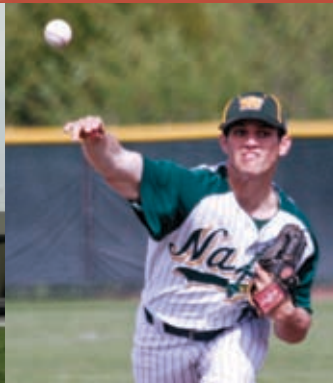


*physics health art geography  
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# Napa Valley College

2008 - 2010 Catalog

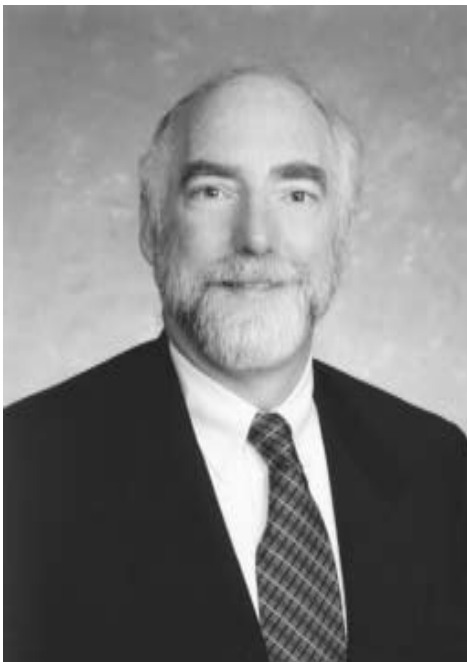
*biology viticulture economics  
accounting physical education  
journalism hospitality English*

# **N A P A V A L L E Y C O L L E G E**

2277 Napa-Vallejo Highway · Napa, CA 94558 · 707-253-3000

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

Accredited by  
The Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges



## Message from the President

On behalf of the faculty and staff at Napa Valley College, I extend a warm welcome. Thank you for your interest in discovering who we are and what we believe in.

It's the people who make Napa Valley College unique. Our instructors are passionate about teaching and sharing their excitement about their academic disciplines. Our student services staff put their hearts into helping students with career counseling, educational plans, financial aid, learning assistance, and everything needed to ensure success. When graduates return to visit, we hear time and again that the support they received from our staff was not equaled at their transfer institutions, that our instructors were among the best they ever had, and that their most memorable college experiences happened right here at Napa Valley College.

The fellow students you will meet in our friendly, interactive classrooms come from richly diverse backgrounds. For so many, their goals include not only improving their own lives, but preparing themselves to make the world a better place. The Associated Student Body is very active, and there is a wealth of opportunity to become involved, develop new friendships, and participate in a vital learning community.

As you browse through our 2008 – 2010 Napa Valley College Catalog, I hope you find something that captures your imagination. Our faculty and staff are eager to begin a rewarding educational collaboration with you.

Sincerely,

A handwritten signature in black ink that reads "Chris McCarthy". The signature is written in a cursive, flowing style.

Dr. Chris McCarthy  
President

# CONTENTS

Introducing the College .....	5
The College at a Glance.....	13
The Admission Process .....	19
Registration Information .....	25
Academic Standards .....	33
Student Services .....	39
Financial Aid.....	47
Student Life .....	55
The Associate of Arts Degree .....	61
The Associate of Science Degree .....	73
Transfer Information.....	99
Announcements of Courses.....	107
Faculty and Staff.....	203
Index.....	212
Campus Map.....	215

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## NAPA VALLEY COLLEGE BOARD OF TRUSTEES

Mr. Thomas Andrews  
Mr. Michael Baldini  
Ms. JoAnn Busenbark  
Mr. Bruce Ketron  
Ms. Brenda Knight  
Mr. Charles Meng  
Mr. Steven Reinbolt  
Student Trustee

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



# INTRODUCING THE COLLEGE

History

Accreditation

Board of Trustees

Foundation

Faculty

Students

Classified Professionals

Mission, Vision, Values

Policies

## 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 and held its first class with just 16 students, only one of whom was male. Once World War II 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 Council for Higher Education 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 California law.

## Foundation

The mission of the Napa Valley College Foundation is to develop resources to support the college, its students, and its mission.

The Napa Valley College Foundation is a California non-profit, public benefit corporation and is tax-exempt as provided by IRS Sec. 501 (c) 3. Organized in 1968, the Foundation provides scholarships, supports development of innovative methods of instruction, updates classroom and lab equipment, provides needed materials for the college, and supports student success.

A volunteer Board of Directors composed of community members governs the Foundation. Each member brings to the Foundation expertise in fundraising and dedicated commitment to Napa Valley College.

The Foundation augments funding received from the State and supports the educational excellence for which Napa Valley College is known.

The Foundation builds and promotes essential partnerships between the college and the community. By seeking individual and corporate involvement from the community, the Foundation strengthens the image of the college, underscores the college's commitment to service, and provides opportunities for workforce and economic development.

Each year the Foundation awards more than \$200,000 in scholarships to students. These scholarships reward student achievement, encourage student leadership and accomplishment, and provide needed financial assistance. Scholarships have been instituted to honor or remember family, friends or organizations. Some scholarships are created to provide trained professionals in needed fields of study. For whatever reason, financial assistance helps many students receive the necessary education to become successful.

The Foundation is pleased to assist donors in obtaining substantial tax benefits and income enhancement by making gifts of stocks, property, other appreciated assets using a variety of estate planning tools. Our Legacy Society honors those who have made bequests to the Foundation.

Call the Foundation Office at (707) 253-3374 or visit [www.napavalley.edu/nvc\\_Foundation](http://www.napavalley.edu/nvc_Foundation) for ways to support the goals and aspirations of Napa Valley College students.

## 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.

# INTRODUCING THE COLLEGE

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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.

## Students

The profile of a Napa Valley College 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.

Approximately 60 percent of our credit students are female, and the majority are under 25. More than 10 percent of NVC students are over 50. More than 70% of our students attend on a part-time basis. Approximately 3% have already earned associate degrees and approximately 5 percent hold bachelor 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.

## Classified Professionals

Napa Valley College classified professionals are a diverse assembly of support staff who are dedicated to the success of students. Often a student's first college contact is with a classified professional who assists in his/her 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.

## Institutional Student Learning Outcomes

Upon completion of an organized program of study, students will be able to:

- Communicate ideas clearly and concisely in written, oral, and other forms, using a variety of complementary media.
- Acquire and critically evaluate information, solve complex problems, and make informed decisions.
- Demonstrate interpersonal skills by collaborating and working effectively with people from diverse backgrounds while respecting their viewpoints.
- Set goals and develop a plan to achieve those goals.
- Acquire the knowledge, skills and abilities that are specific to a discipline or career and adapt to an ever-changing workforce by managing their own learning.
- Act responsibly and ethically as community members, with an understanding of local, national, and global issues.



## 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 (707) 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.

### Equal Employment Opportunity

The Napa Valley Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the district's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the district on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The district will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the district provides an inclusive educational and employment environment. Such an environment fosters cooperation acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

### 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.

### 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 From Unlawful Discrimination

The college is committed to providing an educational environment free from discrimination and harassment. To that end, Board Policy D1130, Equal Employment and Educational Opportunities and Unlawful Discrimination, states that no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex, gender, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity offered by the Napa Valley Community College District.

Board Policy D1130 applies to application for and treatment in college employment, as well as admission, access, and treatment in college programs and activities, including but not limited to: academic admission, financial aid, educational services, and athletics.

# INTRODUCING THE COLLEGE

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To file a complaint of unlawful discrimination, individuals should contact the Dean of Human Resources, Room 1339K, phone (707) 253-3366. Non-employment 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.

## Prohibition From Sexual Harassment

Board Policy D1130 also intends to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism or other verbal or physical conduct or communications constituting sexual harassment. Sexual Harassment is one form of unlawful discrimination and is defined in Section 212.5 of the Education Code. Administrative Regulations to Policy D1130, Section 4, Prohibition of Sexual Harassment, define sexual harassment as follows:

Unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

- (1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones.
- (2) Continuing to express sexual interest after being informed that the interest is unwelcome.
- (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
- (4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
- (5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- (6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

(7) Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

Board Policy D1130 and the accompanying administrative regulations are available in the Office of Human Resources and on the Board of Trustees' webpage of the college's website.

## 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

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 cigarette, cigar, pipe or other means of smoking tobacco.

## 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." For a copy of the Student Complaint and Grievance Policy and Procedures Booklet, please refer to the Student Services Website at [www.napavalley.edu](http://www.napavalley.edu) (select the "Students Rights and Responsibilities" section).

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, (707) 253-3110 or from the Office of Instruction in Room 1333, (707) 253-3100.

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 [www.nvcpd.org](http://www.nvcpd.org) 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.nvcpd.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 referring to the Student Services Website at [www.napavalley.edu](http://www.napavalley.edu) (select the "Student Rights and Responsibilities" section).

# INTRODUCING THE COLLEGE

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## NOTES



# THE COLLEGE AT A GLANCE

Credit Program

Online Education

Community Education

Evening and Weekend Classes

Summer Session

Small Business Development Center

Bookstore

Cafeteria

Campus Parking and Traffic

Accident Insurance

Field Trips

Emergency Telephones

Student Center

Information

Visitors in the Classroom

## 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.

## 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 (707) 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

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The Upper Valley Campus is located at 1088 College Ave In St. Helena.

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 Studies 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 (707) 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.

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 (707) 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 Parking and Traffic

### 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 is 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 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.

## Designated Parking

Visitor parking is located in parking lot B near the flag poles, and is limited to thirty minutes. If you need longer than thirty minutes you need to 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 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 (707) 253-3330 or [www.nvcpd.org](http://www.nvcpd.org).

## 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.

## 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, (707) 253-3349. All accidents should be reported immediately to your instructor and the Risk Management Services office.

## Field Trips

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.

## Emergency Telephones

Emergency phones are located throughout the campus. The phones allow you to contact the College Police or the Napa County 911 Center for help. The 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 (707) 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, (707) 253-3060.

# THE COLLEGE AT A GLANCE

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## Information

If you would like information about the college or its services, 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 Entry Center in Admissions and Records 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. For questions which require the services of one of our counselors, call the Counseling Division at (707) 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 and has provided 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

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.

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.



