in a variety of early childhood settings will be discussed.  
*Recommended Prep: CFS 122 and CFS 123*  
**CSU**

# COURSE ANNOUNCEMENTS

## **CFS 150** **3 UNITS**

### ***Infant/Toddler Development & Education*** **3 hours lecture**

This is an introductory course in the development and behavior of infants and toddlers, birth to three years of age. Curriculum and caregiving practices will be explored.

*Prerequisite: CFS 120 or PSYC 185*

**CSU**

## **CFS 151** **3 UNITS**

### ***Environments for Infants & Toddlers*** **3 hours lecture**

This course will study the impact of the physical and emotional environment of an infant/toddler classroom on the social, emotional and cognitive well being of infants and toddlers. The components of good quality early care and education for this age group will also be studied.

**CSU**

## **CFS 155** **3 UNITS**

### ***Sensitive Issues in Early Childhood*** **3 hours lecture**

This is an introductory course on issues in life that affect children: marriage, separation and divorce, death, sex and sexuality, self-acceptance, cultural and racial identity, hospitalization, and child abuse. This course is designed for parents, individuals in the helping professions, early childhood students, and other interested persons.

**CSU**

## **CFS 160** **3 UNITS**

### ***Parenting*** **(cross-listed as PSYC 187)** **3 hours lecture**

This course explores a wide range of parenting theories and techniques, utilizing a theoretical foundation with a practical approach. There is particular emphasis on building self-esteem, verbal and non-verbal communication, power, and control.

**CSU**

## **CFS 161** **3 UNITS**

### ***Working with Families*** **3 hours lecture**

This course explores the value of relationships between families and the staff within the school setting. Includes an in-depth exploration of key concepts on how to deal effectively with families.

**CSU**

## **CFS 162** **3 UNITS**

### ***Overview of Special Education*** **3 hours lecture**

History, recent laws, current local practice, and occupations in special education will be explored. Designed for parents of children with disabilities, employees in regular education programs, and those interested in a career in special education.

**CSU**

## **CFS 165** **3 UNITS**

### ***Curriculum & Environments in Early Childhood Programs*** **3 hours lecture**

This is a theoretical and practical course to develop the skills and abilities that will meet the needs of children in childcare settings. Emphasis is on planning and structuring the curriculum and environment to be responsive to psychosocial and physical needs of children.

*Prerequisite: CFS 120 or PSYC 185; and CFS 122*

**CSU**

## **CFS 168** **0.5 UNIT**

### ***Early Childhood Workshop*** **9 hours lecture; 1 week**

A short course offered periodically on specialized topics in early childhood field. For current early childhood students, professionals, parents and other interested persons. Credit/No Credit grading. Repeatable for credit as topics change.

**CSU**

## **CFS 170** **3 UNITS**

### ***Studying the Reggio Emilia Approach*** **3 units; 3 hours lecture**

This is an introductory course in the theory, philosophy, and inspiration of Reggio Emilia approach to early childhood education. Students will explore an interpretation of the basic principles of this approach. Emphasis is on developing a new image of the child in connection with the role of adults (teachers and parents), developing relationships, interactions, and experiences based on "progettazione" (term used in Reggio Emilia for prediction, hypothesis, projections of emergent projects).

**CSU**

## **CFS 175** **3 UNITS**

### ***Meeting the Developmental Needs of the School-Aged Child*** **3 hours lecture**

The student will be exposed to the philosophy, principles and practices of school-age child care. Emphasis is on preparing students to work with children in a group setting. Students will learn techniques for guiding behavior, structuring program flow, and preparing environment to meet the needs of the school age child.

**CSU**

**CFS 180** **3 UNITS**

**Childhood: A Cross-Cultural Perspective**  
(cross-listed as ANTH 180)

**3 hours lecture**

This course will include a comparative study of childhood as it is experienced in a variety of cultures. The patterns of child rearing, cross-cultural variations of child development, and information about history, customs, philosophy, beliefs and methods of multicultural education as it applies to children will be discussed.

*Recommended Preparation:* Completion of ENGL 100

**CSU, UC**

**CFS 184** **3 UNITS**

**Teaching to Diversity**  
(cross-listed as PSYC 184)

**3 hours lecture**

This course explores issues of diversity in the classroom. Teachers are challenged to alter teaching patterns and classroom environments to support the ethnic, racial, linguistic, and family diversity of children.

**CSU**

**CFS 196** **3 UNITS**

**Music & Movement in Early Childhood**  
(cross-listed as MUSI 196)

**3 hours lecture**

Introduction to teaching music and movement to young children. Basic elements such as beat, rhythm, timbre, dynamics, form, and melody will be explored in developmentally appropriate and culturally sensitive ways. Song, games, finger plays, rhymes, dances, and playing instruments will be presented. Repeatable two times for credit.

**CSU**

**CFS 220** **3 UNITS**

**The Practical Application of Early Childhood Theory**

**3 hours lecture**

The philosophy and principles of early childhood education will be explored. This includes strategies for implementation of a developmentally appropriate program.

*Prerequisite:* CFS 123 and CFS 165

**CSU**

**CFS 222** **7 UNITS**

**Student Teaching I**

**2 hours lecture, 15 hours lab**

This course is a supervised student teaching in a licensed childcare facility and a seminar on practical applications of early childhood theory. Emphasis is on observation as a means of understanding young children and developing curriculum.

*Prerequisite:* CFS 123 and CFS 165

**CSU**

**CFS 223** **7 UNITS**

**Student Teaching II**

**2 hours lecture, 15 hours lab**

This course is an advanced supervised student teaching in a licensed childcare facility and an advanced seminar. Emphasis is on developing and evaluating curriculum and lesson plans based on the needs and interests of individual children and the needs of the group. The student will need to utilize information learned in prior child and family studies classes. The role of the parent and parent conferences will be addressed.

*Prerequisite:* CFS 220 and CFS 222

**CSU**

**CFS 250** **2 UNITS**

**The Mentor Teacher**

**2 hours lecture**

Study of the methods and principles of supervising student teachers in early childhood classrooms. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff.

*Prerequisite:* Completion of Child and Family Studies certificate program including a student teaching class.

*CFS 222 and/or CFS 223 or equivalent.*

**CSU**

**CFS 270** **3 UNITS**

**Administration & Supervision of Early Childhood Programs 1**

**3 hours lecture**

An introduction to the principles and practices of supervision and administration of child-care centers. An in-depth examination of the regulations, including Title 5 and Title 22.

*Prerequisite:* 12 units of CFS coursework, including CFS 120 and CFS 140, plus a minimum of one year of teaching experience in a child-care facility.

**CSU**



# COURSE ANNOUNCEMENTS

## CFS 271 3 UNITS

### **Administration & Supervision of Early Childhood Programs 2** **3 hours lecture**

This is an advanced course in the administration and supervision of child-care programs with emphasis on sound business practices, utilizing staff development and team work to enhance quality, and developing supervisory and management skills. The course will also explore grant writing and the director's role in advocacy.

*Prerequisite: CFS 270*

**CSU**

## CFS 298 1 - 3 UNITS

### **Selected Topics in Early Childhood** **1 - 9 hours lecture, 3 - 6 hours lab**

Topics in child/family education not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**

## COMPUTER INFORMATION SYSTEMS - APPLICATIONS

## CISA 100 1 UNIT

### **Orientation for the Successful Online Student** **9 hours lab; 4 weeks**

This course will provide the student with basic information necessary to take an online course via the Internet. Subjects will include connecting to the World Wide Web, sending e-mails with attachments, learning netiquette, participating in threaded discussion groups, chat rooms, group projects, and interactive asynchronous and synchronous methods utilized for online communication.

*Recommended Preparation: CISA 130 or COMS 110*

**CSU**

## CISA 130 2 UNITS

### **Computer Literacy** **1 hour lecture, 2 hours lab**

A course designed to familiarize students with the basics of a current word processing program, desktop information manager program, database program, and the World Wide Web. The students will learn how to produce and format documents and tables and use graphic elements, "surf the Net," send and receive e-mail, electronically handle a journal and calendar, and use a database to manage records electronically.

**CSU**

## CISA 160 3 UNITS

### **Beginning Database** **3 hours lecture, 1 hour lab**

Provides an introduction and hands-on training in the use of microcomputer database software. The basic concepts of Structure as well as specific commands and functional capabilities will be covered. Files will be created, data manipulated, output formatted, and reports produced. Students will gain experience in modular programming techniques and constructing program loops. Specific applications will include batch mode, interactively finding and editing data, and simultaneously accessing two databases to isolate exception conditions or update files.

*Recommended Preparation: COMS 110*

**CSU**

## CISA 165 3 UNITS

### **Beginning Spreadsheets** **3 hours lecture, 1 hour lab**

Provides information and hands-on training in the use of microcomputer-based spreadsheet software. An introduction to the basic concepts of an electronic spreadsheet as well as the specific commands and functions will be covered. Advanced topics will include macros, business graphics, database, and interactive menus. Spreadsheet documents will be produced for a variety of applications for business use.

**CSU**

## CISA 167 1 UNIT

### **Introductory Excel for Business Professionals** **2 hours lecture; 9 weeks**

Students will design and create professional, well-organized spreadsheets for the business and home environment using Microsoft Excel. This introductory class will focus on preparing and formatting spreadsheets, inserting formulas, moving data within and between workbooks, and creating charts.

*Recommended Preparation: Completion of COMS 110*

**CSU**

## CISA 170A 1 UNIT

### **Keyboarding 1 (Part 1)** **0.5 hour lecture, 2.5 hours lab**

This class introduces students to the basic operation of a microcomputer that emphasizes the mastery of the keyboard by touch. Correct posture and keying techniques are highlighted. Open Entry/Open Exit.

**CSU**

## CISA 170B 1 UNIT

### **Keyboarding 1 (Part 2)** **0.5 hour lecture, 2.5 hours lab**

Part 2 continues developing keyboarding skill with emphasis on speed and accuracy. The student will be introduced to word processing to produce correspondence, envelopes, tables, and reports. Open Entry/Open Exit.

*Recommended Preparation: CISA 170A*

**CSU**

**CISA 170C** **1 UNIT**

**Keyboarding 1 (Part 3)**  
**0.5 hour lecture, 2.5 hours lab**  
 Part 3 continues to develop keyboarding and word processing skills. The student will use acquired word processing skills to produce academic and business reports, business letters in modified block style, and resumes. Open Entry/Open Exit.  
*Recommended Preparation: CISA 170B*  
**CSU**

**CISA 171A** **1 UNIT**

**Keyboarding 2 (Part 1)**  
**0.5 hour lecture, 2.5 hours lab**  
 This course provides further development of basic keyboarding techniques. Students will use word processing skills to compose documents, format reports, multipage letters, multipage memos, and tables. Open Entry/Open Exit.  
*Recommended Preparation: CISA 170C*  
**CSU**

**CISA 171B** **1 UNIT**

**Keyboarding 2 (Part 2)**  
**0.5 hour lecture, 2.5 hours lab**  
 Part 2 continues to expand students' keyboarding speed and accuracy. Students will use word processing software to prepare formal report projects, international business documents, medical office documents, and legal office documents. Open Entry/Open Exit.  
*Recommended Preparation: CISA 171A*  
**CSU**

**CISA 171C** **1 UNIT**

**Keyboarding 2 (Part 3)**  
**0.5 hour lecture, 2.5 hours lab**  
 This final part of the keyboarding classes refines students' keyboarding speed and accuracy. Word processing skills are further developed to design office forms, office publications, and Web pages. Open Entry/Open Exit.  
*Recommended Preparation: CISA 171B*  
**CSU**

**CISA 172** **0.5 UNIT**

**Keyboarding Skill Development**  
**1 hour lecture, 2 hours lab; 9 weeks**  
 A short-term course that provides techniques and practice for increasing keyboarding speed and accuracy. Utilizes an individualized instructional approach in a laboratory setting. Repeatable three times for credit. Credit/No Credit grading.  
*Recommended Preparation: CISA 170, or equivalent keyboarding skill*  
**CSU**

**CISA 180** **1.5 UNITS**

**Creating Web Pages with HTML**  
**3 hours lecture, 1 hour lab; 9 weeks**  
 This class will cover Hypertext Markup Language and its use in creating documents for the WorldWide Web. Related topics such as Uniform Resource Locators and Multimedia will be introduced.  
*Recommended Preparation: Students should be familiar with a Web browser and a text editor or word processor for the Windows environment.*  
**CSU**

**CISA 181** **1.5 UNITS**

**Enhancing Web Pages with DHTML**  
**3 hours lecture, 1 hour lab; 9 weeks**  
 DHTML or Dynamic Hyper Text Markup Language allows you to enhance your web pages to offer the web page viewer a better experience and give you greater control of WHAT and HOW the information is presented to the viewer. You, as the web page author can create documents that dynamically interact with the user. Examples include: animated text that moves AND changes in response to user action, Pop-up and Drop-down menus that provide users with quick access to other pages.  
*Recommended Preparation: CISA 180*  
**CSU**

**CISA 182** **1.5 UNITS**

**Javascript**  
**3 hours lecture, 1 hour lab; 9 weeks**  
 This class will introduce the enhancement of documents for the World Wide Web using JavaScript. This class builds on the Web pages with HTML class and will continue multimedia topics.  
*Recommended Preparation: CISA 180 or equivalent.*  
**CSU**

**CISA 184** **1.5 UNITS**

**Web Page Design Using Microsoft Frontpage**  
**3 hours lecture, 1 hour lab; 9 weeks**  
 Design, construct, and publish pages for the World Wide Web using Microsoft FrontPage.  
*Recommended Preparation: COMS 110*  
**CSU**

**CISA 186** **2 UNITS**

**Beginning Word Processing**  
**1.5 hours lecture, 1.5 hours lab**  
 A practical course designed to introduce the fundamentals of a current word processing program. Emphasis is on developing word processing skills and techniques for the workplace.  
*Recommended Preparation: For conventional version: CISA 170A or equivalent keying skill.*  
*For online version: CISA 100 and CISA 170.*  
**CSU**

# COURSE ANNOUNCEMENTS

## CISA 212

### **Introduction to Unix**

**3 hours lecture, 1 hour lab**

An introduction to the effective use of the Unix operating system. Both the single-user and multi-user capabilities of the system will be explored.

*Recommended Preparation: COMS 110*

**CSU**

**3 UNITS**

## CISA 270

### **Keyboarding 3**

**1 hour lecture, 4 hours lab**

An advanced office simulation course to develop keyboarding competency, editing, and document processing ability. Includes comprehensive review of rules covering written communication to develop proofreading skills for mechanical, format, content, and spelling errors.

*Recommended Preparation: CISA 171 or equivalent keying skill, CISA 186, and BUSI 185*

**CSU**

**3 UNITS**

## CISA 284

### **Advanced Wordprocessing**

**1 hour lecture, 2 hours lab**

A practical course that covers the advanced features of one or more word processing programs. Material will include enhancing and manipulating documents with special features, using borders and frames with pictures, tables, charts, outlines, graphic features, formatting, styles, and designing of various types of documents. Emphasis is on developing advanced word processing skills and techniques for the workplace.

*Recommended Preparation: For conventional version: CISA 186, or equivalent keying skill. For online version: CISA 100 and CISA 186*

**CSU**

**2 UNITS**

## CISA 287

### **Desktop Publishing**

**1 hour lecture, 2 hours lab; 9 weeks**

A "hands-on" course covering features of the desktop publishing capabilities of a word processing program. Students will learn to prepare attractive business and personal documents, promotional documents, Web pages, and PowerPoint presentations.

**CSU**

**1 UNIT**

## CISA 288

### **Presentation Software**

**1 hour lecture, 2 hours lab; 9 weeks**

A "hands-on" course designed to introduce the fundamentals of a current presentation software program. Emphasis is on developing presentation software skills for use in the workplace.

**CSU**

**1 UNIT**

## CISA 289

### **Advanced Desktop Publishing**

**1 hour lecture, 2 hours lab; 9 weeks**

A "hands-on" course designed to expand and enhance a student's basic knowledge of the desktop publishing capabilities of a word processing program. Students will learn to prepare brochures, Web pages, newsletters, reports and manuals.

**CSU**

**1 UNIT**

## CISA 298

### **Selected Topics In Computer Information Systems - Applications**

**0.5 - 9 hours lecture, 1.5 - 9 hours lab**

Topics in Computer Information Systems - Applications not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture/lab or lab class.

**CSU**

**0.5 - 3 UNITS**

## COMPUTER INFORMATION SYSTEMS - NETWORKS

### CISN 110

#### **Networking Fundamentals**

**3 hours lecture, 1 hour lab**

This course provides a comprehensive overview of the fundamental concepts of computer networking. It is designed to make the student aware of the various elements, protocols and software within the networking environment.

*Recommended Preparation: COMS 110 or equivalent*

**CSU**

**3 UNITS**

### CISN 120

#### **Network Administration**

**3 hours lecture, 1 hour lab**

This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day network administrative tasks in single-domain and multiple-domain networks on Windows NT, 2000, and XP.

*Recommended Preparation: CISN 110 or equivalent*

**CSU**

**3 UNITS**

### CISN 130

#### **Network Technical Support**

**3 hours lecture, 1 hour lab**

This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Microsoft Windows NT, 2000, and XP in a single-domain network. In addition, students learn how to integrate Windows networks with other platforms such as Novell NetWare and UNIX networks.

*Recommended Preparation: CISN 110 or equivalent*

**CSU**

**3 UNITS**



**CISN 142** **3 UNITS**

**Operating Systems, Windows XP**  
**3 hours lecture, 1 hour lab**

This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Microsoft Windows XP in a single-domain Microsoft Windows based network.

*Recommended Preparation: COMS 110 or equivalent*  
**CSU**

**CISN 145** **3 UNITS**

**Active Directory Architecture**  
**3 hours lecture, 1 hour lab**

This course will prepare the student to install, configure, manage, monitor and troubleshoot Active Directory. Other topics covered include configuring DNS (Domain Name Services) for Active Directory, optimizing components, and security of Active Directory. Students will propose and implement various configurations and test them in hands-on lab case study assignments.

**CSU**

**CISN 150** **3 UNITS**

**Exchange Server Administration**  
**3 hours lecture, 1 hour lab**

This course will prepare the student to plan, deploy and configure electronic mail and messaging solutions utilizing Microsoft Exchange Server. Students will analyze communication and collaboration needs for several types of organizations then propose and implement appropriate solutions. These solutions will also be deployed and tested in hands-on lab work using a Windows Server Platform.

**CSU**

**CISN 160** **3 UNITS**

**Networking with TCP/IP**  
**3 hours lecture, 1 hour lab**

This course provides students with the knowledge and skills required to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT, 2000 and XP operating systems.

*Recommended Preparation: CISN 110 or equivalent.*  
**CSU**

**CISN 165** **3 UNITS**

**Network and Computer Security**  
**3 hours lecture, 1 hour lab**

This course will prepare the student to implement security measures on networked and stand-alone computer systems. Students will analyze security risks from a variety of sources including user authentication, file security, denial-of-service-attacks, viruses, and physical attacks. The proposed security solutions will be implemented and tested in hands-on lab work using Windows 2000. These security solutions are also applicable in Windows 9x, ME, NT, XP, and UNIX.

**CSU**

**CISN 298** **0.5 - 3 UNITS**

**Selected Topics in Computer Information Systems - Networks**

**0.5 - 9 hours lecture, 1.5 - 9 hours lab**

Topics in computer information system - networks not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student need and available staff. May be offered as a seminar, lecture, lecture/lab or lab class.

**CSU**

## COMPUTER STUDIES

**COMS 100** **3 UNITS**

**Introduction to Computer Systems**  
**3 hours lecture**

An introduction to the concepts of computer information systems and their application in problem solving and decision-making for business, science and industry. An overview of computer terminology, computer system components, system development and maintenance, programming languages, data communication, networking, the Internet, applications and systems software, and the computer's impact on society.

**CSU, UC**

**COMS 110** **3 UNITS**

**Introduction to Microcomputers**  
**3 hours lecture, 1 hour lab**

An introduction to microcomputers and microcomputer applications. Important concepts for the effective use of the user interface, word processor, spreadsheet, database, and Internet will be introduced. These concepts will be reinforced by hands-on experience both inside and outside of the classroom.

*Recommended Preparation: CISA 170, or equivalent.*  
**CSU, UC**

**COMS 120** **3 UNITS**

**BASIC Programming**  
**3 hours lecture, 1 hour lab**

An introduction to structured computer programming using the Visual Basic.NET language. Topics include numeric and character string manipulation using simple variables and arrays. Subprograms and functions are introduced. Program design and user interface design are introduced. Programs are written and run by students on microcomputers in the Visual Studio.NET environment.

*Prerequisite: Math 90 or Math 97 or equivalent.*  
**CSU, UC**

# COURSE ANNOUNCEMENTS

## COMS 121 3 UNITS

### **Advanced BASIC Programming** **3 hours lecture, 1 hour lab**

Theory and application of advanced programming techniques in Visual Basic.NET. Graphics, Database Management, and Object Oriented Programming will be covered. ASP.NET will be introduced. Visual Studio.NET will be used for lab work.

*Prerequisite:* COMS 120 or equivalent

**CSU, UC**

## COMS 199 1 - 3 UNITS

### **Independent Study in Computer Studies** **3 - 9 hours lab**

An opportunity for advanced students with special skills and interests in computer studies to explore a particular topic in depth under the direction of a computer studies instructor. Credit/No Credit grading.

**CSU, UC**

## COMS 215 3 UNITS

### **Programming in C/C++** **3 hours lecture, 1 hour lab**

A course for the continuing programming student in elements and use of the C/C++ programming language. There will be discussion of design, coding, testing and debugging of programs using the C/C++ language and language support. The usefulness and application of this language will be explored.

*Prerequisite:* MATH 90, or one year of high school algebra

**CSU, UC**

## COMS 234 3 UNITS

### **Internet Programming** **3 hours lecture, 1 hour lab**

This course will prepare the student to create dynamic websites. VBScript will be used to create Active Server Pages that respond to client requests. JavaScript will be used to prepare client requests. Programming principles, standards, and conventions will be studied and applied. The student will create a Database-driven website application.

**CSU**

## COMS 298 1 - 3 UNITS

### **Selected Topics in Computer Studies** **3 - 9 hours lab**

Topics in computer studies not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory.

**CSU**

## COSMETOLOGY

The Cosmetology program fulfills the minimum hours and operations set forth by the Department of Consumer Affairs. The program also prepares the student for State Licensing Examinations which must be taken in order to become a certified Cosmetologist in the State of California.

First Semester	Units
COSM 300 Beg. Cosmetology .....	16
	<b>16</b>

Second Semester	Units
COSM 301 Adv. Cosmetology .....	16
	<b>16</b>

### **Options**

1. **Cosmetology Certificate Program:** Successful completion of COSM 300 and 301.
2. **Manicurist License:** Successful completion of COSM 310 (completion of COSM 310 is not required if COSM 300 and COSM 301 are successfully completed).

## COSM 300 16 UNITS

### **Beginning Cosmetology**

**6 hours lecture; 34 hours lab; 20 weeks**

Introduction to the basic techniques of Cosmetology. With the instructor during the first 200 hours, to learn all beginning procedures for a foundation to work on clients. Work on worksheets, and practice on dollheads, other students, and clients. Learn introductory procedures on the skin, hair and nail services. Students receive credit towards the minimum hours and operations set forth by the Barbering and Cosmetology Program under the Department of Consumer Affairs. Credit/No Credit grading only.

## COSM 301 16 UNITS

### **Advanced Cosmetology**

**6 hours lecture; 34 hours lab; 20 weeks**

Using the basic techniques learned in COSM 300, the student goes on to an advanced level. The instructors facilitate the students step-by-step procedure on clients. As student nears graduation, they are expected to control more of the decisions to satisfy the client. Final decisions are made after a consultation with the instructor. Students continue to receive credit towards the minimum required operations set forth by the Barbering and Cosmetology Program under the Department of Consumer Affairs. Credit/No Credit grading only.

*Prerequisite:* COSM 300

## COSM 310 8 UNITS

### **Manicuring**

**20 hours lecture; 20 hours lab**

A course of study defined by the State Department of Professional and Vocational Standards under the California Cosmetology Act. Theory, modeling, plain and hot oil manicures, pedicures, acrylic nails, nail tips, nail wraps and repairs, reception desk work, and miscellaneous studies. Credit/No Credit grading.

## COUNSELING

### HUMAN SERVICES

The Human Services Program is designed to teach students entry level helping skills to work in the high demand field of Human Services. Students will gain knowledge of human service delivery systems; communication skills for working with individuals, groups and diverse populations; case management techniques; and will have field experiences in one or more human service agencies.

The courses required to complete the major are: COUN 120, 122, 124, 126, 128; HELH 106; PSYC 186 or CFS 140; SOCI 122; SPEE 126; WOEX 190, 193.

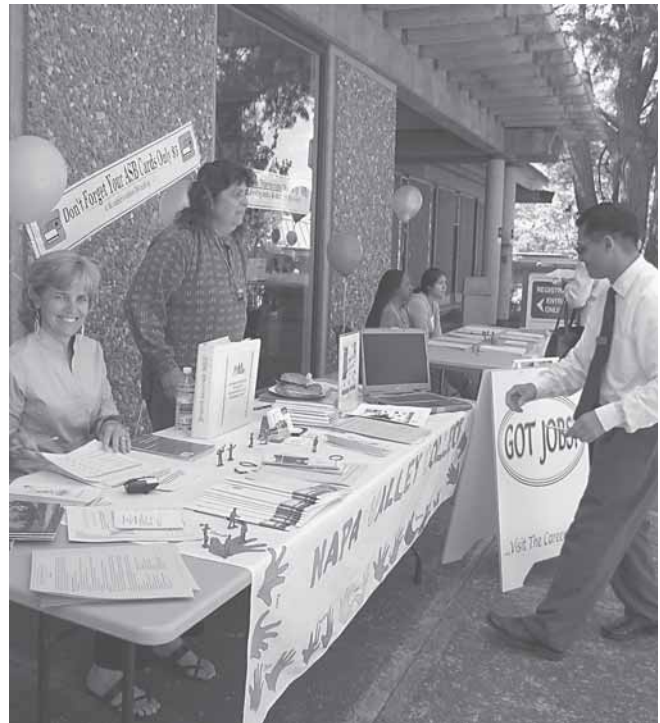
First Semester	Units
COUN 120 Introduction to Human Services .....	3
COUN 122 Helping Skills for Human Services .....	3
SPEE 124 Career Communications .....	3
English Requirement .....	3
HELH 106 Personal and Community Health.....	3
	<b>15</b>

Second Semester	Units
COUN 124 Working with Diverse Populations* .....	3
COUN 126 Case Management in Human Services.....	3
SOCI 122 Social Problems .....	3
SPEE 126 Intercultural Communications .....	3
WOEX 190 Work Experience Seminar.....	1
WOEX 193 Work Experience 1 .....	2
	<b>15</b>

Third Semester	Units
COUN 128 Introduction to Substance Abuse Studies.....	3
PSYC 186 or CFS 140 Child, Family, Community.....	3
Math Requirement .....	3-5
Electives .....	6
	<b>15-17</b>

Fourth Semester	Units
Natural Science .....	3
Humanities .....	3
Electives .....	9
	<b>15</b>

\*Satisfies the Multicultural/Gender Studies A.S. Degree requirement.



#### *Recommended Electives (selection based on career focus):*

- ADMJ 120 Introduction to Criminal Justice
- ADMJ 122 Criminal Procedure
- ADMJ 123 Justice Communications
- ADMJ 150 Interviewing/Counseling
- ADMJ 151 Juvenile Process
- ADMJ 153 Introduction to Probation/Parole
- ANTH 150 Cross Cultural Study of Sex Roles
- ANTH 180 or CFS 180 Childhood Cross-Cultural Perspective
- CFS 155 Sensitive Issues In Early Childhood
- CFS 161 Working with Families
- Computer Literacy Courses
- CJT 296 Dispatch Course
- CJT 100 Intro to Public Safety Professions
- HELH 100 Community First Aid/Safety
- PHYE Lifetime Fitness Activity, 3 unit max
- PSYC 123 or SOCI 123 Social Psychology
- PSYC 124 Psychology of Adjustment
- Spanish Language Courses

#### **Options**

1. **Certificate Program - Human Services Certificate (21 units):** COUN 120, 122, 124, 126, 128; SPEE 124; WOEX 190, 193. Courses must be completed with a grade of "C" or better.
2. **A.S. Degree:** All courses listed. All courses required to complete the major must be completed with a grade of "C" or better.
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

# COURSE ANNOUNCEMENTS

## COUN 85

### **Success Strategies for Math (cross-listed as PSYC 50)**

**3 hours lecture; 6 weeks**

The class will investigate the causes of and solutions to “math anxiety,” how to use math language, how to write about math, and how to develop problem solving skills. It includes discussion of various experiences with math and the development of skills that promote success in math classes.

1 UNIT

## COUN 88

### **Selected Topics in Counseling**

**0.5 hour lecture, 9 hours lab**

Topics in Counseling not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, lecture/lab or lab class.

0.5 - 3 UNITS

## COUN 90

### **Career Decision-Making**

**3 hours lecture; 6 weeks**

This course guides students through a short-term career and educational planning process to assist them in making a career decision. The course will include: self assessment of interests, skills, abilities, values, and personality style; assessment and research of the world of work; application of the career and educational decision-making process; and outlining the process of completing a career and/or educational goal.

1 UNIT

## COUN 91

### **Job Search Strategies**

**3 hours lecture; 9 weeks**

A course designed to assist students in developing skills for finding and keeping a job. Students will construct resumes and cover letters, learn and practice interview techniques, write job applications, and understand the steps for soliciting letters of recommendation. They will explore coping strategies for school-to-career transitions and learn job retention skills. Students will analyze job trends and learn to use Internet computer resources for conducting a job search in a rapidly evolving employment scene.

1.5 UNITS

## COUN 100

### **College Success**

**3 hours lecture**

A course designed to assist students in obtaining the skills and knowledge necessary to reach their educational goals. Students will receive an extensive orientation to the college and its policies and programs. Students will also participate in career planning activities and be introduced to study skills in the areas of note-taking, reading skills, test-taking, and listening skills.

**CSU**

3 UNITS

## COUN 101

### **College Discovery**

**3 hours lecture; 6 weeks**

A short-term, intensive course designed to help students adjust to college by orienting them to college resources and teaching them how to network with others. Students will identify and address strengths and barriers related to college success, as well as discover their own learning style and attitude. Students will also learn effective college/classroom behaviors, including listening, concentration, note-taking, and academic honesty. Self-management skills will be addressed, along with motivation, personal responsibility, and self-discipline.

**CSU**

1 UNIT

## COUN 102

### **Strategies for Personal Development**

**3 hours lecture; 6 weeks**

A short-term, intensive course that provides students with exposure to successful strategies for college and life, including: communication skills, relationship development, priority management, and decision-making techniques. Through personality, interest, and value surveys, students will increase their self-awareness and confidence for life-style success, college success and workplace success.

**CSU**

1 UNIT

## COUN 103

### **Take Charge of Your Learning**

**3 hours lecture; 6 weeks**

A short-term, intensive course which emphasizes critical thinking strategies which can be applied across the curriculum to enhance academic, personal, and job success. The course is designed to make students more effective thinkers through the development of goals, environment, schedule, and approaches for learning. Students will also learn to analyze and evaluate issues from multiple perspectives and solve problems through critical analysis.

**CSU**

1 UNIT

## COUN 105

### **Planning for Transfer Success**

**1.5 hours lecture**

An introduction to the transfer process designed to assist students in planning their long-term educational goals. Students will gain an understanding of transfer requirements, the application of admission process, degrees offered, financial aid, scholarships, housing and supportive services, which will help the student choose the “right college.”

**CSU**

1.5 UNITS

**COUN 110**  
**Career/Life Planning**  
**3 hours lecture**

**3 UNITS**

A comprehensive course designed to assist students in obtaining the necessary skills and resources for effective career and life planning. Students will gain an understanding of their skills, values, interests and personality style based on a variety of assessments and learn how to apply them to career decision-making and goal setting. Students will also learn job search techniques and learn how to gather educational planning, occupational, and labor market information.

**CSU**

**COUN 120**  
**Introduction to Human Services**  
**3 hours lecture**

**3 UNITS**

An introduction to human services profession. The course explores the historical, cultural and societal aspects of the helping profession. The course will introduce the essential helping skills of human service workers. The broad career opportunities within human services will be examined and a candid look at the demands and strains of choosing a service career will be explored.

**CSU**

**COUN 122**  
**Helping Skills in Human Services**  
**3 hours lecture**

**3 UNITS**

An introduction to helping skills and interview techniques necessary for paraprofessionals, volunteers and students working in the Human Services field. Students will learn basic communication skills to effectively support and guide persons who need assistance from social, educational and health service systems. Sensitivity and awareness of the client's diverse needs during an interview will be emphasized.

**CSU**

**COUN 124**  
**Working with Diverse Populations**  
**3 hours lecture**

**3 UNITS**

A course examining the historical and current needs, values and concerns of diverse populations and their impact on human service agencies. Issues of culture, race, and prejudice will be examined when working with Latinos/as, Native Americans, African Americans, Asian Americans, women and other minority groups. The perspective of women and minority groups will be emphasized. Critical issues in working with culturally different populations will be explored as they relate to the Human Service Specialist.

**CSU**

**COUN 126**  
**Case Management in Human Services**  
**3 hours lecture**

**3 UNITS**

The course will provide training in case management skills to implement with clients in a variety of human service organizations. Students will learn the practical aspects of case management, intake interview skills, assessment, organization and design of a case plan, implementation, and follow up. Advocacy skills will be reviewed and an overview of legal and ethical issues and professional development activities of human service specialists will be examined.

**CSU**

**COUN 128**  
**Introduction to Substance Abuse Studies**  
**3 hours lecture**

**3 UNITS**

An introductory course in substance abuse that orients the learner to commonly abused substances and their physical and cognitive impact, addiction theory, problem identification and treatment modalities. This course emphasizes prevention and intervention strategies for helping professionals working in a variety of health and human service settings.

**CSU**

**COUN 140**  
**Peer Advising Training**  
**3 hours lecture**

**3 UNITS**

The Peer Advising Training course is designed to teach students to become peer advisors for other students who desire a supportive relationship. Students will receive training in active listening skills, exposure to available resources on campus and in the community, and methods for addressing common issues facing college students, such as self-esteem, relationships, interpersonal communication, group dynamics, future planning, health concerns and resource management. This course builds in a service learning component by requiring students to conduct meetings with other peers outside the classroom. Repeatable once for credit.

*Recommended Preparation: PSYC 120*

**CSU**

**COUN 298**  
**Selected Topics in Guidance**  
**3 hours lecture**

**1 - 3 UNITS**

Topics in Counseling not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, lecture/lab or lab class.

**CSU**

**COUN 398**  
**Selected Topics in Counseling**  
**0.5 - 9 hours lecture**

**0.5 - 3 UNITS**

Topics in Counseling not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, lecture/lab or lab class.

# COURSE ANNOUNCEMENTS

## CRIMINAL JUSTICE TRAINING

### CJT 100 3 UNITS

#### **Introduction to Public Safety Professions** 3 hours lecture

This course will provide students with an overview of public safety careers including law enforcement, 9-1-1 dispatching, corrections, fire suppression, fire investigation, para-medicine, and the practice of law. Students will learn about the prerequisite training required, minimum qualifications, and typical job tasks associated with these public safety professions. The course will include job search and application strategies as well as pre-employment testing and interviewing techniques.

**CSU**

### CJT 110 3 UNITS

#### **Community Service Officer Academy** 7 hours lab; 3 weeks

Community Service Officers are civilian law enforcement employees that perform a variety of support functions including police report taking, evidence collection, traffic direction, and crime prevention. This course includes criminal law, report writing, professionalism, basic investigations, crime scene management, evidence collection, non-emergency driving, safety, first aid and CPR, and traffic accident scene management.

**CSU**

### CJT 200 24 UNITS

#### **Basic Police Academy 1** 880 hours lab; 22 weeks

The P.O.S.T. Basic Police Academy is certified by the California Commission on Peace Officer Standards and Training. This course satisfies the basic training requirement to be hired as a full time peace officer or Level 1 Reserve Peace Officer in California. The Basic Police Academy emphasizes the development of character, problem solving skills and officer safety.

*Prerequisite: 1. Complete a criminal history fingerprint check through the California Department of Justice (13511.5 PC). 2. Obtain clearance from a licensed physician indicating capacity to participate in intensive physical activity. The above prerequisites may be certified by an authorized law enforcement agency.*

**CSU**



### CJT 203 1 - 4 UNITS

#### **Module 3 Arrest and Firearms** 3 hours lecture

A course certified by the California Commission of Peace Officer Standards and Training to fulfill the requirements of section 832 PC and the training requirements for Level 3 Reserve Peace Officers. Includes laws of arrest, search and seizure, methods of arrest, discretionary decision-making, and firearms.

*Prerequisite: Complete a criminal history fingerprint check through the California Department of Justice (13511.5 PC). Obtain clearance from a licensed physician indicating capacity to participate in intensive physical activity. The above prerequisites may be certified by an authorized law enforcement agency.*

**CSU**

### CJT 204 6 UNITS

#### **Module 2 Reserve Officer** 16 hours lab

A course certified by the California Commission on Peace Officer Standards and Training to fulfill the training requirements to be hired as a Level 2 Reserve Peace Officer in California. This course includes advanced training in criminal law, laws of arrest, search and seizure, report writing, investigations, methods of arrest, and firearms. State mandates require that students successfully complete CJT 203 prior to enrolling in this course.

*Prerequisite: Successful completion of a P.O.S.T. certified Module 3 course within the last three years (CJT 203) required by P.O.S.T. regulation D-1(2)(A).*

**CSU**

### CJT 205 8 UNITS

#### **Module 1 Reserve Officer** 24 hours lab

A course certified by the California Commission on Peace Officer Standards and Training that meets the basic training requirements to be hired as a Level 1 Reserve Peace Officer. This is an advanced course that includes patrol procedures, criminal investigations, arrest methods, discretionary decision-making, emergency vehicle operations, and firearms. State mandates require that students successfully complete CJT 203 and CJT 204 prior to enrolling in this course.

*Prerequisite: Successful completion of a P.O.S.T. certified Module 3 course and Module 2 course within the last three years (CJT 203 and CJT 204) and passage of a P.O.S.T. constructed level 1 entrance examination. Required by P.O.S.T. regulation D-1(3)(A).*

**CSU**

**CJT 211** **5 UNITS**

**Adult Corrections Academy**

**200 hours lab; 5 weeks**

The Adult Corrections Academy is certified by the State of California Board of Corrections to provide entry-level job training required to be hired as an adult correctional officer for a city or county jail. Letter Grade Only

**CSU**

**CJT 212** **5 UNITS**

**Probation Academy**

**200 hours lecture; 5 weeks**

The Adult Probation Officer Academy provides the required entry-level job training for people interested in being an adult probation officer in California. This course is certified by the California State Board of Corrections. Letter Grade Only.

**CSU**

**CJT 213** **4 UNITS**

**Juvenile Corrections Officer Academy**

**40 hours lecture; 4 weeks**

This course provides state certified entry-level job training for persons seeking employment as a juvenile corrections officer.