# THE ADMISSION PROCESS

Eligibility for Admission

Residence Requirements

International Students

Assessment

Orientation

Matriculation

## 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 or guardian.

**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.

## Residence Requirements

Residents of California may be admitted to Napa Valley College provided they meet entrance requirements. Some programs have additional prerequisite requirements. Call (707) 253-3005 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.

Applicants who cannot verify residency may be exempted from payment of the non-resident tuition if they meet the following condition:

- attended high school in California for three or more years and graduated from a California high school or attained the equivalent thereof

If the applicant is not a lawful immigrant, a California Non-Resident Tuition Exemption Request (AB540) should be completed and submitted to Napa Valley College. Forms can be found online and in the Admissions & Records Office. Applicants must also provide the college with a copy of their high school transcript showing three years of enrollment in a California high school, and graduation from a high school in California.

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	\$ 14,760.00
Enrollment Fee	\$ 764.00
Books	\$ 1,566.00
Health Insurance	\$ 672.00
Transportation	\$ 1,116.00
Miscellaneous	\$ 2,754.00
Grand Total	\$21,632.00

\*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:

- An international student application
- 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.\*

# THE ADMISSION PROCESS

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 transfer notification form if you are transferring from another United States School.

## 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

Most 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:

World Education Services  
Website: [www.wes.org](http://www.wes.org)  
E-mail: [info@wes.org](mailto:info@wes.org)

## 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 (707) 253-3270 for information regarding English and Math assessment.

## Orientation

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.

## 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, development of an educational plan and registration.

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.

## 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.

## 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 the CCC Apply link. The link is located at [www.napavalley.edu](http://www.napavalley.edu). Continuing and returning 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, the Testing and Tutoring Center, or online for an Orientation/Advising session. Sessions are offered online and in person 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 a 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:

# THE ADMISSION PROCESS

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- recibir un diploma del colegio
- transferirse a un colegio de cuatro años
- aplicar para ayuda financiera, EOPS o beneficios para Veteranos
- 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 del 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

Adjustments to Schedule of Classes

Study Load

Fees

Refunds

Special Admit Students

Options for Earning College Credit

Transcripts of Academic Records

Prerequisites

Course Repetition

Waiting List

Withdrawal from Classes

## 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.

Students must meet with a counselor, complete an overload form, and have counselor's approval and signature before registering for an overload. Contact the Counseling Office for additional information, (707) 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 \$20 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, (707) 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. Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.

The fee to audit a course is \$15 per unit. The audit fee is refundable only through the first two weeks of the semester or session and only upon request. 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 \$181 per unit. International students pay tuition of \$192 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, (707) 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.

## Student Representation Fee

All credit students are required to pay a \$1 Student Representation Fee. This fee will be used so that students may represent student's views and positions at city, county and district governments, as well as state legislative offices and other government agencies.

# REGISTRATION INFORMATION

## Appealing 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, (707) 253-3005.

## Refunds

### Enrollment and Accident Insurance

Enrollment fees can be refunded during the first three 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.

Refund of fees (minus the processing fee) are automatic if classes are dropped by the appropriate date. Except in the case of BOGW's or fee waivers, 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)

Refunds for out-of-state and foreign tuition will automatically be refunded. To determine the amount of the tuition fee for out-of-state and foreign students to be refunded, please refer to the following schedule:

<b>Date drop request submitted:</b>	<b>Regular Semester</b>	<b>Summer Session</b>
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 must include documentation of the circumstances which warrant approval of a late refund. Any petition without documentation attached will automatically be denied.

## Special Admit Students

Students who are in the 10th grade and above or 15 years of age or older may be eligible to enroll at Napa Valley College. Students must complete a High School Permit to Attend form, have a high school counselor or administrator and a parent signature to be able to enroll. A new form is required each semester. All high school students must register in person during the published registration periods.

High school students enrolling in a physical education course must first attend the course, obtain an add card from the instructor, and submit the add card along with the High School Permit to Attend Form to the Admissions and Records Office.

Students can choose to receive high school or college credit for a course. Students who choose college credit pay the college enrollment fees of \$20.00 per unit enrolled plus accident insurance, student representation fee and the health services fee. Students who choose high school credit pay only the accident insurance and student health services fee.

For more information, contact the Admissions and Records Office, (707) 253-3005, or go to [www.napavalley.edu](http://www.napavalley.edu) and click on "Admissions/Registration" and then "Policies/FAQs."

## Options for Earning 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. 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 Examination

Any student who is currently enrolled at Napa Valley College may challenge certain courses upon approval of the Program Coordinator and/or Division Chair and Vice-President of Instruction. Typically, students take an examination, and the grade received (including an "F" or pass/no-pass) will become part of the student's permanent record. Credit earned by examination 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, (707) 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. Independent study courses are repeatable three times and are 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.

## 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.

## 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.

Allow at least 6-8 weeks for evaluation of transcripts from other institutions. Students receiving financial aid, veteran's benefits, or are currently enrolled will receive priority. To expedite an evaluation students must make an appointment with a counselor. For more information, visit [www.napavalley.edu](http://www.napavalley.edu).

## 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 with a rush transcript.

# REGISTRATION INFORMATION

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.

## International Transcripts

Students who attended schools in other countries must have their transcripts evaluated by an international evaluating service. Napa Valley College neither endorses nor recommends any particular service. Evaluations have, however, been accepted from World Education Services. For more information on World Education Services, please call (415) 677-9378 or visit [www.wes.org](http://www.wes.org).

## 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.
- 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 intercollegiate 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, (707) 253-3040 regarding information and forms for challenging prerequisites.

## Course Repetition

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. A student may repeat a credit course two times to alleviate a substandard grade (Title V, section 55042).

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.

## Work Experience Courses and Repetition

Students may earn up to a total of 16 semester credit hours. A maximum of six semester credit hours may be earned in general work experience and a maximum of eight credit hours may be earned in occupational work experience in any given enrollment period (Title V, section 55253).

## Waiting List

A non-paid waiting list for some classes will be established in the event that a class becomes full. 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. A student may withdraw and receive a "W" symbol for a course a maximum of four times. Upon the fifth enrollment the student will be required to receive a grade and will not have the option to drop and receive a "W" (Title V, section 55024).

Students who do not drop before the deadline may receive a letter grade of "F" in a course. Deadlines for dropping a class are published and available online ([www.napavalley.edu](http://www.napavalley.edu)), in the printed schedule, or in the Admissions and Records Office. Late start and short term classes have different drop dates. Please check with the Admissions and Records Office for further information.

# REGISTRATION INFORMATION

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## NOTES





# ACADEMIC STANDARDS

Attendance

Unit/Hours

Classification of Students

Grading

Program Changes

Withdrawal from Courses

Final Examinations

Grade Change

Academic Renewal

Probation

Academic Honesty

## 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, (707) 253-3110.

## Unit/Hours

A standard unit of college credit represents three hours per week of class work and related activities over the course of our standard eighteen-week semester. The number of hours spent in class per week will vary based on the format of the course. Each unit of credit is assigned as follows:

- Lecture: one hour per week of work in class, two hours of outside work.
- Integrated Lecture/Lab: two hours per week of work in class, one hour of outside work.
- Lab: three hours of work in class.

## 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.

**Special Admit:** High school students with permission from parent and high school counselor or designee. Students may enroll in up to 11 units (to enroll in more than 11 units, permission from the college president is required)- see page 24 for more information regarding high school students or go to <http://www.napavalley.edu>.

## Grading

### Pass/No Pass

Students may choose, no later than the fifth Friday of the semester, to change enrollment in a class to Pass/No Pass basis, rather than receive a letter grade. Academic performance equivalent to a grade of "C" is required to earn credit (Pass-P). Forms are available online and in the Admissions and Records Office.

The total number of units taken for "Pass/No Pass" may not exceed 12 semester units in courses applicable to the associate degree (courses numbered 90-399). Pass/No Pass 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 Pass/No Pass in non-degree applicable course work.

Pass/No Pass grading requires students to regularly attend class and complete course work. A student will receive a "P" on his/her transcript if class work is of "C" quality or better. An incomplete designation will be available to students using the P/NP 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
- P — satisfactory and credit awarded (passing)
- NP — no credit (not passing)
- W — withdrawal and no credit
- IB — incomplete\*
- IC — incomplete\*

# ACADEMIC STANDARDS

- ID — incomplete\*
- IF — incomplete\*
- INC — incomplete\*
- IP — in progress
- CIP — course in progress
- MW — military withdrawal

\* Please see Incomplete Grade section for details.

## 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.

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 P/NP 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; P = 0; W = 0; I = 0.

For example, a student who earns 3 units of A, 3 units of B, 2 units of P, 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 P*	$2 \times 0 = 0$
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  
 $33 \text{ grade points} / 14 \text{ units} = 2.36 \text{ GPA}$

\*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 (completion of an AA or AS degree) 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

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 Courses

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, P, or NP. No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first three 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.

Please note that short term classes (classes shorter than 18 weeks) may have different drop dates. Check with Admissions and Records for specific drop deadlines or on the webpage at <http://www.napavalley.edu>

## 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

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. Coursework and grade remain on the student's transcript, however, the "forgiven" grade will no longer be included in the cumulative GPA. Academic renewal forms are available in Counseling and Admissions and Records. All requests must be reviewed and signed by a counselor. For more information, contact Admissions and Records, (707) 253-3005.

## 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," "NP" 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, (707) 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," "NP" 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.

# ACADEMIC STANDARDS

## 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 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

In the event of academic dishonesty, the instructor may:

- 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.



# STUDENT SERVICES

Counseling and Advising  
Career Center  
Child Development Center  
Learning Services  
Library  
Instructional Media Center  
Ombudsperson  
Special Services  
Student Health Services  
Computer Lab  
Electronic Classroom  
English 85 Learning Community  
Health Occupations Skills Lab  
International Education  
MESA  
Office Skills Center  
Puente  
Student Support Services (TRIO)  
Talent Search (TRIO)  
Testing and Tutoring Center  
Writing Center  
UMOJA  
Upward Bound  
Financial Aid/EOPS  
Employment  
Grants  
Scholarships  
Loans  
Financial Aid Academic Progress Policy  
Veterans Benefits  
Other Programs and Services  
Financial Aid for Non-Standard Programs



## 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, 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.
- 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 drop-in counseling and advising available year-round; as well as the option to schedule an appointment.