**CSU**

**CJT 215** **16 UNITS**

**State Corrections Academy**

**560 hours lab; 14 weeks**

This course is certified by the California Department of Corrections and Rehabilitation and provides the required entry-level training for students interested in a position as a correctional officer working within the prison system in California. This course does not meet the training requirements for counties or local correctional facilities.

**CSU**

**CJT 296** **5 UNITS**

**Public Safety Dispatchers' Basic Course**

**120 - 136 hours lab; 16 weeks**

This course is certified by the California Commission on Peace Officer Standards and Training and provides the required entry-level job training for 9-1-1 dispatchers working for law enforcement and other public safety agencies in California. 120 hours; 4 units or 136 hours; 5 units.

**CSU**

**CJT 297** **5 UNITS**

**Basic Academy Recertification Course**

**136 hours lab; 3 weeks**

This course is certified by the California Commission on Peace Officer Standards and Training (P.O.S.T.) and re-certifies students who graduated from a basic police academy more than three years ago. This course also re-certifies students who have been employed as a peace officer and are returning after a break in service of more than three years. This 136 hour course is typically presented over a three week period.

*Prerequisite: Complete a criminal history fingerprint check through the California Department of Justice (13511.5 PC). Obtain clearance from a licensed physician indicating capacity to participate in intensive physical activity. The above prerequisites may be certified by an authorized law enforcement agency.*

**CSU**

**CJT 298** **1 - 5 UNITS**

**Selected Topics in Criminal Justice Training**

**3 - 8 hours lecture**

Topics in Criminal Justice Training not covered by regular catalog offerings. Course content and unit credit to be based on community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**CSU**

**CJT 302** **0.5 - 5 UNITS**

**Criminal Justice Skills & Knowledge Modular**

**8 - 160 hours lab; 1 - 4 weeks**

Advanced topics in law enforcement designed to enhance the job skills and to meet P.O.S.T. requirements for continuing professional training for peace officers and communications dispatchers. Classes are scheduled from 8 to 160 hours in length with course content taken from one of forty-one topical areas. Repeatable as topics change. Credit/No Credit

*Recommended Preparation: Completion of a basic law enforcement training program such as the basic police academy, basic dispatch course, or equivalent.*



# COURSE ANNOUNCEMENTS

## DIGITAL DESIGN GRAPHICS TECHNOLOGY

### DIGITAL DESIGN GRAPHICS TECHNOLOGY

This is a comprehensive four-semester program that enables a student to be employable as an entry level design drafter and three-dimensional (3D) artist with the versatility to work in a wide range of drafting and 3D graphic fields. The Digital Design Graphics Technology program is also an Autodesk Premier Training Center (ATC) which ensures that students are always taught on the most current releases of the various Autodesk software programs used in their coursework.

No prerequisites are required, although students are advised to complete BTV 98, 109; MACH 100; PHYS 110, 111, in the first year of the program. ENGL 120 should be completed during the second year.

The courses required to complete the major are: DDGT 120, 121, 230, 240, 241; ENGL 120; MACH 100; PHYS 110, 111; BTV 98, 109.

First Semester	Units
DDGT 120 Digital Design	
Graphics Technology 1	7
BTV 98 Technical Math 1	3
MACH 100 Machine Shop Practice	3
Physical Education*	1
	<b>15</b>

Second Semester	Units
DDGT 121 Digital Design	
Graphics Technology 2	7
BTV 109 Technical Math 2	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Lab	1
Physical Education*	1
	<b>15</b>

Third Semester	Units
DDGT 230 Digital Architectural Drafting & Design	6
DDGT 240 Digital Design	
Graphics Technology 3	7
ENGL 120 Reading and Composition 1	3
	<b>16</b>

Fourth Semester	Units
DDGT 241 Digital Design	
Graphics Technology 4	7
Social Science****	3
Humanities***	3
Physical Education*	1
Elective**	3
	<b>15</b>

\* Students must complete HELH 106 or 3 units of physical education.

\*\* Students must complete a minimum of 60 units of coursework to complete the degree program.

\*\*\* ANTH 150; DRAM 115; ENGL 217; HUMA 174, 186 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Humanities.

\*\*\*\* ANTH 121, 180; CFS 140, 180; HIST 145, 150, 152; PSYC 128; will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Social Science.

### Options

1. **Certificate Program:** Students will be awarded a certificate in Digital Design Graphics Technology upon satisfactory completion of BTV 98, 109; DDGT 120, 121, 230, 240, 241; ENGL 120; MACH 100; PHYS 110, 111.

2. **A.S. Degree:** All courses as listed. All courses required to complete the major must be completed with a grade of C or better. Consultation with the Program Coordinator is required.

3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

4. **Advanced Study:** DDGT 199



### DDGT 110 3 UNITS

#### Technical Drawing Fundamentals 2 hours lecture, 3 hours lab

An entry level course for students with little or no technical drawing experience. Topics covered include drafting standards, drawing scales, geometric constructions, orthographic projection, sectioning, computer-aided drafting (CAD) applications using the latest version of AutoCAD.

**CSU, UC**

### DDGT 120 7 UNITS

#### Digital Design Graphics Technology 1 5 hours lecture, 10 hours lab

The first of a four course series in the Digital Design Graphics Technology A.S. Degree program. Drafting fundamentals are covered that include national and international drafting standards, geometric constructions, orthographic projections, dimensioning, sectioning, auxiliary views, computer-aided drafting fundamentals, and three-dimensional modeling. All coursework is done using the latest release of the AutoCAD software program.

*Recommended Preparation: BTV 98 and MACH 100*

**CSU**



## DDGT 121 7 UNITS

### **Digital Design Graphics Technology 2** **5 hours lecture, 10 hours lab**

The second of a four course series in the Digital Design Graphics Technology A.S. Degree program. Advanced study in computer-aided drafting (CAD) three-dimensional parametric solid modeling, Boolean operations, advanced lighting and scene layout for CAD rendered images, the study of descriptive geometry and lateral surface developments and creation of working drawing sets. Development of intranet web pages for communication of engineering documents across the internet.

*Prerequisite:* DDGT 120

*Recommended Preparation:* BTV 109

**CSU**

## DDGT 199 1 - 3 UNITS

### **Independent Study in Digital Design Graphics Technology**

**3 - 9 hours lab**

A course for second-year Digital Design Graphics Technology degree track students wishing to pursue related special studies that are not included in the existing Digital Design Graphics Technology/Autodesk Premier ATC curriculum.

*Prerequisite:* DDGT 121

**CSU**

## DDGT 201 1 UNIT

### **Autocad for the Professional Level 1** **5 hours lecture, 11 hours lab; 2 weeks**

This course teaches the beginning Computer-Aided Drafting (CAD) user the beginning fundamentals of using the latest release of the AutoCAD software program. The user interface, drawing aids, drawing & editing commands, layers, blocks, drawing annotation, dimensioning, and outputting drawing files to hard-copy are covered.

*Recommended Preparation:* DDGT 110

**CSU**

## DDGT 202 1 UNIT

### **Autocad for the Professional Level 2** **5 hours lecture, 11 hours lab; 2 weeks**

This course builds on knowledge and skills gained in DDGT 201, AutoCAD For the Professional Level 1. Topics covered include grips, object selection settings and filters, system variables, advanced linetype creation, block attributes, externally referenced files, working with raster images, dimension style families, editing dimensions, paperspace and printing, and introduction to customization and 3D drawing.

*Recommended Preparation:* DDGT 201

**CSU**

## DDGT 203 1 UNIT

### **Autocad for the Professional Level 3** **5 hours lecture, 11 hours lab; 2 weeks**

This course builds on topics covered in AutoCAD level 2 by incorporating various AutoCAD command structures into the output of drawing files by plotting and printing, creating a continuous slide show, and working with paperspace.

*Recommended Preparation:* DDGT 202

**CSU**

## DDGT 205 1 UNIT

### **Autocad 3D Drawing and Rendering** **5 hours lecture, 11 hours lab; 2 weeks**

This course teaches the student how to use the latest release of AutoCAD for drawing three dimensional (3D) wireframe and solid models. Construction techniques including Boolean operations are taught as are rendering techniques including materials and lighting.

*Recommended Preparation:* DDGT 202

**CSU**

## DDGT 206 1 UNIT

### **Autocad Architectural Desktop** **5 hours lecture, 11 hours lab; 2 weeks**

This course is intended for students who are AutoCAD proficient and wish to optimize their architectural CAD capabilities by using the AutoCAD Architectural Desktop software program. Topics covered include showing the progression from schematic design to design development through the creation of construction documents. Also included are the development of 3D animated walk-throughs and fly-bys.

*Recommended Preparation:* DDGT 202, DDGT 205

**CSU**

## DDGT 207 1 UNIT

### **3D Studio Max, Level 1** **5.5 hours lecture, 10.5 hours lab; 2 weeks**

A beginning level course in the use of the latest release of Kinetix 3D Studio Max, an industry leading three-dimensional modeling and animating software application that runs on the Windows NT platform. Topics covered include hardware requirements, user interface, 3D modeling, keyframes, lights and cameras, material application, and animating scenes.

*Recommended Preparation:* DDGT 205

**CSU**

## DDGT 208 1 UNIT

### **3D Studio Max, Level 2** **5 hours lecture, 11 hours lab; 2 weeks**

This is the second in a two-course series in the study of 3D Studio MAX, an animating and rendering software program. Topics include review 3D Studio MAX Level 1, advanced shape editing, advanced modifier usage, animating materials, complex lofting techniques, video post, and adding audio to animations.

*Recommended Preparation:* DDGT 207

**CSU**

# COURSE ANNOUNCEMENTS

## DDGT 209

### **3D Studio Viz Level 1**

**5 hours lecture, 11 hours lab; 2 weeks**

This course teaches the architectural designer how to present to their clients realistically modeled, rendered and animated three dimensional walkthroughs and fly-bys of their architectural designs on a desktop computer platform using the 3D Studio VIZ software application.

*Recommended Preparation: DDGT 206*

**CSU**

**1 UNIT**

## DDGT 230

### **Digital Architectural Drafting & Design**

**3 hours lecture, 6 hours lab**

A study of the digital graphic representation used by the architectural field, building codes, symbology, floor plans, sectional views, foundation plans, roof framing plans, specifications, interior/exterior elevations, computer animated walkthroughs and fly-bys.

*Recommended Preparation: DDGT 206*

**CSU**

**6 UNITS**

## DDGT 231

### **Architectural Design & Drafting 2**

**3 hours lecture, 6 hours lab**

Design fundamentals and graphic representation used by the architectural drafter. The use of symbols, sectional views, details, elevations, floor plans and applications of building codes as they apply to commercial and advanced residential projects.

*Prerequisite: DDGT 230*

*Recommended Preparation: DDGT 121*

**CSU**

**6 UNITS**

## DDGT 240

### **Digital Design Graphics Technology 3**

**5 hours lecture, 10 hours lab**

A third of a four course series in the Digital Design Graphics Technology A.S. Degree program. Study of modeling, materials, lighting, and animation of three-dimensional (3D) models and scenes. Editing 3D objects, lofting objects, utilize particle systems, create cameras, perform video post operations, timing of multiple object animations within a scene. Study of traditional pictorial drawing types, and biped character animation.

*Prerequisite: DDGT 121*

**CSU**

**7 UNITS**

## DDGT 241

### **Digital Design Graphics Technology 4**

**5 hours lecture, 10 hours lab**

The last of a four course series in the Digital Design Graphics Technology A.S. Degree program. The study of civil drafting, geographic information systems (GIS) and their relationship to engineering documentation, utilization of electrical/electronic symbology and the development of various electronic diagrams.

*Prerequisite: DDGT 240*

**CSU**

**7 UNITS**

## DDGT 298

### **Selected Topics in Digital Design Graphics Technology**

**1 - 9 hours lecture/lab**

Topics in Digital Design graphics Technology not covered by regular catalog listings. Course content and unit credit to be determined in relation to community/student needs and available staff. Offered as a seminar, lecture, or lecture/lab class.

**CSU**

**1 - 3 UNITS**

## DRAMA

### DRAM 110

#### **Survey & Appreciation of Theatre (cross-listed as HUMA 170)**

**3 hours lecture**

An introduction to theatre arts. Exploration of the range and magnitude of the theatrical experience, elements of a play, also the historical tradition's influence, its contents and forms.

**CSU, UC**

**3 UNITS**

### DRAM 114

#### **Introduction to Dramatic Literature (cross-listed as ENGL 208)**

**3 hours lecture**

Reading and comparison of plays and theories of drama from ancient Greece to the 20th century.

**CSU, UC**

**3 UNITS**

### DRAM 115

#### **Diversity in American Drama (cross-listed as HUMA 174)**

**3 hours lecture**

This course explores the contributions to contemporary American drama of African Americans, Asian Americans, Native Americans, Chicano/Latinos and other cultural ethnic or sub-cultural groups. A significant portion of the course of study is devoted to the perspectives and contributions of women.

**CSU, UC**

**3 UNITS**

### DRAM 116

#### **Script Writing 1**

**3 hours lecture**

This course will expose the student to the art of scriptwriting and will offer the opportunity to learn the craft of writing for stage, screen and television. From treatments, first draft, re-writes to a final draft, students will construct a one-act script.

**CSU**

**3 UNITS**

**DRAM 117** **3 UNITS**  
**Script Writing 2**  
**3 hours lecture**

This course will expose the student to the art of scriptwriting and will offer the opportunity to learn the craft of writing for stage, screen and television. From treatments, first draft, re-writes to a final draft, students will construct a three-act script.  
*Prerequisite: DRAM 116*  
**CSU**

**DRAM 120** **3 UNITS**  
**Technique of Acting**  
**2 hours lecture, 3 hours lab**

This course provides students with a study of the fundamental skills required for stage acting and the creation of roles in plays. Course content includes development of physical and vocal technique, pantomime, improvisation, scenes and monologues from published plays. Repeatable one time.  
**CSU, UC**

**DRAM 122** **2 UNITS**  
**Improvisation Workshop**  
**1 hour lecture, 2 hours lab**

This is a workshop class in which students learn and practice improvisational skills designed to support live performances. Repeatable for credit two times.  
**CSU**

**DRAM 125** **1 UNIT**  
**Television Acting**  
**1 hour lecture, 1 hour lab; 9 weeks**

This introduction to television acting includes the study of movement and vocal techniques, an appreciation of the video medium from the performer's point of view, monologues, interviews, and group scenes.  
**CSU**

**DRAM 135** **2 UNITS**  
**Commercial/On-Camera Acting**  
**1 hour lecture, 2 hours lab**

This course offers instruction in "on-camera" audition techniques as well as guidance for securing an agent, preparing photographs and resumes, and joining the entertainment unions. It also focuses on the difference between stage and on-camera performance skills. Appropriate for students interested in a career in acting, particularly in TV commercials and industrial programs. Repeatable once for credit.  
**CSU**

**DRAM 140** **3 UNITS**  
**Introduction to Documentary Video Production**  
**2 hours lecture, 2 hours lab**

This course introduces the student to materials, techniques and artistic applications for creating video documentaries. Course topics include creating a documentary outline and artistic storyboard, basic camera and lighting technique, digital non-linear editing and augmentation with music soundtrack. Students should own or have access to a digital camcorder. Repeatable once for credit.  
**CSU**

**DRAM 150** **1 - 3 UNITS**  
**Theatre Performance**  
**1 - 3 hours lecture; 2 - 6 hours lab**

Theatre Performance is designed for the study, preparation and production of plays selected from world drama to be presented on stage before the campus and community. Each semester the course is offered, a different production will be presented. Appropriate for all drama majors. Repeatable for credit three times.  
*Limitation on Enrollment: By audition*  
**CSU, UC**

**DRAM 151** **1 - 3 UNITS**  
**Touring Theatre Workshop**  
**1 - 3 hours lecture, 2 - 6 hours lab**

Touring Theatre Workshop is designed for the production of touring plays to be presented before the campus and community. Repeatable for credit three times.  
*Limitation on Enrollment: By audition*  
**CSU, UC**

**DRAM 152** **1 - 3 UNITS**  
**Children's Theatre Workshop**  
**1 - 3 hours lecture; 2 - 6 hours lab**

Children's Theatre Workshop is designed for the production of plays to be presented primarily before children's audiences and the general community. Appropriate for all drama majors. Repeatable for credit three times.  
*Limitation on Enrollment: By audition*  
**CSU**

**DRAM 153** **1 - 3 UNITS**  
**Musical Theatre Production**  
**1 - 3 hours lecture; 2 - 6 hours lab**

Musical Theatre Production is designed for the production of musicals to be presented before the campus and community. Each semester the course is offered, a different production will be presented. Appropriate for all drama majors. Repeatable for credit three times.  
*Limitation of Enrollment: By audition*  
**CSU, UC**

# COURSE ANNOUNCEMENTS

## DRAM 155

### **Dance Theatre Production**

**1 - 3 hours lecture; 2 - 6 hours lab**

Theatre Dance Production is a course that emphasizes choreography for Broadway-style musicals and light opera and is performed with an orchestra. Each semester the course is offered, new choreography will be presented in conjunction with a specific musical production. Appropriate for all music and drama majors. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**1 - 3 UNITS**

## DRAM 160

### **Theatre Workshop**

**1.5 - 3 hours lecture, 5 - 10 hours lab; 10 weeks**

Workshop in all aspects of a theatre production including acting and technical theatre. Culminates in the performance of a play. Letter grade only. Repeatable for credit three times.

*Limitation on Enrollment: Assignment to role in production by audition*

**CSU**

**1 - 2 UNITS**

## DRAM 161

### **Summer Theatre Workshop: Comedy**

**1.5 - 3 hours lecture, 5 - 10 hours lab; 10 weeks**

A focused performance course which emphasizes the techniques necessary to prepare and perform productions specifically in the comic genre. Letter grade only. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**1 - 2 UNITS**

## DRAM 162

### **Summer Theatre Workshop: Drama**

**1.5 - 3 hours lecture, 5 - 10 hours lab; 10 weeks**

A focused performance course which emphasizes the techniques necessary to prepare and perform productions specifically in the dramatic genre. Letter grade only. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**1 - 2 UNITS**

## DRAM 163

### **Musical Production: Opera/Operetta**

**6.5 - 13 hours lab; 8 weeks**

Production of an opera or operetta. Appropriate for actors, singers, and technical stage personnel. Letter grade only.

**CSU**

**1 - 2 UNITS**

## DRAM 170

### **Technical Theatre Laboratory**

**3 - 9 hours lab**

Technical theatre laboratory is an introduction to the basic vocabulary, techniques, materials, and equipment of entertainment technology. Offers experience in working with sets, costumes, properties, lighting, sound, and makeup. Appropriate for all drama majors. Letter grade only. Repeatable as topics change.

**CSU, UC**

**1 - 3 UNITS**

## DRAM 190

### **Stagecraft: Scenery & Props**

**2 hours lecture, 4 hours lab**

Survey of all technical phases of scene and prop construction, painting, placement and manipulation. The student will study the aesthetics and practical applications of set and property design. Course is designed for the beginner. Letter grade only.

**CSU, UC**

**3 UNITS**

## DRAM 191

### **Stagecraft: Costume & Make-Up**

**2 hours lecture, 4 hours lab**

Introduction to function of theatrical costume and makeup and the contribution to the total aesthetic effect of a dramatic production. Design research and principles, costume and makeup organization, pattern and construction techniques and makeup application are introduced. Letter grade only.

**CSU, UC**

**3 UNITS**

## DRAM 199

### **Independent Study in Drama**

**3 - 9 hours lab**

Under instructor's supervision, student pursues a creative project or independent study. The academic study culminates in a paper; the creative project involves designing, directing, or writing a play.

**CSU, UC**

**1 - 3 UNITS**

## DRAM 201

### **Producing & Directing for Television**

**2 hours lecture, 3 hours lab**

Pre-production and production of television programs; laboratory experiences in both studio TV and field production, emphasizing message construction and solving artistic problems; coordination of script, image and sound, editing; also sets, lighting costumes, makeup. Letter grade only. Repeatable for credit three times.

**CSU**

**3 UNITS**

## DRAM 203

### **Survey & Appreciation of Film**

**(cross-listed as HUMA 185)**

**3 hours lecture**

This is an introductory course to enhance the student's appreciation of film as an entertainment/information source, a technological development and an art form. This course utilizes the disciplines of history, film analysis, (how films are made), film criticism and critical thinking techniques to achieve the course objectives.

**CSU, UC**

**3 UNITS**

## DRAM 220

*Shakespeare on Stage*  
3 hours lecture

This course is designed to provide a basic approach to the creation of effective dramatic presentations of the plays of William Shakespeare. Students will study Elizabethan and contemporary stage technique; and develop skills dealing with interpretive, vocal and physical demands of contemporary Shakespearean performance. Repeatable once for credit.

**CSU, UC**

3 UNITS

## DRAM 240

*Intermediate Acting 1*  
2 hours lecture, 3 hours lab

This course is a continuation of the study of acting technique and the creation of dramatic roles on an intermediate level. Students continue to refine technique utilizing improvisation, pantomime, monologues and scripted scenes from realistic and non-realistic plays. Repeatable one time for credit.

*Prerequisite: DRAM 120*

**CSU, UC**

3 UNITS

## DRAM 244

*Acting Workshop*  
1 hour lecture, 2 hours lab

The exploration and development of acting skills through exercise and performance. Letter grade only. Repeatable for credit three times.

**CSU, UC**

3 UNITS

## DRAM 298

*Selected Topics in Drama*  
2 - 9 hours lab

Topics in drama not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**

1 - 3 UNITS

## EARTH SCIENCE

### EART 110

*Earth Science: Earth, Sea, and Sky*  
3 hours lecture, 3 hours lab

A general lab science course for the liberal arts student. Earth resources, earth-sun-moon relationships, weather, climate and oceanography, with application to the San Francisco Bay Region. Lab topics include mineral resource recognition and use, map reading, 3-D stereoscopy, basic solar measurements for navigation, time and energy exercises, weather observations and measurements, and observation of coastal processes. Several field trips planned.

**CSU, UC**

4 UNITS

## ECONOMICS

### ECON 100

*Economics 1*  
3 hours lecture

Introduction to principles of macro economic analysis, economic institutions, and the application of these concepts to public policy. Comprehension of the economic vocabulary, the conflicting economic theories, money and banking, national income accounting, the basis of economic growth, and the role of government in our economic lives.

**CSU, UC**

3 UNITS

### ECON 101

*Economics 2*  
3 hours lecture

This course focuses on the micro economics area. Demand and supply analysis will be emphasized. These will be applied to firms in different market structures. The impact of government intervention through laws and policies, i.e., anti-trust law, will be reviewed. We will examine the nature and source of wages, rents, interest and profits. International trade will be explored with regard to its scope and reasons for trade and how it is fostered or hindered.

**CSU, UC**

3 UNITS

### ECON 120

*Economic History of the U.S.*  
3 hours lecture

A survey of the economic development of the United States from colonial times to the present, with emphasis on the relationship of economic activities to social and political development.

**CSU, UC**

3 UNITS

## EDUCATION

### EDUC 100

*Teaching as a Profession*  
2 hours lecture, 3 hours lab

This course explores teaching as a profession in K-12 education. Effective teaching, experience and expectations of a teacher, foundations of teaching, critical issues in education, student diversity and job options are emphasized. Students are required to complete 48 hours of field observation and field work.

**CSU**

3 UNITS

# COURSE ANNOUNCEMENTS

## ENGINEERING

### ENGI 110 3 UNITS

#### **Introduction to Engineering** 3 hours lecture

This course covers the ethics and decisions involved regarding the connection of new technology with human values and social goals. It provides knowledge of physical science and its applications surrounding the issues of technology and society. Speakers, field trips and classroom activities expose students to the many ways technology affects our lives and the variety of roles of engineers in society. Recommended for both technical and non-technical majors.

**CSU, UC**

### ENGI 122 4 UNITS

#### **Engineering Graphics & Design** 2 hours lecture, 6 hours lab

Introduction to the engineering design process and graphical communications tools used by engineers. The fundamentals of orthographic projection, pictorial sketching, dimensioning and tolerancing, and their application in the solution of engineering problems. Use of the computer-aid design package, and AutoCAD, as an analysis, design and documentation tool.

**CSU, UC**

### ENGI 123 4 UNITS

#### **Scientific & Engineering Problem Solving Using Computers**

3 hours lecture, 3 hours lab

Using computers to solve scientific and engineering problems. FORTRAN 90 programming, variables, control structures, arrays and subprograms.

**CSU, UC**

### ENGI 124 3 UNITS

#### **Introduction to Computers & Methods** 2 hours lecture, 3 hours lab

Fundamental concepts of computers, computer hardware, computer software, program development, networking, data communications, Internet access and operating systems. Computer methods in computations which includes the use of modern interactive symbolic and numerical computations packages, and includes an introduction to programming methods for problem solving. The use of graphical visualization methods and tools for output will be emphasized. Sample applications will be drawn from various applied science disciplines.

**CSU**

### ENGI 134 2 UNITS

#### **Internet Essentials** 1 hour lecture, 2 hours lab

A course that emphasizes successful Internet resources usage. Learn how to confidently integrate the conductivity to Internet into your course work and major. Master electronic mail and browsing the World Wide Web of Internet. Become successful in locating and retrieving information. Other topics will include Gopherspace, UseNet, IRC, Telnet and FTP. Technical aspects of how Internet works, getting connected from home, and creating a WWW Home page are also covered.

**CSU**

### ENGI 240 4 UNITS

#### **Properties of Materials** 3 hours lecture, 3 hours lab

Introduction to engineering materials (metal, ceramics/glasses, polymers, composites) and the link between their microstructure and overall properties. Study of crystallography, phase diagrams, mechanical properties, and electrical (including semiconduction) properties.

*Prerequisites: CHEM 120, PHYS 140*

**CSU, UC**

### ENGI 241 3 UNITS

#### **Engineering Mechanics: Statics** 2 hours lecture, 3 hours lab

Solve two-and-three-dimensional engineering problems using vector mechanics. Study the equilibrium of rigid bodies, centroids, centers of gravity and forces on submerged surfaces. Analyze trusses, frames and machines. Understand forces in beams, including shear and moment diagrams and friction.

*Prerequisites: PHYS 140, MATH 121*

**CSU, UC**

### ENGI 242 4 UNITS

#### **Circuits 1** 3 hours lecture, 3 hours lab

Basic electric circuit analysis techniques, including electrical quantities and elements, resistive circuits, network theorems, transient and steady-state responses of RLC circuits, ideal transformers and amplifiers, sinusoidal excitation and phasors, and complex frequency and network functions.

*Prerequisites: PHYS 240, MATH 221*

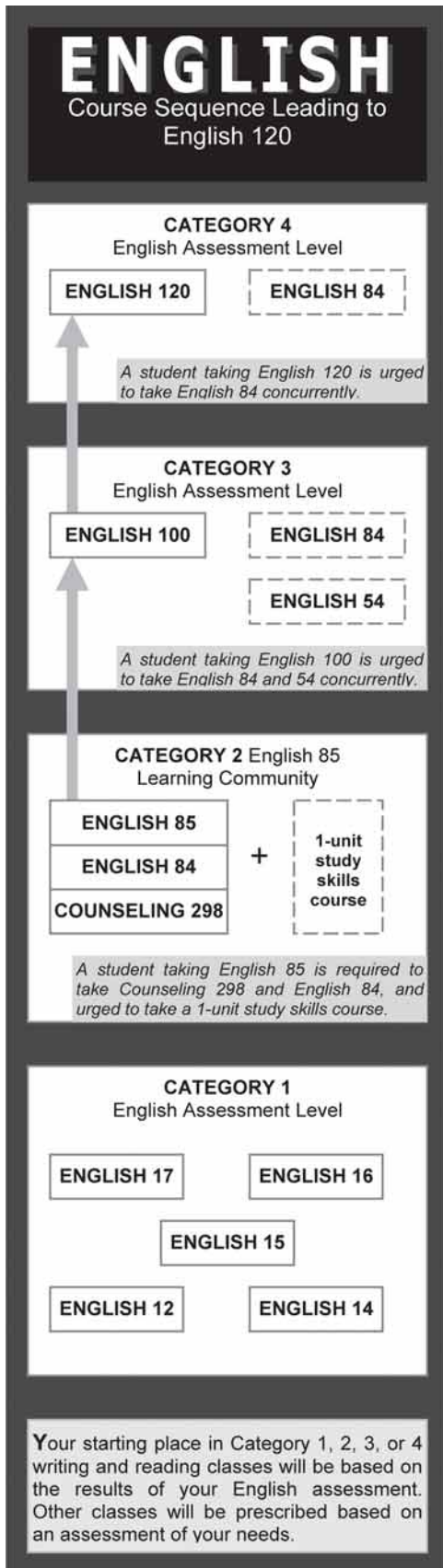
**CSU, UC**

### ENGI 298 1 - 3 UNITS

#### **Selected Topics in Engineering** 1 - 3 hours lecture, 3 - 9 hours lab

Topics in General Engineering and various Engineering disciplines, such as Engineering Computer Science, Civil Engineering, Mechanical Engineering, Electrical Engineering, Environmental Engineering, Chemical Engineering, Biological Engineering etc., not covered by regular catalog offerings. Course offerings will be based on community/student or program interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture, or lecture/laboratory format as appropriate.

**CSU**



## ENGLISH

**ENGL 12** **2 - 4 UNITS**

***Beginning Reading Skills***

**1 - 3 hours lecture, 2 hours lab**

An individualized reading course that focuses on acquisition and/or strengthening of the technical skills necessary for decoding, comprehending and interpreting reading material. Special emphasis will be placed on reading in the content areas and developing the ability to respond to assigned readings both in writing and oral discussion. A tutorial lab component will provide individually prescribed self-paced supplemental instruction and skill development activities for all students enrolled in this course. Credit/No Credit grading. Recommended for students scoring in category 1 in reading. Repeatable for credit three times or until four units are earned.

**ENGL 14** **1 - 2 UNITS**

***Developmental Spelling***

**1 hour lecture, 2 hours lab**

An individualized developmental spelling course that focuses on spelling principles and rules. First-time students may be required to enroll in PSYC 10 at the same time. Variable unit; Credit/No Credit grading; Open Entry/Open Exit. Repeatable for credit three times or until four units are earned.

**ENGL 15** **3 UNITS**

***Beginning English Grammar***

**3 hours lecture**

A beginning level course in grammar and sentence writing. Students will learn to write a grammatically correct sentence using rules of grammar, punctuation and spelling. Credit/No Credit grading. This class is appropriate for students needing skills necessary for English 85 and above, and/or those who have scored in category 1 of the English Placement Test.

**ENGL 16** **3 UNITS**

***Intermediate English Grammar***

**3 hours lecture**

An intermediate course emphasizing the development of skills necessary for writing a grammatically correct sentence and paragraph. This class is appropriate for students needing skills necessary for English 85 and above, and/or those who have scored in category 1 of the English Placement Test. Credit/No Credit grading.

**ENGL 17** **1 - 2 UNITS**

***Computer Composition***

**0.5 - 1 hour lecture, 1.5 - 3 hours lab**

An individualized lecture/laboratory course which prepares students to write compositions using the computer as required for higher level English classes. Students will learn keyboarding skills, beginning word processing, and Modern Language Association formatting. Credit/No Credit Grading. Repeatable one time for credit.

# COURSE ANNOUNCEMENTS

## ENGL 54 2 UNITS

### **Advanced Reading Comprehension** **2 hours lecture, 1 hour lab**

Discussion and application of advanced reading comprehension techniques. Skills include determining central focus/main idea, noting supporting points, improving vocabulary, reading critically and using techniques to improve comprehension of retention. Appropriate for students scoring in Category 3 of reading placement test. Credit/No Credit grading. May be repeated once for credit.

## ENGL 60 3 UNITS

### **Study and Test-taking Techniques** **3 hours lecture**

Skills necessary for success in college: reading textbooks; taking lecture notes; studying; taking tests; managing time; and reducing test anxiety. Credit/No Credit grading. Recommended for students with a least a score in Category 2 in reading.

## ENGL 84 0.5 - 1 UNIT

### **Supervised Writing Lab** **1 - 2 hours lab**

A lab course which helps students of all levels strengthen their writing skills. Students may enroll themselves or be referred by teachers who have analyzed specific problems. Credit/No Credit grading; Open Entry/Open Exit. Repeatable as topics change.

## ENGL 85 5 UNITS

### **Basic Reading and Writing** **5 hours lecture**

A course that introduces students to beginning academic reading and writing, stressing the relationship between reading, thinking, and writing. The course emphasizes the critical reading process, stressing reading comprehension, analysis, and evaluation. Writing is treated as a reflection of critical thinking; therefore, the course emphasizes the writing process, stressing paragraph and essay development, and using grammar as a tool to enhance coherence, clarity, and unity in the writing. Repeatable once for credit.

*Prerequisite: Appropriate skill level established through the English assessment process which consists of multiple measures.*

## ENGL 100 3 UNITS

### **Preparing for College Reading and Writing 1** **3 hours lecture**

A class designed to build the student's skill level and confidence as reader and writer. Includes instruction in writing, discussion and critical analysis of reading material, and review of grammar. A minimum of 5,000-6,000 words of writing required.

*Prerequisite: English 85 or appropriate skill level established through the English assessment process which consists of multiple measures.*

**CSU**

## ENGL 101 3 UNITS

### **Preparing for College Reading and Writing 2** **3 hours lecture**

This course is designed to increase the student's skill level as a reader, writer, and critical thinker. Emphasizes the analysis of texts, vocabulary building, critical thinking and writing skills. Open to all students, but especially recommended to students desiring a second semester of preparation for ENGL 120. On its own, this course does not satisfy the prerequisite requirement for ENGL 120.

*Prerequisite: ENGL 100 with a grade of "C" or better or eligibility for ENGL 120.*

**CSU**

## ENGL 105 3 UNITS

### **Collegiate Learning Strategies** **3 hours lecture**

Presentation and application of advanced learning strategies appropriate for degree and transfer students. Techniques include efficient time-management; learning styles applications; concentration and memory improvement; textbook reading, marking, and notetaking; effective listening and lecture notetaking; exam preparation; test-anxiety reduction; test analysis; test-taking strategies; and individualized academic tactics for the student's academic needs and plans.

**CSU**

## ENGL 120 3 UNITS

### **Reading & Composition 1** **3 hours lecture**

Expository, analytical, and argumentative writing based on reading and analysis of essays and other college-level texts. Emphasis on critical thinking and reasoned support of ideas. Practice in using research and documentation skills. A minimum of 8,000 words of writing required.

*Prerequisite: English 100, or appropriate skill level established through the English assessment process which consists of multiple measures.*

**CSU, UC**

## ENGL 121 3 UNITS

### **Reading & Composition 2** **3 hours lecture**

Expository writing based on the reading of literary works from a variety of periods and genres: drama from the Ancient Greek, renaissance, and modern periods; poetry from the 16th to the 20th century; and fiction from the 19th and 20th centuries. Emphasis on critical analysis of texts and on revision of student writing. A minimum of 8,000 words of student writing required.

*Prerequisite: ENGL 120 with a grade of "C" or better.*

**CSU, UC**



# NVC CATALOG 2006 • 2008

**ENGL 123** **3 UNITS**  
***Critical Thinking About Literature***  
**3 hours lecture**

This course develops critical thinking, reading, and writing skills through the study of logical reasoning, the analysis of literary texts and the generation of written arguments. Literature will provide subject matter for approximately 8,000 words of argumentative essays; however, the course will emphasize the abilities to analyze, criticize and reason inductively and deductively.

*Prerequisite:* English 120 with a grade of "C" or better.  
**CSU, UC**

**ENGL 125** **3 UNITS**  
***Critical Thinking and Composition***  
**3 hours lecture**

This course develops logical reasoning skills through the analysis and generation of written arguments. It focuses on the relationship of language to logic; the abilities to analyze, criticize, advocate ideas; and to reason inductively and deductively. It includes both analysis and writing of argumentative essays to develop critical and creative thinking, reading, and writing skills. Progress in specific writing skills will be developed through instruction in the writing process—particularly revision—and instruction in building arguments, avoiding faulty reasoning, and using evidence effectively. Approximately 8,000 words of writing are required.

*Prerequisite:* ENGL 120 with a grade of "C" or better.  
**CSU, UC**

**ENGL 199** **1 - 3 UNITS**  
***Independent Study in English***  
**3 - 9 hours lab**

A course for students wishing to pursue special literature studies not included in the regular curriculum.

**CSU, UC**

**ENGL 200** **3 UNITS**  
***Introduction to Creative Writing 1***  
**3 hours lecture**

An introductory course in the practice of creative writing, including work in creative nonfiction, short fiction, poetry, and drama. Emphasis is placed on learning and practicing the basic elements of craft and closely examining the work of published writers and students. There will be some use of workshop format to critique student work.

*Prerequisite:* ENGL 100 or equivalent  
**CSU, UC**

**ENGL 201** **3 UNITS**  
***Introduction to Creative Writing 2***  
**3 hours lecture**

Continued study and practice in the writing of creative nonfiction, fiction, poetry, and drama, if desired by the student. Through frequent writing and review of student work, students improve skills developed in ENGL 200.

*Prerequisite:* ENGL 200  
**CSU, UC**

**ENGL 202** **3 UNITS**  
***Introduction to Creative Writing 3***  
**3 hours lecture**

Continued study and practice in the writing of creative nonfiction, fiction, poetry, and drama, if desired by the student. Through frequent writing and review of student work, students further improve skills developed in ENGL 201.

*Prerequisite:* ENGL 201  
**CSU, UC**

**ENGL 203** **3 UNITS**  
***Poetry Workshop 1***  
**3 hours lecture**

A course designed to give practical assistance to those who write poetry and those who would like to write poetry. Poets will meet in a workshop setting and exchange suggestions on work in progress. Written critiques of poems and instruction in poetic technique will be provided by the instructor.

**CSU, UC**

**ENGL 204** **3 UNITS**  
***Poetry Workshop 2***  
**3 hours lecture**

A class for those who have completed the basic class in poetry workshop. The format of the class includes lecture and laboratory workshop with work in progress the subject for consideration in the latter.

*Prerequisite:* ENGL 203  
**CSU, UC**

**ENGL 208** **3 UNITS**  
***Introduction to Dramatic Literature***  
**(cross-listed as DRAM 114)**  
**3 hours lecture**

Reading and comparison of plays and theories of drama from ancient Greece to the 20th century.

**CSU, UC**

**ENGL 209** **3 UNITS**  
***Introduction to Short Fiction***  
**3 hours lecture**

The reading and discussion of short fiction, reflecting the chronological development of the short story as a genre and including narratives from diverse viewpoints, e.g., national, ethnic, sexual.

*Prerequisite:* ENGL 100  
**CSU, UC**

**ENGL 210** **3 UNITS**  
***Introduction to The Novel***  
**3 hours lecture**

Reading and discussion of major novels from British, American and world literature. Emphasis on style and structure; on the history of the novel, and on social, political, and philosophical contexts.

*Prerequisite:* ENGL 120  
**CSU, UC**

# COURSE ANNOUNCEMENTS

- ENGL 211** **3 UNITS**  
**Introduction to Poetry**  
**3 hours lecture**  
An introduction to poetry through the diverse historical and worldwide range of poets writing in many languages and out of many cultures.  
*Prerequisite: ENGL 120*  
**CSU, UC**
- ENGL 212** **3 UNITS**  
**Introduction to Literature By Women**  
**3 hours lecture**  
Survey of women writers in different periods, countries, and genres. Emphasis on authors of the 19th and 20th centuries.  
*Prerequisite: ENGL 100*  
**CSU, UC**
- ENGL 213** **3 UNITS**  
**Survey of British Literature 1**  
**3 hours lecture**  
Reading and discussion of major works of British literature from the medieval period through the eighteenth century. Review of the literature in relation to its historical, political, religious, social, and literary contexts and its influence upon and pertinence to our times.  
*Prerequisite: ENGL 120*  
**CSU, UC**
- ENGL 214** **3 UNITS**  
**Survey British Literature 2**  
**3 hours lecture**  
Reading and discussion of major works of British literature from the nineteenth century through the present. Review of the literature in relation to its historical, political, religious, social, and literary contexts and its influence upon and pertinence to our times.  
*Prerequisite: ENGL 120*  
**CSU, UC**
- ENGL 215** **3 UNITS**  
**Survey of American Literature 1**  
**3 hours lecture**  
Reading and discussion of American literature through the Civil War, including Pre-colonial, Colonial, Enlightenment, and Romantic texts of all genres. Literary movements explored as they reflect political, religious, philosophical, artistic, racial and socioeconomic issues of the United States past and present.  
*Prerequisite: ENGL 120*  
**CSU, UC**
- ENGL 216** **3 UNITS**  
**Survey of American Literature 2**  
**3 hours lecture**  
Reading and discussion of American literature from the Civil War through the present, including 19th and 20th Century Realism, Naturalism, Modernism, and Post-Modernism, as represented in texts of all genres. Literary movements explored as they reflect political, religious, philosophical, artistic, racial, and socioeconomic issues of the U.S. past and present.  
*Prerequisite: ENGL 120*  
**CSU, UC**
- ENGL 217** **3 UNITS**  
**Literature of American Ethnic Diversity**  
**3 hours lecture**  
A survey of American literature focusing on ethnic diversity in the American cultural experience with a special emphasis given to issues of gender and women writers. The literature is reviewed from literary, historical, political, social, artistic, and thematic perspectives.  
**CSU, UC**
- ENGL 220** **3 UNITS**  
**Shakespeare: Introduction**  
**3 hours lecture**  
Reading and discussion of representative Shakespearean comedies, tragedies, histories, and tragi-comedies as well as selected sonnets and other poems. Focus on changing texts and performances of Shakespeare's plays from the sixteenth century through the present. Review of the literature in relation to its historical, political, religious, social, and literary contexts and its influence upon and pertinence to our times.  
*Prerequisite: ENGL 120 or equivalent course with a grade of "C" or better; or Category 3 score on English Placement Test.*  
**CSU, UC**
- ENGL 221** **3 UNITS**  
**Masterpieces of World Literature 1**  
**3 hours lecture**  
Reading and discussion of masterpieces of world literature beginning with the inventing of writing and the earliest literatures and continuing with the Renaissance in Europe and the meeting of Native American and European cultures in the New World. Great works of the Western tradition are studied alongside masterpieces from Africa, the Caribbean, China, India, Japan, the Middle east, and Native America. Literature is reviewed in relation to its historic, religious, political, social, and artistic settings and in connection to modern thought.  
**CSU, UC**

**ENGL 222** **3 UNITS**  
***Masterpieces of World Literature 2***  
**3 hours lecture**

Reading and discussion of world literature from 1650 to the present. Great works of the Western tradition are studied alongside masterpieces from Africa, the Caribbean, China, India, Japan, the Middle East, and Native America. Literature is reviewed in relation to significant historic, religious, political, social, and artistic settings and its connection with modern thought.

*Prerequisite: ENGL 100*  
**CSU, UC**

**ENGL 223** **3 UNITS**  
***The Bible as Literature***  
**3 hours lecture**

Reading and discussion of the Bible, including texts from the Hebrew Bible and the New Testament. Particular emphasis on textual criticism and literary analysis as well as historical and cultural contexts. Focus on academic rather than theological exegesis.

*Prerequisite: ENGL 120*  
**CSU, UC**

**ENGL 298** **1 - 3 UNITS**  
***Selected Topics in English***  
**2 - 9 hours lecture**

Topics in English not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**

## ENGLISH AS A SECOND LANGUAGE

**ESL 50** **5 UNITS**  
***Grammar/Writing 1***  
**5 hours lecture**

This course is the grammar/writing component of Level 1 of the ESL program. Students will study basic English grammar and writing process skills. They will write short paragraphs using simple and compound sentences.

*Recommended Preparation: Appropriate score on ESL placement test.*

**ESL 54** **3 UNITS**  
***Reading and Discussion 1***  
**3 hours lecture**

ESL 54 is the reading component of the first credit level in ESL. Reading skills developed include reading comprehension, vocabulary work, and guessing meaning from context. Class discussion is an important part of this course. Credit/No Credit grading.

*Recommended preparation: Appropriate score on the ESL placement test.*

**ESL 55** **3 UNITS**  
***Oral Communication 1***  
**3 hours lecture**

This course will improve speaking, pronunciation, and listening skills for high beginning ESL students through discussions, presentations, and a variety of oral and listening activities.

*Recommended Preparation: Satisfactory score on the ESL placement test recommended. Concurrent enrollment in ESL 50 and 54 recommended.*

**ESL 60** **5 UNITS**  
***Grammar/Writing 2***  
**5 hours lecture**

This course is the grammar and writing component of Level 2 of the ESL program. Students will build on basic grammar and writing skills of Level 1, learning to write simple narrative and descriptive paragraphs, using present, past, and future tenses and simple, compound, and complex sentences. They will learn to revise and edit their writing.

**ESL 64** **3 UNITS**  
***Reading and Discussion 2***  
**3 hours lecture**

ESL 64 is the reading component of the second level of the ESL Program. Students will build on basic reading and vocabulary skills from Level 1 and improve skills such as reading comprehension and speed, vocabulary development (including vocabulary in context) summarizing written material, and overall language fluency. Class discussion is an important part of this course. Credit/No Credit grading.

**ESL 66** **3 UNITS**  
***Oral Communication 2***  
**3 hours lecture**

Intensive practice in the control of spoken American English, emphasizing pronunciation and fluency. Intensive practice in listening comprehension. Students will participate in a variety of exercises for pronunciation, intonation, oral expression, and listening comprehension.

*Recommended Preparation: Satisfactory score on the ESL placement test or enrollment in any ESL level course below ESL 80, or prior enrollment in any ESL course. Concurrent enrollment in ESL level 60 or 70 recommended.*

**ESL 70** **3 UNITS**  
***Grammar 3***  
**3 hours lecture**

This is the grammar component of Level 3 of the ESL program. Students will build on grammar skills of Level 2, focusing on a review of all verb tenses and on sentence structure, particularly construction of compound and complex sentences. Intensive oral and written practice will accompany explanations.

# COURSE ANNOUNCEMENTS

## ESL 72 3 UNITS

### **Writing 3** **3 hours lecture**

This course is the writing component of Level 3 of the ESL program. Students will build on writing and reading skills of Level 2, writing and revising short narrative and descriptive compositions with clear introductions, support, and conclusions.

## ESL 74 3 UNITS

### **Reading Level & Discussion Level 3** **3 hours lecture**

This is the reading component of the third level of the ESL Program. Students will build on the reading and vocabulary skills of level 2, reading full-length works of fiction or nonfiction books and continuing to improve and expand reading comprehension, discussion, and vocabulary skills, and overall fluency.

*Recommended preparation: ESL 60, 62, & 64, or appropriate score on ESL placement test*

*Recommended concurrently: ESL 70 & ESL 72*

## ESL 80 3 UNITS

### **Grammar 4** **3 hours lecture**

This course is the grammar component of Level 4 of the ESL program. Students will build on grammar skills of Level 3, focusing on a high degree of grammatical correctness in writing and speech. Students will learn to identify and correct common errors through intensive oral and written practice. This course is the advanced grammar class of the ESL program.

## ESL 82 3 UNITS

### **Writing 4** **3 hours lecture**

This is the writing component of Level 4 of the ESL program. Students will build on writing and reading skills of Level 3. They will write, revise, and edit narrative, descriptive, comparison/contrast and problem/solution compositions, and summarize and respond to readings, including information from the Internet.

## ESL 84 3 UNITS

### **Reading & Discussion Level 4** **3 hours lecture**

This is the reading component of the fourth level of the ESL Program. Students will build on reading skills of level 3, learning advanced skills for reading and understanding fiction, non-fiction, and textbooks including notetaking, summarizing, library skills, and vocabulary development.

*Recommended preparation: ESL 70, 72, and 74 or appropriate score on ESL placement test.*

*Recommended concurrently: ESL 80, 82, and 86.*

## ESL 88 1 - 3 UNITS

### **Selected Topics in English as a Second Language** **2 - 3 hours lecture**

Topics in English as a Second Language not covered by regular catalog offerings. Course offerings will be based on community/student interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture, or lecture/laboratory format as appropriate.

## ESL 106 3 UNITS

### **Oral Communication 5** **3 hours lecture**

Advanced oral communication skills class in which students will learn to listen actively, speak and pronounce with clarity, and communicate effectively in English. Students will practice improved pronunciation, and work collaboratively with other students to make oral presentations and contribute to group and class discussions about topics of current interest, including intercultural communication, being a global/local community member, forming and expressing their opinion.

*Recommended Preparation: Concurrent or previous enrollment in ESL 80, 82, 84, or English 85, or an appropriate score on the ESL or English placement test.*

**CSU**

## ESL 110 3 UNITS

### **WRITING 5** **3 hours lecture**

This course is the most advanced class for English as a Second Language students, offering an integration of reading, composition, grammar, and critical thinking.

**CSU**



## ENVIRONMENTAL TECHNOLOGY

### ENVT 199 1 - 3 UNITS

#### ***Independent Studies in Environmental Technology***

**3 - 9 hours lab**

An opportunity to study any area of Environmental Technology of special interest to the student. The material may include continuation of knowledge and projects begun in other Environmental Technology courses or environmental technology studies not normally included in formal course work.

**CSU**

### ENVT 298 1 - 3 UNITS

#### ***Selected Topics in Environmental Technology***

**1 - 9 hours lecture/lab**

Topics in environmental technology not covered by regular catalog offerings. Course offerings will be based on community/student interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture, or lecture/laboratory format as appropriate.

**CSU**

### ENVT 310 0.5 UNIT

#### ***Current Issues in Environmental Technology***

**1 hour lecture**

Examination and discussion of current issues relevant to environmental technology. Draws on current research and expertise to further student's knowledge and skills in the topic areas. Provides continuing education and in-service training for people employed in environmental and related fields.

## FRENCH - ACADEMIC

This series of courses fulfills the university requirement for language training.

### FREN 120 5 UNITS

#### ***First Semester French***

**5 hours lecture**

Introductory course emphasizing the development of skills in pronunciation, reading, intonation, basic conversation, listening, composition, and grammar. Life and culture of French Speaking countries are studied. Covers the material of at least two years of high school French.

**CSU, UC**

### FREN 121 5 UNITS

#### ***Second Semester French***

**5 hours lecture**

The second part of a four-semester sequence of transfer-level French courses. Continued work on language communication integrating listening, speaking, reading, and writing skills in real world contexts. Ongoing development of cultural awareness.

*Prerequisite: FREN 120 or two years of equivalent.*

**CSU, UC**

### FREN 199 1 - 3 UNITS

#### ***Independent Study In French***

**3 - 9 hours lab**

An independent study course for students interested in specialized French language study, reading or cultural research, or in completing a project that deals with an acceptable topic in French. May be repeated three times for credit.

**CSU, UC**

### FREN 240 5 UNITS

#### ***Third Semester French***

**5 hours lecture**

The third part of a four-semester sequence of transfer-level French courses. This intermediate course is designed to consolidate and improve first-year skills through focused practice and synthesis. Course includes a variety of sustained reading selections for exposure to literature, culture, business, political and other terminologies practical to application for interdisciplinary education.

*Prerequisite: FREN 121 or equivalent.*

**CSU, UC**

### FREN 241 5 UNITS

#### ***Fourth Semester French***

**5 hours lecture**

The final part of the four-semester sequence of transfer-level French courses. This intermediate course continues to consolidate and improve skills through focused practice and synthesis. Course includes a variety of sustained reading selections intended to enable the student to pursue his or her interests independently. Composition reading and discussions of current topics in French culture, business and politics. Possible reading and discussion of a novel and a play.

*Prerequisite: FREN 240 or three to four years of high-school French.*

**CSU, UC**

### FREN 298 1 - 3 UNITS

#### ***Selected Topics In French***

**9 hours lab**

Topics in French not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.

*Prerequisite: Varies with topic selected.*

**CSU**

# COURSE ANNOUNCEMENTS

## FRENCH - SPOKEN LANGUAGE

### FREN 130 3 UNITS

#### **First Semester Spoken French**

##### **3 hours lecture**

This course provides the students with fundamental listening, comprehension and speaking skills to handle general questions, required concrete information such as personal background, interests and needs, family, work, travels and limited social conventions.

**CSU**

### FREN 131 3 UNITS

#### **Second Semester Spoken French**

##### **3 hours lecture**

Continuation of FREN 130 with a more advance study of grammatical structures, non-literary materials — including correspondence, communications, travel tourism and terminology.

*Prerequisite: FREN 130 or its equivalent*

**CSU**

### FREN 260 3 UNITS

#### **Third Semester Spoken French**

##### **3 hours lecture**

Develops the student's ability to understand and communicate in French on abstract as well as concrete topics. Emphasis on vocabulary, idioms, grammar, and cultural studies.

*Prerequisite: FREN 131 or equivalent.*

**CSU**

### FREN 261 3 UNITS

#### **Fourth Semester Spoken French**

##### **3 hours lecture**

Advanced listening and speaking skills with emphasis on extemporaneous conversations, cultural studies, grammar review and letter writing.

*Prerequisite: FREN 260*

**CSU**

## GEOGRAPHY

### GEOG 101 3 UNITS

#### **World Regional Geography**

##### **3 hours lecture**

The world's major geographic regions, including their major internal geographic features and their external relations with other regions. Emphasis on understanding how the geographic systems of other areas differ from our own, and how geography relates to contemporary world problems. Cultural practices, political, economic, and religious characteristics for each region are surveyed. Focus is on place-name location.

**CSU, UC**

### GEOG 102 3 UNITS

#### **Human Geography**

##### **3 hours lecture**

Patterns of land use, settlement and movement developed by humans as a result of the interaction of cultural and geographical factors. An analysis of the nature and variety of the human impact on the earth.

**CSU, UC**

### GEOG 110 3 UNITS

#### **Physical Geography**

##### **3 hours lecture**

A basic geography course emphasizing physical elements of the human environment. The course includes earth-sun relationships, maps, global time, land forms, oceans, soils, natural vegetation, weather, and climatic regions of the world.

**CSU, UC**

### GEOG 114 3 UNITS

#### **California Geography**

##### **3 hours lecture**

An in-depth look at the physical and cultural regions of California. The emphasis is twofold: first on various processes that have created the state's landscapes, climates, and distribution of native plants, and second on how humans have utilized or impacted the state's resources. Also studied are agriculture, water issues, energy, manufacturing, transportation, population, and cultural patterns.

**CSU, UC**

### GEOG 120 4 UNITS

#### **Geographic Information Systems & Science 1**

##### **3 hours lecture, 3 hours lab**

This course introduces the student to the rapidly expanding field of Geographic Information Systems (GIS) and Science. It addresses both theory and application and provides the student with a dynamic analytical framework within which temporal and spatial data and information is gathered, integrated, interpreted, and manipulated. It emphasizes a conceptual appreciation of GIS and offers an opportunity to apply some of those concepts to contemporary geographical and planning issues.

**CSU**

### GEOG 121 4 UNITS

#### **Geographic Information Systems & Science 2**

##### **3 hours lecture, 3 hours lab**

This second course in Geographic Information Systems (GIS) and Science further enhances the student's studies by adding extensions to their knowledge of computer-based techniques for storage, retrieval, analysis, and representation of spatially referenced data. It emphasizes the applications of GIS technology to research problems such as natural hazard mapping, surface runoff, environmental impact assessments, business trends, and others. Students are required to develop system models in their chosen field area.

*Prerequisite: Successful completion of GEOG 120*

**CSU**

## GEOG 298

### *Selected Topics in Geography* 3 - 9 hours lecture/lab

Topics in geography not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**

1 - 3 UNITS

## GEOG 300

### *Geographic Information Systems* 8 hours lecture, 8 hours lab; 1 week

This 16-hour course provides hands-on experience and the functional overview necessary to display, edit, perform queries, perform analyses, construct and plot a map using ArcView.

**UC**

1 UNIT

## GEOLOGY

### GEOLOGY 110

#### *Physical Geology* 3 hours lecture

Uses of geology in society; the nature of rocks and minerals; the dynamic nature of our planet is explored, including mountain building processes, volcanoes, faulting; plate tectonics; earthquakes; geologic time and surface land forming processes.

**CSU, UC**

3 UNITS

### GEOLOGY 111

#### *Physical Geology Laboratory* 3 hours lab

A laboratory course to supplement Geology 110. Investigates minerals and rocks. Includes use of topographic maps and profiles as well as three-dimensional aerial photographs in analyzing landforms and geologic structures. Interpretation of geologic maps and cross sections.

**CSU, UC**

1 UNIT

### GEOLOGY 112

#### *Fossils, Time, and Earth History* 3 hours lecture

The evolution of plants and animals from inception of life to the present as evidenced by fossils. Major physical events, ancient landscapes, and processes in earth history that guided the evolution of life. Evolution/creation, causes of extinction, and glimpses of the geologic history of North America. Field trips required.

**CSU, UC**

3 UNITS

### GEOLOGY 116

#### *Geology Hazards and Humanity* 2 hours lecture

Natural and man-imposed geologic hazards throughout history: earthquakes, landslides, floods, volcanic eruptions, shoreline erosion, subsidence, and disposal of wastes. Field trip required.

**CSU, UC**

2 UNITS

## GEOLOGY 190

### *Special Field Trip in Geology & Natural History* 1 hour lecture, 2 hours lab; 2 weeks

One-day to two-week field trip to geological areas in the Western United States. Understanding and recognition of geological land forms and structures. Field trips amplify the highlights of GEOL 110 and 112. Credit/No Credit grading. Repeatable three times.

*Prerequisite:* GEOL 111, 112 or GEOG 110 concurrently  
**CSU, UC**

0.5 - 3 UNITS

## GEOLOGY 199

### *Independent Studies in Geology* 3 - 9 hours lab

An opportunity to study any area of Geology of special interest to the student. Material may include continuation of knowledge and projects begun in other Geology courses or geological studies not normally included in formal course work.

*Prerequisite:* College level geology course  
**CSU**

1 - 3 UNITS

## GEOLOGY 298

### *Selected Topics in Geology* 9 - 16 hours lab

Topics in geology not covered by regular catalog offerings. Course offerings will be based on community/student interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture or lecture/laboratory format.

**CSU**

1 - 3 UNITS

## GERMAN

This series of classes fulfills the university requirement for language training.

### GERMAN 120

#### *First Semester German* 5 hours lecture

An introductory course emphasizing the development of skills in pronunciation, intonation, basic conversation, listening, translation, composition, and grammar. Geography, history, and culture of German speaking countries. Lab work is required. Covers the material of at least two years of high school German. Upon completion of GERM 120, student may advance to GERM 121.

**CSU, UC**

5 UNITS

### GERMAN 121

#### *Second Semester German* 5 hours lecture

Continued study of German through listening, speaking, reading, translation, composition, and grammatical analysis and application. Listening/conversational skills balanced with reading/writing skills. Lab work required. Upon completion of GERM 121, student may advance to GERM 240.

*Prerequisite:* GERM 120 or 2 years of high school German within the last 2 years.

**CSU, UC**

5 UNITS

# COURSE ANNOUNCEMENTS

## **GERM 199** 1 - 3 UNITS

### ***Independent Study in German*** **9 hours lab**

An independent study course for students interested in specialized German language study, reading or cultural research, or in completing a project that deals with an acceptable topic in German.

**CSU, UC**

## **GERM 240** 5 UNITS

### ***Third Semester German*** **5 hours lecture**

Reading, writing, listening and speaking skills. Grammar review, readings from German literature and cultural material. Discussions in German. Lab work required. Upon completion of GERM 240, student may advance to GERM 241.

*Prerequisite: GERM 121*

**CSU, UC**

## **GERM 241** 5 UNITS

### ***Fourth Semester German*** **5 hours lecture**

An introduction to the literature of German-speaking peoples, stressing literary analyses and discussion in German. Lab work required.

*Prerequisite: GERM 240*

**CSU, UC**

## **GERM 298** 1 - 3 UNITS

### ***Selected Topics in German*** **9 hours lab**

Topics in German not covered by regular catalog offerings. Content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**

## HEALTH

## **HELH 100** 3 UNITS

### ***Community First Aid & Safety*** **3 hours lecture**

Student will learn how to administer appropriate First Aid and CPR in emergency conditions. Learn how to call for help, keep someone alive, reduce pain and minimize the consequences of injury or sudden illness until professional medical help arrives. American Red Cross CPR and first aid certificates issued to those satisfactorily completing the course.

**CSU, UC**

## **HELH 106** 3 UNITS

### ***Personal & Community Health*** **3 hours lecture**

Overview of health-related issues, attitudes and behaviors to help individuals take responsibility for their own health. Explore health science and the relationship between mind, body, emotions and the environment. Health goals and techniques for achieving these goals.

**CSU, UC**

## **HELH 109** 3 UNITS

### ***Sports Nutrition & Weight Management*** **3 hours lecture**

Course is designed to provide students with a foundation of optimal nutrition for health and fitness. Focus on importance of nutrients in a healthy diet for sports and weight management; appropriate "fueling" for increased endurance; basics of energy metabolism and maximizing body fat loss; and skills to identify nutrition quackery and fad diets.

**CSU, UC**

## **HELH 110** 3 UNITS

### ***Stress Management & Health*** **3 units; 3 hours lecture**

Overview of how stress affects health. Identifying stress and techniques of stress management, the mind/body relationship and various effective relaxation skills.

**CSU**

## **HELH 298** 1 - 3 UNITS

### ***Selected Topics in Health Education*** **3 - 9 hours lecture**

Selected topics in Health. Course content and unit credit to be determined by community/student needs and available staff.

**CSU**

## HEALTH OCCUPATIONS

## **HEOC 88** 1 - 3 UNITS

### ***Selected Topics in Health Occupations*** **1 - 3 hours lecture, 3 - 9 hours lab**

Topics in Health Occupations not covered by regular catalog offerings. Course offerings will be based on community/student interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture/laboratory format as appropriate.

## **HEOC 100** 3 UNITS

### ***Basic Anatomy & Physiology*** **3 hours lecture**

Lecture course in anatomy and physiology. Required for Vocational Nursing and Psychiatric Technician Programs.

**CSU**

## **HEOC 101** 3 UNITS

### ***Pharmacology*** **3 hours lecture**

Acquaints student with desirable and untoward effects of drugs used in therapy based on recent advances in pharmacology. Reviews body systems and related pharmacology. Requirement for students enrolled in vocational nursing and psychiatric technician programs.

**CSU**



**HEOC 171** **3 UNITS**  
**Medical Terminology**  
**3 hours lecture**  
 This course introduces fundamental medical terminology used in the health professions. Students will learn basic medical terms and their application to various body systems.  
*Recommended Preparation: CISA 130*  
**CSU**

**HEOC 172** **2 UNITS**  
**Basic Nutrition**  
**2 hours lecture**  
 Proper nutrition for optimum health and well being. Enables the student to plan proper food selections in health and disease. Required for Vocational Nursing and Psychiatric Technician Program.  
**CSU**

**HEOC 173** **3 UNITS**  
**Chinese Medicine**  
**2 hours lecture, 2 hours lab**  
 Discussion of Chinese medicine concentrating on meridians, their acupressure points and related theories that explain how the system affects health. Acupressure techniques, which promote optimum health, are demonstrated. Covers internal body meridians and adjuncts to acupressure/acupuncture such as herbs, cupping, moxibustion and breathing techniques.  
**CSU**

**HEOC 185** **2 UNITS**  
**Spanish for Health Professionals 1**  
**(cross-listed as SPAN 100)**  
**2 hours lecture**  
 Spanish most useful in health fields. For students who work in health fields and need to communicate with clients in Spanish.  
**CSU**

**HEOC 186** **2 UNITS**  
**Spanish for Health Professionals 2**  
**(cross-listed as SPAN 101)**  
**2 hours lecture**  
 Continued study of Spanish for health professionals who work in health fields and need to communicate with clients in Spanish.  
*Prerequisite: HEOC 185 or equivalent*  
**CSU**

**HEOC 199** **1 - 3 UNITS**  
**Independent Study in Health Occupations**  
**3 - 9 hours lab**  
 For the health occupations student who wishes to develop specialized skill in an area related to the profession; review selected course content in a special area; meet a licensing requirement; or meet an employment or related program need.  
**CSU**

**HEOC 200** **3 UNITS**  
**Forensic Psychology**  
**(cross-listed as PSYC 200)**  
**3 hours lecture**  
 Course covers major areas of mental health services within the practice of psychiatric care of people confined under criminal and civil commitment in California. It surveys statutory and case law related to mental health services in California courts, jails, prisons, mental hospitals, and community placements. The focus will be on D.S.M. - IV diagnoses frequently associated with criminality, with attention to assessment, intervention, treatment principles and practices, and preparation for trial.  
**CSU**

**HEOC 298** **1 - 18 UNITS**  
**Selected Topics in Health Occupations**  
**1 - 14 hours lecture**  
 Health occupation topics not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.  
**CSU**

**HEOC 360** **4 UNITS**  
**Emergency Medical Technician**  
**3 hours lecture, 2 hours lab**  
 Course prepares individuals to render basic life support at the scene of an emergency and during transport of the sick and injured or during interfacility transfer within an organized EMS system.  
*Prerequisite: CPR for the Health Care Provider (Professional Rescuer ONLY).*  
*Recommended Preparation: Basic First Aid and HEOC 100*

**HEOC 364** **1.5 UNITS**  
**Emergency Medical Technician Refresher**  
**2 - 32 hours lab; 1 - 6 weeks**  
 Course prepares individuals to render basic life support at the scene of an emergency and during transport of the sick and injured or during interfacility transfer within an organized EMS system. Refresher course to meet EMT-1 requirements of the State of California. Repeatable every 2 years for certification.  
*Prerequisite: HEOC 360 or current Emergency Medical Technician (EMT) License*

**HEOC 370** **2 UNITS**  
**Therapeutic Massage**  
**1 hour lecture, 2 hours lab**  
 Holistic approach to provide an experimental basis for understanding the use and practice of therapeutic massage in the home, hospital or other clinical setting. Each class includes exercises, creative visualization, basic anatomy and massage practice as well as lecture.

# COURSE ANNOUNCEMENTS

## HEOC 372

### **Intravenous Therapy** **2 hours lecture, 1 hour lab**

Course designed to prepare students to administer intravenous fluids using the basic concepts and techniques of venipuncture, intravenous fluid and drug administration.

*Prerequisite:* NURS 233, NURS 249, Current LVN or RN license

2 UNITS

## HEOC 376

### **Skills Assessment** **3 - 6 hours lab**

This assessment course is for the student who: possesses Health Occupations skills and has petitioned for advanced placement in one of the Health Occupations programs, is currently enrolled in a Health Occupations program and needs additional Nursing skills practice and assessment in the Nursing Lab. Repeatable once for credit.

*Prerequisite:* Appropriate education or experience to meet advanced placement criteria for the program the student desires to enter.

0.5 - 1 UNIT

## HISTORY

### HIST 120

#### **United States History 1** **3 hours lecture**

Basic survey of the political, economic, intellectual, social and cultural history of the United States from the colonial era to 1865.

*Recommended Preparation:* Completion of ENGL 100  
**CSU, UC**

3 UNITS

### HIST 121

#### **United States History 2** **3 hours lecture**

A basic survey of the political, social, economic, intellectual and cultural history of the United States from the end of the Civil War (1865) to the present day.

*Recommended Preparation:* Completion of ENGL 100  
**CSU, UC**

3 UNITS

### HIST 122

#### **World Civilization 1** **3 hours lecture**

A global survey of world civilizations from the earliest human societies, through the transition to early civilizations, up to the 16th Century and the Renaissance. Emphasis will be placed on the social, political, economic, cultural and religious forces within the civilizations of Asia, Africa, Europe, and the Americas, the interaction among those civilizations, and their impact on the contemporary world.

*Recommended Preparation:* Completion of ENGL 100  
**CSU, UC**

3 UNITS

### HIST 123

#### **World Civilization 2** **3 hours lecture**

A global survey of the world civilizations from the 15th century to the present. Emphasis will be placed on the social, political, economic, cultural and religious forces within the civilizations of Asia, Africa, Europe, and the Americas, the interaction among those civilizations, and their impact and legacy to the contemporary world.

**CSU, UC**

3 UNITS

### HIST 135

#### **Modern Asian History** **3 hours lecture**

An introduction to Modern East Asian history with special attention to development of modern China and Japan.

**CSU, UC**

3 UNITS

### HIST 140

#### **Modern Latin America** **3 hours lecture**

A study of the political, economic, social and intellectual evolution of post-colonial, 19th-20th Century Latin America. Case studies of Mexico, Brazil, Cuba, and selected Andean and Central American countries will be used to present a historical perspective of the region as a whole.

**CSU, UC**

3 UNITS

### HIST 142

#### **History of Mexico** **3 hours lecture**

A survey of Mexico from pre-conquest to the present, with emphasis on political, cultural, economic, intellectual and social history. Topics covered include: indigenous population, Spanish conquest, independence and revolutions, reconstruction, and contemporary life.

**CSU, UC**

3 UNITS

### HIST 145

#### **California History** **3 hours lecture**

A comprehensive approach to the historical development of California, from the pre-Columbian era to the Spanish Exploration and settlement, the Mexican Revolution, the American conquest, the Gold Rush and expansion into and through the 20th century. In addition to exploring the political, geographic, cultural and social factors affecting the development of California, the course will also focus on the roles and interactions of Native American, Latino American, European American, and Asian American men and women within the larger context of California History.

**CSU, UC**

3 UNITS

**HIST 150** **3 UNITS**  
**History of American Women 1600-1900**  
**3 hours lecture**

An in-depth study of the experiences and contributions of women in the political and social development of the U.S. from the pre-colonial period to the end of the 19th century. History, as experienced by the "common woman", will be traced using letters and diaries. This course will focus on the contributions of Native American, African American, Latina/Chicana, and Asian American Women contrasted to Euro American.

*Recommended Preparation: Completion of ENGL 100*  
**CSU, UC**

**HIST 151** **3 UNITS**  
**Women in Twentieth Century America**  
**3 hours lecture**

This course is an exploration of concepts related to the understanding of ethnic heritage. Literature, film and the arts will be surveyed to demonstrate the power of one's ethnic heritage in constructing meaning for oneself in the world. Students will have the opportunity to observe how they view their own cultures, and to think critically about how their ethnic identity affects their sense of self and consequently, their choices. They will also exchange stories and observations about others' cultures, and in so doing examine their own ideas and assumptions about others' ethnicities.

*Recommended Preparation: Completion of ENGL 100*  
**CSU, UC**

**HIST 152** **3 UNITS**  
**Women in Twentieth Century America**  
**3 hours lecture**

The political, economic and cultural experiences of women of the United States from the late 19th to the 20th centuries. Includes oral histories of living citizens. Commonalities and differences of women (Native American, African American, Latina/Chicana, Asian American and Euro American backgrounds) will be contrasted and compared.

*Recommended Preparation: Completion of ENGL 100*  
**CSU, UC**

**HIST 153** **3 UNITS**  
**Napa Community History**  
**3 hours lecture**

This course will introduce students to the history of the Napa Valley, as well as to the skills used by historians. Students will learn techniques of oral and videotaped interviews and will learn how to work with documents and photos as evidence. The history of Napa Valley from the indigenous period through to the present will be covered.

**CSU**

**HIST 199** **1 - 3 UNITS**  
**Independent Study in History**  
**3 - 9 hours lab**

An independent study course for students interested in specialized reading or research, or in completing a project that deals with an acceptable topic in history.

**CSU**

**HIST 298** **1 - 3 UNITS**  
**Selected Topics in History**  
**9 hours lab**

Topics in history not covered by regular catalog offerings. Content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**

## HUMANITIES

**HUMA 100** **3 UNITS**  
**The American Mind 1**  
**3 hours lecture**

Critical analysis is the major vehicle for the study of the development of American civilization from the Native American/Euro-American migration and settlement to the mid-1800's. Formal critical-thinking tools are applied to an examination of the origin and growth of key philosophical, religious, artistic, scientific, economic and political ideas that have shaped American society and will provide analytical approaches for comparing and contrasting diverse and conflicting arguments on the American experience. Dominant and minority cultural viewpoints are considered. This course addresses the state of civic culture in America and advocates for understanding and embracing our civic responsibilities.

**CSU, UC**

**HUMA 101** **3 UNITS**  
**The American Mind 2**  
**3 hours lecture**

Critical analysis is the major vehicle for the study of the development of American civilization from the mid-1800's to the present day. Formal critical-thinking tools are applied to an examination of the origin and growth of key philosophical, religious, artistic, scientific, economic and political ideas that have shaped American society and will provide analytical approaches for comparing and contrasting diverse and conflicting arguments on the American experience. Dominant and minority cultural viewpoints are considered. This course addresses the state of civic culture in America and advocates for understanding and embracing our civic responsibilities.

**CSU, UC**

**HUMA 104** **3 UNITS**  
**Comparative Religion**  
**3 hours lecture**

A study of religions in the contemporary world and their societal impact. Emphasis on comparison of Eastern and Western religions.

**CSU, UC**

**HUMA 125** **3 UNITS**  
**Hispanic Civilizations**  
**3 hours lecture**

The history, geography, literature, art, architecture, music and scientific achievements of the Spanish speaking nations from the colonial period to the present.

**CSU, UC**

# COURSE ANNOUNCEMENTS

## HUMA 151

### ***Women's Ethnic Heritage*** **3 hours lecture**

This course is an exploration of concepts related to the understanding of ethnic heritage. Literature, film and the arts will be surveyed to demonstrate the power of one's ethnic heritage in constructing meaning for oneself in the world. Students will have the opportunity to observe how they view their own cultures, and to think critically about how their ethnic identity affects their sense of self and consequently, their choices. They will also exchange stories and observations about others' cultures, and in so doing examine their own ideas and assumptions about others' ethnicities.

**CSU, UC**

**3 UNITS**

## HUMA 170

### ***Survey & Appreciation of Theatre*** **(cross-listed as DRAM 110)** **3 hours lecture**

An introduction to theatre arts. Exploration of the range and magnitude of the theatrical experience, elements of a play, also the historical tradition's influence, its contents and forms.

**CSU, UC**

**3 UNITS**

## HUMA 174

### ***Diversity In American Drama*** **(cross-listed as DRAM 115)** **3 hours lecture**

This course explores the contributions to contemporary American drama of African Americans, Asian Americans, Native Americans, Chicano/Latinos and other cultural ethnic or sub-cultural groups. A significant portion of the course of study is devoted to the perspectives and contributions of women.

**CSU, UC**

**3 UNITS**

## HUMA 175

### ***Survey & Appreciation Of Music*** **(cross-listed as MUSI 112)** **3 hours lecture**

This course covers and provides the foundations, vocabulary and skills necessary for actively listening to and appraising music performances; with particular emphasis given to musical styles and music history. Also covered in the course are the origins of musical language in Western art music with explorations into musical practices, composers and repertoire of the Middle Ages, Renaissance, Baroque, Classical, Romantic, 20th Century and Contemporary styles. Recommended for all music majors. Attendance at assigned concerts required.

**CSU, UC**

**3 UNITS**

## HUMA 180

### ***Survey & History of Jazz*** **(cross-listed as MUSI 114)** **3 hours lecture**

A history of jazz that offers the student an analysis and interpretation of jazz, both historical and musical. Incorporates research from the fields of sociology, cultural anthropology, and American history-as well as from music history.

**CSU, UC**

**3 UNITS**

## HUMA 185

### ***Survey & Appreciation of Film*** **(cross-listed as DRAM 203)** **3 hours lecture**

This is an introductory course to enhance the student's appreciation of film as an entertainment/information source, a technological development and an art form. This course utilizes the disciplines of history, film analysis, (how films are made), film criticism and critical thinking techniques to achieve the course objectives.

**CSU, UC**

**3 UNITS**

## HUMA 186

### ***Exploring Cultural & Gender in Films*** **3 hours lecture**

Introductory, survey course providing a comparative analysis of the perspectives and contributions of African Americans, Chicano/Latin Americans, Asian Americans, Native Americans and other cultural groups including Euro-Americans, Jewish Americans and Arab Americans to contemporary American life through the study of film. Issues concerning gender, sexual orientation, age, physical and mental challenges are cross-culturally explored. Women's perspectives and contributions occupy a significant part of the content.

**CSU, UC**

**3 UNITS**

## HUMA 188

### ***Mass Communications in American Culture*** **3 hours lecture**

Critical survey of the role played by mass communication in shaping American culture through an examination of the history, social, economic, political and aesthetic factors of books, magazines, newspapers, recordings, movies, radio, television, the web, news, and advertising.

**CSU, UC**

**3 UNITS**

## HUMA 189

### ***Film Genres*** **3 hours lecture**

Offers an in-depth analysis of a particular film genre (i.e. the Film Noir, the Musical, the Romantic Comedy, the Western, etc.) through history, methods of production, film style, evolution of aesthetics and conventions, noted actors and directors, and sociological implications. Repeatable three times for credit.

**CSU, UC**

**3 UNITS**

## HUMA 199

### ***Independent Study In Humanities*** **9 hours lab**

Independent study for students interested in specialized reading, research and/or special projects in humanities.

**CSU**

**1 -3 UNITS**

**HUMA 298** **1 - 3 UNITS**  
***Selected Topics in Humanities***  
**3 - 9 hours lab**  
 Topics in Humanities not covered by regular catalog offerings. Content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.  
**CSU**

## ITALIAN - ACADEMIC

This series of classes fulfills the university requirement for language training.