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

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

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

Administration Building (Room 1331)  
(707) 253-3040

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

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

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

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

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

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:

- Arrive 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 for students in career and educational planning and in job development and job referrals.

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 available for student use. Career planning courses are available for students and community members

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.

## Child Development Center

The Napa Valley College Child Development Center is a state-licensed and state subsidized facility which can serve over 125 student families each semester. It is open daily from 7:30 a.m. to 5:00 p.m. for children aged three months to five years old. A nutritious breakfast, lunch and snack are provided daily.

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 provided. Daily activities include art, music, dramatic play, science, literature, language development, and creative problem-solving.

Parents are considered an integral part of the program and are encouraged to help in the classroom as time permits. Each parent is provided with the results of a desired results developmental profile their child's progress and offered parent-teacher conferences each semester.

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 serves as a lab for the Child & Family Studies programs. It also serves as a workstudy option, and as a child observation site for health occupations and other programs on campus.

The center staff consists of specialists certificated in Early Childhood Education.

For more information regarding the program, call (707) 253-3046.

## Learning Services

The Learning Service department, formerly known as Diagnostic Learning Services, is located in room 861 in Catacula Hall. The department 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 Learning Services Center at (707) 259-6058 or (707) 253-3284. Please visit the Learning Services Center 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; and other databases for 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 personnel to answer your questions and help you use the library collection and services. All that is required to check out material 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 7:45 a.m., Monday through Friday during Fall and Spring semesters. Closed weekends and holidays. Summer hours vary. Library Circulation Desk: (707) 253-3011. Reference Desk: (707) 253-3067.

## Media Services

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.

The computer lab located outside of the Instructional Media Center is available for students to use programs specific to courses, Microsoft Office applications as well as the internet. The SNAP Library system is also available for students to do research, placeholds and locate materials housed in the media center as well as all of the SNAP libraries. All that is required to check out materials for use in the media center is a library card from the college library or any Napa/Solano County library.

The Media Center is located in room 833 of Catacula Hall and opens daily at 8 am, Monday thru Friday during the Fall And Spring semesters. Closed weekends and holidays. Summer hours vary. For more information, call (707) 253-3016.

## Ombudsperson

The ombudsperson is a neutral and 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.

# STUDENT SERVICES

The role of the Ombudsperson is currently filled by the Associate Dean of Special Services at (707) 253-3080.

For more information, please make an appointment with the Associate Dean of Special Services at (707) 253-3080.

## 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 more information, please make an appointment with the Associate Dean of Special Services at (707) 253-3080.

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 (707) 259-8900 (Voice) or (707) 253-3085 (TDD) for further information on program services.

## 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 (707) 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.

## 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, (707) 253-3366, (800) 479-4611 or (707) 226-7334.

## 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 at (707) 258-AIDS.

## 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.

### 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 98 course to assist students in developing a sense of community and promote collaborative learning. Students attend classes together throughout both courses. Learning Community students are also enrolled in .5 unit of English 84, the Writing Center course. 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 an academic counselor.

### 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.

### International Education

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 (707) 253-3100.

### 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, (707) 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

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## Puente

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 (707) 259-8065.

## Student Support Services (TRIO)

SSS is a federally funded TRIO 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)

Talent Search is a federally funded pre-college TRIO 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.

## 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 (707) 253-3270.

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).

Umoja is an academic program, combining counseling and mentoring, focusing on African American culture and literature. The Umoja mission is to enhance the cultural and educational experiences of African American and other students; to educate the whole student: mind, body, and spirit; and to assist students in earning a certificate or degree or in transferring to a baccalaureate degree-granting college or university. For information, please call (707) 259-8963.

## Upward Bound

Upward Bound is a federally funded pre-college TRIO program designed to provide academic support for low income, potential first-generation college students. Services include counseling, advising, tutoring, field trips, and instruction in core academic subjects. Students at Napa High School and Vintage High School are eligible to apply.



# FINANCIAL AID

Financial Aid/EOPS

Work Study

Grants

Other Programs and Services

Financial Aid for Non-Standard Programs



## FINANCIAL AID/EOPS

The mission of the Financial Aid/EOPS programs is to promote student access and success by providing academic support and financial assistance to eligible students who want to pursue higher education.

As a result of participating in one or more of the Financial Aid, EOPS, or related programs, students will:

- Possess communication and social skills to successfully interact with family, friends and in the community;
- Integrate self-management skills that promote confidence, personal responsibility and active participation in any environment;
- Apply appropriate job seeking and employment retention skills in the ever-changing world of work;
- Develop collaborative relations that are respectful of diversity and individual differences;
- Discern, analyze, evaluate, and solve problems in all aspects of their lives; and
- Possess an esteemed sense of self and identity with confidence in one's heritage, upbringing, and personal characteristics.

## 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, students must:

- be a regular student enrolled in a financial aid 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

Financial aid eligibility begins with an assessment of a family's ability to contribute to the cost of education. Based on information provided on the FAFSA, an expected family contribution is calculated. This amount determines eligibility for financial aid.

The FAFSA is processed by the U.S. Department of Education. The family contribution is based on a standard methodology established by the federal government. This methodology evaluates a number of factors which includes student's income and assets (and those of student's parents, if applicable) and family size. The Financial Aid Office will review the results of the analysis and make appropriate awards.

In determining eligibility, students may be asked to provide additional documents such as high school diploma, federal tax forms, untaxed income verification, etc.

Students enrolling in a program of study abroad approved for credit at NVC may be eligible for financial aid. Students are encouraged to contact the financial aid office early in their planning process.

## Expenses

The following budget offers a guideline of expenses for a school year at NVC:

### ESTIMATED 9-MONTH STANDARD BUDGET

Fees	\$ 764
Books and Supplies	\$ 1,566
Room and Board	\$10,152
Transportation	\$ 1,116
Miscellaneous	\$ 2,754
TOTAL	\$16,352

*Note: Budget based on student living away from home.*

Any student or parent who would like to discuss detailed expenses should contact the Financial Aid/EOPS Office, (Room 1132) at (707) 253-3020.

## Financial Aid Disbursements

The Federal Pell Grant is disbursed twice each semester. Federal SEOG, ACG, EOPS Grant, CARE Grant, Cal Grant B, Cal Grant C, and other grants 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.

Grant and loan 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, based on the number of hours worked during the pay period, and are picked up in the Business Office, Room 1336. For more information see Financial Aid Payments on the Financial Aid web page at [www.napavalley.edu](http://www.napavalley.edu).

# 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.

Students who are receiving financial aid, should check with the Financial Aid/EOPS Office before completely withdrawing from school.

## Repayment Regulations

Federal regulations require that students who withdraw completely prior to completing more than 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. Students who owe a repayment of federal financial aid will be referred to the Department of Education for collection. Contact the Financial Aid/EOPS Office for more information.

## Work Study

**Federal Work Study Jobs** are available to students who qualify for financial aid. These are positions on-campus. The pay rate begins at \$8.00 and varies according to the job description. Eligible students may work up to 20 hours per week while school is in session. 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. The pay rate begins at \$8.00 and varies according to the job description. Eligible students may work up to 20 hours per week while school is in session. In addition, job placement services through the Career Center are available to any student enrolled at NVC.

**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.

**CalWORKs Work Study Jobs** are available to CalWORKs students. These are positions on-campus and off-campus. The pay rate begins at \$8.00 and varies according to the job description

## Grants

**Board of Governor's Fee Waivers (BOGW)** are available to students in need of enrollment fee assistance. To be eligible, a student must be a California resident, and

- complete the FAFSA and be determined eligible (most common method); or
- be a recipient of Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI) or General Assistance, or
- meet special classification standards; or
- meet the following income standards:

### BOGW INCOME STANDARDS

NUMBER IN HOUSEHOLD	TOTAL FAMILY INCOME
1	\$15,315 or less
2	\$20,535 or less
3	\$25,755 or less

*(Add \$5,220 for each additional dependent.)*

**Pell Grants** of up to \$4,731 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.

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

**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.

**Academic Competitiveness Grants (ACG)** are available to qualified students who are enrolled full-time in the first or second year of a 2- or 4-year college degree program. To be considered for this grant, students must be U.S. Citizens who completed a rigorous high school course of study, graduated from high school after January 1, 2006, and have been determined eligible for a Federal Pell Grant.

**CHAFEE Grants** of up to \$5,000 are available to current or former foster youth who have not reached their 22nd birthday as of July 1 of the award year. Contact the Financial Aid Office for additional information.

**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 or the local tribal council for application information.

**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 Grants (EOPS)** are available to eligible students with financial need. Additional support services are available through the program. A separate application is required.

## 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 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 Loans** for books are available on a limited basis through the Napa Valley College Foundation. Applications are available at the beginning of each semester in the Financial Aid/EOPS Office. 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 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).

## Financial Aid Academic Progress Policy

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 an eligible degree or certificate.

The Financial Aid Academic Progress Policy 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:

ENROLLMENT STATUS	MINIMUM SEMESTER UNIT COMPLETION REQUIREMENT
Full time	9 units
3/4 time	7 units
1/2 time	4.5 units
Less than 1/2 time	1 class

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 Financial Aid Academic Progress Policy is available in the Financial Aid/EOPS Office and on the college website at [www.napavalley.edu](http://www.napavalley.edu) on the financial aid web page.

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 on a petition basis.

**Financial Aid Limitations:** Students pursuing an A.A./A.S. degree or transfer program are expected to complete their academic program at the end of 90 units.

Students enrolled in a Certificate program are expected to complete their academic program in the equivalent of 150% of the published units required for completion.

Students who change their major after completing 45 or more units must notify the Financial Aid/EOPS Office, and may be required to submit a Petition for Special Circumstances.

# FINANCIAL AID

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 NVC.

## 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 NVC 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 pages XX 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 NVC once the student has been removed from probation.

## Other Programs and Services

### Extended Opportunity Programs and Services (EOPS)

EOPS 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. Applications are accepted throughout the year.

Students must apply to be determined eligible. In order to qualify, students must:

- be a California resident,
- be eligible for BOGW under Method A or B or have a zero EFC for federal financial Aid,
- register as a full time student,
- have completed fewer than 70 units of degree applicable credits, and
- need educational support services.