**ITAL 120** **5 UNITS**  
***First Semester Italian***  
**5 hours lecture**  
 Beginning course in Italian with emphasis on listening, understanding, speaking, and writing. Basic structures of the language are covered. Italian is used exclusively. Reading of simple cultural material. Covers the material of at least two years of high school Italian.  
**CSU, UC**

**ITAL 121** **5 UNITS**  
***Second Semester Italian***  
**5 hours lecture**  
 The second part of a four-semester sequence of transfer-level Italian courses. Continued work on language communication, integrating listening, speaking, reading and writing skills in real world contexts. Exposure to Italian art, music and customs.  
*Prerequisite: ITAL 120*  
**CSU, UC**

**ITAL 199** **1 - 3 UNITS**  
***Independent Study In Italian***  
**3 - 9 hours lab**  
 An independent study course for students interested in specialized Italian language study, reading or cultural research, or in completing a project that deals with an acceptable topic in Italian. Repeatable three times.  
**CSU, UC**

**ITAL 240** **5 UNITS**  
***Third Semester Italian***  
**5 hours lecture**  
 Develops reading, writing, listening, and speaking skills in Italian. Includes in-depth grammar survey, reading and discussion of cultural and literary selections, and the writing of short essays.  
*Prerequisite: ITAL 121 or three years of high-school Italian.*  
**CSU, UC**

**ITAL 298** **1 - 3 UNITS**  
***Selected Topics in Italian***  
**3 - 9 hours lecture**  
 Topics in Italian not covered by regular catalog offerings. Content and unit credit to be determined in relation to community/student needs and available staff. May be offered as seminar, lecture, or lecture/lab class.  
**CSU, UC**

## ITALIAN-SPOKEN LANGUAGE

**ITAL 130** **3 UNITS**  
***First Semester Spoken Italian***  
**3 hours lecture**  
 This course emphasizes and develops speaking and listening skills. Composition and grammar review and reading of short stories support the aural/oral aspects of the course.  
*Prerequisite: ITAL 120 or two years of high school Italian*  
**CSU**

**ITAL 131** **3 UNITS**  
***Second Semester Spoken Italian***  
**3 hours lecture**  
 A continuation of Italian 130, First Semester Spoken Italian, with a more advanced study of grammar, literary materials, and culture of Italy. Stress on useful, daily language skills.  
**CSU**

## JOURNALISM

**JOUR 120** **3 UNITS**  
***Introduction to Journalism***  
**3 hours lecture**  
 A survey of the field of journalism: newspapers, magazines, TV, radio, public relations, advertising. The rights and responsibilities of a journalist, the nature of news, theory and practices in writing for mass media.  
*Prerequisite: Eligibility for ENGL 120*  
**CSU, UC**

**JOUR 130** **3 UNITS**  
***Newspaper Production Lab***  
**2 hours lecture, 2 hours lab**  
 An introduction to newspaper production, principles of newspaper layout, design, desktop publishing, paste-up, advertising design and use of art/graphics. Hands-on experience working on the production of the college newspaper. Repeatable for credit two times.  
**CSU**

# COURSE ANNOUNCEMENTS

## LATIN

This series of classes fulfills the university requirement for language training.

### LATI 120

5 UNITS

#### First Semester Latin

5 hours lecture

Latin I, an introductory course based on ancient authors, designed to introduce students to the rudiments of elementary Latin grammar, vocabulary, syntax and culture, with special emphasis placed on the study of English derivatives in order to enhance the grasp of English words. Covers the material of at least two years of high school Latin.

CSU, UC

### LATI 121

5 UNITS

#### Second Semester Latin

5 hours lecture

Further development of skills, grammar, syntax, & vocabulary.

Prerequisites: LATI 120

CSU, UC



## MACHINE TOOL TECHNOLOGY

### MACHINE TOOL TECHNOLOGY

This program prepares students for employment in the machinist and/or toolmaking trade. The courses cover setting up and operating basic machine tools such as lathes, milling machines, drill presses, grinders. Computerized machine tool programming and operation is also included. Emphasis is placed on the manufacture of component machine parts, using the materials removal process for metals and plastics. The course of study also includes precision measuring skills, blueprint reading, cutting tool design, shop mathematics, and efficient and economical sequencing of machine tooling operations.

The courses required to complete the major are: MACH 110, 111, 210, 211; DDGT 110; WELD 100; PHOT 120; PHYS 110, 111; BTV 98, 109.

First Semester	Units
MACH 110 Machine Technology 1 .....	7
BTV 98 Technical Math 1 .....	3
WELD 100 Welding Theory 1 .....	3
Elective* .....	1
	<b>14</b>

Second Semester	Units
MACH 111 Machine Technology 2 .....	7
BTV 109 Technical Math 2 .....	3
Social Science** .....	3
BUSI 111 Technical Report Writing .....	3
	<b>16</b>

Third Semester	Units
MACH 210 Machine Technology 3 .....	7
DDGT 110 Technical Drawing Fundamentals .....	3
PHYS 110 Descriptive Physics .....	3
PHYS 111 Descriptive Physics Lab .....	1
Physical Education .....	1
	<b>15</b>

Fourth Semester	Units
MACH 211 Machine Technology 4 .....	7
PHOT 120 Intro. to Photography .....	3
Elective* .....	3
Physical Education .....	2
	<b>15</b>

\* Electives: 2-4 units of elective course work is required to complete the degree program.

\*\* ANTH 121, 180; CFS 140, 180; HIST 145, 150, 152; PSYC 128; will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Social Science.

## Options

1. **Certificate Program:** MACH 110, 111, 210, 211; DDGT 110; WELD 100; PHYS 110, 111; BTV 98, 109.
2. **A.S. Degree:** All courses as listed. All courses required to complete the major must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required.
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

## MACH 100

3 UNITS

### **Machine Shop Practice**

**2 hours lecture, 3 hours lab**

A basic course in machine tool technology that satisfies the degree requirement for welding, drafting, and electronics programs. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine and surface grinder.

**CSU**

## MACH 110

7 UNITS

### **Machine Technology 1**

**3 hours lecture, 12 hours lab**

A beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine and surface grinder.

**CSU**

## MACH 111

7 UNITS

### **Machine Technology 2**

**3 hours lecture, 12 hours lab**

An intermediate course in the machine tool technology degree program. Emphasis is placed on accuracy and efficiency of producing machined parts on conventional machine tools. Advanced lathe operations including various thread forms are a focus of the course.

*Prerequisite: MACH 110*

**CSU**

## MACH 120

4 UNITS

### **Machine Tool Fundamentals**

**3 hours lecture, 3 hours lab**

An introductory course in the fundamentals of machining processes designed for the working student. The course is designed for machinists or engineers who need the depth of study in this area but do not have the time that is required of regular students in the discipline. This course is part of the regular degree or certificate program.

**CSU**

## MACH 121

3 UNITS

### **Machine Tools Fundamentals Lab**

**9 hours lab**

This course is the companion lab course for MACH 120. An introductory course in the fundamentals of machining processes designed for the working student. The course is designed for machinists or engineers who need the depth of study in this area but do not have the time to take MACH 110. This course and MACH 120 are the equivalent to MACH 110 leading degree or certificate in Machine Tool Technology.

*Prerequisite: MACH 120*

**CSU**

## MACH 130

4 UNITS

### **Machine Technology 1A**

**3.5 hours lecture, 4 hours lab**

A beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine and surface grinder. This is the first of a two course sequence which covers the same material as MACH 110 (Machine Technology 1).

**CSU**

## MACH 131

3 UNITS

### **Machine Technology 1B**

**3 hours lecture, 4.5 hours lab**

A beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine and surface grinder. This is the second of a two course sequence which covers the same material as MACH 110 (Machine Technology 1).

*Prerequisite: MACH 130*

**CSU**

## MACH 132

3.5 UNITS

### **Machine Technology 2A**

**1.5 hours lecture, 6 hours lab**

This is the first course in a two course sequence covering the same material as MACH 111 (Machine Technology 2). Emphasis is placed on accuracy and efficiency of producing machined parts on conventional machine tools. Advanced lathe operations including various thread forms are a focus of the course.

*Prerequisite: MACH 131*

**CSU**

# COURSE ANNOUNCEMENTS

## **MACH 133**

### **Machine Technology 2B**

**1.5 hours lecture, 6 hours lab**

A second in a pair of courses offered as an equal to third semester course MACH 111. Emphasis is placed on accuracy and efficiency of producing machined parts on conventional machine tools. Advanced lathe operations including various thread forms are a focus of the course.

*Prerequisite: MACH 132*

**CSU**

**3.5 UNITS**

## **MACH 199**

### **Independent Study/Machine**

**9 hours lab**

An opportunity for students to experiment, study, or develop new ideas. Material not offered in regular courses.

**CSU**

**1 - 3 UNITS**

## **MACH 210**

### **Machine Technology 3**

**3 hours lecture, 12 hours lab**

An advanced course in the machine tool technology degree program. This course emphasizes advanced skills in the operation of horizontal and vertical milling machines. Advanced milling operations include gear cutting, gear calculations, and the use of rotary tables, index heads and dividing heads. This course is an introduction to CNC (computer numerical controlled) machines.

*Prerequisite: Machine Technology 2*

**CSU**

**7 UNITS**

## **MACH 211**

### **Machine Technology 4**

**3 hours lecture, 12 hours lab**

An advanced course in the machine tool technology degree program. This course emphasizes advanced skills in the operation and programming of CNC (computer numerical controlled) machines, utilizing skills developed in Machine Technology 1, 2, and 3.

*Prerequisites: MACH 210 and BTV 109 or equivalent.*

**CSU**

**7 UNITS**

## **MACH 230**

### **Machine Technology 3A**

**1.5 hours lecture, 6 hours lab**

The first of a pair of courses which are offered as an equivalent to the third semester course, Machine Technology 210. This course emphasizes advanced skills in operation of the horizontal and vertical milling machines. Advanced milling operations include gear cutting, gear calculations, and the use of rotary tables, index head and dividing heads.

*Prerequisite: MACH 133*

**CSU**

**3.5 UNITS**

## **MACH 231**

### **Machine Technology 3B**

**1.5 hours lecture, 6 hours lab**

The second of a pair of courses offered as an equivalent to the third semester course, Machine Technology 210. This course emphasizes advanced skills in the operation of the horizontal and vertical milling machines. Advanced milling operations include gear cutting, gear calculations, and the use of rotary tables, index heads and dividing heads.

*Prerequisite: MACH 230*

**CSU**

**3.5 UNITS**

## **MACH 232**

### **Machine Technology 4A**

**1.5 hours lecture, 6 hours lab**

This is the first in a pair of courses in the machine tool technology degree program offered as an equivalent for Machine Technology 4. This course emphasizes advanced skills in the operation and programming of CNC (computer numerical controlled) machines, utilizing skills developed in previous Machine Technology courses.

*Prerequisite: MACH 231 and BTV 109 or equivalent.*

**CSU**

**3.5 UNITS**

## **MACH 233**

### **Machine Technology 4B**

**1.5 hours lecture, 6 hours lab**

This is the second in a pair of courses in the machine tool technology degree program offered as an equivalent for Machine Technology 4. This course emphasizes advanced skills in the operation and programming of CNC (computer numerical controlled) machines, utilizing skills developed in previous Machine Technology courses.

*Prerequisites: MACH 232*

**CSU**

**3.5 UNITS**

## **MACH 250**

### **CNC Programming & Operation 1**

**2.5 hours lecture, 2.5 hours lab**

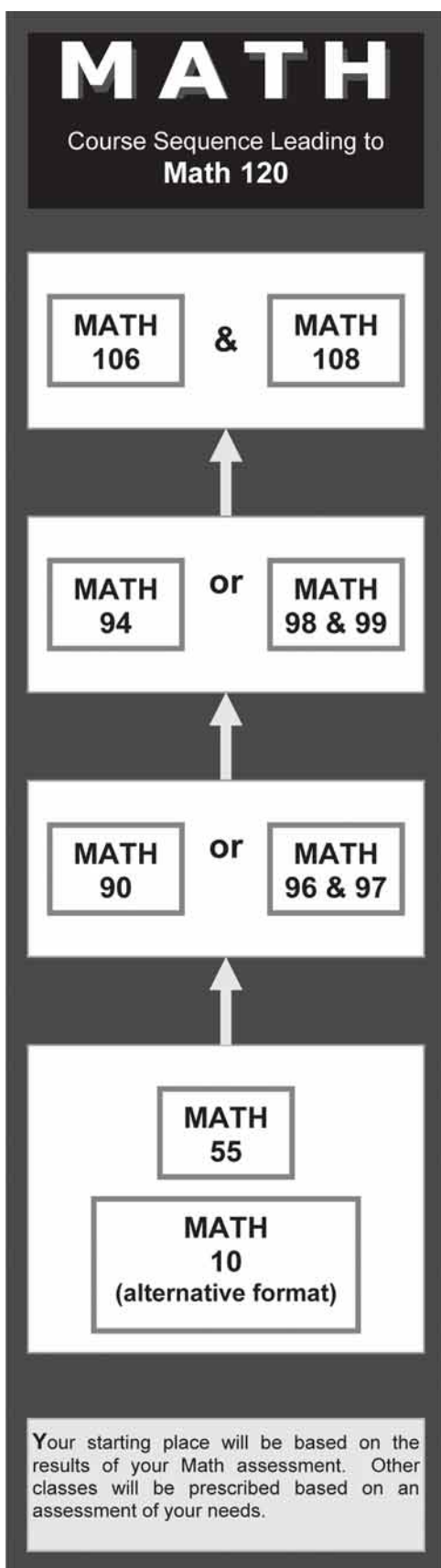
A course in machine tool technology covering the basic fundamentals of CNC (computer numerical control) operation and programming. This course prepares students who are currently working as conventional machinists for entry level positions as CNC machinists.

*Recommended Preparation: MACH 100, MACH 110, or equivalent or current employment as a machinist.*

**CSU**

**3 UNITS**





## MATHEMATICS

### MATH 10 1 - 3 UNITS

#### **Basic Mathematics**

**.5 - 1.5 hours lecture, 1.5 - 4.5 hours lab**

Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions, decimals, ratio and proportion, percents, measurements, pre-algebra and pre-geometry. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment by instructor. Variable unit; credit/no credit grading; open entry/open exit. Repeatable three times for credit.

### MATH 55 3 UNITS

#### **Pre Algebra**

**3 hours lecture**

A course which provides students with the prerequisite skills necessary for success in Beginning Algebra (MATH 90). Students will solve practical problems from daily life, learn how to use their calculator, and prepare for a transition to algebra.

### MATH 80 2 UNITS

#### **Math Success Strategies**

**2 hours lecture**

This class will help students obtain the skills and knowledge necessary to succeed in their math courses. Students will learn study skills specific to mathematics courses, they will develop a comfort with word problems and a strategy for approaching them, they will explore how learning styles and personality characteristics relate to their mathematics courses, and they will explore career options and advanced topics in mathematics from a non-mathematician's point of view.

### MATH 90 5 UNITS

#### **Beginning Algebra**

**5 hours lecture**

Math 90 is the first course in the Math 90-94 sequence. It is a prerequisite for Math 94. Content includes order of operations, linear equations, inequalities, and graphing. Also, polynomials, factoring, rational expressions and applications such as the Pythagorean Theorem and proportion.

*Prerequisite: MATH 55 or assessment test*

### MATH 91 0.5 UNIT

#### **Elementary Algebra Computer/Tutorial Lab**

**2 hours lab**

Lab supplement to MATH 90 or MATH 96 or MATH 97. Computer-assisted instruction and tutorial. Coordinated with instruction in MATH 90 or MATH 96 or MATH 97. Credit/No Credit grading. Repeatable once for credit.

*Recommended Preparation: MATH 90, 96 or 97*

# COURSE ANNOUNCEMENTS

## **MATH 94**

### ***Intermediate Algebra*** **5 hours lecture**

Math 94 is the second course in the Math 90-94 sequence. This course provides a math basis for business and science courses. It is also a prerequisite for further mathematics study for statistics, finite math and applied calculus, precalculus: elementary functions and precalculus: trigonometry. Content includes complex numbers, graphing a variety of functions including exponential and logarithmic, word problem applications, and the Binomial Theorem.

*Prerequisite: Math 90 or 97, or equivalent, or qualification through the assessment process*

**5 UNITS**

## **MATH 95**

### ***Intermediate Algebra Computer/Tutorial*** **2 hours lab**

A lab supplement to MATH 94. Computer-assisted instruction and tutorial. Coordinated with instruction in MATH 94. Credit/No Credit grading.

**0.5 UNIT**

## **MATH 96**

### ***Beginning Algebra, Part A*** **3 hours lecture**

MATH 96 and 97 is equivalent to MATH 90. It is taught over one year, at a slower pace than the full beginning algebra, MATH 90, and introduces students to graphing calculator technology that they will need in advanced math and statistics courses. This course is the first half of the beginning algebra material which covers an introduction to algebraic expressions, order of operations, exponential notation, solving linear equations, inequalities, graphing and applications involving these concepts.

*Prerequisite: MATH 55*

**3 UNITS**

## **MATH 97**

### ***Beginning Algebra, Part B*** **3 hours lecture**

MATH 96 and 97 is equivalent to MATH 90. It is taught over one year, at a slower pace than the full beginning algebra, MATH 90, and introduces students to graphing calculator technology that they will need in advanced math and statistics courses. This course is the second half of the beginning algebra material which covers polynomials, factoring, rational expressions and applications such as Pythagorean Theorem and proportion.

*Prerequisite: MATH 96*

**3 UNITS**

## **MATH 98**

### ***Intermediate Algebra, Part A*** **3 hours lecture**

Math 98 and 99 are two 3-unit courses equivalent to Math 94. They are designed to move at half the pace of Math 94 and together satisfy the Intermediate Algebra requirement which provides a math basis for business and science courses. Math 98 is a prerequisite for further math study for statistics, finite math and applied calculus, precalculus: elementary functions and precalculus: trigonometry. Content includes functions, systems of equations and inequalities, matrices, and absolute value equations and inequalities, graphing, and applications. *Prerequisite: Math 90 or 97, or equivalent, or qualification through the assessment process.*

**3 UNITS**

## **MATH 99**

### ***Intermediate Algebra, Part B*** **3 hours lecture**

Math 98 and 99 are two 3-unit courses equivalent to Math 94. They are designed to move at half the pace of Math 94 and together satisfy the Intermediate Algebra requirement which provides a math basis for business and science courses. Math 99 is a prerequisite for further math study for statistics, finite math and applied calculus, precalculus: elementary functions and precalculus: trigonometry. Content includes exponents and radicals, quadratic, exponential and logarithmic functions and their graphs, conic sections, sequences and series. *Prerequisite: Math 98 or equivalent.*

**3 UNITS**

## **MATH 106**

### ***Pre-Calculus: Elementary Functions*** **5 hours lecture**

Course provides part of a strong foundation leading to Trigonometry and Calculus I. From numerical, graphing, and analytical views, the course studies polynomial, rational, exponential, and logarithmic functions. Series and conic sections also included. Graphing calculator is required.

*Prerequisite: MATH 94 or equivalent.*

**CSU, UC**

**5 UNITS**

## **MATH 108**

### ***Trigonometry*** **3 hours lecture**

A study of the trigonometric functions, their graphs, identities, inverse trig functions, and the laws of sines and cosines. Graphing calculator is required.

*Prerequisite: MATH 106 or equivalent.*

**CSU**

**3 UNITS**

<p><b>MATH 115</b> <b>Applied Calculus</b> <b>5 hours lecture</b> <i>CAN MATH 30</i> One semester calculus with applications in business, life sciences and social sciences. Topics include modeling, applications of derivatives and integrals, Fundamental Theorem of Calculus, calculus of exponential and logarithmic functions, functions of several variables, differential equations, and numerical methods. Graphing calculator is required. <i>Prerequisite: MATH 106</i> <b>CSU, UC</b></p>	<b>5 UNITS</b>	<p><b>MATH 221</b> <b>Calculus 4</b> <b>3 hours lecture</b> The fourth course in the five-course calculus sequence. May be taken concurrently in the fall semester with MATH 220 Linear Algebra. Partial derivatives; applications of double and triple integrals; applications of path and surface integrals; theorems of Green, Stokes, and Gauss. Primarily for majors of mathematics, engineering, and science. Graphing calculator is required. <i>Prerequisite: MATH 121</i> <b>CSU, UC</b></p>	<b>3 UNITS</b>
<p><b>MATH 120</b> <b>Calculus 1</b> <b>5 hours lecture</b> The first semester course of a five-course sequence of differential and integral calculus. Limits, derivatives, integrals, and the Fundamental Theorem. Applications involving rates of change, max/min, areas, transcendental functions and vectors in the plane. Primarily for majors of mathematics, engineering, and sciences. Graphing calculator is required. <i>Prerequisite: MATH 108</i> <b>CSU, UC</b></p>	<b>4 UNITS</b>	<p><b>MATH 222</b> <b>Calculus 5: Differential Equations</b> <b>3 hours lecture</b> The final course of the five course calculus sequence. Solutions of elementary DE by numerical approaches, graphical methods, computer algebra systems, series, and applications. Systems solutions with matrices and eigenvectors. Primarily for majors of mathematics, engineering and science. Graphing calculator is required. <i>Prerequisite: MATH 221</i> <b>CSU, UC</b></p>	<b>3 UNITS</b>
<p><b>MATH 121</b> <b>Calculus 2</b> <b>5 hours lecture</b> The second course in the five-course calculus sequence. Vector functions in space, applications of integrals, techniques of integration, and series. Primarily for majors of mathematics, engineering, and sciences. Graphing calculator is required. <i>Prerequisite: MATH 120</i> <b>CSU, UC</b></p>	<b>4 UNITS</b>	<p><b>MATH 232</b> <b>Statistics</b> <b>3 hours lecture</b> An introduction to important statistical concepts for liberal arts, business, and science majors. Significant topics include binomial, normal and distributions. Other topics include estimation via confidence intervals; hypothesis testing, correlation, linear regression, and Chi-square. <i>Prerequisite: MATH 94 or equivalent.</i> <b>CSU, UC</b></p>	<b>3 UNITS</b>
<p><b>MATH 199</b> <b>Independent Study in Mathematics</b> <b>3 - 15 hours lecture</b> Independent study for students interested in specialized reading, research, or project on an acceptable topic in the area of mathematics at a lower division level. Repeatable for credit three times. <b>CSU, UC</b></p>	<b>1 - 5 UNITS</b>	<p><b>MATH 235</b> <b>Finite Mathematics</b> <b>3 hours lecture</b> Applied problems using models from linear algebra and probability. Applications in business, life sciences, and social sciences. Recommended for majors in business and some majors in mathematics and computer sciences. Graphing calculator is required. <i>Prerequisite: MATH 94 or equivalent.</i> <b>CSU, UC</b></p>	<b>3 UNITS</b>
<p><b>MATH 220</b> <b>Calculus 3: Linear Algebra</b> <b>3 hours lecture</b> An introductory course of linear algebra and matrix algebra. It provides students with useful tools for MATH 221 (Calculus 4) and MATH 222 (Calculus 5: Differential Equations). Problem solving applications in linear systems, vector spaces, change of bases, and eigenvectors. Traditional manual techniques and technological methods. Should be taken concurrently with MATH 221 (Calculus 4). Graphing calculator is required. <i>Prerequisite: MATH 121 or equivalent.</i> <b>CSU, UC</b></p>	<b>3 UNITS</b>	<p><b>MATH 298</b> <b>Selected Topics in Mathematics</b> <b>1 - 3 hours lecture, 3 - 9 hours lab</b> Topics in mathematics not covered by current catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class. <i>Prerequisite: Varies with topic selected.</i> <b>CSU</b></p>	<b>1 - 3 UNITS</b>

# COURSE ANNOUNCEMENTS

## MUSIC

### **MUSI 110** 3 UNITS

#### ***Fundamentals of Music***

##### **3 hours lecture**

Basic principles of music and musicianship for students with little or no theoretical background. Also appropriate for those intending to be music majors but lack basic skills in music reading and writing. Topics included are basic music terminology, pitch and rhythmic notation.

**CSU, UC**

### **MUSI 112** 3 UNITS

#### ***Survey & Appreciation of Music*** **(cross-listed as HUMA 175)**

##### **3 hours lecture**

This course covers and provides the foundations, vocabulary and skills necessary for actively listening to and appraising music performances; with particular emphasis given to musical styles and music history. Also covered in the course are the origins of musical language in Western art music with explorations into musical practices, composers and repertoire of the Middle Ages, Renaissance, Baroque, Classical, Romantic, 20th Century and Contemporary styles. Recommended for all music majors. Attendance at assigned concerts required.

**CSU, UC**

### **MUSI 114** 3 UNITS

#### ***Survey & History of Jazz*** **(cross-listed as HUMA 180)**

##### **3 hours lecture**

A history of jazz that offers the student an analysis and interpretation of jazz, both historical and musical. Incorporates research from the fields of sociology, cultural anthropology, and American history, as well as from music history.

**CSU, UC**

### **MUSI 120** 2 UNITS

#### ***Music Reading & Sight Singing***

##### **2 hours lecture**

This course provides the basics of reading music: rhythmic notation, and the basic concept of intervals, scales and how they create a melody. In addition, it helps the student look at a piece of music and know how to sing the notes by sight. Second semester focuses on sight singing skills and simple dictation. Repeatable once for credit.

**CSU, UC**

### **MUSI 121** 3 UNITS

#### ***Music Theory 1***

##### **3 hours lecture**

Basic theoretical concepts of music. For song writers, performers, education majors, and the general student. Required for music majors and minors.

*Recommended Preparation: MUSI 110*

**CSU, UC**

### **MUSI 122** 3 UNITS

#### ***Music Theory 2***

##### **3 hours lecture**

Modulation, chromatic harmonies, augmented sixth chords. Neapolitan sixth chords, use of augmented chords, and other topics in beginning chromatic harmony.

*Recommended Preparation: MUSI 121*

**CSU, UC**

### **MUSI 128** 1 UNIT

#### ***Audition Techniques***

##### **1 hour lecture, 2 hours lab**

The basic selection of material to perform. Stage presence, poise, handling the staff at an audition, and creating a good first impression. Focus, concentration, energy level, control of anxiety and nervousness. For singers or any musical or theatrical performer.

**CSU**

### **MUSI 130** 2 UNITS

#### ***Beginning Voice***

##### **2 hours lecture**

Basic concepts of singing: breath management, pitch, rhythm, and confidence in group performance during the first semester. Second semester focuses on expanding the range and repertoire, while enriching the tonal quality. For voice majors and minors, theatre majors and minors, education majors, and early childhood majors. Repeatable once for credit.

**CSU, UC**

### **MUSI 132** 2 UNITS

#### ***Commercial Voice***

##### **2 hours lecture**

Solo vocal performance with emphasis on healthy principles of vocal production, and style using commercial vocal literature. Presented in a lecture/seminar environment. Second semester focuses on expanding music selection, staging and audience communication. Repeatable once for credit.

*Recommended Preparation: MUSI 130*

**CSU**

### **MUSI 134** 3 UNITS

#### ***Diction For Singers***

##### **3 hours lecture**

The study of diction for singing which uses the International Phonetic Alphabet (IPA) to develop skills in traditional and dialectic diction. Appropriate for students interested in improving their language skill for singing and especially useful for vocal music majors and minors. Repeatable once for credit.

**CSU, UC**

<p><b>MUSI 135</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Beginning Piano 1</b>  <b>2 hours lecture</b>                      This course is designed to teach basic piano skills to the music major with no piano experience and/or the non-music major. It includes the basics of music reading, keyboard knowledge, piano techniques and basic musicianship. Second semester continues with basic skills and increases sight-reading. Repeatable once for credit.  <b>CSU, UC</b></p>	<p><b>MUSI 155</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Beginning String Instruments</b>  <b>2 hours lecture</b>                      Instruction on violin, viola, cello, or bass. Note-reading, hand positions in the first position on the fingerboard. Tuning the instrument and basic bowing. Second semester includes advanced work in reading, bowing, and some movement along the fingerboard. Repeatable once for credit.  <i>Recommended Preparation: MUSI 110</i>  <b>CSU, UC</b></p>
<p><b>MUSI 137</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Introduction to Piano</b>  <b>1 hour lecture, 3 hours lab; 6 weeks</b>                      Piano for the non-music major as well as for the music major needing to complete lower division piano requirements. This course is specifically designed to be offered as a short term course. Repeatable once for credit.  <b>CSU</b></p>	<p><b>MUSI 158</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Instruments for Majors</b>  <b>1 hour lecture</b>                      For musicians studying solo instruments. Strings, winds, percussion, and brass; for applied music requirements for transfer to four-year schools. Jury performance at end of semester. Repeatable once for credit.  <i>Limitation on Enrollment: By audition</i>  <b>CSU, UC</b></p>
<p><b>MUSI 140</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Beginning Guitar</b>  <b>2 hours lecture</b>                      Guitar for all students. Guitar technique, musicianship, melody and chord reading, strum patterns and simple accompaniments. The second semester continues with movement along the fingerboard, two-part counterpoint, and more advanced accompaniment patterns. Repeatable once for credit.  <b>CSU, UC</b></p>	<p><b>MUSI 160</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Concert Choir</b>  <b>1 hour lecture, 3 hours lab</b>                      A choral group that rehearses and performs music from the traditional choral literature dating from medieval to contemporary musical periods. Concerts are performed on campus, throughout the area, as well as on occasional outside trips. Repeatable for credit three times.  <i>Limitation on Enrollment: Assignment to vocal category by audition</i>  <b>CSU, UC</b></p>
<p><b>MUSI 145</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Beginning Winds &amp; Brass</b>  <b>2 hours lecture</b>                      Basic playing technique and musicianship for performance on brass and wind instruments. Trumpet, trombone, french horn, tuba, flute, oboe, clarinet, bassoon and sax. Correct embouchure, fingerings, note reading and performance. The second semester continues with these skills and begins the teaching of ensemble performance. Repeatable once for credit.  <i>Recommended Preparation: MUSI 110</i>  <b>CSU, UC</b></p>	<p><b>MUSI 161</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Vocal Ensemble, Prima Voce</b>  <b>4 hours lab</b>                      A vocal ensemble that rehearses and performs musical works from the serious choral literature dating from medieval through contemporary periods. Concerts are performed regularly throughout the area as well as on occasional outside trips. Letter grade only. Repeatable for credit three times.  <i>Limitation on Enrollment: Assignment to vocal category by audition</i>  <b>CSU, UC</b></p>
<p><b>MUSI 150</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Beginning Percussion Instruments</b>  <b>2 hours lecture</b>                      Basic techniques of drumming and other percussion instruments from the non-tuned groups. Emphasis on snare drum, side and bass drums, note reading and stick techniques. Second semester includes rudimentary patterns and novelty instruments. Repeatable once for credit.  <b>CSU, UC</b></p>	<p><b>MUSI 162</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Gospel Choir</b>  <b>1 hour lecture, 3 hours lab</b>                      A choral group that rehearses and performs traditional music in the African American gospel style. Concerts are performed regularly throughout the area as well as on occasional outside trips. Repeatable for credit three times.  <i>Limitation on Enrollment: By audition</i>  <b>CSU, UC</b></p>

# COURSE ANNOUNCEMENTS

## MUSI 163 1 UNIT

### Stage Choir

1 hour lecture, 3 hours lab

A choral group, Uptempo!, that rehearses and performs popular and commercial music with stage movement. The musical emphasis is on contemporary and jazz harmonies. Concerts are performed on campus, throughout the area, as well as on occasional outside trips. Repeatable for three semesters.

*Limitation on Enrollment: Assignment to vocal category by audition*

CSU, UC

## MUSI 164 0.5 UNIT

### Ensemble Movement

2 hours lab

Ensemble Movement is designed to add essential synchronized movement and dance to choral performances. Group concerts are performed on campus and throughout the area, as well as on occasional outside trips. Letter grade only. Repeatable for credit three times.

*Limitation on Enrollment: Assignment to dance role subject to audition*

CSU, UC

## MUSI 165 1 -3 UNITS

### International Vocal Performance

1 - 3 hours lecture, 2 - 6 hours lab

Choral/vocal group rehearses and performs music from the traditional choral/vocal repertoire at international sites. Students also study and perform the music of various composers representing particular cultures, genres and musical periods, which vary with course offerings. Course is repeatable for credit three times.

*Limitation on Enrollment: By audition*

CSU, UC

## MUSI 166 1 UNIT

### Women's Chorale

1 hour lecture, 3 hours lab

A choral group that rehearses and performs music from the traditional women's choral literature dating from medieval to contemporary musical periods. Concerts are performed on campus and throughout the area, as well as on occasional outside trips. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

CSU, UC

## MUSI 170 1 - 3 UNITS

### Musical Repertory Performance

1 - 3 hours lecture, 2 - 6 hours lab

Designed for the performance of musicals to be presented before the campus and community with full technical support. Appropriate for all music and drama majors. Letter grade only. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

CSU, UC

## MUSI 172 1 - 2 UNITS

### Musical Revue Workshop

1 - 2 hours lecture, 5 - 11.5 hours lab; 8 weeks

Musical Revue Workshop is designed for the production of musical revues to be presented before the campus and community with full technical support. Letter grade only. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

CSU, UC

## MUSI 174 1 UNIT

### Rehearsal & Performance Lab: Strings

1 hour lecture, 3 hours lab

A rehearsal, lecture and performance laboratory for strings or flexibly composed ensembles. Repeatable for credit 3 times.

*Limitation on Enrollment: By audition*

CSU, UC

## MUSI 176 1 UNIT

### Repertory Orchestra

1 hour lecture, 3 hours lab

Participation in an orchestra which performs works from standard chamber literature from the Baroque through the contemporary periods. Historical data about the composers and their works will be studied. Orchestra may be assigned to the musical production. Letter grade only. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

CSU, UC

## MUSI 177 1 UNIT

### Rehearsal & Performance Lab: Winds

1 hour lecture, 3 hours lab

A rehearsal, lecture and performance laboratory for winds or flexibly composed ensembles. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

CSU, UC

## MUSI 179 1 UNIT

### Repertory Wind Ensemble

1 hour lecture, 3 hours lab

Participation in a wind ensemble which performs great works of band as well as transcriptions of orchestra literature. Historical data about the composers and their works will be studied. Ensemble performance may be assigned to the musical production. Letter grade only. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

CSU, UC



**MUSI 181** 0.5 - 1 UNIT

**Jazz Ensemble**

**0.5 - 1 hour lecture, 1 - 2 hours lab**

Study and performance of stage band and jazz ensemble literature is the focus of this course. Professional guest soloists are often engaged to add a high level of professionalism to the ensemble. Students have an opportunity to work with musicians who have spent years perfecting their skills. Assessment of proficiency on traditional stage band instrument is required. Letter grade only. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**MUSI 185** 0.5 - 1 UNIT

**Stage Band**

**0.5 - 1 hour lecture, 1 - 2 hours lab**

Rehearsal and performance of great stage band works of the past 50 years. Proficiency on a traditional stage band instrument required for participation. Letter grade only. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**MUSI 196** 3 UNITS

**Music & Movement in Early Childhood**

**(cross-listed as CFS 196)**

**3 hours lecture**

Introduction to teaching music and movement to young children. Basic elements such as beat, rhythm, timber, dynamics, form, and melody will be explored in developmentally appropriate and culturally sensitive ways. Songs, games, finger plays, rhymes, dances, and playing instruments will be presented. Repeatable twice for credit.

**CSU**

**MUSI 199** 1 - 3 UNITS

**Independent Study in Music**

**3 - 9 hours lab**

For students wishing to pursue special topics not included in the regular curriculum. Projects include performance skills (requiring a recital); theory or composition study (which requires a composition); and history/literature (which requires a research paper). Repeatable for credit three times.

**CSU, UC**

**MUSI 201** 3 UNITS

**Summer Orchestra**

**1 hour lecture 4 hours lab; 11 weeks**

Participation in an orchestra which performs works of ensemble literature from all musical periods. Summer concerts will require student musicians. Orchestra may be assigned to an opera production. Letter grade only. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**MUSI 221** 3 UNITS

**Music Theory 3**

**3 hours lecture**

Study and analysis of the classical period compositions, basic forms and styles. Analysis of a major composition of three or four movements, such as a Mozart piano sonata. Beginning work in instrumental writing.

*Recommended Preparation: MUSI 122*

**CSU, UC**

**MUSI 222** 3 UNITS

**Music Theory 4**

**3 hours lecture**

Analysis, composition, counterpoint introductions, and 19th and 20th century harmonic devices. A major composition is required.

*Recommended Preparation: MUSI 221*

**CSU, UC**

**MUSI 228** 3 UNITS

**Jazz Improvisation 1**

**3 hours lecture**

Analysis and performance of the art of jazz improvisation. Audio and videotapes provide examples, and exercises in jazz improvisation augment lectures. For the proficient college and community musician.

*Prerequisite: MUSI 110 or equivalent and proficiency on musical instrument by audition*

**CSU, UC**

**MUSI 229** 3 UNITS

**Jazz Improvisation 2**

**3 hours lecture**

Continuation of MUSI 228. Concentrates on advancing skills in the performance of jazz improvisation. Audio and video examples help provide in the analysis of jazz improvisation and augment the discussion of theory in lectures.

*Prerequisite: MUSI 228 or equivalent*

**CSU, UC**

**MUSI 230** 2 UNITS

**Intermediate Voice**

**2 hours lecture**

Solo vocal performance with emphasis on healthy principles of vocal production, and performance techniques, using traditional song literature including one foreign language selection. Presented in a lecture/seminar environment. Recital performance suggested for all students. Second semester focuses on expanding vocal range, tonal quality and difficulty of literature. Repeatable twice for credit.

*Recommended preparation: MUSI 130*

**CSU, UC**

# COURSE ANNOUNCEMENTS

## MUSI 232

### **Advanced Voice** **2 hours lecture**

Solo vocal performance with emphasis on expanding the vocal range, tonal quality and flexibility of voice using advanced traditional song repertoire, including two foreign language selections. Presented in a lecture/seminar environment. Recital performance required for all students. Second semester focuses on expanding repertoire to include all traditional genre. Repeatable once for credit.

*Recommended Preparation: MUSI 230*

**CSU, UC**

**2 UNITS**

## MUSI 235

### **Intermediate Piano** **2 hours lecture**

Piano for all students interested in continuing their studies in piano, or required study as part of a music major or minor. Advanced techniques including intermediate level literature and technique development. Repeatable once for credit.

*Recommended Preparation: MUSI 135*

**CSU, UC**

**2 UNITS**

## MUSI 240

### **Intermediate Guitar** **2 hours lecture**

Solo performance with particular emphasis on melodic techniques is stressed. Student performs advanced literature and learns advanced fingerings and fingerboard positions. Repeatable once for credit.

*Recommended preparation: MUSI 140 or equivalent. Ability to read simple music and play basic chords.*

**CSU, UC**

**2 UNITS**

## MUSI 245

### **Intermediate Winds & Brass** **2 hours lecture**

Increased focus on solo playing with attention to style, interpretation, and tone. Second semester focuses on intonation, control, and a variety of advanced techniques. Repeatable for credit one time.

*Recommended Preparation: MUSI 145*

**CSU, UC**

**2 UNITS**

## MUSI 250

### **Intermediate Percussion** **2 hours lecture**

Continued development of drumming and non-tuned percussion skills as well as tuned instruments. Second semester focuses on tuned percussions such as xylophone, marimba, glockenspiel and chimes. Repeatable once for credit.

**CSU, UC**

**2 UNITS**



## MUSI 255

### **Intermediate String Instruments** **2 hours lecture**

Ensemble and solo performance. Advanced fingerboard positions and musical skills. Second semester emphasizes ensemble, with quartet playing required where possible. Repeatable once for credit.

*Recommended Preparation: MUSI 155*

**CSU, UC**

**2 UNITS**

## MUSI 258

### **Instruments For Majors** **1 hour lecture, 1 hour lab**

Advanced performance on a solo instrument with regular performances in public and the classroom. Repeatable once for credit.