## Cooperative Agencies Resources for Education (CARE)

CARE is part of EOPS 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)

CalWORKs is a welfare-to-work program. CalWORKs students must be enrolled in an approved vocational program.

Individuals who qualify for CalWORKs may be eligible for additional supportive services at NVC. To qualify, students must be receiving cash aid.

## Financial Aid for Non-Standard Programs

Certain programs offer courses that extend over more than one semester. If enrolled in a non-standard program, 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 enrolled in the Basic Police Academy (CJT 200), financial aid, including student loans, will be prorated based on the cost of attendance, course length and unit load.

**Napa Valley Cooking School:** Outstanding tuition and fees will be automatically deducted from financial aid payments. Students are responsible to pay any amount owed to the Cooking School that is not covered by financial aid. 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:** Students enrolling in the Cosmetology Program may be eligible for the Enrollment Fee Waiver (BOGW). The Cosmetology program is not an eligible program for grant and loan assistance.

**Extended Format Vocational Nursing (VN) Program:** If enrolled in the VN extended format program, 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 enrolled in the Psychiatric Technician Fast-Track program, financial aid will be prorated across terms. Financial aid awards will be calculated based on course length and unit load for each individual course.

# FINANCIAL AID

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## NOTES



# Student Life

Associated Student Body

Leadership Opportunities

Clubs and Organizations

Housing

Intercollegiate Athletics

Recreation

Art

Theater

Music



## Associated Student Body

The Associated Student Body (ASB) financially supports Student Life by providing services to students through the ASB Office, Bldg. 1100, rm 1133. Services to students that enhance Student Life at Napa Valley College are:

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

## 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 game 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 2.25 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.

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.

## Participation in Shared Governance

At NVC, students can participate in shared governance as representatives appointed by the ASB Executive Board. There is student representation on the Board of Trustees, Academic Senate Committees-Planning, Budget, Facilities, Matriculation, Student Standards and Practice, Academic Standards and Practice and screening and hiring committees.

The Student Life Office is located in Room 1133. 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.

## Student Representation Fee

All credit students are required to pay a \$1 Student Representation Fee. This fee will be used so that students may represent students' views and positions at city, county and district governments, as well as state legislative offices and other government agencies.

Examples of ways NVC Associated Student Body Government would spend the Student Representation fee money:

- Send 10 ASB Board members to the Fall California Community College Student Affairs Association Student Leadership Conference
- Send 2 ASB Board members to the Fall and Spring Student Senate General Assembly
- Mileage to send 2 ASB Board members to monthly Student Senate Region 2 meetings
- Sponsor club members to attend Statewide Latina Leadership Conference, Black Caucus Leadership Conference and other Leadership Conferences that may happen in the future

Questions: If you have questions about the Student Representation Fee \$1.00, please contact the Coordinator of Student Life, (707) 253-3061.

## 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 [www.napavalley.edu/asb](http://www.napavalley.edu/asb) for a list of discounts.

# STUDENT LIFE

## 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.

## Leadership Opportunities

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. Napa Valley College offers many leadership opportunities for students such as:

- Officer role in Student Government or Club
- Enroll in POLI 350 Leadership Seminar
- Student Representative on Campus Senate and Hiring Committees
- Student Ambassador
- For ASB Board members, attendance at the CA Community College Student Affairs Leadership Conference or at the Student Senate General Assembly
- For ASB board members, attendance at weekend leadership retreats

## Clubs & Organizations on Campus

Clubs and organizations vary from year to year according to student interest. Each year, 25 different student clubs and organizations are formed ranging from:

- Cultural (Ballet Folklorico, Pamana)
- Social (Chess, Parent)
- Academic (Puente, MESA (Math, Engineering, and Sciences Achievement))
- Athletic
- Honors Society (Phi Theta Kappa)
- Respiratory Therapy Club

New clubs are frequently recognized throughout the year. Active clubs and their meeting times are advertised on the ASB web page [www.napavalley.edu/asb](http://www.napavalley.edu/asb). To qualify for official club status, student clubs and organizations must have 7 active NVC students and a faculty/staff advisor. Clubs must participate in the Inter-Club Council. Students wishing to establish a club should contact the ASB Office, (707) 253-3060 or visit the ASB web site [www.napavalley.edu](http://www.napavalley.edu).

## Housing

There are no residence halls or dormitories on the campus. Students make their own arrangements for housing within the community. A bulletin board located in the Administration Building across from the Cashier's window lists current available housing. Listings also appear at [www.napavalley.edu/housing](http://www.napavalley.edu/housing).

## 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 water polo. 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, (707) 253-3222.

## 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

## Art

Students enrolled in credit courses have the opportunity to exhibit their artwork in the Napa Valley College Art Gallery. Student exhibitions include a wide variety of artwork: ceramics, drasing, mixed media, painting, and photography. The college art gallery also sponsors exhibitions of guest artists' work. More information can be obtained by calling 253-3202.

## 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 (707) 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.

# STUDENT LIFE

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Notes



# ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

Catalog Rights

Petition for Graduation

Associate Degree Requirements

Completing the Major for the A.A. Degree

Certificate of Achievement

## ASSOCIATE DEGREES (A.A)

The associate degree consists of two main elements: 1) general education, which gives students a broad base of knowledge and 2) a “major,” in which 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.

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.

## 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 63 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. **P.E./DANS/Health Requirement:** 3.0 semester units of physical education, dance 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).

# ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

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; ENVS 111, 115; 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, 118\*, 119, 210, 212, 217, 218, 219, ASL 120, 121; CFS 145; DRAM 110, 114, 115, 186, 188, 189A, 189B, 189C, 189D, 203, 220; ENGL 121, 123, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 220, 221, 222, 223; FREN 120, 121; HIST 122, 123; HUMA 100, 101, 104, 125, 151, 160, 170, 174, 175, 180, 185, 186, 188, 189A, 189B, 189C, 189D; ITAL 120, 121; MUSI 110, 112, 114; PHIL 120, 121, 125, 130, 133, 134; PHOT 120; SPAN 111, 114, 116, 120, 121, 240, 241, 280, 281, 282.

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

ADMJ 121, 122, 125; ANTH 121, 130, 131, 145, 150, 180, 200; 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 188; POLI 120+, 121+, 125, 130, 135, 140; PSYC 120, 123, 124, 125, 126, 128, 135, 185; 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; ENGL 120.

2) Mathematics: choose three units and complete with "C" or better. Students entering in Fall 2009 or later must complete Math 94 or equivalent, or a higher level math course.

**A.S. Degree:** BTV 98, 109; BUSI 90A, 90B, 90C; MATH 90, 94, 97, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; TECH 92, 107.

**A.A. Degree:** BTV 109; MATH 94, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; TECH 107.

**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, 200; 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\*, 170\*, 186, 188, 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; HEOC 101; HUMA 100, 101, 104, 125, 185, 186, 188; 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; RESP 120; SOCI 122, 135; SPAN 240, 241, 280, 281; SPEE 120, 122, 124, 126, 128; TECH 92, 107.

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, 186; ENGL 217; HIST 145, 150, 152, 153; HUMA 100, 101, 151, 174, 186; PSYC 128; SPEE 126.

\* Two-unit courses or variable unit courses

+ AA degree only. Courses chosen to satisfy the American History & Institutions requirement cannot be used to satisfy Category C.

## 9. Completing a major:

**A.S. Degree** - Refer to Course Announcements for a description of 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.



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

To complete a major for an A.A. degree, choose one or more of the following options. All chosen courses must be completed with a "C" grade or better.

**A) Creative and Language Arts:** 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.

### Required Core Courses (18 units)

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 (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 (3 units)

ASL 120, 121; FREN 120, 121, 240, 241; ITAL 120, 121, 240; SPAN 111, 114, 116, 120, 121, 240, 241, 280, 281, 282

**B) Humanities and Philosophy:** This degree focuses on studying and analyzing the interplay of significant philosophical, artistic, historical, political, religious, and cultural issues. Students will have a historical understanding of major civilizations and cultures, both Western and non-Western, as well as an understanding and appreciation of the contributions and perspectives of prominent intellectual women and men, including those of ethnic and other minorities. *Pending Chancellor's Office Approval.*

### Required Core Courses (18 units)

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

#### Humanities (9 units)

Choose three courses from the following:  
HUMA 100, 101, 104, 125, 151, 160

#### Philosophy (9 units)

Choose three courses from the following:  
PHIL 120, 121, 125, 130, 133, 134

### Student Learning Outcomes

- Critically assess political, cultural, and civic thought and the influence of diverse ethno-cultural groups on the development of American society.
- Appraise, critique, and evaluate major philosophical systems, comparing and contrasting the conceptual similarities and differences between and among the Western and non-Western traditions.

**C) Music: Vocal** This degree provides a foundation in music that is for students interested in pursuing a Bachelor of Arts Degree in Music or pursuing a career in the musical entertainment industry. Music majors are urged to take private instruction along with class lesson in their specialization each semester. Student may select between two music emphasis: Instrumental or Vocal. *Pending Chancellor's Office Approval.*

### Required Core Courses (15 units)

MUSI 112, 121, 122, 135, 235

### Electives (10 units)

Select from the following courses:  
MUSI 120, 130, 134, 160, 161, 166, 230, 260

# ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

## Student Learning Outcomes

- Apply skills essential for either instrumental or vocal performance in music.
- Collaborate with others through rehearsal and performance of a solo and ensemble performance for peer, professional or academic review.
- Show an aesthetic appreciation of music.

**D) Music: Instrumental** This degree provides a foundation in music that is for students interested in pursuing a Bachelor of Arts Degree in Music or pursuing a career in the musical entertainment industry. Music majors are urged to take private instruction along with class lesson in their specialization each semester. Student may select between two music emphasis: Instrumental or Vocal. *Pending Chancellor's Office Approval.*

## Required Core Courses (15 units)

MUSI 112, 121, 122, 135, 235

## Electives (10 units)

Select from the following courses:

MUSI 114, 140, 150, 174, 176, 177, 179, 181, 185, 240, 280

## Student Learning Outcomes

- Apply skills essential for either instrumental or vocal performance in music.
- Collaborate with others through rehearsal and performance of a solo and ensemble performance for peer, professional or academic review.
- Show an aesthetic appreciation of music.

**E) Musical Theater:** This degree provides a foundation in musical theater for students interested in pursuing a Bachelor of Fine Arts in Musical Theater or pursuing a career in the music entertainment industry. *Pending Chancellor's Office Approval.*

## Required Core Courses (16 units)

DRAM 120, 153; MUSI 110, 133, 160; DANS 134

## Electives (8 units)

Choose from the following courses:

DRAM 110, 122, 153, 155, 240; MUSI 128, 134, 135, 170, 235, 260; DANS 136, 137, 138

## Student Learning Outcomes

- Collaborate with others through rehearsal and performance of a musical theater production for peer, professional or academic review.
- Apply skills essential for performing in a musical
- Show an aesthetic appreciation of musical theater.

**F) Natural Science and Mathematics:** The Natural Science and Mathematics Major focuses on the study of the physical universe, its life forms, and the relationship between science and other human activities. *Pending Chancellor's Office Approval.*

**Required Core Courses (18 units)** The student must complete 18 units selected from the courses listed below, including a minimum of 3 units of Mathematics, 3 units of Physical Sciences, and 3 units of Biology.

## Mathematics (3+ units)

MATH 94, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235

## Physical Sciences (3+ units)

ASTR 110, 111; CHEM 110, 111, 120, 121, 240, 241, 242; EART 110; ENVS 115; GEOG 110, 114, 120, 121; GEOL 110, 111, 112, 116; PHYS 105, 110, 111, 120, 121, 140, 240, 241

## Biology (3+ units)

BIOL 103, 105, 110, 112, 117, 120, 218, 219, 220, 240, 241

## Elective Courses

ANTH 120; BTV 109; TECH 107

## Student Learning Outcomes

Upon completion of the Natural Science and Mathematics major, it is intended that the student will:

- Understand and use the scientific method.
- Differentiate between science and other fields of knowledge.
- Apply quantitative methods including mathematics and statistics to natural science problems.
- Demonstrate a broad understanding of the physical sciences, including the structure and properties of matter and energy, dimensions of space and time, and Earth's place in the Universe.

- Demonstrate knowledge of the organization of the living world and the unity of biological systems.
- Identify ways in which the physical and biological worlds interact with each other.

**F) Psychology:** The Associate of Arts degree with a major in psychology acknowledges that the student has established a foundation of knowledge in the field of psychology. This foundation can be used as a basis for further study at a transfer institution, or it can be used for personal or professional development. *Pending Chancellor's Office Approval.*

### Required Core Courses (6 units)

MATH 232; PSYC 120

### Electives (12-13 units)

Choose four courses from the following:  
BIOL 110 or 120; PSYC/SOCI, 125, 126, 128, 135, 175

### Student Learning Outcomes:

Upon completion of the psychology major, it is intended that the student will:

- Understand the major theoretical perspectives in psychology and analyze the implications of these theories
- Comprehend the findings of research in psychology and apply this understanding to everyday life.

**G) Social and Behavioral Sciences:** The AA degree in Social and Behavioral Sciences will use a social science framework to develop the student's understanding of the self and society, and it will enable the student to understand, evaluate, and apply social science research and theories. *Pending Chancellor's Office Approval.*

**Required Core Courses** (*minimum of 15 units; one 3-unit course in each*)

### Anthropology (3 units)

ANTH 120, 121, 200

### History (3 units)

HIST 120, 121, 122, 123, 150, 152

### Political Science (3 units)

POLI 120, 121, 125, 135, 140

### Psychology (3 units)

PSYC 120, PSYC/SOCI 123, PSYC 125

### Sociology (3 units)

SOCI 120, 122; PSYC/SOCI 135

### Elective

One course (3 or more units) from the following list:  
ADMJ/SOCI 154; CFS 120/PSYC 185, 140; GEOG 101, 102; ECON 101; MATH 232

### Student Learning Outcomes

Upon completion of the Social and Behavioral Sciences Major, it is intended that students will:

- Understand, evaluate, and apply social science research, methods and theories.
- Use a social science framework to examine, comprehend, and think critically and one's self and environment.

### H) Spanish for Non-Native Speakers of Spanish:

The purpose of this program is for students to learn Spanish as a first or second language so they can communicate successfully with the Spanish-speaking world, and understand and appreciate the Hispanic cultures. *Pending Chancellor's Office Approval.*

**Please Note:** All students planning to obtain an A.A. Degree in Spanish must meet with a full-time instructor in the department to establish an individual plan. In addition to the General Education Requirements as stated in the catalog, the student must complete a total of 23-25 units.

### Required Courses (20-22 units)

SPAN 120 **or** SPAN 110 and 111;  
SPAN 121 **or** SPAN 114 and 116;  
SPAN 240 **or** 280;  
SPAN 241 **or** 281;

### Elective (3 units)

One course from the following:  
ANTH 131; HIST 142; SPAN 130, 131

# ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

## Student Learning Outcomes

Upon completion of the program, students should be able to:

- Communicate orally and in writing in Spanish in real life situations.
- Read and comprehend Spanish at levels commensurate with those of students seeking a degree in Spanish.
- Understand the Hispanic cultures, through the study of their history, literature, arts, contributions of prominent figures, and foreign travel.

## I) Spanish for Heritage Speakers of Spanish:

The purpose of this program is for students to learn Spanish as a first or second language so they can communicate successfully with the Spanish-speaking world, and understand and appreciate the Hispanic cultures. *Pending Chancellor's Office Approval.*

**Please Note:** All students planning to obtain an A.A. Degree in Spanish must meet with a full-time instructor in the department to establish an individual plan. In addition to the General Education Requirements as stated in the catalog, the student must complete a total of 23-25 units.

### Required Core Courses (16 units)

SPAN 280, 281, 282; HIST 142

### Elective (6 units)

ANTH 131; HIST 140; HUMA 125

## Student Learning Outcomes

Upon completion of the program, students should be able to:

- Communicate orally and in writing in Spanish in real life situations.
- Read and comprehend Spanish at levels commensurate with those of students seeking a degree in Spanish.
- Understand the Hispanic cultures, through the study of their history, literature, arts, contributions of prominent figures, and foreign travel.

**J) Studio Arts:** This degree provides a comprehensive foundations program in the studio arts that is appropriate as a general transfer foundation for students interested in pursuing a Bachelor of Arts Degree in the studio arts or for students interested in developing a professional studio practice. *Pending Chancellor's Office Approval.*

### Required Core Courses (17 units)

ART 115, 116, 120, 121, 137, 270

### Electives (9 units)

Select courses totaling nine units from a minimum of three of the following categories:

#### Ceramics

ART 154, 155A, 155B

#### Painting

ART 127, 128

#### Drawing

ART 138, 237A

#### Printmaking

ART 180

#### Sculpture

ART 145, 147

#### Digital Art and Photography

PHOT 120; DART 120

## Student Learning Outcomes:

Upon completion of the program, students should be able to:

- Critically assess the historical development and contemporary practice of art, architecture, and design with an emphasis on cross-cultural analysis.
- Create art that builds on historical and contemporary practices, theories, and materials.
- Express ideas in visual terms.
- Produce a portfolio of finished artwork for peer, professional or academic review.
- Critique artwork and express artistic concepts and intents in written and oral formats.
- Safely handle and maintain materials, studio facilities, and equipment.

**K) Theater Arts: Acting** This degree provides a foundation in theater arts for students interested in pursuing a Bachelor of Arts degree in Drama/Theater, with an acting or technical emphasis, or pursuing a career in the entertainment industry. *Pending Chancellor's Office Approval.*

**Required Core Courses (18 units)**

DRAM 110, 115, 120, 190

**and**

Three units from one of the following courses:

DRAM 150, 151, 152, 153

**Electives (6 units)**

Choose from the following courses:

DRAM 114, 122, 125, 135, 150, 151, 152, 153, 220, 240

**Student Learning Outcomes:**

Upon completion of the program, it is intended that students will be able to:

- Analyze dramatic literature
- Show a cultural and artistic appreciation of theatre arts
- Demonstrate basic theater performance and production skills

**L) Theater Arts: Technical Theater** This degree provides a foundation in theater arts for students interested in pursuing a Bachelor of Arts degree in Drama/Theater, with an acting or technical emphasis, or pursuing a career in the entertainment industry. *Pending Chancellor's Office Approval.*

**Required Core Courses (18 units)**

DRAM 110, 115, 120, 190

**and**

Three units from one of the following courses:

DRAM 150, 151, 152, 153

**Electives (6 units)**

Choose from the following courses:

DRAM 150, 151, 152, 153, 170, 191

**Student Learning Outcomes:**

Upon completion of the program, students should be able to:

- Analyze dramatic literature
- Show a cultural and artistic appreciation of theatre arts
- Demonstrate basic theater performance and production skills

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

## CERTIFICATE OF ACHIEVEMENT

Credit Certificate of Achievement for completion of a Napa Valley College Transfer General Education Pattern.

*Pending Chancellor's Office Approval.*

### A) California State University General Education Requirements

**The California State University General Education (CSU GE)**

This general education pattern is appropriate for students planning to transfer to one of the California State Universities. In each category, a specific number of units must be completed. A minimum of 39 total units is required. It is essential that students who want to complete Option 1 see a counselor to acquire the appropriate list of courses and rules for completing the CSU GE requirements.

**A. Communication in the English Language and Critical Thinking (9 units minimum)**

Select one course from A-1, A-2 and A-3.

A-1. Oral Communication

A-2. Written Communication

A-3. Critical Thinking

**B. Natural Science and Mathematics (9 units minimum)**

Select one from B-1, B-2 and B-4. At least one course from B-1 or B-2 must include a laboratory to meet the B-3 requirement.

# ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

- B-1. Physical Universe
- B-2. Life Forms
- B-3. Laboratory Activity
- B-4. Mathematics/Quantitative Reasoning

## **C. Arts, Literature, Philosophy and Foreign Languages (9 units minimum)**

At least 3 units must be selected from C-1, and at least 3 units must be selected from C-2. The remaining units may be selected from C-1 or C-2.

- C-1. Arts
- C-2. Humanities

## **D. Social and Behavioral Sciences (9 units minimum)**

Select 3 courses. A maximum of 2 courses may be selected from one category.

- D-1. Anthropology
- 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
- D-9. Child Family Studies
- D-10. Sociology and Criminology

## **E. Lifelong Understanding and Self-development (3 units minimum)**

Only 1.5 units of PE may be used toward meeting this requirement.