*Limitation on Enrollment: By audition*

**CSU, UC**

**1 UNIT**

## MUSI 298

### **Selected Topics in Music** **4 - 27 hours lab**

Topics in music not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**

**0.5 - 3 UNITS**



## NURSING-ASSOCIATE DEGREE

### ASSOCIATE DEGREE PROGRAM IN NURSING

The Associate Degree Program in Nursing (ADN) is a program approved by the California Board of Registered Nursing (BRN). It is designed to prepare qualified men and women to practice nursing in entry-level positions. Upon completion of the program, the student is awarded an A.S. Degree in Nursing and is eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). Opportunities are provided for advanced placement, transfer and challenge exam credit.

The Associate Degree Nurse is prepared to coordinate, plan and provide nursing care in hospitals and community settings. The Registered Nurse assists patients with personal care, provides teaching and counseling to prevent illness and promote health, and performs specialized treatments and procedures. Registered Nurses function as team leaders and direct the care provided by Licensed Vocational Nurses (LVN's) nursing assistants (aides), as well as unlicensed health-care workers.

#### Admission Requirements:

1. Attend one of the required mandatory information meetings (Applications are only available at information meetings).
2. Submission of the program application once prerequisites are met.
3. Provide proof of your High School Graduation-by official transcript or official transcript of equivalent (For example, a GED certificate; CHSPE passing score; AA/AS or higher).
4. If your official high school or college transcripts are from other countries they must be evaluated by an International Evaluation service prior to submission of your application **or** you must provide Napa Valley College with an official certificate from an International Evaluator. Forms are available in the Admissions and Records Office or the Health Occupations Department.
5. Beginning June 2006, eligibility to enter the Nursing Programs will be determined by a "composite score" which is a combination of: (a) overall college GPA, (b) English GPA, (c) core Biology (Anatomy, Physiology & Microbiology) GPA, and (d) core Biology course repetition.

Prerequisites .....	Units
*BIOL 218 Human Anatomy .....	5
*BIOL 219 Human Physiology .....	5
BIOL 220 General Microbiology .....	5
ENGL 120 Reading and Composition I .....	3
	<b>18</b>

First Semester .....	Units
NURS 141 Introduction to Nursing (12 weeks) .....	7
NURS 142 Nursing in Health Alterations (6 weeks) .....	4
PSYC 125 Human Development .....	3
	<b>14</b>

Second Semester .....	Units
NURS 143 Nursing in Health Alterations II (9 weeks) .....	5.5
NURS 144 Mental Health in the Community (9 weeks) .....	5.5
	<b>11</b>

Third Semester .....	Units
NURS 246 Nursing in Health Alterations III (9 weeks) .....	6.5
NURS 247 Maternal-Newborn Nursing (9 weeks) .....	4
NURS 248 Nursing in Community-Based Settings (4weeks) .....	1
Social Science Elective (except PSYC 125) from approved A.S. Degree list.....	3
SPEE 124 Career Communications .....	3
	<b>17.5</b>

Fourth Semester .....	Units
NURS 249 Nursing in Health Alterations IV (12 weeks) .....	7
NURS 250 Nursing Preceptorship (6 weeks) .....	3
** HUMA/Multicultural/Gender Studies .....	3
	<b>13</b>

\* Students transferring 4 unit, Anatomy & Physiology or Microbiology courses from other colleges may do so.

\*\* ANTH 150, DRAM 115, ENGL 217, HUMA 174 or HUMA 186 will double count for the AS Degree GE requirements for Humanities and Multicultural/Gender Studies.

To remain in the nursing program, a student must maintain a "C" grade or above in all required arts and science courses and nursing theory courses with a satisfactory evaluation in all clinical experiences and meet passing requirements in national standardized tests (ATI)

Criminal Convictions: The California Board of Registered Nursing (BRN) may deny licensure to any person who has been convicted of a crime. If you have had such a conviction you should review the California Nurse Practice Act-Section 480, available at [www.rn.ca.gov](http://www.rn.ca.gov).

# COURSE ANNOUNCEMENTS

In addition, students must demonstrate proficiency in Math either by test or successful completion of MATH 90 or MATH 94 or higher.

Students planning to transfer to a four-year college should consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements. Most BSN programs require grades of A's and B's.

Humanities is a degree requirement. It is not required for eligibility to take the NCLEX-RN. Students who do not receive an A.S. Degree in Nursing probably will not be eligible for licensure by endorsement in other states.

*Students are strongly encouraged to complete all corequisite general education courses while waiting for entry.*

## **NURS 141** **7 UNITS**

### **Introduction to Nursing**

**6 hours lecture, 15 hours lab; 12 weeks**

Focus is on the roles of the nurse to support adults and children from diverse backgrounds to achieve, maintain, and restore health. Emphasis is placed on nursing process, communication skills, the environment and assessment of body systems.

*Completion of the program admission requirements as identified in the Napa Valley College Catalog and the ADN Program information and application packet as required and approved by the California Board of Registered Nursing and recommended and approved by the State Chancellor's Office of the California Community Colleges (SCOCCC).*

*Prerequisites: BIOL 218, 219 and 220; ENGL 120*

*Corequisite: PSYC 125*

*Students must pass all nursing and required courses with a "C" or better.*

**CSU**

## **NURS 142** **4 UNITS**

### **Nursing in Health Alterations I**

**8 hours lecture, 13 hours lab; 6 weeks**

Introduces theory and practice to provide care to adults and children with selected stable alterations in health. The nurse functions at the beginning level in the roles of provider and manager of care.

*This sequence is required by the California Board of Registered Nursing.*

*Prerequisite: Successful completion of NURS 141*

*Students must pass all nursing and required courses with a "C" or better.*

**CSU**

## **NURS 143** **5.5 UNITS**

### **Nursing in Health Alterations II**

**6 hours lecture, 15 hours lab; 9 weeks**

Focus is on the application of the nursing process in caring for patients with common alterations in health. The nurse functions in the roles of provider and manager of care in restoring and maintaining health.

*Prerequisite: NURS 142 and PSYC 125*

*Students must pass all nursing and required courses with a "C" or better*

**CSU**

## **NURS 144** **5.5 UNITS**

### **Mental Health Nursing in the Community**

**6 hours lecture, 15 hours lab; 9 weeks**

Provides theory and practice required to care for adults and children who are experiencing alterations in mental health. The focus is on the application of therapeutic communication skills and mental health concepts.

*Prerequisite: Completion of the program admission requirements as identified in the Napa Valley College Catalog and the ADN Program Information and Application packet as required and approved by the California Board of Registered Nursing and recommended and approved by the State Chancellor's office of the California Community Colleges (SCOCCC). Successful completion of NURS 142 – Nursing in Health Alterations I; PSYC 125 – Human Development.*

*Students must pass all nursing and required courses with a "C" or better.*

**CSU**



## NURS 246

6.5 UNITS

### *Nursing in Health Alterations III*

**8 hours lecture, 15 hours lab; 9 weeks**

Focus is on the application of the nursing process in care for adults and children with complex alterations in health. The nurses role is expanded to include beginning team leadership for small groups.

*Prerequisites: NURS 143 and 144; Advanced Placement students must have successfully completed NURS 144 and NURS 245*

**CSU**

## NURS 247

4 UNITS

### *Maternal-Newborn Nursing*

**6 hours lecture, 12 hours lab; 9 weeks**

Focus is on the use of the nursing process in caring for mothers, neonates and the child-bearing family. Emphasis is placed on family-centered nursing care and patient teaching.

*Prerequisites: NURS 143 and NURS 144*

**CSU**

## NURS 248

1 UNIT

### *Nursing in Community-Based Settings*

**2.3 hours lecture, 6 hours lab; 4 weeks**

Focus is on the application of the nursing process in community-based settings. Teaching, systematized lifelong learning and collaboration will be highlighted. Transfers to: CSU

*Prerequisites: NURS 144 AND NURS 143 or NURS 245 (for Advanced Placement LVN's only)*

**CSU**

## NURS 249

7 UNITS

### *Nursing in Health Alterations IV*

**6 hours lecture, 18 hours lab; 12 weeks**

Focus is on the application of the nursing process for patients with multiple complex health alterations. The student functions in the roles of manager and provider of care with minimal supervision.

*Prerequisite: NURS 246 AND NURS 247 (LVN and Advanced Placement students are not required to take NURS 247); AND NURS 248; Social and Behavioral Science Elective (Except PSYC 125); SPEE 124*

**CSU**

## NURS 250

3 UNITS

### *Nursing Preceptorship*

**3.6 hours lecture, 21.6 hours lab; 5 weeks**

Provides a clinical environment for the student to integrate scientific principles and management skills. The student assumes increasing responsibilities under the direct supervision of a RN preceptor. This course allows the student to develop beginning levels of competence for the graduate nurse role.

*Prerequisite: NURS 249*

**CSU**

## NURSING - VOCATIONAL

This is a three-semester program designed to prepare qualified men and women to practice vocational nursing. The program at Napa Valley College is a patient-centered course operated in cooperation with community hospitals.

The college grants a certificate in Vocational Nursing after completion of the program, and the student is eligible to take the examination for licensure. The student who completes the additional requirements may receive an Associate in Science Degree.

The **extended format program** is for students who are certified nurses aides (CNA) or equivalent (completion of one semester of an accredited psychiatric technician, respiratory care or nursing program with a "C" or better). The program is extended to nineteen months to accommodate the working student. Class meets two full days per week. The semesters for the program are longer and classes are held during the summer.

### Admission Requirements

All coursework must be completed with a "C" or better within the last 5 years as required by the BVNPT and all program requirements must be met before your application will be accepted. All applicants meeting these requirements will be eligible for admission to the program and will be enrolled on a first-come, first-served basis.

All new admission, re-admission and advanced placement applicants will follow this procedure.

1. Complete an application for admission to the college. (You can **only** do this **online** at [www.napavalley.edu](http://www.napavalley.edu)). Only needs to be done once.
2. Complete the matriculation requirements of a) English and Math assessment testing; b) college orientation. Contact the Testing and Tutoring Center at 253-3270 or the Counseling Center in person in the 1300 Building to sign up for assessment and orientation sessions.
  - a. Take the Reading Assessment test (CTEP) and pass with a score of 59 or higher **OR** have ENGL 85 or higher with a "C" or better
  - b. Take the Math Assessment test (MTDP) and pass with a score of **30** or higher **OR** have **MATH 90** or higher with a "C" or better
  - c. Test scores are good for five years and equivalency coursework must be taken with the past two years
3. Be a **currently** certified Nurse's Aid (CNA) or have equivalent training i.e. (completed one semester of an accredited Psychiatric Technician nursing program with a grade of "C" or better)
4. Completion of **PREREQUISITE** courses before submitting an application or the program.
  - a. HEOC 100 – Anatomy and Physiology (with a "C" or better)
  - b. HEOC 101 – Pharmacology (with a "C" or better)

# COURSE ANNOUNCEMENTS

- Official Verification** (unopened **transcripts**) of high school graduation or its equivalent (GED, CHSPE, or AA/AS or a higher degree). **All Foreign Transcripts must be evaluated** by an International Evaluation Service **prior to submission of program application**; this service must provide Napa Valley College with an evaluation certificate of the international coursework. (Forms to request this evaluation are available in Admissions & Records and the Health Occupations Department; your **official foreign transcripts evaluations** must accompany this form.)
- In addition to the above requirements: Extended format students **ONLY** must have a current certified nursing assistant license (CNA) or equivalent.

Prerequisites	Units
HEOC 100 Anatomy & Physiology.....	3
HEOC 101 Pharmacology .....	3
	<b>6</b>

First Semester	Units
NURS 131 Vocational Nursing .....	13
HEOC 172 Nutrition .....	2
	<b>15</b>

Second Semester	Units
NURS 132 Vocational Nursing .....	14
PSYC 125 Human Development .....	3
	<b>17</b>

Third Semester	Units
NURS 233 Vocational Nursing .....	13
	<b>13</b>

**Above courses complete VN Certification**  
For an Associate of Science Degree from (NVC) Napa Valley College, a fourth semester is taken.

Fourth Semester	Units
Natural Science .....	3
Humanities *(Choose from #2 below) .....	3
English Composition .....	3
Mathematics .....	3
Communication & Analytical Thinking .....	3
	<b>15</b>

### Options

- Certificate Programs (51 Units):** NURS 131, 132, 233; HEOC 100, 101, 172, and PSYC 125 (meets eligibility for State Board Examination).
- A.S. Degree:** All courses listed above - All four semesters (66 units - GPA 2.0) for required courses, see AA/AS Program planning sheet for AS Degree or see a counselor.
  - \* ANTH 151, DRAM 115, ENGL 217, HUMA 174, 186 meets both the Multicultural/Gender studies requirement and the Humanities requirement.
- Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

### NURS 131 13 UNITS **Vocational Nursing 1** **7 hours lecture, 18 hours lab**

The first course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Introduces role of Vocational Nurse, fundamental nursing skills, medical terminology, administration of medication including injections, lab values, Preoperative and Postoperative care, Pediatrics I, Gerontological nursing and care of the patient with Peripheral Vascular System Disorder I.

*Prerequisites: High School Graduate or equivalent, current CNA license, HEOC 100, HEOC 101*  
**CSU**

### NURS 132 14 UNITS **Vocational Nursing 2** **8 hours lecture, 18 hours lab**

This is the second course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Includes Fluids and Electrolytes I, Nursing Process II, Oncology, Immunology, Nursing Care for Maternal-Newborn, Peripheral Vascular II, Pediatrics II, Musculo-Skeletal, Gastrointestinal, Endocrine and Mental Health Disorders.

*Prerequisites: NURS 131*  
**CSU**

### NURS 233 13 UNITS **Vocational Nursing 3** **7 hours lecture, 18 hours lab**

This is the third course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Includes: Fluid and Electrolytes II, Leadership, Rehab and Home Health Nursing care of the patient with Cardiovascular, Respiratory, Urinary, Reproductive, Neurological and Dermatological Disorders.

*Prerequisites: NURS 132*  
**CSU**



## NURSING - GENERAL

### Advanced Placement Program for Licensed Vocational Nurses (LVNs)

The Advanced Placement Program for LVNs is a program approved by the California Board of Registered Nursing (BRN). LVNs with a current valid California LVN license enter the ADN program in the second semester. Entry into the program is dependent upon the date they meet program prerequisites requirements and available space. Upon completion of the program, the student is awarded an A.S. Degree in Nursing and is eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). Opportunities are provided for transfer and challenge exam credit.

#### Admission Requirements

1. Attend one of the required monthly **information meetings** (Application forms are only available at information meetings)
2. Submission of complete Program Application once prerequisites are met.
3. Provide proof of your **High School Graduation** or a **GED Certificate**; **CHSPE** passing score.
4. If your official high school or college transcripts are from other countries they must be evaluated by an International Evaluation service prior to submission of your application or you must provide Napa Valley College with a certificate from the International Evaluator. Forms are available in the Admissions and Records office.
5. Current, valid California LVN license.

Prerequisites	Units
BIOL 218 Human Anatomy .....	5
BIOL 219 Human Physiology .....	5
BIOL 220 General Microbiology .....	5
ENGL 120 Reading & Composition I .....	3
PSYC 125 Human Development.....	3

Second Semester	Units
NURS 144 Mental Health Nursing in the Community .....	5.5

Third Semester	Units
NURS 245 Nursing Transition (Required for LVN's Advanced Placement).....	2
NURS 246 Nursing in Health Alterations III (8 weeks).....	6.5
NURS 248 Nursing in Community-based settings (4 weeks) .....	1
Social Science* elective (except PSYC 125) from approved A.S. Degree list .....	3
SPEE 124 Career Communications .....	3

Fourth Semester	Units
NURS 249 Nursing in Health Alterations IV (13 weeks) .....	7
NURS 250 Nursing Preceptorship (5 weeks) .....	3
Humanities* .....	3

### Non-Degree 30 Unit Option For Licensed Vocational Nurses

The 30-unit option was created by the legislature for LVN's. Students entering this option must have a current valid California LVN license. LVN's complete 30 units of nursing & related sciences, but do not meet graduation requirements. They can take the NCLEX-RN in California ONLY & will probably not be able to become licensed by endorsement in other states.

Physiology and Microbiology are the required prerequisites for the 30-unit option.

Prerequisites	Units
BIOL 219 Human Physiology .....	5
BIOL 220 General Microbiology .....	5

Course Work	Units
NURS 144 Mental Health Nursing in the Community .....	5
NURS 245 Nursing Transition .....	1.5
NURS 246 Nursing in Health Alterations III (9 weeks) .....	6.5
NURS 249 Nursing in Health Alterations IV (12weeks).....	7

### NURS 100 1 - 2 UNITS Nursing Skills 6 hours lab

In independent study, students will learn and practice designated nursing procedures associated with concurrent course enrollment. Credit/No Credit grading. Repeatable for credit four times.

**CSU**

### NURS 245 1.5 - 2 UNITS Nursing Transition

**4.5 hours lecture, 6.5 - 13.5 hours lab; 4 weeks**

Assists the Advanced-Placement LVNs in developing a core of nursing knowledge so the transition to the second year of the program can occur. Areas are program philosophy and curriculum framework, role expectations, nursing process and care planning, teaching-learning principles, technical skills and pharmacology. Variable Unit Course: 3 units for A.S. Degree in Nursing and 1.5 units for the 30-unit-option student based on individual learning plan.

*Completion of the program admission requirements as identified in the Napa Valley College Catalog and the ADN Program Information and Application packet as required and approved by the California Board of Registered Nursing and recommended and approved by the State Chancellor's office of the California Community colleges (SCOCCC)*

*Prerequisites: BIOL 218, 219, and 220; ENGL 120; PSYC 125; NURS 144; current valid California LVN License*

**CSU**

# COURSE ANNOUNCEMENTS

## **NURS 270**

**2 UNITS**

### **Basic Concepts in Coronary Care** **2 hours lecture**

A course designed to provide the students or graduate with additional knowledge and skill in caring for patients with coronary disease.

*Prerequisite: NURS 233, NURS 263, RESP 240 or equivalent*

**CSU**

## **NURS 273**

**2 UNITS**

### **Basic Dysrhythmia and Lead Interpretation** **2 hours lecture**

Introduces the basic concepts of cardiac rhythm interpretation for arrhythmia surveillance and 12 Lead EKG interpretations. Covers configuration and wave forms, diagnosis of dysrhythmia, clinical significance, therapeutic interventions, and current pharmacological considerations.

*Prerequisite: NURS 233 or RESP 241*

**CSU**

## **NURS 274**

**2 UNITS**

### **Critical Care Nursing** **2 hours lecture**

Introduces basic concepts of critical care nursing. Covers anatomy and physiology of the cardiovascular, pulmonary, renal, metabolic and neurological systems, related pathophysiology, current therapeutic modalities and psychosocial interventions. Course content based on the American Association Critical Nursing core curriculum.

*Prerequisite: NURS 263, NURS 233*

**CSU**

## **NURS 278**

**4 UNITS**

### **Mobile Intensive Care Nursing** **6 hours lecture, 2 hours lab; 8 weeks**

This course prepares the Registered Nurse for certification to practice as a Mobile Intensive Care Nurse by County Health Officers in the State of California.

*Prerequisites: Current ACLS certification; valid California license to practice as an R.N. Six months experience in a critical care area in the past three years.*

**CSU**

## **NURS 280**

**2 UNITS**

### **Physical Assessment** **1 hour lecture, 3 hours lab**

Beginning concepts and skills of physical assessment of various body systems with relation to normal and abnormal findings. Introduction to history-taking, problem-oriented charting and psychological testing.

*Prerequisite: NURS 143 or equivalent*

**CSU**

## **PARALEGAL**

### **PLEG 190**

**3 UNITS**

#### **Paralegal Internship**

**1 hour lecture, 8 hours lab**

Designed to permit Paralegal Program students to work as interns inside various agencies and companies associated with the practice of law and the courts. Students are evaluated by the agency or company and college staff. Internships often lead to employment in the agency or company where assignments are made.

**CSU**

### **PLEG 270**

**3 UNITS**

#### **Introduction to Law/Paralegal** **3 hours lecture**

An introduction to the various systems of law, court systems, and governmental functions in legislation. It also provides the student with an exposition of substantive and procedural law and examines business organization, contracts, torts, property law, and criminal law. Ethical practices within law-related organizations will be covered.

**CSU**

### **PLEG 271**

**3 UNITS**

#### **Legal Research and Writing 1** **3 hours lecture**

This course teaches the student familiarity with and utilization of various research tools in a law library, including codes, reports, encyclopedias, and legal dictionaries. Students will further their knowledge by utilizing such resources to analyze statutes and cases, and then apply that knowledge by preparing legal memoranda and case briefs.

**CSU**

### **PLEG 272**

**3 UNITS**

#### **Legal Research and Writing 2** **3 hours lecture**

A continuation of PLEG 271. Students will draft legal documents, course pleadings, motions, memoranda, and communications with the public.

*Prerequisite: PLEG 271*

**CSU**

**PLEG 273** **3 UNITS**  
**Civil Procedure 1: Discovery**  
**3 hours lecture**

An exploration into the dynamics of noncriminal dispute resolution and the available remedies in both state and federal court systems. This course is the first of two parts focusing upon pre-trial and discovery procedures, including rules regulating the civil litigation process, legal jurisdiction, calendaring, ethics, client communication, case development, and motion practice.

**CSU**

**PLEG 274** **3 UNITS**  
**Contracts and Commercial Paper**  
**3 hours lecture**

This course provides the students with a working knowledge of basic contract law and familiarization with various forms of commercial paper. It also furnishes the student with practical information in order to draft valid contracts.

**CSU**

**PLEG 275** **3 UNITS**  
**Wills, Trusts, and Probate**  
**3 hours lecture**

Course teaches the student the role of a paralegal in drafting wills and trusts, and familiarizes the student with the different types of wills and trusts. Students will also learn the procedure for administration of a decedent's estate in California. Topics include: tax issues, real and personal property, information needed to probate an estate, and non-probate property.

**CSU**

**PLEG 276** **3 UNITS**  
**Family Law**  
**3 hours lecture**

Role of the paralegal in dissolving marriages in California. Preparing dissolution of marriage documents, motions, orders to show cause, judgements, marital settlement agreements. Domestic emergencies, adoptions, and paternity actions.

**CSU**

**PLEG 277** **3 UNITS**  
**Torts**  
**3 hours lecture**

A survey course covering the concepts of tort law, the practice of law in personal injury litigation, the dynamics of liability law, and the importance of proper client interview techniques for future legal analysis.

**CSU**

**PLEG 278** **3 UNITS**  
**Civil Procedures II - Trial Preparation**  
**3 hours lecture**

A continuation of Civil Procedure I (PLEG 273). This course focuses upon the legal analysis applicable to cases destined for trial, the evidence needed, handling the opponent's evidence, and the various motions and documents needed to prepare for trial. It also explores the types of pretrial settlements and arbitration, the trial itself, and various post-trial motions and appellate procedures.

**CSU**

**PLEG 279** **3 UNITS**  
**Environmental Law**  
**3 hours lecture**

An in depth study of environmental law including all applicable federal and state statutes, federal and state case laws, and a survey of the responsibility that various state and federal agencies have for specific areas of environmental law.

**CSU**

**PLEG 298** **0.5 - 2 UNITS**  
**Selected Topics in Paralegal**  
**8 hours lecture**

A short course offered periodically throughout the semester, usually on Saturdays, covering specialized topics in the Paralegal field.

**CSU**

**PLEG 300** **0.5 - 2 UNITS**  
**Negotiations**  
**18 - 40 hours lecture; 1 week**

This class provides the pragmatic information necessary to be able to conduct interest-based negotiations. This course covers the legal aspects of negotiating, ethical considerations in negotiations, the drafting and presentation of the agreements for review and approval, how to reach a consensus, and the role of a consulting attorney. Repeatable once yearly.

**PLEG 301** **0.5 - 2 UNITS**  
**Mediation I**  
**40 hours lecture; 1-2 weeks**

This course provides the practical information necessary for conducting mediations. Specific topics covered include how to conduct mediations, ethical considerations associated with conducting mediations, how to identify the interests of the parties to a mediation, how to reach a consensus on the issues, and the role a mediator plays in various types of mediations. Repeatable once yearly.

# COURSE ANNOUNCEMENTS

## **PLEG 302** 0.5 - 2 UNITS

### **Mediation II**

**8 - 40 hours lecture; 1 week**

This course builds upon Mediation I by discussing the various legal aspects of conducting mediations, the legal requirements that must be met to represent oneself as a mediator, and when mediation is legally required before legal action can continue. This course also explains how to document mediations, and how to advertise one's services as a mediator. Repeatable once yearly.

## **PLEG 303** 0.5 - 2 UNITS

### **Alternative Dispute Resolutions**

**18 - 40 hours lecture; 1 week**

This course describes the various forms of Alternative Dispute Resolution, how to become an arbitrator/mediator, explores the ethics associated with dispute resolution, and examines the laws pertinent to alternative dispute resolution. Repeatable once yearly.

## **PHILOSOPHY**

## **PHIL 120** 3 UNITS

### **Introduction to Philosophy 1**

**3 hours lecture**

Introduces students to the ideas of major Western philosophers from pre-Socratic times to the end of the 18th Century and develops the students' critical-thinking and problem-solving skills.

**CSU, UC**

## **PHIL 121** 3 UNITS

### **Introduction to Philosophy 2**

**3 hours lecture**

Introduces students to the ideas of major Western philosophers from the early 19th Century to the present and develops the student's critical thinking and problem-solving skills.

**CSU, UC**

## **PHIL 125** 3 UNITS

### **Introduction to Ethics**

**3 hours lecture**

A survey of major ethical theories in Western thought with reference to questions of right, good and duty, combined with application of these theories to situations in our personal lives.

**CSU, UC**

## **PHIL 126** 3 UNITS

### **Contemporary American Ethics**

**3 hours lecture**

The critical examination of personal beliefs related to contemporary American moral issues such as abortion, drugs, capital punishment, euthanasia, privacy, etc. Attention is given to weighing issues, making judgements and understanding diverse positions on any moral issue.

**CSU, UC**

## **PHIL 130** 3 UNITS

### **Introduction to Logic**

**3 hours lecture**

A study of common logical fallacies in everyday use, deductive and inductive arguments, and the logical uses of language. Emphasis will be upon the development of clear and critical thinking.

**CSU, UC**

## **PHIL 133** 3 UNITS

### **World Philosophy**

**3 hours lecture**

Introduces students to the major themes in philosophy such as metaphysics, epistemology ethics, determinism and freedom, and ontology. Major philosophers from every continent of the globe will be presented on each issue. The course develops the students' critical-thinking and problem-solving skills.

**CSU, UC**

## **PHIL 134** 3 UNITS

### **Philosophy of Religion**

**3 hours lecture**

Introduces the student to the major themes such as the existence of God, faith and reason, evil, death, fate, mysticism and the role of logic in religious language. Major philosophers from every continent of the globe will be presented. The course develops the students' critical-thinking and problem-solving skills.

**CSU, UC**

## **PHIL 199** 1 - 3 UNITS

### **Independent Study in Philosophy**

**3 - 9 hours lab**

Independent study for students interested in specialized reading, research or special projects in Philosophy.

**CSU**

## **PHIL 298** 1 - 3 UNITS

### **Selected Topics In Philosophy**

**9 hours lab**

Topics in philosophy not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**



## PHOTOGRAPHY

### PHOTOGRAPHY TECHNOLOGY

This program prepares students for a vocation in photography or upgrades their existing knowledge and skills in camera and studio techniques as well as darkroom and digital procedures. Upon completing the program students will have skills in photography for employment in retail sales, technical laboratory work, professional assisting, portrait and commercial freelance work. Courses include training in black & white and color printing, studio lighting, medium and large format camera use, digital and film imaging as well as portfolio development. The program emphasizes both commercial and fine art applications.

The courses required to complete the major are: PHOT 120, 121, 123, 130, 150, 151, 227, 240, 250, 260, 280 and two elective courses in photography; COMS 110.

First Semester	Units
PHOT 120 Intro. to Photography* .....	3
PHOT 121 Basic Lab Photography * .....	3
COMS 110 Intro. to Microcomputers .....	3
HELH 106 Personal and Community Health or 3 units PE.....	3
Mathematics .....	3
	<b>15</b>
Second Semester	Units
PHOT 123 Advanced Photography .....	3
PHOT 130 Documentary Photography .....	3
PHOT 150 Photoshop 1 .....	3
Natural Science .....	3
Social Science .....	3
	<b>15</b>
Third Semester	Units
PHOT 151 Photoshop 2 .....	3
PHOT 227 Color Printing .....	3
PHOT 250 Portrait Photography .....	4
English Composition .....	3
Communication and Analytical Thinking (SPEE 124 recommended) .....	3
	<b>16</b>
Fourth Semester	Units
PHOT or ART Electives** .....	4
PHOT 240 Experimental Techniques .....	3
PHOT 260 Product and Advertising Photography .....	4
PHOT 280 Professional Portfolio .....	3
	<b>14</b>

\* Students who feel they have already attained skills in these course areas from another school should file a petition of equivalency with Admissions and Records.

\*\* PHOT 160, 199, 298, 300, 301, 302, 303, 304, or ART 137, 138, 260, 265.

### Options

1. **Certificate Program:** PHOT 120, 121, 123, 227, choice of 150 or 151, choice of 130 or 250, choice of 260 or 280.
2. **A.S. Degree:** All courses as listed (60 units, GPA 2.0). Consultation with the Program Coordinator is required.
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

### PHOT 1203 UNITS

#### **Introduction to Photography** **3 hours lecture**

This non-darkroom, lecture/demonstration course is designed to introduce the student to basic concepts of photography and to improve upon technical skills in the operation of both digital and film cameras. Emphasis is placed on developing an understanding of design, composition, and creative vision. The course will explore the many applications of photography, career possibilities, and its impact as a major communication force.

**CSU, UC**

### PHOT 1213 UNITS

#### **Basic Lab Photography** **2 hours lecture, 4 hours lab**

This beginning course in laboratory photography is designed to teach the student basic skills in black & white printing, both digital and traditional. This course provides guidance in film processing, use of laboratory equipment and chemicals, traditional darkroom, digital lab processing/printing, and presentation techniques. It is a prerequisite for PHOT 123 (Advanced Photography), PHOT 130 (Documentary Photography), and PHOT 227 Color Printing.

*Recommended Preparation: PHOT 120*

**CSU, UC**

### PHOT 1233 UNITS

#### **Advanced Photography** **2 hours lecture, 4 hours lab**

Advanced lab and camera techniques in black and white photography. Infrared photography, high contrast films, portable and studio flash, medium and large format cameras, basic photographic chemistry and introduction to the zone system.

*Prerequisite: PHOT 121*

**CSU**

### PHOT 1303 UNITS

#### **Documentary Photography** **2 hours lecture, 4 hours lab**

Photographing for reproduction in newspapers and magazines. History of photojournalism and contemporary trends in the field. Freelancing and use of stock agencies are also discussed. Wide variety of shooting situations and assignments. Guest speakers and field trips.

*Prerequisite: PHOT 121*

**CSU**

# COURSE ANNOUNCEMENTS

## PHOT 150

### **Photoshop 1**

**2 hours lecture, 4 hours lab**

This introductory course acquaints the student with methods of digital imaging commonly used by photographers. The emphasis is on retouching and adjusting photos for reproduction, web site application and high quality print output. Adobe Photoshop software is an industry standard and the primary tool for this course. Additionally, students will learn techniques of scanning, file selection, color calibration and various output options that will enhance their photographic capabilities. Repeatable for credit one time.

*Prerequisite: PHOT 121*

*Recommended preparation: COMS 110*

**CSU**

**3 UNITS**

## PHOT 227

### **Color Printing**

**2 hours lecture, 4 hours lab**

This course investigates the theory and practice of color printing as it applies to color negative and digital processes. Course focuses on color techniques, materials, and processes widely used in today's color laboratories. Students will explore commercial color labs and professional services for photographers. Repeatable one time for credit

*Prerequisite: PHOT 121*

**CSU**

**3 UNITS**

## PHOT 151

### **Photoshop 2**

**2 hours lecture, 4 hours lab**

This course is designed to teach more advanced skills with Adobe Photoshop software as it applies to photographic media. This course builds on the basic skills learned in PHOT 150. In this course the student will acquire mastery of working with 16-bit and camera RAW files, color management, color correction through level and curve adjustment, advanced automation features, compositing, masks and channels, use of the pen/path tool and high quality print output. Repeatable for credit one time.

*Prerequisites: ART 265 or PHOT 150*

**CSU**

**3 UNITS**

## PHOT 240

### **Experimental Techniques**

**2 hours lecture, 4 hours lab**

Explores various processes of image production in photography. Silver, non-silver, black and white and color imaging techniques are covered. Students independently select, research and explore interest areas then share results with entire group. Emphasis is on non-traditional image making processes and individual experimentation.

*Prerequisite: PHOT 121*

**CSU**

**3 UNITS**

## PHOT 250

### **Portrait Photography**

**2 hours lecture, 4 hours lab**

A course designed to familiarize students with fundamentals of portrait photography. Topics include commonly used films and materials, available and location lighting, studio lighting, individual and group portraits, fashion photography. Student must provide 35mm camera. Training on professional medium format cameras in studio situations. Field trip required.

*Prerequisite: PHOT 123*

*Recommended Preparation: PHOT 226 or 227*

**CSU**

**3 UNITS**

## PHOT 160

### **Travel & Documentary Photography**

**18-36 hours lecture, 36-72 hours lab; 1-2 weeks**

This course introduces students to aspects of photojournalism, editorial, stock, and travel photography. Emphasis on field work, photographing and communicating within various cultures at domestic or international sites. Provides useful experience and insights for the student considering this type of career. Repeatable for credit three times.

*Recommended Preparation: PHOT 120*

**CSU**

**1 - 3 UNITS**

## PHOT 260

### **Product and Advertising Photography**

**3 hours lecture, 3 hours lab**

An advanced course in successful product and advertising materials and equipment, studio and location lighting, organizational and planning techniques, layout/design, use of professional labs, and career possibilities. Assignments include food, fashion, glassware, architecture, large and small products. Student provides 35mm camera. Training on professional studio cameras.

*Prerequisite: PHOT 123*

*Recommended Preparation: PHOT 226, PHOT 227*

**CSU**

**4 UNITS**

## PHOT 199

### **Independent Study in Photography**

**3 - 9 hours lab**

A study option that allows students to investigate a specialized area of photography or refine specific skills. Project may assume one of three forms: 1) research paper, 2) research paper and example work, 3) specific photographic work and an exhibition of the results.

**CSU**

**1 - 3 UNITS**

## PHOT 280

### **Professional Portfolio**

**2 hours lecture, 4 hours lab**

An advanced photography course to design and develop a professional portfolio. Emphasis will be on commercial and fine art portfolios. Studio operation, gallery exhibition and business practices are covered.

*Prerequisite: PHOT 123*

**CSU**

**3 UNITS**

## PHOT 298

### **Selected Topics in Photography**

**3 - 9 hours lab**

Topics in photography not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**

**1 - 3 UNITS**

## PHOT 300

### **The Expressive Print**

**3 hours lecture, 3 hours lab; 6 weeks**

This course is a hands-on exploration of the process of producing expressive black and white prints. The student will learn the affective qualities in fine printing, specialized darkroom techniques and archival processing. Equipment selection, the evolution of photographic papers and developing chemistry will also be covered. Students will propose and produce a black and white portfolio project.

*Prerequisite: PHOT 123*

**1 UNIT**

## PHOT 301

### **Location Lighting for Portraiture**

**3 hours lecture, 3 hours lab; 6 weeks**

A lecture/demonstration and field laboratory course designed for advanced photography students who want to learn practical techniques of location lighting. Course covers choice of camera equipment, films, filters and portable lighting equipment. There will be a number of lighting demonstrations both on and off campus. Assignments will reflect real photographic working situations and practical lighting solutions.

*Prerequisite: PHOT 121*

**1 UNIT**

## PHOT 302

### **Visual Literacy for Photographers**

**3 hours lecture; 6 weeks**

Learning to see creatively is the first step toward taking better photographs. This course offers exercises and field trips to teach perception, photographic interpretation and personal expression. Frequent critiques of student work. Useful for any photographer or artist. Student must provide camera and commercial processing of film.

*Prerequisite: PHOT 120*

**1 UNIT**

## PHOT 303

### **Zone System Workshop**

**3 hours lecture, 3 hours lab; 6 weeks**

A lecture/laboratory course designed for more advanced photography students who wish to learn the Ansel Adams Zone System. The course provides students with instruction, assignments and methodology for establishing a personal exposure, developing and printing calibration. Students will become familiar with film and developer selection, testing, time-temperature development techniques and sensitometry as applied to making properly exposed and developed negatives.

*Prerequisite: PHOT 121*

**1 UNIT**

## PHOT 304

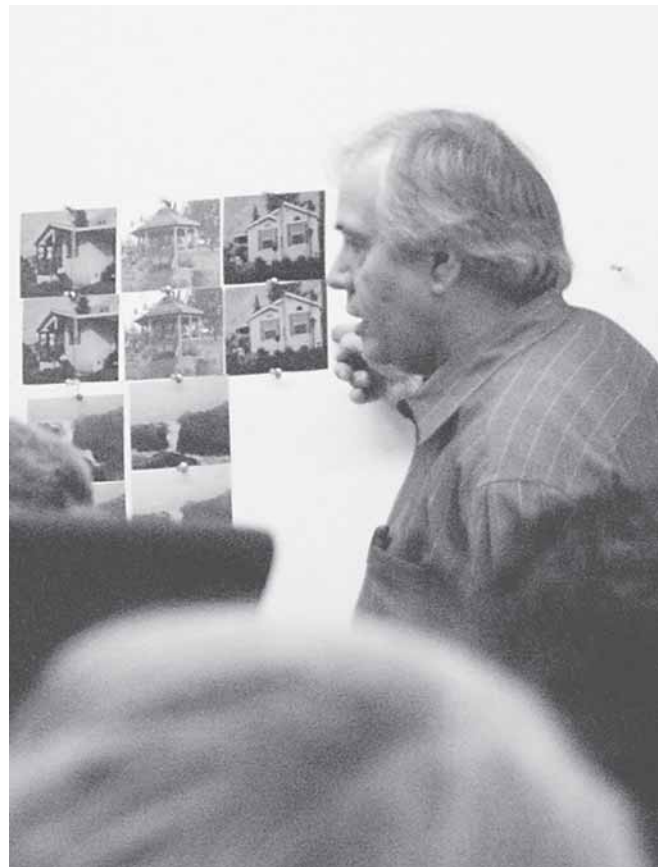
### **Professional Strategies in Photography**

**3 hours lecture; 6 weeks**

A lecture course designed for more advanced photography students who wish to learn more about professional business techniques in photography. The course will provide students with challenging assignments that mirror actual working situations in photography. There will be a number of guest speakers and field trips to professional studios.

*Prerequisite: PHOT 226 or PHOT 227*

**1 UNIT**



# COURSE ANNOUNCEMENTS

## PHYSICAL EDUCATION

### PHYE 100 0.5 - 1 UNIT

#### **Swimming** **2 hours lab**

Fundamentals of swimming. Repeatable for credit three times to improve proficiency. The following levels of instructions will be offered: 1) Beginning - Water safety skills, back and front float, prone glide, flutter kick on front and back, arm stroke both front and back, rhythmic breathing and drown proofing. Emphasizes mental and physical adjustment to water. Text required. 2) Intermediate - Improvement of basic skills. Emphasis on combined strokes, crawl stroke, elementary back stroke, side stroke and breast stroke. Safety and survival skills, artificial respiration and personal rescue. Text required. 3) Advanced - Review of the elementary back stroke, back crawl, breast, side, and crawl strokes. Introduction to inverted breast, overarm, side, trudgen and butterfly strokes. Racing starts and turns. Text required.