- E-1. Integrated Organism
- E-2. Activity: Physical Education courses

## **American History and Institutions Graduation Requirement**

Select one course from the American History category and one course from American Government category. Courses selected to meet this requirement may also be used for to satisfy Area D, Social and Behavioral Sciences, requirements.

## **B) Intersegmental General Education Transfer Curriculum (IGETC)**

### **Intersegmental General Education Transfer Curriculum (IGETC)**

This general education pattern is appropriate for students planning to transfer to a campus in either the

University of California or California State University system. In each category, a specific number of units must be completed. A minimum of 34-37 total units is required. All requirements for this certificate must be met. It is essential that students who want to complete Option 2 see a counselor to acquire the appropriate list of courses and the rules for completing the IGETC requirements.

### **AREA 1 - English Communication**

CSU: 3 courses required, one from Group A, B, and C  
UC: 2 courses required, one each from Group A and B.

Group A: English Composition, one course: 3 semester units

Group B: Critical Thinking - English Composition, one course: 3 semester units

Group C: Oral Communications (CSU requirement only), one course: 3 semester units

### **AREA 2 - Mathematical Concepts and Quantitative Reasoning**

One course: Minimum 3 semester units required.

### **AREA 3 - Arts and Humanities**

At least 3 courses, with at least one from the Arts and one from the Humanities.

9 semester units total required.

### **AREA 4 - Social and Behavioral Sciences**

At least 3 courses from at least two academic disciplines

9 semester units total required.

### **AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES**

At least 2 courses, with one from the Physical Science and one from the Biological Science; at least one of the two courses must include a laboratory

7-9 semester units total required.

### **Language other than English (UC requirement only)**

Complete the equivalent of two years of high school study of the same language.

Or complete a Napa Valley College course(s) that meets the required proficiency level.

Or complete the Advanced Placement exam at the required proficiency level.

**CSU GRADUATION REQUIREMENT in US History, Constitution and American Ideals (Not part of IGETC; may be completed prior to transfer).**

At least one course from Group 1 (US History) and one course from Group 2 (Constitution and American Ideals).

6 semester units total

## C) Environmental Science

This certificate is designed to interest students in the field of Environmental Sciences. It is intended to give introductory science students the necessary skills and background to enter the environmental engineering field at the technician level. The certificate is also designed to give the introductory science or non-science major an understanding of the multi-disciplinary nature of the field and allow the student to transfer to four year colleges for further study.

This course of study can be completed in two semesters.

### Required Core Courses (17 units)

BIOLOGY 110, 112; ENVS 115; GEOG 110 or GEOL 110, 120

### Student Learning Outcomes:

- Basic Biological Principles
- The basics of Ecology and how these principles can be applied to everyday life,
- Guidelines for sustainability and alternative energy sources,
- The Physical Science of our planet, and
- Geospatial skills related to environmental problem solving.

## D) Geographic Information Systems (GIS)

The GIS Certificate Program is designed for the student entering the Geospatial Field and for the Geospatial Professional that needs to improve their skills in the latest technology. The program is intended to be completed in one year. It involves the following:

- Learning state-of-the-art technologies and software in GIS and GPS.
- Learn practical approaches to implementing a GIS in a public or private setting.
- Develop the broad background and specific skills necessary for career advancement.
- Meet other professionals in the field of GIS and GPS.

### Required Courses (15 units)

GEOG 120, 121, 130, 131

### Student Learning Outcomes

Upon completion of the Geographic Information Systems Certificate, it is intended that students will be able to:

- Understand the properties of different map projections and be able to select appropriate projections for specific purposes.
- Understand the nature of maps including map reading and map design.
- Understand data structures, i.e., how data is collected and stored.
- Solve specific problems through spatial analysis.
- Identify types of control surveys and their applications in civil engineering and surveying.
- Operate global positioning system equipment for navigation and survey grade location.
- Prepare post processed data for a GIS project.

## E) Women's Program

This certificate will verify that students have had exposure to academic scholarship about women's experiences, knowledge, and perspectives through time; that they can communicate effectively, think critically, analyze problems creatively, and actively participate in their communities through collaborative work; and that they have gained the academic background that will prepare them for future leadership in a wide range of career fields.

# ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

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## **Required Core Course (3 units)**

Choose one of the following:  
ANTH 150; HIST 150, 152; HUMA 151

## **Electives (9-12 units minimum)**

Choose at least one course from each of the following categories:

### **Civic and Artistic Expression (3+ units)**

ART 218; ENGL 212; HUMA 100, 101; POLI 120, 121

### **Self and Community Care (3+ units)**

ANTH 180/CFS 180  
CFS 140, 160; COUN 124; HELH 106; PSYC 128, PSYC/SOCI 135

### **Communication/Career (3+ units)**

BUSI 108; COUN 90, 110; SPEE 120, 122, 124, 126; WOEX 190, 191, 192

## **Student Learning Outcomes**

Upon completion of the Women's Studies program, it is intended that students will:

- Vote, be able to cite and analyze data, will advocate for issues, and will participate in her community, based on an understanding of women's historic relationship to public life.
- Promote their own physical and emotional well-being, demonstrate understanding of reproductive rights and responsibilities, physical and sexual risks to women, recognize the warning signs of eating disorders, develop a support system and celebrate family and cultural traditions.
- Be able to speak in public, assert herself when treated inappropriately, understand diverse communication styles between genders and among cultures.
- Demonstrate an understanding of lifelong learning and career planning, demonstrate best practices in leadership and teamwork, plan financially for herself and her family, and understand the benefits and barriers involved in non-traditional work for women.





# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

Administration of Justice

Basic Police Academy

Broadcast Television Engineering Technology

Business

Child & Family Studies

Cosmetology

Digital Design Graphics Technology

EMT-P: Paramedic

Hospitality and Tourism Management

Human Services

Machine Tool Technology

Photography

Psychiatric Technician

Respiratory Care

Viticulture and Winery Technology

Welding

## ASSOCIATE DEGREES (A.S.)

The associate degree consists of two main elements: 1) general education, which gives students a broad base of knowledge and 2) a "major," in which 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.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.

## 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 75 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. **P.E./DANS/Health Requirement:** 3.0 semester units of physical education, dance 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 18 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; ENVS 111, 115; 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, 118\*, 119, 210, 212, 217, 218, 219, ASL 120, 121; CFS 145; DRAM 110, 114, 115, 186, 188, 189A, 189B, 189C, 189D, 203, 220; ENGL 121, 123, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 220, 221, 222, 223; FREN 120, 121; HIST 122, 123; HUMA

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

100, 101, 104, 125, 151, 160, 170, 174, 175, 180, 185, 186, 188, 189A, 189B, 189C, 189D; ITAL 120, 121; MUSI 110, 112, 114; PHIL 120, 121, 125, 130, 133, 134; PHOT 120; SPAN 111, 114, 116, 120, 121, 240, 241, 280, 281, 282.

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

ADMJ 121, 122, 125; ANTH 121, 130, 131, 145, 150, 180, 200; 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 188; POLI 120+, 121+, 125, 130, 135, 140; PSYC 120, 123, 124, 125, 126, 128, 135, 185; 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; ENGL 120.

2) Mathematics: choose three units and complete with "C" or better. Students entering in Fall 2009 or later must complete Math 94 or equivalent, or a higher level math course.

**A.S. Degree:** BTV 98, 109; BUSI 90A, 90B, 90C; MATH 90, 94, 97, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; TECH 92, 107.

**A.A. Degree:** BTV 109; MATH 94, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; TECH 107.

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, 200; 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\*,

170\*, 186, 188, 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; HEOC 101; HUMA 100, 101, 104, 125, 185, 186, 188; 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; RESP 120; SOCI 122, 135; SPAN 240, 241, 280, 281; SPEE 120, 122, 124, 126, 128; TECH 92, 107.

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, 186; ENGL 217; HIST 145, 150, 152, 153; HUMA 100, 101, 151, 174, 186; PSYC 128; SPEE 126.

\* Two-unit courses or variable unit courses

+ AA degree only. Courses chosen to satisfy the American History & Institutions requirement cannot be used to satisfy Category C.

## 9. Completing a Major:

A.S. Degree - Refer to Course Announcements for a description of 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.

## ADMINISTRATION OF JUSTICE

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.

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

## Student Learning Outcomes

Upon completion of the certificate in 911 Dispatch, it is intended that students will be able to:

- Acquire skills and knowledge that allow them to successfully complete academic work at a transfer institution.
- Demonstrate the ability to assess and evaluate conditions in the community and workplace and make an ethical decision that is appropriate to the situation.
- Demonstrate the ability to apply critical thinking to word/picture scenarios, which minimally includes; the sufficient gathering of data, the evaluation of that data, the identification of issues, the prioritization of the issues, the selection of appropriate options, the execution of the most appropriate activity, and the assessment of the outcome. Appropriateness is commensurate with the complexity of the situation he/she is confronted with.
- Demonstrate a commitment to self-improvement by regularly acquiring new skills and knowledge. This would include cognitive, demonstrative, and physical fitness development.
- Be able to describe the proper role of criminal justice professionals, including an analysis of possible outcomes when the responsibilities for these roles are not met.
- Demonstrate the ability to assess a situation and determine the proper use of authority, select the appropriate use of force (if any), and identify a goal and an acceptable prioritization of actions in order to successfully achieve that goal.
- Communicate effectively in their verbal and written presentations, using vocabulary, grammar, and technical skills appropriate for the profession.
- Demonstrate knowledge of criminal law and criminal procedure appropriate for an Administration of Justice major.

## CERTIFICATE OPTIONS

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.

## LAW ENFORCEMENT

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

*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

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

## BASIC POLICE ACADEMY

The P.O.S.T. Basic Police Academy is certified by the California Commission on Peace Officer Standards and Training. This program stratifies 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.

Students must complete CJT 200.

## Student Learning Outcomes

Upon completion of the Basic Police Academy, it is intended that students will be able to:

- Communicate effectively in oral and written form
- Confront and assess a problem and identify a solution using good judgment.
- Comprehend and retain factual and technical information related to law enforcement
- Understand differences and work effectively with diverse populations.
- Demonstrate physical fitness, stamina, and fine motor skills related to law enforcement
- Identify personal strengths and weaknesses

## 911 DISPATCHER

A certificate in 911 Dispatch requires 16 units. CJT 296 is required. Three units selected from: CISA 160, CISA 165, CISA 170, CISA 186, or COMS 110. Six units selected from: ADMJ 121, 122, 123, 151, 240, 241; CJT 302. Two units of Physical Education.