**CSU, UC**

### PHYE 102 1.5 UNITS

#### **Water Exercise** **3 hours lab**

Improvement of cardiovascular endurance, muscle tone and flexibility using water as a medium for exercise. Excellent activity for non-swimmers, novices and individuals requiring rehabilitation, Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

### PHYE 108 1 UNIT

#### **Bowling** **2 hours lab**

Beginning bowling skills: grip, stance, delivery, follow-through, scoring fundamentals, concentration and bowling etiquette. Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

### PHYE 109 1 UNIT

#### **Billiards** **0.5 hour lecture, 1.5 hours lab**

Fundamentals of Billiards. Repeatable for credit three times to improve proficiency. Basic fundamentals including stance, the bridge, grip and stroke. Transferring spin from ball to ball. Practice methods and position play, aiming, carom shots and ball breaks. Play will include basic eight ball games and introduction to other games and tournament formats.

**CSU, UC**

### PHYE 110 1 UNIT

#### **Fencing** **2 hours lab**

Fundamentals of fencing. Repeatable for credit three times to improve proficiency. The following levels of instruction will be offered: 1) Beginning - History, rules and safety of fencing. Basic forms of posture and movement and basic attacks and parries. Text required. 2) Intermediate - Development of attack and defense skills. Introduction to the skills needed to direct and judge bouts. Text required. 3) Advanced - Attacks, defense, competitive bouts, advanced footwork, use of electric foil and blade work. Text required.

**CSU, UC**

### PHYE 112 1 - 1.5 UNITS

#### **Golf** **2 - 3 hours lab**

Fundamentals of golf. Repeatable for credit three times to improve proficiency. Beginning: Beginning golf skills (grip, stance, swing) with selection of clubs for various situations. Overview of rules and proper golfing etiquette. Text required. Intermediate: Review of grip, stance, and swing. Review of rules and etiquette. Individual instruction and play at local golf courses. Text required. Advanced: Refine rules and etiquette. Review and master fundamental skills. Instruction and play on local golf courses. Video tape instruction at NVC campus. Text required.

**CSU, UC**



## PHYE 113

### **Badminton** **2 hours lab**

Basic skills, strategy and tactics for singles, doubles, and mixed doubles badminton. Repeatable for credit three times to improve proficiency. Beginning: Instruction in the history, safety, scoring and etiquette of badminton. The fundamentals of the grip and various forehand and backhand strokes. Rules and basis strategy for singles and doubles games. Text required. Intermediate: Basic and intermediate skills, strategy, and tactics. Emphasis on forehand and back hand, clear, kill, drives and drop shots, and their use in singles and doubles matches. Rules and strategies presented. Text required. Advanced: Methods of attack and defense in singles and doubles. Class tournaments and ladder play. Instruction in refereeing is given. Text required.

**CSU, UC**

**1 UNIT**

## PHYE 118

### **Racquetball** **1.5 - 3 hours lab**

Fundamentals of racquetball. Repeatable for credit three times to improve proficiency. Beginning: Introduction to basic shots, strategy, serves, safe procedures for play and practice, rules necessary to play the game on beginning recreational level. Intermediate: Continuation of fundamentals of racquetball. Increased refinement in stroke techniques for shots, increase of serve and play strategy, introduction to cutthroat, odd-person-out singles and doubles. Advanced: Review and correction/certification of basic shots, introduction to advanced shots and strategy concepts, advanced doubles strategy, refereeing, tournament play.

**CSU, UC**

**1 - 1.5 UNITS**

## PHYE 120

### **Skiing** **2 hours lab**

Fundamentals of skiing. Repeatable for credit three times to improve proficiency. Beginning: Fundamentals of skiing. Conditioning, basic skills and safety techniques. Field trip to ski resort. Text required. Intermediate: Further development of beginning skills. Equipment, clothing, conditioning and safety. Field trip to ski resort. Text required.

**CSU, UC**

**1 UNIT**

## PHYE 121

### **Mountain Biking** **0.5 hour lecture, 2.5 hours lab**

Fundamentals of mountain biking. Designed to improve student's cardiovascular endurance, increase student's flexibility and strength. In addition, it is designed to improve mountain biking skills and overall fitness, while enhancing one's appreciation and enjoyment of the sport of mountain biking. Repeatable for credit three times.

**CSU, UC**

**1.5 UNITS**

## PHYE 122

### **Soccer** **2 hours lab**

Fundamentals of soccer. Rules, scoring, position play, tactics, etiquette, and basic skills in trapping, passing, heading and dribbling. Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

**1 UNIT**

## PHYE 123

### **Tennis** **1 - 3 hours lab**

Fundamentals of tennis. Repeatable for credit three times to improve proficiency. Beginning: Rules, scoring, etiquette, and tactics for singles. Emphasis on forehand and backhand ground strokes, serve and volley. Text required. Intermediate: For the advanced beginner. Concepts and strategy at the intermediate level. Emphasis on forehand and backhand ground strokes, serve, volley, service return, approach shot, half volley, lob and overhead smash. Text required. Advanced: Control, placement, depth and pace. Advanced strategy for the singles player and doubles competitive play. Text required.

**CSU, UC**

**0.5 - 1.5 UNITS**

## PHYE 125

### **Volleyball** **2 hours lab**

Fundamentals of volleyball. Repeatable for credit three times to improve proficiency. Beginning: Instruction on the pass, set, spike, serve and block. Emphasis on rules, etiquette and strategy for six person team play. Text required. Intermediate: Development of basic skills and strategies. Emphasis on six person team play and introduction to two person play. Text required. Advanced: Intermediate skills and strategies and the introduction of advanced techniques and team play. Emphasis on officiating and participation in tournament competition. Text required.

**CSU, UC**

**1 UNIT**

## PHYE 129

### **Spinning** **1 - 3 hours lab**

This course is designed to provide students with a cardiovascular and muscle conditioning workout through a continuous movement on a bicycle (stationary). Each workout begins with a warm-up, then an increasing level of workload and finishes with a cool-down. This course provides a workout suitable for all levels of fitness. Repeatable for credit three times.

**CSU, UC**

**0.5 - 1.5 UNITS**

# COURSE ANNOUNCEMENTS

<b>PHYE 130</b> <b>Yoga</b> <b>3 hours lab</b> This class is an introduction to Hatha Yoga. Students will be taught the theory, history and philosophy of yoga. Primarily, the students will participate in the practice of yoga postures, while integrating breath work and concentration. The physiological and emotional benefits will be discussed. Repeatable for credit three times. <b>CSU, UC</b>	<b>1.5 UNITS</b>	<b>PHYE 136</b> <b>Jazz Dance</b> <b>2 hours lab</b> Fundamentals of Jazz Dance. Repeatable for credit three times to improve proficiency. Beginning: Beginning instruction in jazz techniques, center floor stretches, isolated movements, and combinations with different rhythmic patterns. Intermediate jazz techniques, center floor stretches and locomotor movement. Contractions, splits, head rolls, and some improvisations. Text required. <b>CSU, UC</b>	<b>1 UNIT</b>
<b>PHYE 131</b> <b>Cardio Kickboxing</b> <b>1 - 3 hours lab</b> This course is designed to provide students with a cardiovascular and muscle conditioning workout through continuous movements such as kicks, punches, jumping rope and calisthenic exercises. Each workout, which begins with a warm-up and finishes with a final stretch, emphasizes proper execution of movements and body alignment. This course is a non-contact workout appropriate for all levels of fitness. Repeatable for credit three times. <b>CSU, UC</b>	<b>0.5 - 1.5 UNITS</b>	<b>PHYE 137</b> <b>Tap Dance</b> <b>2 hours lab</b> Fundamentals of tap dance. Repeatable for credit three times to improve proficiency. Beginning: The history and terminology of tap; singles and doubles sound techniques; stretching techniques at the barre; and techniques away from the barre such as hop, leap, ball change and grapevine. Intermediate: Tap combinations such as waltz, clog, and breaks which use different rhythms. <b>CSU, UC</b>	<b>1 UNIT</b>
<b>PHYE 132</b> <b>Aerobic Dance</b> <b>3 hours lab</b> Emphasis on improving cardiovascular endurance utilizing basic dance sequences presented with music. Includes proper warm-up, toning and stretching exercises. Repeatable for credit three times to improve proficiency. <b>CSU, UC</b>	<b>1.5 UNITS</b>	<b>PHYE 138</b> <b>Modern Dance</b> <b>2 hours lab</b> Emphasis on rhythmic movements, isolated movement, free expression and improvisation. This course will introduce elemental concepts (space, time, force). Repeatable for credit three times to improve proficiency. Beginning: Emphasis on rhythmic movements, free expression and improvisation. Text required. Intermediate: Further improvement of modern dance techniques. Emphasis on elemental concepts (space, time, force), improvisation and compositional study. Text required. <b>CSU, UC</b>	<b>1 UNIT</b>
<b>PHYE 133</b> <b>Body Sculpting</b> <b>3 hours lab</b> This course is designed to provide students an environment for improving muscular strength, muscular endurance, and muscular flexibility. These three components of fitness will be addressed using a variety of equipment including free weights, bands, tubing, benches, and mats. Emphasis will be placed on proper technique and form, and safe execution of exercises. Repeatable for credit three times. <b>CSU, UC</b>	<b>1.5 UNITS</b>	<b>PHYE 140</b> <b>Dance Production</b> <b>2 hours lab</b> Introduction to dance production. Costuming, makeup, publicity, performing or assisting in stage managing. Text required. Repeatable for credit three times to improve proficiency. Open entry/open exit. <i>Prerequisite: Enrollment permitted only if student has been accepted to perform or assist in a dance production.</i> <b>CSU, UC</b>	<b>1 UNIT</b>
<b>PHYE 134</b> <b>Ballet</b> <b>2 hours lab</b> Fundamentals of ballet. Repeatable for credit three times to improve proficiency. Beginning: Emphasis on beginning techniques at the barre, center floor, across the floor and various ballet combinations with different rhythmic patterns. Intermediate: Intermediate techniques at the barre, center floor, across the floor and various ballet combinations. Body movement and dance variation for different music. Text required. <b>CSU, UC</b>	<b>1 UNIT</b>	<b>PHYE 142</b> <b>Dance Composition</b> <b>2 hours lecture</b> Introduction to choreographic skills. Elements of dance from a choreographic perspective. Space, time, rhythm, form, phrasing, style and content. Students required to present studies of critique. Repeatable for credit three times. <b>CSU, UC</b>	<b>2 UNITS</b>

**PHYE 145** **1 UNIT**

***Fitness Assessment Laboratory***  
**1 unit, 2 hours lab**

Assessment and interpretation of individual fitness and health levels. The assessment series measures body composition, muscular strength, cardiorespiratory endurance and flexibility. Students repeating this course will be able to track their personal fitness level. May be repeated three times for credit.

**CSU, UC**

**PHYE 146** **1.5 UNITS**

***Fitness Flexibility***  
**1 hour lecture, 2 hours lab**

Designed to increase elasticity and resiliency in all major muscle groups and improve awareness of overall health and nutrition. Students achieve greater overall flexibility, improve body alignment and strengthen and tone the muscles. May be repeated for credit three times.

**CSU, UC**

**PHYE 147** **1.5 UNITS**

***Swim for Fitness***  
**1 hour lecture, 2 hours lab**

Improvement of basic aquatic skills (crawl stroke, back stroke, breast stroke). Increases endurance and improves knowledge of the major components of a workout. Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

**PHYE 148** **1.5 UNITS**

***Walking for Fitness***  
**1 hour lecture, 2 hours lab**

Instruction focused on improving cardiovascular endurance through a safe and effective exercise program of walking. Repeatable for credit three times to improve proficiency.

**CSU, UC**

**PHYE 149** **1.5 UNITS**

***Physical Fitness***  
**1 hour lecture, 2 hours lab**

Fundamental concepts of physical fitness. An individualized program established with each student. Aerobics, strength, flexibility, posture, nutrition and relaxation. Text required. Repeatable for credit three times.

**CSU, UC**

**PHYE 151** **1.5 UNITS**

***Weight Training***  
**1 hour lecture, 2 hours lab**

Fundamentals of weight training. Introduction of weight training apparatus, equipment, and safety. Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

**PHYE 153** **1 UNIT**

***Body Awareness for Women***  
**2 hours lab**

Development of an awareness of the physical self. Basic techniques in movement, relaxation and exercise are examined. Designed for the reentering woman. Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

**PHYE 156** **1 UNIT**

***Archery***  
**2 hours lab**

Fundamentals of archery. Repeatable for credit three times to improve proficiency. Beginning: Basic instruction in the history, selection, and proper care of equipment; safety; fundamentals and etiquette. Text required. Intermediate: Refinement of skills attained at the beginning level. Holding and drawing anchor points, aiming, release and follow-through with target shooting to 30 yards. Introduction of the use of commercial bow sight. Text required. Advanced: Review of safety, etiquette, and fundamentals. Shooting at distances of 20, 30, 40, and 50 yards. Introduction of accessories to increase skill. Technical and psychological preparation for competition. Text required.

**CSU, UC**

**PHYE 160** **1.5 UNITS**

***Adaptive Physical Education***  
**1 hour lecture, 2 hours lab**

Designed to meet the needs of the physically limited student. The course will provide adaptations necessary to achieve muscular strength; cardiorespiratory endurance; and flexibility, each within the parameters of the student's ability. Repeatable for credit three times.

**CSU, UC**

**PHYE 169** **2 UNITS**

***Adaptive Physical Education for Teaching Assistants***  
**1 hour lecture, 2 hours lab**

Train assistants in the field of adaptive physical education and provides students with experience in working with a wide variety of handicaps and abilities. Text required. Repeatable for credit three times to improve proficiency. Open entry/open exit.

**CSU**

**PHYE 171** **3 UNITS**

***Care & Prevention of Athletic Injuries***  
**3 hours lecture**

An introduction to the concepts of athletic training care and management of sports injuries; rehabilitation of injuries through selection and use of equipment and proper training, and taping techniques.

**CSU, UC**

# COURSE ANNOUNCEMENTS

- PHYE 172** **2 UNITS**  
**Modern Sport Officiating/Men**  
**2 hours lecture, 1 hour lab**  
Basic instruction in interpretation of the rules, understanding regulations and the fundamentals of officiating men's games. Text required.  
**CSU, UC**
- PHYE 173** **1 -2 UNITS**  
**Modern Sport Officiating/Women**  
**2 hours lecture, 1 hour lab; 9 weeks**  
Basic instruction in interpretation of the rules, understanding regulations and the fundamentals of officiating women's games. Text required.  
**CSU, UC**
- PHYE 176** **1 UNIT**  
**Team Sports**  
**2 hours lab**  
An introduction to the skills necessary to play a regulation game. Includes rules, scoring systems, etiquette, safety and conditioning. Covers tennis, golf, swimming, baseball, basketball, flag football, rugby, soccer, softball, volleyball, water polo, racquetball, fencing, bowling and badminton. Text required. Repeatable for credit three times to improve proficiency.  
**CSU, UC**
- PHYE 178** **1 - 2 UNITS**  
**Pre-Season Conditioning**  
**5 - 10 hours lab**  
Conditions and prepares athletes for the competitive season. Beginning skills and strategies are reviewed. Intermediate skills and strategies are emphasized. Specific sport fitness and injury prevention emphasized. Repeatable for credit three times.  
**CSU, UC**
- PHYE 199** **1 - 3 UNITS**  
**Independent Study in Physical Education**  
**3 - 9 hours lab**  
Independent study course for students interested in specialized reading, research or projects that deal with an acceptable topic in physical education.  
**CSU, UC**
- PHYE 200** **2 UNITS**  
**Coaching And Athletic Administration**  
**2 hours lecture; 9 weeks**  
Philosophy of coaching and appreciation of various coaching styles. Psychology of sports nutrition for the athlete, building training programs and working within the law, athletic injuries and rehabilitation.  
**CSU**
- PHYE 204** **3 UNITS**  
**American Red Cross Lifeguard Training**  
**2 hours lecture, 2 hours lab**  
Instruction designed to certify students in American Red Cross Lifeguard Training, thereby enabling students to seek lifeguarding positions.  
*Prerequisite: American Red Cross standards*  
**CSU, UC**
- PHYE 205** **3 UNITS**  
**Water Safety Instructor**  
**2 hours lecture, 2 hours lab**  
Prepares students to instruct these water safety courses: 1) infant and preschool aquatic programs; 2) K-6 water education, beginning through advanced swimmer level; 3) basic water safety, emergency water safety, and safety training for swim coaches.  
*Prerequisite: Student must have a current Red Cross Advanced Lifesaving Certificate and a Red Cross Swimmer Certificate.*  
**CSU, UC**
- PHYE 255** **2 UNITS**  
**Foundations Of Physical Fitness**  
**2 hours lecture, 1 hour lab**  
Planning and instituting a personalized physical fitness program. Lectures define the basic components of physical fitness. Exercises done in the lab. Personal fitness assessment, aerobic exercises, muscular fitness, flexibility, postural analysis, diet, weight control, stress and relaxation. Text required.  
**CSU, UC**
- PHYE 271** **2 UNITS**  
**Sports Medicine Practicum**  
**1 hour lecture, 3 hours lab**  
An introduction to the sports medicine field with practical experience in the practice of athletic training, physical therapy, massage therapy, and personal training. Repeatable three times for credit.  
**CSU, UC**
- PHYE 272** **1 UNIT**  
**Sports Medicine Training Lab**  
**3 hours lab**  
Designed to provide students with experience, through internship hours, applicable to the National Athletic Training Association certification in the area of the sports medicine field; specifically athletic training. Also gives others interested in physical therapy, massage therapy and personal fitness training hands-on experience. Repeatable for credit three times.  
**CSU, UC**



**PHYE 285** 1 - 2 UNITS

**Men's Basketball Team**  
5 - 10 hours lab

A course designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times.

**CSU, UC**

**PHYE 286** 1 - 2 UNITS

**Women's Basketball Team**  
5 - 10 hours lab

A course designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times.

**CSU, UC**

**PHYE 287** 1 - 2 UNITS

**Men's Baseball Team**  
5 - 10 hours lab

A course designed for the competitive baseball player who will represent Napa Valley College in intercollegiate baseball games. Repeatable for credit three times.

**CSU, UC**

**PHYE 290** 1 - 2 UNITS

**Golf Team**  
5 - 10 hours lab

A course designed for the competitive golfer who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times.

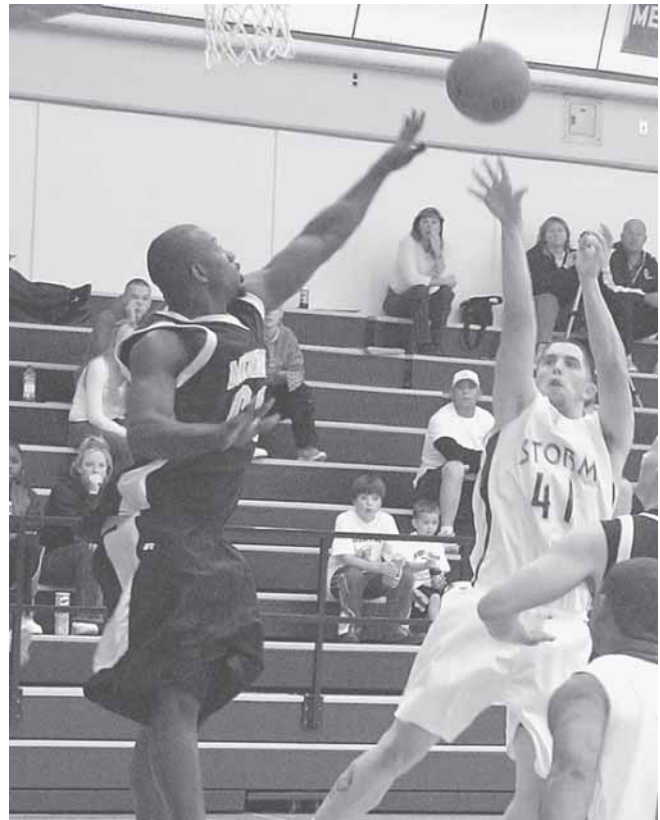
**CSU, UC**

**PHYE 291** 1 - 2 UNITS

**Soccer Team**  
5 - 10 hours lab

A course designed for the competitive soccer player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times.

**CSU, UC**



**PHYE 292** 1 - 2 UNITS

**Women's Softball Team**  
5 - 10 hours lab

A course designed for the competitive softball player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times.

**CSU, UC**

**PHYE 297** 1 - 2 UNITS

**Women's Volleyball Team**  
5 - 10 hours lab

A course designed for the competitive volleyball player who will represent Napa Valley College in intercollegiate matches. Repeatable for credit three times.

**CSU, UC**

**PHYE 298** 1 - 3 UNITS

**Selected Topics In Physical Education**  
1 - 9 hours lecture/lab

Topics in physical education not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU, UC**



# COURSE ANNOUNCEMENTS

## PHYSICS

### PHYS 105 3 UNITS

#### **General Applied Physics**

**3 hours lecture**

Study of mechanics, magnetism and optics for students in the two year technology programs.

**CSU**

### PHYS 110 3 UNITS

#### **Descriptive Physics**

**3 hours lecture**

A non-mathematical descriptive introduction to physics for non-science majors. Slides, tapes and demonstrations illustrate the fundamental laws and applications of mechanics, heat, electricity, sound, optics and atomic physics.

**CSU, UC**

### PHYS 111 1 UNIT

#### **Descriptive Physics Laboratory**

**3 hours lab**

A non-mathematical descriptive physics laboratory that emphasizes concepts before computation, the same approach used in PHYS 110. Many experiments are observational activities only. Some experiments involve computers which are programmed to simplify and summarize quantitative measurements.

*Corequisite: PHYS 110*

**CSU, UC**

### PHYS 120 4 UNITS

#### **General Physics 1**

**3 hours lecture, 4 hours lab**

Mechanics, fluids, wave motion, and heat; emphasis on biological and medical applications in all areas.

*Prerequisite: MATH 108*

**CSU, UC**

### PHYS 121 4 UNITS

#### **General Physics 2**

**3 hours lecture, 4 hours lab**

Electricity, magnetism, optics and modern physics; emphasis on biological and medical applications in all areas.

*Prerequisite: PHYS 120*

**CSU, UC**

### PHYS 140 4 UNITS

#### **Physics for Scientists and Engineers 1**

**3 hours lecture, 3 hours lab**

Mechanics.

*Prerequisite: MATH 120*

*Corequisite: MATH 121*

**CSU, UC**



### PHYS 199 1 - 3 UNITS

#### **Independent Study in Physics**

**9 hours lab**

For the physics students who wish to pursue topics not included in the regular curriculum. Possible projects include a research paper, a computer project, sophisticated problem-solving, or innovative experiments in areas such as holography, lasers, or superconductivity. Credit/No Credit grading.

**CSU**

### PHYS 240 4 UNITS

#### **Physics For Scientists and Engineers 2**

**3 hours lecture, 4 hours lab**

Heat, electricity, and magnetism.

*Prerequisite: PHYS 140 and MATH 121*

**CSU, UC**

### PHYS 241 4 UNITS

#### **Physics for Scientists and Engineers 3**

**3 hours lecture, 4 hours lab**

Wave Motion, Electromagnetic Waves, Optics, Relativity, Quantum Mechanics and Atomic and Nuclear Physics.

*Prerequisite: PHYS 240*

*Corequisite: MATH 221*

**CSU, UC**

### PHYS 298 1 - 3 UNITS

#### **Selected Topics in Physics**

**9 hours lab**

Topics in physics not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**

POLITICAL SCIENCE

**POLI 120** **3 UNITS**  
**Introduction to the Principles of American Government 1**  
**3 hours lecture**  
 A study of the constitutional framework of national, state, and local government, federalism, the Presidency, Congress, political parties, voting and elections, public opinion and the role of the media.  
*Recommended Preparation: Completion of ENGL 100*  
**CSU, UC**

**POLI 121** **3 UNITS**  
**Introduction to the Principles of American Government 2**  
**3 hours lecture**  
 A study of the constitutional basis for national, state and local government, citizenship, civil liberties, civil rights, the judiciary, government's role in the economy, interest groups, and foreign policy.  
*Recommended Preparation: Completion of ENGL 100*  
**CSU, UC**

**POLI 125** **3 UNITS**  
**Introduction To Modern Political Ideologies (Today's "Isms")**  
**3 hours lecture**  
 Introduction to contemporary, political ideologies: basic beliefs of nationalism, communism, socialism, capitalism, conservative-liberal philosophy, democracy, "New Left" and "New Right" beliefs.  
**CSU, UC**

**POLI 130** **3 UNITS**  
**State and Local Governments**  
**3 hours lecture**  
 An introduction to the study of both state and local governments, with special emphasis on California. Included will be: the constitutional framework of state and local powers, the varying forms of government, taxing power and the influence of political parties, interest groups and the courts on our daily lives.  
**CSU**

**POLI 135** **3 UNITS**  
**Comparative Government**  
**3 hours lecture**  
 A study of the governmental structure and the political process in the United Kingdom, France, the Federal Republic of Germany, government in the former U.S.S.R., and selected national states from the third and emerging worlds.  
**CSU, UC**

**POLI 140** **3 UNITS**  
**International Relations**  
**3 hours lecture**  
 Study of the nature of the international state system: an analysis of political, military, cultural, economic, geographical, and ideological factors affecting the behavior of states and international organizations in modern world politics. Special attention to nationalism, imperialism, ideological conflict, economic relations, war, diplomacy, and international organization.  
**CSU, UC**

**POLI 145** **3 UNITS**  
**International Political Economy**  
**3 hours lecture**  
 This course examines the international economy including trade, finance, and development, within the context of politics. Alternative analytical and theoretical perspectives will be examined for their value in helping to understand and evaluate the historical development and current operation of the world economy.  
**CSU**

**POLI 199** **1 - 3 UNITS**  
**Independent Study in Political Science**  
**3 - 9 hours lab**  
 Independent study course for students interested in specialized reading, research, field work, or a project on an acceptable topic in the area of political science.  
**CSU, UC**

**POLI 298** **1 - 3 UNITS**  
**Selected Topics in Political Science**  
**9 hours lab**  
 Topics in political science not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.  
**CSU**

**POLI 350** **2 UNITS**  
**Leadership Seminar**  
**1 hour lecture, 4 hours lab**  
 A study of the dynamics of leadership, its impacts on groups and organizations, and the relationship between the leader and the groups. This study will assist students to develop into effective student government and future community leaders. Repeatable once for credit.

# COURSE ANNOUNCEMENTS

## PSYCHIATRIC TECHNICIAN

### PSYCHIATRIC TECHNICIAN

The Psychiatric Technician Program is a three-semester program designed to prepare qualified men and women to practice as psychiatric technicians. The program provides two approaches to learning; coursework in the principles and methods of psychodynamics are combined with practical experience. Clinical training occurs in hospitals and health agencies.

A certificate in Psychiatric Technician is granted by the college after completion of the program, and the student is eligible to take the examination for licensure. The academic subjects for both the Certificate and A.S. Degree are offered at Napa Valley College.

### Admission Requirements

All coursework must be completed with a "C" or better within the last 5 years as required by the BVNPT and all program requirements must be met before your application will be accepted. All applicants meeting these requirements will be eligible for admission to the program and will be enrolled on a first-come, first-served basis.

All new admission, re-admission and advanced placement applicants will follow this procedure.

1. Complete an application for admission to the college. (You can **only** do this **online** at [www.napavalley.edu](http://www.napavalley.edu)). Only needs to be done once.
2. Complete the matriculation requirements of a) English and Math assessment testing; b) college orientation. Contact the Learning Skills and Testing Center at 253-3270 or the Counseling Center in person in the 1300 Building to sign up for assessment and orientation sessions.
  - a. Take the Reading Assessment test (CTEP) and pass with a score of **59** or higher **OR** have **ENGL 85** or higher with a "C" or better
  - b. Take the Math Assessment test (MTDP) and pass with a score of **30** or higher **OR** have **MATH 90** or higher with a "C" or better
  - c. Test scores are good for five years and equivalency coursework must be taken with the past two years
3. Completion of **PREREQUISITE** courses before submitting an application or the program.
  - a. HEOC 100 – Anatomy and Physiology (with a "C" or better)
  - b. HEOC 101 – Pharmacology (with a "C" or better)

4. **Official Verification** (unopened **transcripts**) of high school graduation or its equivalent (GED, CHSPE, or AA/AS or a higher degree). **All Foreign Transcripts must be evaluated** by an International Evaluation Service **prior to submission of program application**; this service must provide Napa Valley College with An evaluation certificate of the international coursework. (Forms to request this evaluation are available in Admissions & Records and the Health Occupations Department; your **official foreign transcripts evaluations** must accompany this form.)

Prerequisites	Units
HEOC 100 Anatomy & Physiology .....	3
HEOC 101 Pharmacology .....	3
	<b>6</b>

First Semester	Units
PTEC 150 Nursing Science .....	13

Second Semester	Units
HEOC 172 Nutrition .....	2
PTEC 155 Developmental Disabilities .....	12
PSYC 125 Human Development .....	3
	<b>17</b>

Third Semester	Units
PTEC 156 Mental Health .....	12
PSYC 124 Psychology of Adjustment .....	3
	<b>15</b>

**Above courses complete PTEC Certification. For an Associate of Science Degree from (NVC) Napa Valley College a fourth semester is taken.**

Fourth Semester	Units
Natural Science .....	3
Humanities *(Choose from #2 below) .....	3
English Composition .....	3
Mathematics .....	3
Communication & Analytical Thinking .....	3
	<b>15</b>

### Options

1. **Certificate Program (51 Units):** PTEC 150; 155, 156; HEOC 100, 101, 172; PSYC 124 & 125. (Meets eligibility for State Board Examination)
2. **A.S. Degree:** All courses listed above - All four semesters (66 units - GPA 2.0) for required courses, see AA/AS Program planning sheet for AS Degree or see a counselor. (\*ANTH 150, DRAM 115, ENGL 217, HUMA 174, 186 meets both the multicultural /gender studies requirement and the Humanities requirement.)
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

## PSYCHIATRIC TECHNICIAN FASTTRACK PROGRAM

### Admission Requirements

All coursework must be completed with a "C" or better within the last 5 years as required by the BVNPT and all program requirements must be met before your application will be accepted. All applicants meeting these requirements will be eligible for admission to the program and will be enrolled on a first-come, first-served basis.

All new admission, re-admission and advanced placement applicants will follow this procedure.

1. Complete an application for admission to the college. (You can **only** do this **online** at [www.napavalley.edu](http://www.napavalley.edu)). Only needs to be done once.
2. Complete the matriculation requirements of a) English and Math assessment testing; b) college orientation. Contact the Learning Skills and Testing Center at 253-3270 or the Counseling Center in person in the 1300 Building to sign up for assessment and orientation sessions.
  - a. Take the Reading Assessment test (CTEP) and pass with a score of **59** or higher **OR** have **ENGL 85** or higher with a "C" or better
  - b. Take the Math Assessment test (MTDP) and pass with a score of **30** or higher **OR** have **MATH 90** or higher with a "C" or better
  - c. Test scores are good for five years and equivalency coursework must be taken with the past two years
3. Be a **currently** certified Nurse's Aid (CNA) or have equivalent training i.e. (completed one semester of an accredited Psychiatric Technician nursing program with a grade of "C" or better)
4. **Official Verification** (unopened **transcripts**) of high school graduation or its equivalent (GED, CHSPE, or AA/AS or a higher degree). **All Foreign Transcripts must be evaluated** by an International Evaluation Service **prior to submission of program application**; this service must provide Napa Valley College with an evaluation certificate of the international coursework. (Forms to request this evaluation are available in Admissions & Records and the Health Occupations Department; your **official foreign transcripts evaluations** must accompany this form.)

First Trimester	Units
PTEC 160 Nursing Science .....	18
Second Trimester	Units
PTEC 161 Developmental Disabilities .....	15
Third Trimester	Units
PTEC 162 Mental Health .....	17

First, second, and third trimester courses complete PTEC Certification. For an Associate of Science Degree from Napa Valley College a fourth semester is taken.

Fourth Semester	Units
Natural Science .....	3
Humanities *(Choose from below) .....	3
English Composition .....	3
Mathematics .....	3
Communication & Analytical Thinking .....	3
	<b>15</b>

### Options

1. Certificate Program: PTEC 160; 161 162. (Meets eligibility for State Board Examination)
  2. A.S. Degree: All courses listed above. All courses required to complete the major must be completed with a grade of C or better.
  3. Transfer to a four-year college: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.
- \* ANTH 151, DRAM 115, ENGL 217, HUMA 174, 186 meets both the multicultural /gender studies requirement and the Humanities requirement.)

### PTEC 150 13 UNITS

#### ***Principles and Practice for Psychiatric Technicians 1***

**7 hours lecture, 18 hours lab**

This is the first course in a series of three semesters designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes Role of the Psychiatric Technician, Nurse/Patient Relationship, Nursing Process and the Medical Records, Medical Terminology, Nursing Fundamentals, and Medical/Surgical Nursing.

*Prerequisite:* 1) High School Graduate or equivalent, 2) Reading and Math Placement Testing, 3) Orientation Meeting, 4) HEOC 100, and 5) HEOC 101

**CSU**

### PTEC 155 12 UNITS

#### ***Principles and Practice for Psychiatric Technicians 2***

**6 hours lecture, 18 hours lab**

A course designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes Psychopharmacology, Assessment and intervention of the Client with Developmental Disabilities, Etiologies, Diseases Associated with Developmental Disabilities, Teaching and Training using a Developmental Model, Developmental Disabilities Client's Rights, Tests and Measurements, Normalization, Behavior Modification, Organic Mental Syndromes, and Case Management.

*Prerequisite:* PTEC 150

*Corequisites:* PSYC 125 and HEOC 172

**CSU**

# COURSE ANNOUNCEMENTS

## PTEC 156

### **Principles and Practice for Psychiatric Technicians 3**

**6 hours lecture, 18 hours lab**

A course designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes: Role of Psychiatric Technician, Psychopharmacology, Mental Health Nursing I and II, Management of Assaultive Behaviors, Clients Rights, Psychophysiological, Neurotic and Psychotic Disorders, Group Therapy, Crisis Intervention, Substance Abuse, Domestic violence, and Leadership/Supervision.

*Prerequisite: PTEC 150*

*Corequisite: PSYC 124*

**CSU**

**12 UNITS**

## PTEC 160

### **Nursing Science**

**14 hours lecture, 20 hours lab; 16 weeks**

One trimester of three designed to prepare the student for licensure as a Psychiatric Technician in the State of California. Nursing Science will present the principles of mental and physical health, the maintenance of health, anatomy and physiology, and an understanding of disease and its treatment. Students will develop the ability to perform basic care activities, with learning experiences in the care of children, adults, and aged patients with medical/surgical conditions.

*Prerequisites: Reading Assessment test (CTEP), Math Assessment test (MTDP), High School or equivalent, currently licensed Certified Nursing Assistant (CNA)*

**CSU**

**18 UNITS**

## PTEC 161

### **Developmental Disabilities**

**10 hours lecture, 20 hours lab; 16 weeks**

One trimester of three designed to prepare the student for licensure as a Psychiatric Technician in the State of California. This course will examine the care of the developmentally disabled by providing learning experience in State Developmental Centers as well as community facilities and continued practice in individual group work.

*Prerequisite: PTEC 160*

**CSU**

**15 UNITS**

## PTEC 162

### **Mental Disabilities**

**13 hours lecture, 20 hours lab; 16 weeks**

A trimester designed to prepare the student for licensure as a Psychiatric Technician in the State of California. This course will introduce psychological and mental health concepts as they relate to the psychiatric technician profession. The causes, prevention, and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem-solving, communication, and the use of rehabilitative methods in providing patient care.

*Prerequisite: PTEC 161*

**CSU**

**17 UNITS**

## PSYCHOLOGY

### PSYC 10

#### **Learning Diagnosis**

**1 hour lecture**

Diagnostic testing to make students aware of their strengths, weaknesses and preferred learning styles. Students receive assistance in arranging their instructional programs for best opportunity for success. Repeatable for credit four times. Credit/No Credit grading.

**0.5 UNIT**

### PSYC 50

#### **Success Strategies for Math**

**3 hours lecture; 6 weeks**

The class will investigate the causes of and solutions to "math anxiety", how to use math language, how to write about math, and how to develop problem solving skills. It includes discussion of various experiences with math and the development of skills that promote success in math classes.

**1 UNIT**

### PSYC 60

#### **Women's Issues Workshop**

**2 - 6 hours lecture; 1 - 4 weeks**

This course is a short-term course which will be offered periodically throughout the year. It will focus on topics of a current nature concerning women. It will draw on current research and expertise to further student's knowledge and skills in the topic areas. Repeatable for credit three times.

**0.5 UNIT**

### PSYC 120

#### **General Psychology**

**3 hours lecture**

This course provides a general introduction to the field of psychology. Topics covered include research methods, neuropsychology, sensation and perception, cognitive psychology, developmental psychology, personality, social psychology, and clinical psychology.

*Recommended Preparation: Completion of ENGL 100*

**CSU, UC**

**3 UNITS**

### PSYC 123

#### **SOCIAL PSYCHOLOGY**

**(cross-listed as SOCI 123)**

**3 hours lecture**

Social psychology is the discipline that studies our reciprocal influences on each other. It focuses on our family, educational, peer, societal and cultural relationships and the process of socialization.