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

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

## Student Learning Outcomes

Upon completion of the certificate in 911Dispatch, it is intended that students will be able to:

- Maintain physical and mental fitness.
- Use basic Computer applications in dispatch work.
- Work as member of a team.
- Communicate effectively in oral and written forms.
- Employ appropriate strategies to research legal sections in various California Codes
- Understand the structure and function of the justice system.
- Use appropriate language when taking emergency calls
- Follow appropriate protocol when dispatching emergency calls
- Function according to the ethical standards of the law enforcement profession

## 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 selected from: ADMJ 121, 122, 125; PLEG 190, 274, 275, 276, 279; 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.*

## Student Learning Outcomes

Upon completion of the certificate in paralegal studies, it is intended that students will be able to:

- Understand the legal system and each area of law sufficient to perform as an entry level paralegal
- Research law in traditional and non-traditional law libraries.
- Complete basic legal forms.
- Use basic legal terminology.
- Read and interpret statutory and case law.
- Accurately calendar civil procedures.
- Communicate effective in oral and written forms.

## 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.

<b>First Semester</b>	<b>Units</b>
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 or Engl 120).....	3
Physical Education.....	1
	<b>15</b>

<b>Second Semester</b>	<b>Units</b>
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>

<b>Third Semester</b>	<b>Units</b>
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>

<b>Fourth Semester</b>	<b>Units</b>
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 100, 101, HUMA 151, 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; SPEE 126 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Social Science.

## Options

1. **Certificate Program** - requires completion of major's core classes
2. **A.S. Degree:** All courses listed. All courses 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.
4. **Advanced Study:** BTV 199

## Student Learning Outcomes

Upon completion of the Broadcast Television Engineering Technology AS degree major, it is intended that students will:

- Possess a wide range of hands-on skills to troubleshoot, test, align, & repair video/audio equipment.
- Be able to plan, design, budget and install video/audio systems.
- Have an understanding of network topologies, operating and automation systems, digital storage and network security.
- Be able to operate equipment to the level necessary to troubleshoot and repair.
- Be able to effectively communicate complex issues and participate in strategic planning.
- Be able to work independently or within groups to complete stated goals.

## 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 A,B,C .....	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
	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
	16

Third Semester	Units
ACCT 127 Computerized 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
	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
	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.

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

\*\*\* 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 90A, 90B, 90C, 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 baccalaureate degree granting institution:** 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.

## Student Learning Outcomes

Upon completion of the Bookkeeping certificate or the AS Degree Major in Business with a concentration in Accounting, it is intended that students will be able to:

- Apply current computer applications
- Interact professionally through oral and written communication
- Analyze and solve problems using a variety of methods
- Demonstrate professional and ethical behavior
- Apply knowledge of accounting principles
- Apply knowledge of management techniques and business theory
- Develop a career plan

## CONCENTRATION IN BUSINESS AND COMMERCE

First Semester	Units
BUSI 90 A,B,C .....	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

- 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 baccalaureate degree granting institution: 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.

## Student Learning Outcomes

Upon completion of the AS Degree Major in Business with a concentration in Business and Commerce it is intended that students will be able to:

- Apply current computer applications.
- Interact professionally through oral and written communication.
- Analyze and solve problems using a variety of methods.
- Demonstrate professional and ethical behavior.
- Apply knowledge of accounting principles.
- Apply knowledge of management techniques and business theory.
- Develop a career plan.



# NVC CATALOG 2008 - 2010

## 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

- 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.
- 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.

4. **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.

5. **Transfer to a baccalaureate degree granting institution:** 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.

6. 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.

### Student Learning Outcomes

Upon completion of the AS Degree Major in Business with a concentration in Computer Studies or any of the three certificates listed below under Options, it is intended that students will:

- Demonstrate an understanding of basic computer concepts and ability to utilize a computer, equipment and software.
- Acquire and apply personal strengths and skills necessary to succeed in the work place.
- Acquire technical skills to setup, maintain, and trouble shoot a network.
- Acquire skills to access internet/on-line resources for research and problem solving.
- Acquire skills to select, install, upgrade, and maintain computer hardware and peripherals.
- Demonstrate proficiency in the use of software applications to solve business problems.

## CONCENTRATION IN MANAGEMENT & 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
	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
	15

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

Third Semester	Units
BUSI 185 Business English.....	2
ECON 100 Macroeconomics.....	3
Restricted Mathematics Elective**.....	3
Physical Education.....	1
Elective .....	3
Humanities .....	3
	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
	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 90A,B, or C; 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 baccalaureate degree granting institution:** 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.

## Student Learning Outcomes

Upon completion of the AS Degree Major in Business with a concentration in Management and Business, it is intended that students will:

- Apply current computer applications.
- Interact professionally through oral and written communication.
- Analyze and solve problems using a variety of methods.
- Demonstrate professional and ethical behavior.
- Apply knowledge of accounting principles.
- Apply knowledge of management techniques and business theory.
- Develop a career plan.

## CONCENTRATION IN OFFICE ADMINISTRATION

First Semester	Units
BUSI 90A, B, C 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
	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 167 Introductory Excel for Business Professionals ....	1
CISA 171 Keyboarding 2.....	3
CISA 186 Beginning Word Processing.....	2
	14-16

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
	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
	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

- 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.
- 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. Six-unit Business Software Certificate of Achievement requires successful completion of: CISA 186 (2 units); CISA 284 (2 units); CISA 167 (1 unit); CISA 288 (1 units).

4. **Transfer to a baccalaureate degree granting institution:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

### Student Learning Outcomes

Upon completion of the Office Assistant Studies Certificate or the AS Degree Major in Business with a concentration in Office Administration, it is intended that students will be able to:

- Apply current computer software applications using correct techniques for daily office use
- Interact professionally and effectively through oral and written communication [in an office setting]
- Apply and integrate comprehensive office skills accurately
- Demonstrate behavior as dictated by corporate culture
- Analyze and solve problems using a variety of standard office administration methods

### BUSINESS SOFTWARE CERTIFICATE OF ACHIEVEMENT

Recognition of students' success in successfully completing several classes in business software.

#### Required Courses (6 units):

CISA 186: Beginning Word Processing.....	2
CISA 284: Advanced Word Processing.....	2
CISA 167: Introductory Excel for Business Professionals ...	1
CISA 288: Presentation Software .....	1

**Required Electives:** None

**Recommended Electives:** None

### REAL ESTATE CERTIFICATE

The purpose of this certificate is to assist students in preparing to take the Real Estate Exam.

BUSI 160 Real Estate Principles (Required).....	3
BUSI 161 Real Estate Practices (Required).....	3
BUSI 162 Real Estate Law OR	
BUSI 103 Legal Environment of Business (Required) .....	3

#### Electives: 6 units/8 units

ACCT 120: Introduction to Accounting .....	3
ACCT 125: Financial Accounting .....	5
BUSI 100: Introduction to Business .....	3
BUSI 105: Business Communications.....	3
BUSI 242: Fundamentals of Finance .....	3
COMS 110: Introduction to Computers .....	3
CISA 165: Beginning Spreadsheets.....	3
CISA 167: Introductory Excel for Professionals .....	1

CISA 170 (A, B or C): Keyboarding 1 .....	1
ECON 100: Economics 1 OR	
ECON 101: Economics 2.....	3

**Total 15 or 17 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 degree are:

First Semester	Units
CFS 120 Child Development* (cross-listed as PSYC 185) .....	3
CFS 122 Principles and Practices of Teaching Young Children .....	4
CFS 140 The Child, Family, and Community* .....	3
CFS 121 Health, Safety & Nutrition.....	3
English Composition.....	3
Physical Education** .....	1
	<b>17</b>

Second Semester	Units
CFS 123 Observing and Assessment .....	3
CFS 165 Introduction to Curriculum and Environments in Early Childhood Programs.....	3
CFS 184 Teaching Children in a Diverse Society .....	3
CFS 222 Student Teaching I.....	7
Physical Education** .....	1
	<b>17</b>

Third Semester	Units
CFS 130 The Creative Process in Young Children .....	3
CFS 145 Language Development & Early Literacy in the Young Child .....	3
CFS Elective*** .....	3
Mathematics.....	3-5
Physical Education** .....	1
	<b>13-15</b>

Fourth Semester	Units
CFS 135 The Cognitive Development of Young Children .....	3
CFS 223 Student Teaching II .....	7
Natural Science .....	3
	<b>13</b>

\* Meets General Education requirement. CFS 140 also satisfies the Multicultural/Gender Studies requirement.

\*\* 3 units of Physical Education or Health is required.

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

\*\*\* CFS electives: CFS 150, 151, 155, 160, 161, 162, 170, 175, 180, 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, 184, 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 baccalaureate degree granting institution:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

## Student Learning Outcomes

Upon completion of the Certificate or AS Degree Major in Child & Family Studies, it is intended that students will be able to:

- Communicate with empathy with parents, children, and co-workers.
- Develop nurturing relationships with children, parents, and co-workers as well as nurture and support the parent-child relationship.
- Gather and maintain current information on the health and welfare of children.
- Integrate concepts and components of developmentally appropriate practices into the daily curriculum to engage children at their level of understanding and ability.
- Observe and record children's behavior to be able to integrate the information gathered into the daily curriculum to meet specific language, emotional, physical, intellectual, and social needs of individual children.
- Advocate and teach from a position that values gender equity and diversity.
- Know, pursue, and implement brain development research and theory in teaching.

## 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

- Cosmetology Certificate Program:** Successful completion of COSM 300 and 301.
- Manicurist License: Successful completion of COSM 310 (completion of COSM 310 is not required if COSM 300 and COSM 301 are successfully completed).