*Recommended Preparation: Completion of ENGL 100*

**CSU, UC**

**3 UNITS**

**PSYC 124** **3 UNITS**  
**Psychology of Adjustment**  
**3 hours lecture**

This course addresses several major topics in the field of psychology with an emphasis on personal application. Topics covered include personality theory, stress and coping, the self, social cognition and influence, communication, attraction, gender and sexuality, human development, psychological disorders, and psychotherapy.  
*Recommended Preparation: Completion of ENGL 100*  
**CSU, UC**

**PSYC 125** **3 UNITS**  
**Human Development**  
**3 hours lecture**

Human development from conception through infancy, childhood, adolescence, maturity, late adulthood, old age and death. Physical, cognitive, social, emotional and personality development. Developmental theories.  
*Recommended Preparation: PSYC 120*  
**CSU, UC**

**PSYC 126** **3 UNITS**  
**Abnormal Psychology**  
**3 hours lecture**

An introduction to the concepts of abnormal and maladaptive behavior. Models of diagnosis, classification and treatment are discussed in depth. A discussion of major psychological disorders and study of the different perspectives on their causation, development and treatment.  
*Prerequisite: PSYC 120*  
**CSU, UC**

**PSYC 128** **3 UNITS**  
**Cross-Cultural Psychology**  
**3 hours lecture**

A course that studies basic and complex psychosocial processes relating them to the cultural experiences of three immigrant groups: European, Asian and Latino, living in the European oriented culture of the US. The role of women is highlighted in the course, and a special section on old age compares the ways different cultures deal with their elders. In addition to technical material, students will read contemporary fiction addressing topics of identity, love, discrimination and acculturation.  
**CSU, UC**

**PSYC 135** **3 UNITS**  
**Human Sexuality**  
**(cross-listed as SOCI 135)**  
**3 hours lecture**

This course presents a survey of the study of human sexuality from biological, cognitive, emotional, behavioral, and social perspectives. Topics covered include sexual behavior, sexual identity, attraction, gender, sexual anatomy and physiology, and the role of sexuality in cultural and social contexts. This course is intended for adults and involves the presentation of explicit material.  
*Recommended Preparation: Completion of ENGL 100*  
**CSU, UC**

**PSYC 175** **3 UNITS**  
**Theories of Personality**  
**3 hours lecture**

The study of personality examines the sources of our similarities and our differences. This course will cover several major perspectives on personality including psychodynamic, behavioral, phenomenological, social-cognitive, and biological/evolutionary theories. An emphasis will be placed on integrating these theories and relating them to everyday life.  
*Recommended Preparation: Completion of ENGL 100*  
**CSU, UC**

**PSYC 184** **3 UNITS**  
**Teaching to Diversity**  
**(cross-listed as CFS 184)**  
**3 hours lecture**

This course explores issues of diversity in the classroom. Teachers are challenged to alter teaching patterns and classroom environments to support the ethnic, racial, linguistic, and family diversity of children.  
**CSU**

**PSYC 185** **3 UNITS**  
**Introduction to Child Growth & Development**  
**(cross-listed as CFS 120)**  
**3 hours lecture**

The physical, cognitive and social-emotional development of children from pre-conception through adolescence will be covered. Typical development and atypical development are considered, and roles of the family and society are explored.  
**CSU, UC**

**PSYC 186** **3 UNITS**  
**The Child, Family and Community**  
**(cross-listed as CFS 140)**  
**3 hours lecture**

This course is a multicultural examination of the effects of family and community on a child's development. Topics include the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on family behavior, values, morals, and attitudes.  
**CSU, UC**

# COURSE ANNOUNCEMENTS

## PSYC 187

**Parenting**  
(cross-listed as CFS 160)  
3 hours lecture

This course explores a wide range of parenting theories and techniques, utilizing a theoretical foundation with a practical approach. There is particular emphasis on building self-esteem, verbal and non-verbal communication, power, and control.

**CSU**

3 UNITS

## PSYC 190

**Special Projects in Psychology**  
3 - 9 hours lab

Volunteer work, under professional supervision, in community programs for drug addiction, alcoholism, mental disability, developmental disability, juvenile delinquency, or tutoring. Repeatable for a maximum of 6 units. Credit/No Credit grading.

**CSU**

1 - 3 UNITS

## PSYC 199

**Independent Study in Psychology**  
3 - 9 hours lab

Independent study courses for students interested in specialized reading or research in psychology.

**CSU, UC**

1 - 3 UNITS

## PSYC 200

**Forensic Psychology**  
(cross-listed as HEOC 200)  
3 hours lecture

Course covers major areas of mental health services within the practice of psychiatric care of people confined under criminal and civil commitment in California. It surveys statutory and case law related to mental health services in California courts, jails, prisons, mental hospitals, and community placements. The focus will be on D.S.M. - IV diagnosis frequently associated with criminality, with attention to assessment, intervention, treatment principles and practices, and preparation for trial.

**CSU**

3 UNITS

## PSYC 298

**Selected Topics in Psychology**

Topics in psychology not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**

1 - 3 UNITS

## RESPIRATORY CARE

### RESPIRATORY CARE

The Respiratory Care Program is four-semester and one six week summer session for the full-time track or six-semester and two six-week summer sessions for the part-time track program designed to prepare qualified men and women to practice as respiratory care practitioners (RCP). Upon completion of the program the student will be eligible to take the state licensing exam and the national registry examination. The program is accredited by the American Medical Association. Respiratory care is a healthcare specialty which deals with care and treatment of patients with respiratory cardiac disorders. RCPs usually work in both acute and subacute hospitals, clinics, and home care.

### Prerequisites for Admission:

1. High School graduation or equivalent (CHSPE or GED).
2. BIOL 218, CHEM 110 and MATH 90 (or the equivalent) with minimum grades of "C."
3. Submission of application to the program (applications are accepted all year long). The courses required to complete the major are: BIOL 218, 219, 220; RESP 120, 130, 140, 150, 160, 170, 180, 190, 200, 210, 211, 220, 221, 230, 250, 260, 270, 280, 290, 292.

**NOTE:** To remain in the program, student must maintain a "C" grade or above in Respiratory Care and a satisfactory grade in clinical. It is highly recommended that BIOL 219 and 220 be taken prior to admission.

### Full-time Track Option

First Semester	Units
RESP 120 Respiratory Care Theory I .....	6
RESP 130 Respiratory Care Laboratory .....	1.5
RESP 140 Preparation for Clinical .....	1.5
BIOL 219 Human Physiology* .....	5
ENGL 120 Reading and Comp. 1** .....	3
	<b>17</b>
Second Semester	Units
RESP 150 Respiratory Care Theory II .....	3
RESP 160 Respiratory Care Pharmacology .....	3
RESP 170 Respiratory Clinical I .....	2
BIOL 220 General Microbiology* .....	5
PSYC 124 Psychology of Adjustment** .....	3
	<b>16</b>
Summer (6-weeks)	Units
RESP 180 Respiratory Care Lab II .....	1.5
RESP 190 Respiratory Care Clinical .....	2
	<b>3.5</b>



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Third Semester	Units
RESP 200 Respiratory Care Theory III .....	2
RESP 210 Principles and Applications of Mechanical Ventilation .....	3
RESP 211 Mechanical Ventilation Lab .....	0.5
RESP 220 Neonatal Pediatric Respiratory Care.....	3
RESP 221 Neonatal Pediatric Lab .....	0.5
RESP 230 Respiratory Care Topics I.....	1
RESP 250 Respiratory Care Clinical IV .....	5
	<b>15</b>

Fourth Semester	Units
RESP 260 Respiratory Care Theory IV .....	1
RESP 270 Advanced Respiratory Care Lab .....	1
RESP 280 Respiratory Care Topics II .....	2
RESP 290 Respiratory Care Clinical VI .....	6
RESP 292 Respiratory Care Preceptorship .....	2.5
HUMA/Multicultural Gender Studies** .....	3
	<b>15.5</b>

- \* BIOL 219 and 220 must be completed prior to RESP 180.
- \*\* ENGL 120, PSYC 124 and Humanities/Multicultural/Gender Studies may be completed anytime prior to graduation.
- \*\* ANTH 150, DRAM 115, ENGL 217, HUMA 174 or HUMA 186 will double count for the AS Degree GE requirements for Humanities and Multicultural/Gender Studies.

### Part-time Track Option

First Semester	Units
RESP 120 Respiratory Care Theory I .....	6
RESP 130 Respiratory Care Laboratory .....	1.5
RESP 140 Preparation for Clinical .....	1.5
BIOL 219 Human Physiology* .....	5
ENGL 120 Reading and Comp. 1** .....	3
	<b>17</b>



Second Semester	Units
RESP 150 Respiratory Care Theory II .....	3
RESP 160 Respiratory Care Pharmacology .....	3
RESP 170 Respiratory Clinical I.....	2
BIOL 220 General Microbiology* .....	5
PSYC 124 Psychology of Adjustment** .....	3
	<b>16</b>

Summer Session I (6-weeks)	Units
RESP 180 Respiratory Care Lab II .....	1.5
RESP 190 Respiratory Care Clinical II.....	1
	<b>2.5</b>

Third Semester	Units
RESP 200 Respiratory Care Theory III .....	2
RESP 210 Principles and Applications of Mechanical Ventilation .....	3
RESP 211 Mechanical Ventilation Lab .....	0.5
RESP 230 Respiratory Care Topics I.....	1
RESP 250 Respiratory Care Clinical IV .....	2.5
	<b>9</b>

Fourth Semester	Units
RESP 260 Respiratory Care Theory IV .....	1
RESP 270 Advanced Respiratory Care Lab .....	1
RESP 290 Respiratory Care Clinical VI .....	3
HUMA/Multicultural Gender Studies** .....	3
	<b>8</b>

Summer Session II (6 weeks)	Units
RESP 191 Respiratory Care Clinical III .....	1
	<b>1</b>

Fifth Semester	Units
RESP 220 Neonatal Pediatric Respiratory Care.....	3
RESP 221 Neonatal Pediatric Lab .....	0.5
RESP 251 Respiratory Care Clinical V .....	2.5
	<b>6</b>

Sixth Semester	Units
RESP 280 Respiratory Care Topics II .....	2
RESP 291 Respiratory Care Clinical VIII .....	3
RESP 292 Respiratory Care Preceptorship .....	2.5
	<b>7.5</b>

- \* BIOL 219 and 220 must be completed prior to RESP 180.
- \*\* ENGL 120, PSYC 124 and Humanities/Multicultural/Gender Studies may be completed anytime prior to graduation.

### Options

1. **A.S. Degree:** All courses as listed; meet math requirement by passing an approved test or designated course with a "C" grade. All courses required to complete the major must be completed with a grade of C or better.
2. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

# COURSE ANNOUNCEMENTS

## RESP 120

### **Respiratory Care Theory I**

**6 hours lecture**

Students will receive instruction in the theoretical foundations of respiratory care. The course will cover the anatomy and physiology of the respiratory system, the mechanics of breathing and acid-base balance.

*Prerequisite:* CHEM 110 and MATH 90

*Co-requisite:* RESP 130 and RESP 140

**CSU**

**6 UNITS**

## RESP 170

### **Respiratory Care Clinical I**

**6 hours lab**

Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students will work primarily in the non-critical care areas of the hospital.

*Corequisites:* RESP 150 and RESP 160

**CSU**

**2 UNITS**

## RESP 130

### **Respiratory Care Laboratory I**

**3 hours lab**

The integrated laboratory work will develop the student's knowledge and technical skills. The course will cover oxygen therapy and delivery devices, airway clearance techniques, and arterial blood gas punctures.

*Corequisite:* RESP 120 and RESP 140

**CSU**

**1.5 UNITS**

## RESP 180

### **Respiratory Care Laboratory II**

**27 hours lab; 2 weeks**

The integrated laboratory work will develop the student's knowledge and technical skills. The course will cover positive pressure ventilation, advanced airway management, and beginning critical care concepts.

*Prerequisites:* RESP 150, RESP 160, and RESP 170

*Co-requisite:* RESP 190

**CSU**

**1.5 UNITS**

## RESP 140

### **Preparation for Clinical**

**3 hours lab**

Course prepares the student for entrance into the clinical portion of the Respiratory Care program. Covers basic patient safety, infection control, and legal and ethical issues.

*Corequisite:* RESP 120 and RESP 130

**CSU**

**1.5 UNITS**

## RESP 190

### **Respiratory Care Clinical II**

**16- 32 hours lab; 4 weeks**

The students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. Students continue to develop skills in non-critical areas. The course will cover positive pressure ventilation, advanced airway management, and beginning critical care concepts. Full-time students must complete the 2-unit option. Part-time students complete only 1 unit.

*Corequisite:* RESP 180

**CSU**

**1 - 2 UNITS**

## RESP 150

### **Respiratory Care Theory II**

**3 hours lecture**

Students will receive instruction in the treatment of patients with cardiopulmonary disease. The course will cover advanced techniques in patient assessment, pulmonary diseases, and beginning concepts of the coronary system.

*Prerequisites:* RESP 120, RESP 130, and RESP 140

*Co-requisite:* RESP 160

**CSU**

**3 UNITS**

## RESP 191

### **Respiratory Care Clinical III**

**16 hours lab; 4 weeks**

The students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. Students will continue to develop skills in non-critical areas. The course will cover mechanical ventilation, advanced airway management, and critical care concepts. This course is for students enrolled in the part-time program.

*Prerequisites:* RESP 180

**CSU**

**1 UNIT**

## RESP 160

### **Respiratory Care Pharmacology**

**3 hours lecture**

Students will receive instruction in the pharmacology of respiratory care. The course will cover medication calculations, inhaled bronchodilators, steroids and aerosolized antimicrobials.

*Corequisites:* RESP 150 and RESP 170

**CSU**

**3 UNITS**

**RESP 200** **2 UNITS**  
**Respiratory Care Theory III**  
**2 hours lecture**

The students will receive instruction in selected topics in respiratory care. The course will cover advanced pulmonary function testing, cardiopulmonary rehabilitation, home care, and gerontology.

*Prerequisites:* RESP 180 and RESP 190

*Co-requisites:* RESP 210, RESP 211, and RESP 250

**CSU**

**RESP 210** **3 UNITS**  
**Principles & Applications of Mechanical Ventilation**  
**3 hours lecture**

Students will receive instruction in the care and treatment of the acutely ill cardiopulmonary patient. The course will cover management of patients requiring ventilatory support, intubation avoidance strategies, and hazards of positive pressure ventilation.

*Corequisite:* RESP 200, RESP 211, and RESP 250

**CSU**

**RESP 211** **0.5 UNIT**  
**Mechanical Ventilator Laboratory**  
**3 hours lab; 9 weeks**

The integrated laboratory work will develop the student's knowledge and technical skills in adult mechanical ventilation. The course will cover application and management of state-of-the-art ventilators.

*Corequisite:* RESP 200, RESP 210 and RESP 250

**CSU**

**RESP 220** **3 UNITS**  
**Neonatal/Pediatric Respiratory Care**  
**3 hours lecture**

Students will receive instruction in respiratory care of the neonatal and pediatric patient. The course will cover fetal lung development, circulatory changes in the newborn, and neonatal and pediatric diseases.

*Prerequisites:* RESP 180 and RESP 190

*Corequisites:* RESP 221 and RESP 251

*(part-time students only)*

**CSU**

**RESP 221** **0.5 UNITS**  
**Neonatal/Pediatric Laboratory**  
**3 hours lab; 9 weeks**

The integrated laboratory work will develop the student's knowledge and technical skills in neonatal and pediatric mechanical ventilation. The course will cover application and management of state-of-the-art ventilators.

*Corequisites:* RESP 220 & RESP 251 *(part-time students only)*

**CSU**

**RESP 230** **1 UNIT**  
**Respiratory Care Topics I**  
**1 hour lecture**

Students will receive instruction by guest lectures. The course will cover acute respiratory failure, X-ray interpretation, and therapeutic procedures.

*Prerequisites:* RESP 180 and RESP 190

**CSU**

**RESP 240** **15 UNITS**  
**Respiratory Therapy 4**  
**9 hours lecture, 19 hours lab**

Care and treatment of the acutely ill cardiopulmonary patient. Covers advanced oxygen therapy, humidification, nebulization, ventilators and ventilatory care and neonatal pediatric care. Pulmonary function testing will also be covered.

*Prerequisite:* RESP 124

**CSU**

**RESP 241** **15 UNITS**  
**Respiratory Therapy 5**  
**15 units; 9 hours lecture, 19 hours lab**

In-depth instruction in critical care, monitoring and care of the acutely ill cardiopulmonary patient, cardiopulmonary function testing and pulmonary rehabilitation.

*Prerequisite:* RESP 240

**CSU**

**RESP 250** **2.5 - 5 UNITS**  
**Respiratory Care Clinical IV**  
**8 - 16 hours lab**

Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students will work primarily in the adult critical care areas of the hospital. Full-time students must complete the 5.0-unit option. Part-time students complete only 2.5 units.

*Corequisite:* RESP 200, RESP 210, and RESP 211

**CSU**



# COURSE ANNOUNCEMENTS

## RESP 251

### **Respiratory Care Clinical V** **8 hours lab**

Students will receive supervised clinical experience in the care of patients with cardiopulmonary diseases. The course will cover the practical application of theory and techniques. Students will work primarily in the adult critical care areas of the hospital. This course is for students enrolled in the part-time program.

*Prerequisites:* RESP 250

*Corequisites:* RESP 220 and RESP 221

**CSU**

**2.5 UNITS**

## RESP 260

### **Respiratory Care Theory IV** **1.3 hours lecture; 14 weeks**

Students will receive instruction in the monitoring and care of the acutely ill cardiopulmonary patient. The course will cover coronary care, electrocardiogram analysis, and hemodynamic monitoring.

*Prerequisites:* RESP 200, RESP 210, RESP 211, & RESP 250

*Co-requisite:* RESP 290

**CSU**

**1 UNIT**

## RESP 270

### **Advanced Respiratory Care Laboratory** **3.3 hours lecture; 14 weeks**

The integrated laboratory work will develop the student's knowledge and technical skills in advanced mechanical ventilation techniques. The course will cover advanced application and management of state-of-the-art and high frequency ventilators.

*Prerequisites:* RESP 200, RESP 210, RESP 211, & RESP 250

**CSU**

**1 UNIT**

## RESP 280

### **Respiratory Care Topics II** **2.7 hours lecture; 14 weeks**

The students will receive instruction by guest lecturers. The course will cover acute respiratory distress syndrome, sepsis and advanced therapeutic procedures. Students will research and present patient case studies.

*Prerequisites:* RESP 200, 210, 211, and 250

**CSU**

**2 UNITS**

## RESP 290

### **Respiratory Care Clinical VI** **12 - 24 hours lab; 14 weeks**

Students receive supervised clinical experience in the care of patients with cardiopulmonary disease. Covers the practical application of theory and techniques. Students will work primarily in adult, neonatal, and pediatric critical care areas of the hospital. Full-time students must complete the 6.0-unit option. Part-time students complete only 3.0 units.

*Corequisite:* RESP 260

**CSU**

**3 - 6 UNITS**

## RESP 291

### **Respiratory Care Clinical VII** **12 hours lab; 14 weeks**

Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students work primarily in adult, neonatal, and pediatric critical areas of the hospital. This course is for students enrolled in the part-time program.

*Prerequisites:* RESP 260 and RESP 290

**CSU**

**3 UNITS**

## RESP 292

### **Respiratory Care Preceptorship** **32 hours lab; 4 weeks**

This course will provide a clinical environment for the student to integrate knowledge, skills, and work ethic. The student will assume increasing responsibilities under the supervision of a preceptor. This course will prepare the student for post-graduate employment.

*Prerequisite:* RESP 260

**CSU**

**2.5 UNITS**

## RUSSIAN

### RUSS 120

#### **First Semester Russian** **5 hours lecture**

Introductory course in Russian. Skills in both the receptive areas of listening and reading as well as the productive areas of speaking and writing. The language will be taught within the contemporary cultural context of the Soviet Union.

**CSU, UC**

**5 UNITS**

### RUSS 298

#### **Selected Topics in Russian** **3 - 5 units;**

Topics in Russian not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture/lab or lab class.

**CSU**

## SOCIOLOGY

**SOCI 120** **3 UNITS**  
**Introduction to Sociology**  
**3 hours lecture**

Introduction to Sociology is an introductory study of the basic concepts, theoretical approaches and methods of sociology. Topics typically include the analysis and explanation of culture, social structures, social stratification (including class, race, ethnicity and gender), social change, group and global dynamics, and self and socialization.

*Recommended Preparation:* Completion of ENGL 100  
**CSU, UC**

**SOCI 122** **3 UNITS**  
**Social Problems**  
**3 hours lecture**

An identification and analysis of the basic concepts, theoretical approaches (conflict, functionalist, and interactionist) and methods of contemporary social problems including: (1) the role of power and ideology in the definition of social problems, (2) causes and consequences of social problems, and (3) methods of intervention. Topics may include illness, environmental issues, abuse, migration, poverty, crime, unemployment, and labor force conditions.

*Recommended Preparation:* Completion of ENGL 100  
**CSU, UC**

**SOCI 123** **3 UNITS**  
**Social Psychology**  
*(cross-listed as PSYC 123)*  
**3 hours lecture**

Social psychology is the discipline that studies our reciprocal influences on each other. It focuses on our family, educational, peer, societal and cultural relationships and the process of socialization.

*Recommended Preparation:* Completion of ENGL 100  
**CSU, UC**

**SOCI 129** **3 UNITS**  
**Crime, the Media, and Society**  
*(cross-listed as ADMJ 127)*  
**3 hours lecture**

This class will examine how society's perceptions and attitudes about crime and criminals are influenced by the mass media. The student will critically analyze media presentations from three sociological perspectives: structural functionalism, conflict, and symbolic interaction. Several important criminological theories that consider class, power, inequality, genetic and biological influences, and social control will be used to complete the analysis.

**CSU**

**SOCI 135** **3 UNITS**  
**Human Sexuality**  
*(cross-listed as PSYC 135)*  
**3 hours lecture**

This course presents a survey of the study of human sexuality from biological, cognitive, emotional, behavioral, and social perspectives. Topics covered include sexual behavior, sexual identity, attraction, gender, sexual anatomy and physiology, and the role of sexuality in cultural and social contexts. This course is intended for adults and involves the presentation of explicit material.

*Recommended Preparation:* Completion of ENGL 100  
**CSU, UC**

**SOCI 154** **3 UNITS**  
**Criminology**  
*(cross-listed as ADMJ 154)*  
**3 hours lecture**

Introduction to the theories of crime causation and the relationships between these theories and the practices of correctional, judicial, and law enforcement components of the criminal justice system.

**CSU**

**SOCI 199** **1 - 3 UNITS**  
**Independent Study in Sociology**  
**9 hours lab**

Independent study for students interested in specialized reading, research, field work, or special projects.

**CSU**

**SOCI 298** **1 - 3 UNITS**  
**Selected Topics in Sociology**  
**9 hours lab**

Topics in Sociology not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**



# COURSE ANNOUNCEMENTS

## SPANISH - ACADEMIC

This series of courses fulfills the university requirements for foreign language training.

### SPAN 110

3 UNITS

#### **First Semester Spanish (Part A)**

##### **3 hours lecture**

The first half of a two-course sequence that introduces the basic elements of the language (listening, speaking, reading and writing) in real world contexts. Emphasis is on language, production, grammar, vocabulary building, and exposure to the Hispanic culture. (NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111).

**CSU, UC**

### SPAN 111

3 UNITS

#### **First Semester Spanish (Part B)**

##### **3 hours lecture**

The second half of a two-course sequence that introduces the basic elements of the language (listening, speaking, reading and writing) in real world contexts. Emphasis is on language production, grammar, vocabulary building, and exposure to the Hispanic culture. (NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111). Covers the material of at least two years of high school Spanish.

*Prerequisite: SPAN 110*

**CSU, UC**

### SPAN 114

3 UNITS

#### **Second Semester Spanish (Part A)**

##### **3 units; 3 hours lecture**

The first half of a two-course sequence that equates to Second Semester Spanish (the second part of a four-semester sequence of transfer-level Spanish courses). The course emphasizes language communication integrating listening, speaking, reading, and writing skills in real world contexts. Ongoing development of cultural awareness. (NOTE: In order to fulfill the second semester of language requirement of some universities, transfer students must complete the sequence of SPAN 114 and 116.)

*Prerequisites: SPAN 120 or SPAN 111*

**CSU, UC**



### SPAN 116

3 UNITS

#### **Second Semester Spanish (Part B)**

##### **3 hours lecture**

The second half of a two-course sequence that equates to Second Semester Spanish (the second part of a four-semester sequence of transfer-level Spanish courses). The course emphasizes language communication integrating listening, speaking, reading, and writing skills in real world contexts. Ongoing development of cultural awareness. (Note: In order to fulfill the second semester language requirement of some universities, transfer students must complete the sequence of SPAN 114 and 116).

*Prerequisite: SPAN 114*

**CSU, UC**

### SPAN 120

5 UNITS

#### **First Semester Spanish**

##### **5 hours lecture**

The first part of a four semester sequence of UC/CSU transfer level Spanish courses integrating listening, speaking, reading, and writing skills in real world contexts. Cultural perspectives and practices are also addressed. Covers the material of at least two years of high school Spanish.

**CSU, UC**

### SPAN 121

5 UNITS

#### **Second Semester Spanish**

##### **5 hours lecture**

The second semester part of a four-semester sequence of transfer level Spanish courses. Continued work on language communication integrating listening, speaking, reading, and writing skills in real world contexts. Ongoing development of cultural awareness.

*Prerequisite: SPAN 120*

*Recommended Preparation: WebCAPE Online Spanish Placement Exam*

**CSU, UC**

## SPAN 199

### **Independent Study in Spanish** 3 - 9 hours lab

An independent study course for students interested in specialized Spanish language study, reading or cultural research, or in completing a project that deals with an acceptable topic in Spanish. Repeatable 3 times.

*Prerequisite:* SPAN 241

**CSU, UC**

1 - 3 UNITS

## SPAN 240

### **Third Semester Spanish** 5 hours lecture

The third part of a four-semester sequence of transfer level Spanish courses. This intermediate course is designed to consolidate and improve first-year skills through focused practice and synthesis. Course includes a variety of sustained reading selections for exposure to literature, culture, and other relevant topics.

*Prerequisite:* SPAN 121 or equivalent

*Recommended Preparation:* WebCAPE Online Spanish Placement Exam

**CSU, UC**

5 UNITS

## SPAN 241

### **Fourth Semester Spanish** 5 hours lecture

The final part of the four semester sequence of transfer level Spanish courses. Continues consolidation and improvement of skills through focused practice and synthesis. Provides additional sustained reading selections for further exposure to literature and culture.

*Prerequisite:* SPAN 240 or equivalent

*Recommended Preparation:* WebCAPE Online Spanish Placement Exam

**CSU, UC**

5 UNITS

## SPAN 280

### **Spanish for Heritage Speakers 1** 5 hours lecture

Designed for bilingual students whose native language is Spanish who wish to improve their skills in reading and writing in Spanish through literature analysis, but open to other linguistically qualified students. Writing composition will be the main focus of the class, but grammar, spelling, speaking, pronunciation, and a variety of Spanish reading selections will also be included; as well as exposure to local and international Hispanic culture as a meaning system and common heritage of the U.S. It is highly recommended to Spanish majors.

*Prerequisite:* SPAN 121

**CSU, UC**

5 UNITS

## SPAN 281

### **Spanish for Heritage Speakers 2** 5 hours lecture

Designed for bilingual student whose native language is Spanish (and other linguistically qualified students) who wish to continue to improve their development of writing and reading skills in Spanish through literature analysis. Intensive grammar and writing instruction are included. Class will be conducted entirely in Spanish. Course should be taken after Spanish 280. It is highly recommended to Spanish majors.

*Prerequisite:* SPAN 280

**CSU, UC.**

5 UNITS

## SPAN 298

### **Selected Topics in Spanish** 4 - 12 hours lecture/lab

Topics in Spanish not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs. May be offered as a seminar, lecture, lecture/lab class.

**CSU**

1 - 3 UNITS

## SPANISH - SPOKEN LANGUAGE

This series stresses oral and listening skills. May be taken separately or in conjunction with the academic courses.

## SPAN 130

### **First Semester Spoken Spanish** 3 hours lecture

The course provides students with fundamental listening and speaking skills. In-depth study of grammatical concepts, with major emphasis on accurate pronunciation and intonation. Study of the life and culture of Spanish-speaking people.

*Prerequisite:* SPAN 120 or equivalent within the last two years.

**CSU**

3 UNITS

## SPAN 131

### **Second Semester Spoken Spanish** 3 hours lecture

Pronunciation, vocabulary, listening, speaking, and grammar. Readings and conversations stress the culture and life of the Spanish speaking people.

*Prerequisite:* SPAN 130 or equivalent within the last two years.

**CSU**

3 UNITS

## SPAN 260

### **Third Semester Spoken Spanish** 3 hours lecture

Develops the student's ability to understand and communicate in Spanish on abstract as well as concrete topics. Emphasis on development of vocabulary, idioms, grammar, and cultural studies.

*Prerequisite:* SPAN 131 or equivalent within the last two years.

**CSU**

3 UNITS

# COURSE ANNOUNCEMENTS

**SPAN 261** **3 UNITS**  
**Fourth Semester Spoken Spanish**  
**3 hours lecture**  
Advanced listening and speaking skills with emphasis on extemporaneous conversations, cultural studies, readings, grammar and letter writing.  
*Prerequisite: SPAN 260 or equivalent within the last two years.*  
**CSU**

## SPANISH - SPECIAL COURSES

**SPAN 100** **2 UNITS**  
**Spanish for Health Professionals 1**  
**(cross-listed as HEOC 185)**  
**2 hours lecture**  
Spanish most useful in health fields. For students who work in health fields and need to communicate with clients in Spanish.  
**CSU**

**SPAN 101** **2 UNITS**  
**Spanish for Health Professionals 2**  
**(cross-listed as HEOC 186)**  
**2 hours lecture**  
Continued study of Spanish for health professionals who work in health fields and need to communicate with clients in Spanish.  
**CSU**

**SPAN 102** **3 UNITS**  
**Spanish for Educators, Part 1**  
**3 hours lecture**  
Emphasis on Spanish oral language development within an appropriate context to meet practical classroom and administrative needs for K-12 school system such as speaking on the telephone, conferencing with parents, interacting on the playground, etc. Will fulfill a portion of the CLAD and BCLAD certificate requirement; appropriate for non-native speakers or those who have not studied Spanish within the past 3 years.  
**CSU**

**SPAN 103** **3 UNITS**  
**Spanish for Educators, Part 2**  
**3 hours lecture**  
Continues oral and written language development to meet practical classroom and administrative needs for K-12 school system. Will fulfill a portion of the CLAD and BCLAD certificate requirement.  
*Prerequisite: Completion of Spanish for Educators, Part 1. Not recommended for students with one or more semesters of Spanish with an "A" or "B" grade within the past three years.*  
**CSU**

## SPEECH

**SPEE 120** **3 UNITS**  
**Interpersonal Communication**  
**3 hours lecture**  
Communication theory applied to intrapersonal and interpersonal communication. Interpersonal processes include self-concept, verbal and non-verbal communication, listening, language use, developing relationships and conflict resolution.  
**CSU**

**SPEE 122** **3 UNITS**  
**Public Speaking**  
**3 hours lecture**  
Principles and application of researched and organized speaking, listening, persuasion and argumentation. Training in preparation, delivery, and evaluation of informative and persuasive speeches. Emphasizes audience analysis, using argumentation, critical thinking and organization and delivery principles.  
**CSU, UC**

**SPEE 124** **3 UNITS**  
**Career Communications**  
**3 hours lecture**  
The total human communication transaction with a focus on work related settings, including theory, self-concept, organizational and public speaking. The study and practice of group discussion for problem solving, conflict resolution, negotiation and interviewing. Oral presentations required.  
**CSU**

**SPEE 126** **3 UNITS**  
**Intercultural Communication**  
**3 hours lecture**  
An introduction to the study of communication patterns of diverse American cultural groups. Course work will focus on the influences of one's sex, gender and ethnicity on communication and also on developing sensitivity to styles and patterns of behavior of both sexes and various cultural groups.  
**CSU, UC**

**SPEE 128** **3 UNITS**  
**Critical Thinking: Argumentation and Decision Making**  
**3 hours lecture**  
This course examines the structure of argument, underlying assumptions, the quality of evidence used to support claims, and puts these principles to work in the analysis and development of written and spoken argument. Studies will also use these principles as the basis of individual and group decision making which involves the examination and evaluation of evidence in order to solve problems and arrive at rational decisions.  
**CSU, UC**



**SPEE 199** 1 - 3 UNITS  
**Independent Study in Speech**  
**3 - 9 hours lab**

A course for students wishing to pursue special speech topics not included in the regular curriculum.

**CSU**

**SPEE 298** 1 - 3 UNITS  
**Selected Topics in Speech**  
**9 hours lab**

Topics in speech not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.

*Prerequisite: Varies with topic selected.*

**CSU**

## TECHNICAL

**TECH 92** 3 UNITS  
**Technical Mathematics I**  
**3 hours lecture**

The first of a two-semester course involving the study of practical mathematics as applied to technical and trade work. It is particularly useful for those anticipating a career in an industrial environment. Content includes: mathematical symbols, fractions, percentages, geometry, algebra, metric system, and applications to technical/trade work. Calculator is required. -Prerequisite to Tech 107.

**TECH 107** 3 UNITS  
**Technical Mathematics II**  
**3 hours lecture**

The second of a two-semester course involving the study of practical mathematics as applied to technical and trade work. It is particularly useful for those anticipating a career in an industrial environment. Content includes: mathematical symbols, geometry, algebra, trigonometry, graphing, unit factoring, and applications to technical/trade work. Calculator is required.

*Prerequisite: TECH 92*

**CSU**

## VITICULTURE AND WINERY TECHNOLOGY

### VITICULTURE AND WINERY TECHNOLOGY

The programs of the Viticulture and Winery Technology department are designed to prepare students for careers in the North Coast wine industry. The one-year Certificate and two-year Associate of Science options provide students with the knowledge and skills essential for success.

The Certificate in Viticulture and Winery Technology consists of production-oriented courses in viticulture and winemaking. The Certificate in Wine Marketing and Sales is a mix of viticulture, winemaking and business courses. Certificate programs may be modified to meet the career goals of the individual student. The typical student will be able to earn a Certificate in one to two years.

Students who complete the Associate of Science in Viticulture and Winery Technology degree specialize in either Viticulture, Winemaking or Wine Marketing and Sales. The Associate of Science degree includes general education courses, basic science courses and core courses in the degree option. The typical student will be able to earn an Associate of Science degree in two to three years.

### VITICULTURE OPTION

First Semester	Units
VWT 130 General Viticulture .....	4
VWT 134 Vineyard Pruning .....	1
CHEM 110 Intro. to Chemistry*	
or EART 110 Earth Science .....	4
English Composition <i>Elective</i> * .....	3
Mathematics <i>Elective</i> * .....	3
Physical Education <i>Elective</i> *** .....	1
	<b>16</b>

Second Semester	Units
VWT 132 Vineyard Soils .....	3
VWT 135 Grapevine Propagation .....	1
VWT Program Elective* .....	3
Social Science <i>Elective</i> * .....	3
BIOL 110 Survey of Biology* .....	4
Physical Education <i>Elective</i> *** .....	1
	<b>15</b>

Third Semester	Units
VWT 180 Fundamentals of Enology .....	3
VWT 199 Independent Study or	
VWT 290 Work Experience*** .....	1-3
VWT 230 Fall Viticulture Operations .....	3
VWT 234 Integrated Pest Control for Grapes .....	4
Humanities Elective* .....	3-5
Multicultural <i>Elective</i> *** .....	3
	<b>17-21</b>

# COURSE ANNOUNCEMENTS

Fourth Semester	Units
WWT 199 Independent Study or WWT 291 Work Experience***	1-3
WWT 231 Spring Viticulture Operations	3
WWT 232 Vineyard Management	3
WWT Program <i>Elective</i> *	6
WWT Program <i>Elective</i> *	6
	<b>14-16</b>

## WINEMAKING OPTION

First Semester	Units
WWT 180 Fundamentals of Enology	3
WWT 172 Lab Analysis of Musts and Wines	3
CHEM 110 Intro. to Chemistry*	4
Mathematics <i>Elective</i> *	3
Physical Education <i>Elective</i> ***	1
	<b>14</b>

Second Semester	Units
WWT 137 Wines of California	3
WWT 173 Sensory Evaluation of Wine	2
BIOL 110 Intro. to Biology*	4
CHEM 111 Intro. to Organic & Biological Chemistry	4
Physical Education <i>Elective</i>	1
	<b>14</b>

Third Semester	Units
WWT 136 Wines of the World	3
WWT 270 Advanced Winemaking	3
WWT 280 Fall Winery Operations	3
English Composition <i>Elective</i> *	3
Social Science <i>Elective</i> *	3
	<b>15</b>

Fourth Semester	Units
WWT 130 General Viticulture	4
WWT 271 Winery Management	3
WWT 272 Fundamentals of Wine Chemistry and Microbiology	3
WWT 281 Spring Winery Operations	3
Humanities <i>Elective</i> *	3
Multicultural <i>Elective</i> **	3
	<b>19</b>



## WINE MARKETING AND SALES OPTION

First Semester	Units
WWT 130 General Viticulture	4
WWT 136 Wines of the World	3
BUSI 100 Introduction to Business	3
English Composition <i>Elective</i> *	3
Mathematics <i>Elective</i> *	3
Physical Education <i>Elective</i>	1
	<b>17</b>

Second Semester	Units
WWT 137 Wines of California	3
Social Sciences*	3
Communications/Analytical Thinking*	3
Humanities****	3
Natural Science*	3
Physical Education	1
	<b>16</b>

Third Semester	Units
WWT 140 Cultural Appreciation of Wine	3
WWT 199 Independent Study or WWT 290 Work Experience***	1-3
WWT 180 Fundamentals of Enology	3
Program Elective**	6
	<b>13-15</b>

Fourth Semester	Units
WWT 173 Sensory Evaluation	3
WWT 199 Independent Study or WWT 291 Agricultural Work Experience***	1-3
WWT 241 Wine Marketing & Sales Practices	3
Business Elective	3
Program Elective**	3
	<b>13-15</b>

\* Satisfies General Education requirement

\*\* Program electives may be selected from the following: WWT 130, 131, 132, 133, 134, 135, 136, 137, 139, 140, 172, 173, 180, 190, 191, 199, 229, 230, 231, 232, 233, 234, 241, 270, 271, 272, 280, 281, 282, 288, 290, 291, 298; any BUSI, FREN, SPAN or natural science course; WELD 100, 101.

\*\*\* Students must complete a minimum of 5 units in WWT 199, 290, 291.

\*\*\*\* ANTH 121, 180; CFS 140, 180; HIST 145, 150, 152; PSYC 128; will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Social Science.

\*\*\*\*\* ANTH 150; DRAM 115; ENGL 217; HUMA 174, 186 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Humanities.

## Options

1. **Certificate Program in Viticulture and Winery Technology:** VWT 130, 132, 172, 180, 230, 231, 232, 271, 280, 281.
2. **Certificate Program in Wine Marketing and Sales:** The courses required for the Wine Marketing and Sales Certificate are as follows: VWT 130, 136, 137, 140, 173, 180, 241, WVT Program Elective; BUSI 100, (1) Business Elective.
3. **A.S. Degree:** All courses listed. All courses required to complete the major must be completed with a grade of C or better. Consultation with Program Coordinator is required.
4. **Transfer to a four-year college:** Students are encouraged to coordinate their courses with those required by the four-year institution of choice, and to closely consult with a Napa Valley College counselor and the Program Coordinator



## VWT 130

3 UNITS

### **General Viticulture** **3 hours lecture**

Introduction to grape growing, including history; varieties and rootstocks; anatomy and physiology; climate and soils; propagation, planting and training; production practices; common diseases and pests.

**CSU**

## VWT 131

1 UNIT

### **Cover Crops for Vineyards** **3 hours lecture; 6 weeks**

The use of cover crops in North Coast vineyards, including erosion control, beneficial insect habitat enhancement, soil fertility, selection of cover crop cultivars.

**CSU**

## VWT 132

3 UNITS

### **Vineyard Soils, Fertilizers and Irrigation** **3 hours lecture**

Introduction to basic principles of soil science, mineral nutrition and plant/water relationships for North Coast grape production.

**CSU**

## VWT 133

1 UNIT

### **Phylloxera and Rootstocks** **3 hours lecture; 6 weeks**

The selection of resistant rootstocks for grapes, including biology and control of soil pests, adaptation to soil types, effect on wine quality.

**CSU**

## VWT 134

1 UNIT

### **Vineyard Pruning**

**15 hours lecture, 6 hours lab; 3 weeks**

Introduction to the theory and practice of pruning grapevines. Lecture stresses vine responses to pruning and introduces terminology. Laboratory consists of pruning and training field work.

**CSU**

## VWT 135

1 UNIT

### **Grapevine Propagation**

**18 hours lecture; 6 weeks**

An introduction to the theory and practice of grape vine propagation, including field budding; bench grafting; grafting to change varieties.

**CSU**

## VWT 136

3 UNITS

### **Wines of the World**

**3 hours lecture**

Introduction to the world's wine-producing regions, including history, viticultural practices and winemaking styles. Sensory evaluation of representative wines. Laboratory materials fee.

*Prerequisite:* Student must be at least 21 years of age.

**CSU, UC**

# COURSE ANNOUNCEMENTS

- VWT 137** **3 UNITS**  
***Wines of California***  
**3 hours lecture**  
Introduction to wines produced in California, including history, viticultural practices and winemaking styles. Sensory evaluation of representative California wines. Laboratory materials fee.  
*Prerequisite: Students must be at least 21 years of age.*  
**CSU**
- VWT 139** **1 UNIT**  
***Introduction to North Coast Wines***  
**3 hours lecture; 6 weeks**  
A short introductory course, including history, viticulture practices and winemaking styles of the North Coast districts of California. Sensory evaluation of representative wines. Laboratory materials fee.  
*Prerequisite: Students must be at least 21 years of age.*  
**CSU**
- VWT 140** **3 UNITS**  
***Cultural Appreciation of Wine***  
**3 hours lecture**  
A survey of wine and its role in religion, art, culture and society from pre-history to the modern day. Sensory evaluation of representative wines. Laboratory materials fee.  
*Prerequisite: Student must be at least 21 years of age.*  
**CSU**
- VWT 172** **3 UNITS**  
***Laboratory Analysis of Musts and Wines***  
**3 hours lecture**  
An introduction to winery laboratory practices, including basic principles, techniques and common methods of analysis for musts and wines. Students learn laboratory methods used to determine when to add amendments to wines and how to stabilize and clarify wines.  
**CSU**
- VWT 173** **3 UNITS**  
***Sensory Evaluation of Wine***  
**3 hours lecture**  
Introduction to wine sensory evaluation, including statistical analysis of trials; study of wine styles; sensory testing techniques; identification of wine traits. Sensory evaluation of representative wines. Laboratory materials fee.  
*Prerequisite: Student must be at least 21 years of age.*  
**CSU**
- VWT 180** **3 UNITS**  
***Fundamentals of Enology***  
**3 hours lecture**  
An introduction to the science of winemaking, including grape maturation, harvesting, fermentation, wine development, blending, filtration and bottling practices. Students learn the winemaking options available to create different wine styles.  
**CSU**
- VWT 190** **2 UNITS**  
***Viticulture & Winery Technology***  
***Work Experience 1***  
**10 hours lab**  
Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.  
**CSU**
- VWT 191** **2 UNITS**  
***Viticulture & Winery Technology***  
***Work Experience 2***  
**10 hours lab**  
Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.  
**CSU**
- VWT 199** **1 UNIT**  
***Independent Study in Viticulture & Winery Technology***  
**3 hours lab**  
Special project for advanced Viticulture and Winery Technology students. Student must meet with the Program Coordinator before enrolling.  
**CSU, UC**
- VWT 229** **1 UNIT**  
***Summer Viticulture Operations***  
**12 hours lecture, 12 hours lab; 6 weeks**  
Vineyard practices for the summer session. Class operates NVC Student Vineyard with an emphasis on the practical applications of viticulture theory.  
**CSU**
- VWT 230** **3 UNITS**  
***Fall Viticulture Operations***  
**2 hours lecture, 2 hours lab**  
Vineyard practices for the fall and winter seasons. Class operates NVC student vineyards. with an emphasis on the practical applications of viticulture theory.  
**CSU**
- VWT 231** **3 UNITS**  
***Spring Viticulture Operations***  
**2 hours lecture, 2 hours lab**  
Vineyard practices for the winter and spring seasons. Class operates NVC Student Vineyard with an emphasis on the practical applications of viticulture theory.  
**CSU**



**VWT 232** **3 UNITS**  
**Vineyard Management**  
**3 hours lecture**

Vineyard management practices, including annual plans and budgets; labor management and supervision; crop sale contracts, and legal compliance.  
**CSU**

**VWT 234** **3 UNITS**  
**Integrated Pest Management for Grapes**  
**3 hours lecture**

Introduction to the theory and practice of integrated pest control in grape growing including biology and control of common insects and disease problems of North Coast vineyards.  
**CSU**

**VWT 241** **3 UNITS**  
**Wine Marketing**  
**3 hours lecture**

Introduction to wine marketing methods, to basic approaches to packaging, and the advertising and promotion of wine.  
*Prerequisite: Student must be at least 21 years of age to participate in wine evaluation.*  
**CSU**

**VWT 270** **3 UNITS**  
**Advanced Winemaking**  
**3 hours lecture**

Advanced course in winemaking, including development of winemaking style, experimentation in production practices and enhancement of wine quality. Course provides essential skills for a career in commercial winemaking. Laboratory materials fee.  
*Prerequisite: VWT 180; Student must be at least 21 years of age to participate in wine evaluation.*  
**CSU**

**VWT 271** **3 UNITS**  
**Winery Management**  
**3 hours lecture**

Fundamentals of winery management including the preparation of annual plans, budgets, labor management, legal compliance and recordkeeping.  
**CSU**

**VWT 272** **3 UNITS**  
**Fundamentals of Wine Chemistry & Microbiology**  
**3 hours lecture**

Chemistry and microbiology of winemaking, including use of enzymes and yeasts; fermentation management; wine microorganisms; phenols; aging; flavor development.  
**CSU**

**VWT 273** **1 UNIT**  
**Advanced Sensory Evaluation of Wine**  
**3 hours lecture; 6 weeks**

Advanced topics in wine sensory evaluation including varietal and defect identification, biochemical origin of wine sensory defects, design of sensory experiments and matching wines with food. Materials fee will be assessed.  
*Prerequisite: Student must be at least 21 years of age.*  
**CSU**

**VWT 280** **3 UNITS**  
**Fall Winery Operations**  
**2 hours lecture, 2 hours lab**

Winery operations for the fall season, including grape maturity monitoring, grape harvesting; fermentation, handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery.  
*Prerequisite: Student must be at least 21 years of age in order to participate in wine tasting.*  
**CSU**

**VWT 281** **3 UNITS**  
**Spring Winery Operations**  
**2 hours lecture, 2 hours lab**

Winery operations for the winter and spring seasons, including handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery.  
*Prerequisite: Student must be at least 21 years of age in order to participate in wine evaluation.*  
**CSU**

# COURSE ANNOUNCEMENTS

## VWT 282

### Summer Winery Operations

12 hours lecture, 12 hours lab; 6 weeks

Winery operations for the summer season, including handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery.

*Prerequisite:* Student must be at least 21 years of age in order to participate in wine evaluation.

CSU

1 UNIT

## VWT 288

### Current Topics in Winemaking

3 hours lecture; 6 week course

A presentation of current issues in winemaking. Course may include guest speakers and field trips to observe commercial practices. Topics vary with each offering. Repeatable as topics change.

CSU

1 UNIT

## VWT 290

### Viticulture & Winery Technology

#### Work Experience 3

15 hours lab

Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.

CSU

3 UNITS

## VWT 291

### Viticulture & Winery Technology

#### Work Experience 4

15 hours lab

Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.

CSU

3 UNITS

## VWT 298

### Selected Topics in Viticulture & Winery Technology

1-4 hours lecture; 6-18 weeks

Special topics not covered by regular catalog listings. Course content and unit value varies. May be offered as a seminar, lecture or laboratory course during fall or spring semesters, or in a summer session. Repeatable as topics change.

CSU

1 - 4 UNITS

## WELDING

### WELDING TECHNOLOGY

This is an extensive two year program in all phases of welding: oxyacetylene, semiautomatic MIG & TIG, and submerged arc, as well as stick electrode. Classes must be taken in sequence. A certificate will be granted upon completion of courses listed under option 1.

The courses required to complete the major are: WELD 120, 121, 240, 241; MACH 100; DDGT 110; PHYS 110, 111; BTW 98, 109.

First Semester	Units
WELD 120 Welding Technology 1 .....	7
MACH 100 Machine Shop Practice .....	3
Physical Education .....	1
BTW 98 Technical Math 1 .....	3
	<b>14</b>

Second Semester	Units
WELD 121 Welding Technology 2 .....	7
BUSI 111 Technical Report Writing .....	3
PHOT 120 Intro. to Photography .....	3
TECH 107 Technical Math 2 .....	3
	<b>16</b>

Third Semester	Units
WELD 240 Welding Technology 3 .....	7
DDGT 110 Technical Drawing Fundamentals .....	3
PHYS 110 Descriptive Physics .....	3
PHYS 111 Descriptive Physics Lab .....	1
Physical Education .....	1
	<b>15</b>

Fourth Semester	Units
WELD 241 Welding Technology 4 .....	3
Social Science** .....	3
Physical Education .....	1
Electives .....	8
	<b>15</b>

\*\* ANTH 121, 180; CFS 140, 180; HIST 145, 150, 152; PSYC 128; will double count for the AS Degree requirements in Multicultural/Gender Studies and Social Science.

### Options

- Certificate Program:** WELD 120, 121, 240, 241; BTW 98, 109; PHYS 110, 111; DDGT 110; MACH 100
- A.S. Degree:** All courses as listed. All courses required to complete the major must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required.
- Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.



**WELD 100** **3 UNITS**

**Welding Theory & Practice 1**  
**2 hours lecture, 3 hours lab**

The first semester of a two-semester welding course designed to fit the needs of students in other vocational areas and upgrade welders already in industry. This welding course is designed to upgrade and develop manipulative skills, technical knowledge and an appreciation of welding.

**CSU**

**WELD 101** **3 UNITS**

**Welding Theory & Practice 2**  
**2 hours lecture, 3 hours lab**

The second of a two-semester welding course designed to fit the needs of students in other vocational areas and upgrade welders already in the industry. This welding course is designed to upgrade and develop manipulative skills, technical knowledge and an appreciation of welding.

*Prerequisite: WELD 120, 130, or 100*

**CSU**

**WELD 120** **7 UNITS**

**Welding Technology 1**  
**5 hours lecture, 10 hours lab**

The first semester of an extensive two-year program preparing the student for a skilled job in the field of welding. Training in all phases toward manipulative skills begins with trade safety, study of practical mathematics as applied to trade work, oxygen-fuel gas cutting, stick electrodes in various joints and positions and related theory.

**CSU**

**WELD 121** **7 UNITS**

**Welding Technology 2**  
**5 hours lecture, 10 hours lab**

The second semester of Welding Technology advances into the semi-automatic processes. Development of skills toward weld certification with stick electrode, core wire and Innershield in the vertical and overhead positions. Materials, preparation of joints and their design and related subjects will be covered.

*Prerequisite: WELD 120, 130, or 100*

**CSU**

**WELD 130** **4 UNITS**

**Welding Technology 1A**  
**3.5 hours lecture, 4 hours lab**

The first of a two-course sequence which represents WELD 120 (Welding Technology 1). This class will be offered using the same text, method and materials as for Welding Technology 1.

**CSU**

**WELD 131** **3 UNITS**

**Welding Technology 1B**  
**3 hours lecture, 4.5 hours lab**

The second of a two-course sequence which represents WELD 120 (Welding Technology 1). This class will be offered using the same text, method and materials as for Welding Technology 1.

*Prerequisite: WELD 120, 130, or 100*

**CSU**

**WELD 132** **4 UNITS**

**Welding Technology 2A**  
**4.5 hours lecture, 3 hours lab**

The first of a two-course sequence which represents WELD 121 (Welding Technology 2). This class will be offered using the same text, method and materials as for Welding Technology 2.

*Prerequisite: WELD 120, 130, or 100*

**CSU**

**WELD 133** **3 UNITS**

**Welding Technology 2B**  
**3 hours lecture, 4.5 hours lab**

The second of a two-course sequence which represents WELD 121 (Welding Technology 2). This class will be offered using the same text, method and materials as for Welding Technology 2.

*Prerequisite: WELD 120, 130, or 100*

**CSU**

**WELD 150** **3 UNITS**

**Metal Fabrication I**  
**2 hours lecture, 3 hours lab**

Course in metal fabrication techniques to improve employable skills of the vocational technical student. Will include safety, the understanding and use of blueprints, use and care of tools, layout from blueprints, use of materials handbooks, hands-on fabrication of various projects, and joining processes.

*Prerequisite: WELD 100 or WELD 100 concurrently.*

**CSU**

# COURSE ANNOUNCEMENTS

## WELD 199

### **Independent Study in Welding** **3 - 9 hours lab**

An opportunity for the student to research or develop specific areas, methods, or techniques of welding that interest him/her.

*Prerequisite: Completion of Welding Technology Program.*  
**CSU**

1 - 3 UNITS

## WELD 230

### **Welding Technology 3A** **3 hours lecture, 4.5 hours lab**

The fifth semester of an extended format of courses in the Welding Technology major which prepares the student for a skilled job in the welding field. Particular emphasis will be placed on inert gas welding and materials, material preparation and finishing, joint design, and material identification.

*Prerequisite: WELD 120, 130, or 100*  
**CSU**

4 UNITS

## WELD 231

### **Welding Technology 3B** **2 hours lecture, 5.5 hours lab**

The sixth semester of an extended format of courses in the Welding Technology major which prepares the student for a skilled job in the welding field. Particular emphasis will be placed on inert gas welding and materials, material preparation and finishing, joint design, and material identification, and culminating in certification in the use of stick electrodes and inert gas processes.

*Prerequisite: WELD 120, 130, or 100*  
**CSU**

3 UNITS

## WELD 240

### **Welding Technology 3** **5 hours lecture, 10 hours lab**

The third semester of Welding Technology continues with the advancement of welding skills in all areas. The study of materials, layout, symbols and metallurgy is expanded. Prepares the student for certification in the use of stick electrodes and inert gas processes.

*Prerequisite: WELD 120, 130, or 100*  
**CSU**

7 UNITS

## WELD 241

### **Welding Technology 4** **7.5 hours lab**

The fourth semester of Welding Technology applies the manipulative skills of welding with fabricating techniques. The student will be required to use the skills developed by drafting a project, prepare a materials list, time estimate and then, to fabricate the project.

*Prerequisite: WELD 120, 130, or 100*  
**CSU**

3 UNITS

## WELD 298

### **Selected Topics in Welding** **9 hours lab**

Topics in welding not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class.

*Prerequisite: Varies with topic selected.*  
**CSU**

1 - 3 UNITS

## WORK EXPERIENCE

### WOEX 190

#### **Work Experience Seminar** **21 hours lecture**

Exploration and evaluation of career-related topics including interpersonal relationships, job satisfaction, and career assessment. Coordination of on-the-job training with related classroom instruction. Repeatable for credit four times.

*Prerequisite: Concurrent enrollment in General or Vocational Work Experience.*

**CSU**

1 UNIT

### WOEX 191, 192

#### **General Work Experience 1 & 2** **5 - 15 hours lab**

Supervised on-the-job experience to assist students in acquiring desirable work habits, attitudes, and career awareness. The work assignment need not be related to the student's occupational or educational goals.

*Prerequisite: Approval of the Work Experience Coordinator. WOEX 190 concurrently.*

**CSU**

1 - 3 UNITS

### WOEX 193, 194

#### **Vocational Work Experience 1** **5 - 20 hours lab**

Supervised on-the-job experience in an occupation related to the student's major. Coordinates on-the-job training with related classroom instruction.

*Prerequisite: Approval of the Work Experience Coordinator. WOEX 190 concurrently.*

**CSU**

1 - 4 UNITS

### WOEX 293, 294

#### **Vocational Work Experience 1** **5 - 20 hours lab**

Supervised on-the-job experience in an occupation related to the student's major. Coordinates on-the-job training with related classroom instruction.

*Prerequisite: Approval of the Work Experience Coordinator. WOEX 190 concurrently.*

**CSU**

1 - 4 UNITS





# FACULTY AND STAFF

By the time you have reached this point in the catalog, you have an idea of what Napa Valley College stands for and what you hope to achieve here. You are familiar with the kinds of support you can expect from the faculty and staff at Napa Valley College.

Some students naturally seek out whatever help is available to them. They know from experience that it works to their advantage. The faculty and staff at Napa Valley College would like to encourage all students to do the same.

Faculty hold regularly scheduled office hours to provide individual attention and focused academic assistance. Administrators, too, welcome personal interaction with students. And classified staff enjoy giving students extra help whenever they need it.

Napa Valley College faculty, administration, and classified staff are confident that we can make a significant contribution to your college career. Get to know us. We think students are, quite simply, the most important people on campus!



# NVC CATALOG 2006 · 2008

## Administrative and Confidential Staff

Superintendent/President .....	Dr. J. Christopher McCarthy
Executive Assistant to the Superintendent/President .....	Susan Callahan
Director, NVC Foundation .....	Sonia Wright
Director, Community Relations .....	Betty Malmgren
Director, Information Technology .....	Vanessa Mullally
Network Administrator .....	Robert Butler
Director, Campus Planning .....	Dan TerAvest
Assistant Campus Planner .....	Carollee Cattolica
Director, Facilities Services .....	Matt Christensen
Supervising Custodian .....	Tim Clark
Dean, Research, Planning & Development .....	Judie Walter-Burke
Director, Institutional Research .....	Dr. Robyn Wornall
Dean, Human Resources .....	Laura Ecklin
Senior Human Resources Analyst .....	Rebecca Gonzalez
Human Resources Analyst .....	Marilynn Cole
Human Resources Assistant .....	Cassie Janiec
Vice President, Instruction .....	Vacant
Administrative Assistant, Office of Instruction .....	Christina Rivera
Dean, Instructional Services .....	Sue Nelson
Dean, Criminal Justice Training Program .....	Greg Miraglia
Interim Basic Law Enforcement Academy Coordinator .....	Steve Tibbetts
Coordinator, Corrections Academy .....	Janice Myers
Dean, Upper Valley Campus & Adult & Continuing Education .....	Bonnie Thoreen
Assistant to the Dean, Upper Valley Campus & Adult & Cont Ed .....	Jenny Sercu
Interim Dean, Health Occupations .....	Bill Blair
Associate Dean, Associate Degree Nursing Program .....	Margaret Craig
Interim Dean, Occupational Education & Economic & Workforce Develop .....	Bill Blair
Interim Associate Dean, Learning Resources .....	Bonnie Thoreen
Vice President, Student Services .....	Oscar De Haro
Administrative Assistant, Student Services .....	Martha Navarro
Associate Dean, Admissions & Records .....	Beth Hauscarriague
Dean, Financial Aid/EOPS/TRIO .....	Jill Schruz
Associate Dean, Special Services .....	Windy Martinez
Director, Child Development Center .....	Beverly Aguilar
Director, NVC Police Department .....	Ken Arnold
Vice President, Business and Finance .....	Scott Miller
Bookstore Manager .....	Sherry Melton
Payroll Supervisor .....	Patty Schendel

## Categorically Funded Management Positions

Director, MESA .....	José Hernandez
Director, Small Business Development Center .....	Elizabeth Pratt
Director, Talent Search .....	Reneé Hernandez
Director, Upward Bound .....	Anna Martinez-Rivero
Director, Workability III .....	Catherine Brown
Instructional Skills Training Coordinator .....	Todd Dischinger
Project Coordinator, Nursing Expansion & Innovation Project .....	Barbara Brock
Title III Coordinator .....	Sue Nelson

# FACULTY AND STAFF

## Faculty and Administrative/Confidential Staff

### BEVERLY AGUILAR

*Director, Child Development Center*  
B.A., Teaching Credential;  
M.Ed., Sonoma State University.

### JESSICA AMATO

*Instructor, Anthropology*  
B.A., University of Florida;  
M.A., Michigan State University.

### DAVID ANGELOVICH

*Division Chair, Business and Computer Studies; Assistant Professor, Accounting*  
B.A., MBA, Wilkes University.

### JANICE ANKENMANN, R.N.

*Instructor, Nursing; LVN Program Coordinator*  
A.A., University of Florida; A.S./ADN, Indian River Community College; B.S., University of San Francisco; MBA, St. Mary's College; MSN/FNP, University of Phoenix.

### KENNETH ARNOLD

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A.S., Napa Valley College;  
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### MARY BARACCO, R.N., CNM, NP

*Assistant Instructor, Maternal-Newborn Nursing*  
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### ANDREA L. BEWICK

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B.A., University of Iowa;  
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### MARIA BIDDENBACK

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### WILLIAM BLAIR

*Interim Dean, Occupational Education and Workforce Development and Health Occupations; Division Chair, Technical Division; Professor, Psychology, Counseling*  
A.S., Foothill Community College; B.A., San Francisco State University; M.A.V.E., Consortium of California State Colleges and Universities; M.A., University of San Francisco.

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M.A., San Francisco State University.

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B.S., Pacific Union College, Angwin

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### RHUE BRUGGEMAN

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M.A., Kent State University.

### SANDRA BUCKLEY

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A.A., Saddleback College;  
B.S., Sonoma State University;  
M.S., University of California, San Francisco.

### DR. STEPHANIE BURNS

*Instructor, Biology*  
B.S., M.S., Ph.D, University of California, Davis.

### ROBERT BUTLER

*Network Administrator*  
B.A., M.S., Sonoma State University.

### SHAWNA BYNUM

*Instructor, Mathematics*  
B.S., California State University, Chico;  
M.A.T. University of California, Davis.

### SUSAN CALLAHAN

*Executive Assistant to the Superintendent/President*  
B.A., University of California, Berkeley;  
Standard Secondary Credential, Lifetime, University of California, Berkeley.

### JENNIFER CARLIN

*Instructor*  
B.S., Westfield State College; M.A., New College of California; Licensed Clinical Psychotherapist.

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## A

A.A./A.S. Degrees, 60  
 A.A./A.S. Degree requirements 61  
 Academic advising, 42  
 Academic freedom, 13  
 Academic honesty, 39  
 Academic renewal, 38  
 Academic standards, 35  
 Accident insurance, 20, 30  
 Accounting, 86  
 Accreditation, 11  
 Administration, 194  
 Administration of justice, 87  
 Admissions procedures, 27  
 Advanced Placement (AP), 31  
 Advisory committees, occupational, 66  
 Alternate Media, 13  
 American History & Institutions requirement, A.A. degree, 61  
 American History & Institutions requirement, CSU System, 73  
 American Sign Language, 89  
 Anthropology, 89  
 Appealing your fees, 30  
 Appeals, 26, 38  
 Application procedures, 27  
 Art, 90  
 Articulation agreements, 70  
 Assessment, 25  
 Associated Student Body, 56  
 Astronomy, 94  
 Attendance policy, 36  
 Auditing courses, 30

## B

Biology, 94  
 Blood Drive, 45  
 Board of Trustees, 11  
 BOGW, 51  
 Bookstore, 19  
 Breadth requirements, UC, 74  
 Broadcast TV Engineering Technology, 96  
 Building Codes, 206  
 Bus, 21  
 Business, 99

## C

Cafeteria, 20  
 California Articulation Number (CAN) System, 75-77  
 California State University System, 71  
 CalWORKS, 52  
 CARE, 51  
 Career counseling, 42  
 Career Center, 43  
 Catalog rights, 60  
 Challenge credit/Credit by examination, 31  
 Challenge prerequisites, 33  
 Chemistry, 104

Child Development Center, 44  
 Child and Family Studies, 105  
 Classification of students, 36  
 Classified Staff, 200  
 Clubs, 57  
 College Police, 20  
 Communications & Analytical thinking requirement, 62  
 Computer Lab, 46  
 Computer studies, 109-113  
 Confidential Staff, 194  
 Cosmetology, 113  
 Counseling, 42  
 Counseling courses, 114  
 Course Announcements, 85  
 Credit, evaluation of, 31  
 Credit by examination/challenge credit, 31  
 Credit/No Credit Grading, 36  
 Credit Program, 18  
 Criminal Justice Training, 117  
 Critical Thinking Requirement, CSU, 72  
 Critical Thinking Requirement, IGETC, 74

## D

Diagnostic Learning Services, 44  
 Digital Design Graphic Technology, 119  
 Disabled Students Services and Programs (DSPS), 45  
 Dismissal, 38  
 Drama, 121  
 Drug-free campus, 13

## E

Earth Science, 124  
 Economics, 124  
 Educational Opportunity Grants, 51  
 Educational Plans, 70  
 Electronic Classroom, 46  
 Eligibility for admission, 24  
 Emergency Telephones, 21  
 Engineering, 125  
 English, 126  
 English as a Second Language, 130  
 English composition requirement, 61  
 English Learning Community (ELC), 46  
 English Proficiency, 25  
 Enrollment fee, 30  
 Environmental technology, 132  
 Ethnic studies, CSU, 73  
 Evaluation of credit, 31  
 Evening classes, 19  
 Expenses, 50  
 Extended Opportunity Programs & Services, 51

## F

Faculty, 12, 195  
 Family Rights and Privacy Act, 13  
 Federal aid programs, 51  
 Fees, 30  
 Final examinations, 38  
 Financial Aid/EOPS Services, 42, 49  
 French, 132

## G

GED testing, 47  
 General education requirements; A.A./A.S., 61  
 General education requirements; CSU, 72  
 General education, breadth, UC, 74  
 Geography, 133  
 Geology, 134  
 German, 134  
 Grading system, 36  
 Grade point average, 37  
 Graduation requirements, 73, 75  
 Grants, 51  
 Guaranteed Transfer Programs, 70

## H

Health Education, 135  
 Health Occupations, 135  
 Health Occupations Skills Lab, 46  
 Health, Student Services, 45  
 High school, completion of, 24  
 History, 11, 137  
 Housing, 56  
 Humanities, 138  
 Humanities graduation requirement, 61  
 Human Services, 114

## I

Incomplete grade policy, 36  
 Independent colleges, 75  
 Independent study, 31  
 Intercollegiate athletics, 57  
 International Education Program 46  
 International students, 24  
 Intersegmental General Education Transfer Curricula (IGETC), 74  
 Italian, 140

## J

Job placement, 42  
 Journalism, 140

# INDEX

## L

Language and rationality requirement, 61  
Latin, 141  
Law Enforcement, 87  
Leadership, 56  
Library, 44  
Loans, 51

## M

Machine Tool Technology, 141  
Majors offered, 62  
Major requirements, 71, 74  
Map, 207  
Mathematics, 144  
Mathematics graduation requirement, 61  
Matriculation, 26  
Media services, 45  
MESA, 46  
Mission, 12  
Military service credit, 32  
Military withdrawal, 38  
Multicultural gender studies requirement, 62, 66  
Music, 57, 147

## N

Napa Valley College Foundation, 11  
Natural science graduation requirement, 61  
New majority students, 24  
Nondiscrimination policy, 13  
Nonresident tuition, 24  
Numbering system, 85  
Nursing, associate degree, 152  
Nursing, general, 156  
Nursing, licensed vocational, 154

## O

Occupational Degrees/Certificates, 67  
Occupational education, 65  
Office Skills Center, 46  
Ombudsperson, 45  
Online Education, 18  
Open Classes, 13  
Orientation/Advising Sessions, 25  
Out-of-state students, 24

## P

Paralegal studies, 87, 157  
Parking fees, 20  
Parking regulations, 20  
Petition for graduation, 60  
Philosophy, 159  
Phi Theta Kappa, 37  
Photography, 160

Physical Education, 163  
Physical education requirement, 61  
Physically limited, programs for, 45  
Physics, 169  
Policies, 13  
Political Science, 170  
Prerequisites, 32  
Probation, 38  
Procedimientos de admision, 27  
Programs, 85  
Program Area, 66  
Program changes, 37  
Psychiatric Technician, 171  
Psychology, 173  
Public Safety Dispatch, 87  
Puente Program, 47

## R

Reading and study skills, 126, 127  
Recreation, 57  
Refund of fees, 30  
Registration, 29  
Reinstatement, 38  
Release of Student Information, 14  
Repeating a course, 33  
Residence requirements, 24, 61  
Residence requirement for graduation, 61  
Respiratory Care, 175  
Russian, 179

## S

Satisfactory progress, 37  
Scholarships, 51, 61  
Scholastic honors, 37  
Sexual harassment, 14  
Shared governance, 14  
Small Business Development Center, 19  
Smoking Policy, 14  
Social and behavioral sciences graduation requirement, 61  
Sociology, 180  
Spanish, 181  
Special Services, 45  
Speech, 183  
State Colleges and Universities, 71  
Student life, 55  
Student center, 21  
Student conduct, 15  
Student complaint and grievance procedures, 13  
Student records, 15  
Student right-to-know information, 15  
Student services, 41  
Student Support Services (TRIO), 42, 52  
Study load, 30  
Summer session, 19

## T

Talent Search, 60  
Telephone inquiries, 21  
Testing & Tutoring Center, 47  
Theatre, 57  
Title IX, 13  
Traffic regulations, campus, 20  
Transcripts, 32  
Transfer agreement, 70, 78-83  
Transfer Center, 42, 70  
Transfer information, 69  
Transfer to colleges and universities, 70  
Transferred credit, 31  
Transportation, 21  
TRIO, 52  
Tuition fees, 30  
Tuition refund, 31  
Tutoring, 47

## U

Unit, defined, 36, 61  
University of California, transfer, 73, 78-83  
Upper Valley Campus, 18  
Upward Bound, 60

## V

Veterans benefits, 53  
Visitors in the classroom, 21  
Viticulture and Winery Technology, 184  
Vocational Programs, 66

## W

Waiting list, 33  
Weekend classes, 19  
Welding Technology, 189  
Withdrawal from courses, 33, 37  
Women's program, 47  
Workability III, 42, 45  
Work Experience Education, 191  
Work/study jobs, 50  
Writing Center, 47

# NVC CATALOG 2006 · 2008

## Key to Building Numbers\*

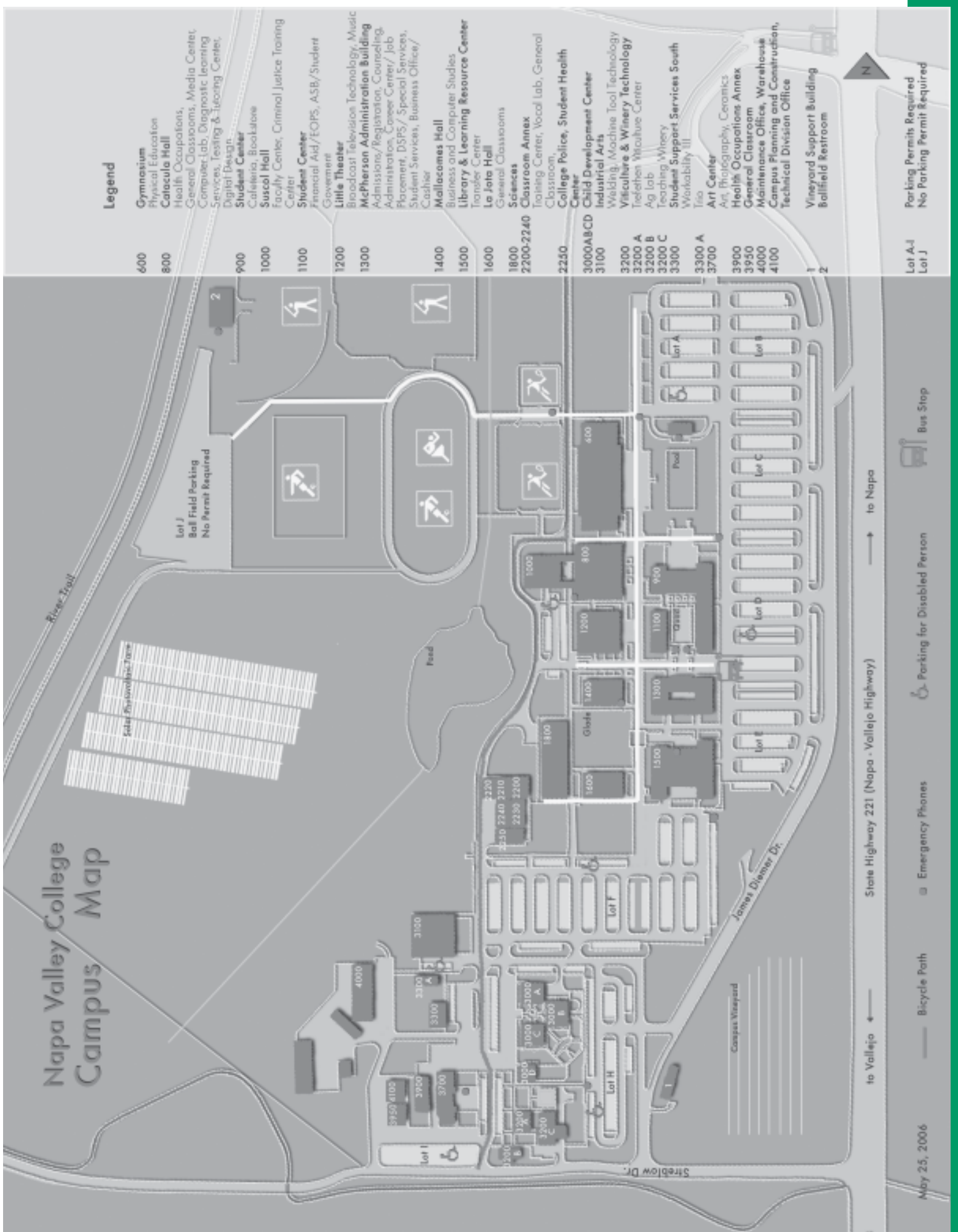
Old	New		Old	New	
100	1100	Financial Aid/EOPS, ASB/Student Government	790	2220	General Classroom
100	900	Cafeteria, Bookstore	791	2250	College Police, Student Health Center
200	1300	Admissions/Registration, Counseling, Administration, Career Center/Job Placement, DSPS/Special Services, Student Services, Business Office/Cashier	800	1400	Business & Computer Studies
300	1500	Library, Transfer Center	900	1200	Theater, Broadcast Television Technology, Music
400	3700	Art, Photography, Ceramics	1000A	800	Health Occupations, General Classrooms, Media Center, Computer Lab, Diagnostic Learning Services, Digital Design Graphics Technology, Testing and Tutoring Center
500	3100	Welding Technology, Machine Tool Technology	1000B	1000	Faculty Offices, Criminal Justice Training Center
600	1600	General Classrooms	1100	600	Gymnasium, Physical Education
700	1800	Sciences	1200B	4100	Campus Planning & Construction, Technical Division Office
750	2230	General Classroom	1400	4000	Maintenance Office, Warehouse
760	2240	General Classroom	1500	3000	Child Development Center
770	2200	Computer Training Center (Datatel)	A,B,C,D	A,B,C,D	
780	2210	Dorothy Weed Vocal Center	1600	3300	Student Support Services south, WA III, Trio
			1700	3200	Trefethen Viticulture & Winery Technology

\*New building numbers go into effect on September 15, 2006

## Location of Offices and Divisions

Office / Division	New Room Number	Office / Division	New Room Number
Academic Divisions		Faculty Secretary	1031V
Division Chair, Business & Computer Studies	1030C	Financial Aid/EOPS/VA	1132
Division Chair, Counseling	1331G	Health Occupations	810
Division Chair, Fine & Performing Arts	1030D	Human Resources	1339K
Dean, HEOC	807	Information Technology	1501
Division Chair, Language and Developmental Studies	1031K	Instruction Office	1333
Division Chair, Physical Education	610	Library	1500
Division Chair, Science, Math & Engineering	1843	Mailroom	1337
Division Chair, Social Sciences	1031K	Maintenance	4000
Division Chair, Technical	4107	Media Services	833
Academic Senate Secretary	1030A	MESA	1805
Admissions & Records	1331	NVC Foundation	1342
Art Gallery	1360 Menlo Ave.	PE/Athletics	610
Associate Student Body	1133	Planning & Research	1342
Bookstore	932	President's Office	1330
Box Office	832D	Scheduling	1333
Business & Finance	1336	Small Business Development Center	1556 First St.
Business Lab	1436	Special Services	1339E
Cafeteria	930	Staff Development	841
Campus Planning	4101	Student Government	1133
Campus Police	2250	Student Health Center	2250
Career Center	1334	Student Services	1339H
Cashier's Office	1336	Teaching & Learning Center	841
Child/Infant Care Center	3001	Testing and Tutoring Center	862
Classified Senate President	1544	Theater	1200
Community Education	Upper Valley Campus	Title III	1333
Community Relations	1533	Transfer Center	1544
Computer Studies Lab	1433	Trio	3300A
Counseling	1331	Viticulture	3200
Criminal Justice Training	1001	Warehouse	4000
Diagnostic Learning Service	861	Writing Center	832
Duplicating Services	1532	WorkAbility III	3301
Electronic Classroom	812	Viticulture	3200
Evening Administrator	1333		

# Napa Valley College Campus Map



## Legend

- 600 Gymnasium
- 800 Physical Education
- 900 Catalina Hall
- 1000 Health Occupations, General Classrooms, Media Center, Computer Lab, Diagnostic Learning Services, Testing & Tutoring Center, Digital Design
- 1100 Student Center
- 1200 Cafeteria, Bookstore
- 1300 Suscol Hall
- 1400 Faculty Center, Criminal Justice Training Center
- 1500 Student Center
- 1600 Financial Aid/EOPS, ASB/Student Government
- 1800 Little Theater
- 2200-2240 Broadcast Television Technology, Music Administration/Registration, Counseling, Placement, DSPS/ Special Services, Student Services, Business Office/Cashier
- 3000-3000 ABCD Mallocomes Hall
- 3100 Business and Computer Studies Library & Learning Resource Center
- 3200 Le Jobe Hall
- 3200-3200 A General Classrooms
- 3200 B Sciences
- 3200 C Classroom Annex
- 3300 Training Center, Vocal Lab, General Classroom, College Police, Student Health Center
- 3700 Child Development Center
- 3900 Industrial Arts
- 4000 Welding, Machine Tool Technology
- 4100 Viticulture & Winery Technology
- 4200 Trefethen Winery Center
- 4300 Ag Lab
- 4400 Teaching Winery
- 4500 Student Support Services South
- 4600 Workability III
- 4700 Tea
- 4800 Art Center
- 4900 Art, Photography, Ceramics
- 5000 Health Occupations Annex
- 5100 General Classroom
- 5200 Maintenance Office, Warehouse
- 5300 Campus Planning and Construction, Technical Division Office
- 5400 Vineyard Support Building
- 5500 Ballfield Restroom



to Vallejo ← State Highway 221 (Napa - Vallejo Highway) → to Napa

- 🚲 Bicycle Path
- ☎ Emergency Phones
- ♿ Parking for Disabled Person
- 🚌 Bus Stop

May 25, 2006

Lot A-J  
Lot J

Parking Permits Required  
No Parking Permit Required



## MISSION

Napa Valley College engages students by providing high quality programs and services that promote learning, enhance individual development, and prepare life-long learners for their roles in our diverse, dynamic and interdependent world.

## VISION

Napa Valley College is a community of people excited about learning, where students are first and foremost in everything we do.

## VALUES

At Napa Valley College, students are our focus and their education is our primary responsibility.

We value, model, and encourage:

- Student Success
- Honesty and Integrity
- Innovation and Creativity
- Adaptability and Flexibility
- Respect for all people
- Appreciation of Diversity
- Responsibility and Accountability to self and others
- Openness to ideas and opinions