## 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 TECH 92, 107; 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
TECH 92 Technical Math 1.....	3
MACH 100 Machine Shop Practice.....	3
Physical Education*.....	1
	<b>15</b>

# NVC CATALOG 2008 - 2010

Second Semester	Units
DDGT 121 Digital Design Graphics Technology 2 .....	7
TECH 107 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 100, 101, 151, 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; SPEE 126 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 TECH 92, 107; 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 baccalaureate degree granting institution:** 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

## Student Learning Outcomes

Upon completion of the Certificate or AS Degree Major in Digital Design Graphics Technology, it is intended that students will:

- Be Able to Manage and Create Digital Media/Data.
- Be Able to Work Positively as a Team Member in an Office Environment
- Be Able Perform Industry Specific Skills
- Have Develop Personal Traits
- Be Able to Effectively apply technology learned/ keep current with technology

## EMT-P: PARAMEDIC

Paramedicine is an allied health profession whose specialty is to provide pre-hospital emergency medical care at the Advanced Life Support (ALS) level. Didactic, clinical and field internships prepare the student to assess and treat a wide variety of medical and traumatic emergencies in the pre-hospital setting. The knowledge and skills acquired through the program will prepare students to meet the professional responsibilities outlined in the paramedic scope of practice per the California Code of Regulations, Title 22, and to meet certification standards for paramedics as outlined by the National Registry of Emergency Medical Technicians (NREMT).

The Napa Valley College Paramedic Training Program will prepare students to sit for the NREMT exam for paramedics and for entry-level paramedic work with fire protection districts, private ambulance companies, or other Emergency Medical Services providers.

Prerequisite Courses:	Units
EMT 95, Emergency Medical Technician Basic (1) (formerly HEOC 360; with a grade of "B" or better).....	6
HEOC 100, Anatomy & Physiology (with a grade of "C" or better).....	3
OR	
BIOL 218, Human Anatomy (with a grade of "C" or better).....	5
AND	
BIOL 219, Human Physiology (with a grade of "C" or better).....	5
<b>Prerequisite total:</b>	<b>9 - 16</b>

## Required Courses:

First Semester	Units
EMT 300, EMT-P (Paramedic) I	12
Second Semester	
EMT 301, EMT-P (Paramedic) II .....	12
Third Semester	
EMT 305, EMT-P (Paramedic) Clinical Internship... ..	5
Fourth Semester	
EMT 307, EMT-P (Paramedic) Field Internship.....	10
	<b>Certificate total: 39</b>

## General Education:

Students who desire an AS degree with a Paramedic major will need to complete the following additional General Education requirements:

- AREA B: Humanities.....3

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

- AREA C: Social and Behavioral Sciences.....3
- AREA D.1: English Composition.....3
- AREA D.2.A: Mathematics for the AS Degree.....3
- AREA D.3: Communication & Analytical Thinking.....3
- AREA E: Multicultural/Gender Studies.....3

**General Education requirements total... 15 - 18**

\*A course chosen to satisfy this area may double count for one other area of General Education, providing the course is listed in that area.

**Associate Degree Total Units ..... 63 - 73**

**Student Learning Outcomes**

Upon completion of the Certificate in Paramedic (EMT-P) Training it is intended that students will be able to:

- Sit for the paramedic National Registry of Emergency Medical Technicians (NREMT) exam and become accredited as a paramedic, enabling the paramedic to be eligible for licensure in the state;
- Perform competently the roles and responsibilities outlined in the paramedic scope of practice (Title 22, §100145 (2004)); and,
- Obtain employment as an entry-level paramedic with an EMS agency in the Napa or surrounding communities.

## GEOGRAPHIC INFORMATION SYSTEMS (GIS)

See page 70.

## HOSPITALITY & TOURISM MANAGEMENT

The Hospitality and Tourism Management Program is designed to expose students to the fundamentals of the hospitality industry, which is the second largest employer in the region. Students will receive in-depth training in the skills necessary to be successful in the service industry. Pending Chancellor's Office Approval.

First Semester	Units
BUSI 90 A, B & C, Business Mathematics (Parts 1-3 Required).....	3
BUSI 185, Business English .....	2
CISA 167, Introductory Excel for Business Professionals ...	1
CISA 170A, Keyboarding 1 (Part 1).....	1
HIST 153, Napa Community History.....	3
HOSP 120, Introduction to Hospitality Management .....	3
PHYE XXX, Total of 3 units or HELH 106 .....	1.5
	<b>14.5</b>

**Second Semester**

BUSI 105, Business Communications.....	3
BUSI 251, Marketing.....	3
ECON 101, Economics 2.....	3
HOSP 122, Principles of Hotel Administration.....	3
SPAN 120, First Semester Spanish or other Language.....	5
	<b>17</b>

**Third Semester**

ACCT 120, Introduction to Accounting .....	3
BUSI 110, Human Relations in Organizations.....	3
GEOG 114, California Geography.....	3
HOSP 125, Food, Beverage & Restaurant Management ..	3
PHYE XXX, Total of 3 units or HELH 106 .....	1.5
SPEE 126, Intercultural Communication.....	3
	<b>16.5</b>

**Fourth Semester**

BUSI XXX, Program Elective .....	3
HOSP 124, Hospitality Law.....	3
VWT 137, Wines of California.....	3
WOEX 190, Selected Work Experience in Hospitality .....	1
WOEX 193, Selected Work Experience in Hospitality .....	2
	<b>12</b>

**Total Associate Degree Units: 60**

**\*Areas of Emphasis:**

**Winery Hospitality**

HOSP 123, Hospitality & Tourism Management Sales .....	3
VWT 136, Wines of the World .....	3
VWT 140, Cultural Appreciation of Wine .....	3
VWT 173, Sensory Evaluation of Wine .....	3
VWT 180, Fundamentals of Enology.....	3

**Spa Management**

BIOL 103, Nutrition Today.....	3
EART 110, Earth Science: Earth, Sea & Sky.....	4
HEOC 370, Therapeutic Massage.....	2
PHYE 130, Yoga .....	1.5

\*\*Students should see their counselor and program coordinator concerning which classes would satisfy the CSU's transferability requirements.

**Option:**

Hospitality and Tourism Management Certificate: The certificate consists of 34 units, which includes the following required courses:

BUSI 90 (A, B & C), BUSI 105, BUSI 185,,BUSI 251, CISA 167, CISA 170A, ECON 101, HOSP 120, HOSP 122, HOSP 123, HOSP 124, HOSP 125, WOEX 190 (Selected Work Experience in Hospitality), and WOEX 193 (2units of Selected Work Experience in Hospitality)

## 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
COUN 128 Introduction to Substance Abuse Studies.....	3
SPEE 126 Intercultural Communications .....	3
WOEX 190 Work Experience Seminar.....	1
WOEX 193 Work Experience 1 .....	2
	<b>15</b>

Third Semester	Units
SOCI 122 Social Problems .....	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 baccalaureate degree granting institution:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

### Student Learning Outcomes

Upon completion of the Certificate or AS Degree Major in Human Services, it is intended that students will be able to:

- Enhance the ability of the participant (or client of the social service agency) to lead a self determining life by providing the support and information necessary to build self-esteem, personal efficacy, assertiveness, and decision making skills.
- Employ a range of effective communication strategies to establish a collaborative relationship with the participant.
- Apply informal assessment practices in order to understand the needs and interests of the participant and assist them.
- Utilize knowledge about informal and formal supports available in the local community and assist the participant in identifying and gaining access to such supports.
- Apply effective advocacy strategies to overcome the legal, administrative, and financial challenges facing participants.
- Implement case management techniques to assist participants find a full range of care throughout their community.
- Write and provide the necessary documentation within an organization and manage these requirements efficiently.
- Identify areas for self-improvement, pursue necessary education/training resources, and participate in the life of the organization through an understanding of its mission and practices.

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

## 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; TECH 92, 107.

First Semester	Units
MACH 110 Machine Technology 1 .....	7
TECH 92 Technical Math 1 .....	3
WELD 100 Welding Theory 1 .....	3
Elective* .....	1
	<b>14</b>

Second Semester	Units
MACH 111 Machine Technology 2 .....	7
TECH 107 Technical Math 2 .....	3
Social Science** .....	3
English Composition* (BUSI 105 or ENGL 120).....	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; SPEE 126 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; TECH 92, 107.

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 baccalaureate degree granting institution:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

### Student Learning Outcomes

Upon completion of the Certificate or AS Degree Major in Machine Tool Technology, it is intended that students will be able to:

- Demonstrate good work and safety habits, while using hand tools and power equipment.
- Perform basic machining operations on lathes, mills, surface grinders and drill presses.
- Perform basic measuring functions using precision measuring tools.
- Read engineering drawing to accomplish required operations on machine tools.
- Accomplish advanced lathe and mill processes, while working independently.
- Understand tool geometry, carbide insert tooling.
- Calculate all required math to accomplish machining processes.
- Set-up, operate, and program basic CNC lathes and mills.

## 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 is 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. A standardized assessment test will also be administered before admission.

<b>Prerequisites</b> .....	<b>Units</b>
*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>

<b>First Semester</b> .....	<b>Units</b>
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>

<b>Second Semester</b> .....	<b>Units</b>
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>

<b>Third Semester</b> .....	<b>Units</b>
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>

<b>Fourth Semester</b> .....	<b>Units</b>
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.

**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).

In addition, students must demonstrate proficiency in Math either by test or successful completion of 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.

## CERTIFICATE IN VOCATIONAL NURSING

This is a three-semester program designed to prepare qualified men and women to practice vocational nursing. At Napa Valley College we offer a patient-centered program operated in cooperation with community health care agencies and hospitals. The college grants a certificate of completion in Vocational Nursing after successful completion of the program, and the student is then eligible to apply to take the state examination for licensure (offered by the Board of Vocational Nursing/ BVNPT). The student who completes additional requirements may receive an Associate in Science Degree.

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

The **extended format program** is the only format currently being offered at this time, and is designed 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 twenty three months to accommodate the working student. Class meets two full days per week, year round, inclusive of summer and winter breaks usually scheduled by the college.

## Student Learning Outcomes

Upon completion of the Vocational Nursing program, it is intended that students will be able to:

- Qualify for and pass the state Vocational Nursing licensing exam.
- Apply principles of medical, surgical, obstetric, geriatric, pediatric, and mental health theory to patient care.
- Function under the supervision of a registered nurse or physician as a novice nurse in an acute care, long term care, or home health setting.
- Demonstrate ability to work in a team.
- Demonstrate ability to understand cost containment principles.
- Understand principles of leadership and supervision and proper delegation to unlicensed personnel.
- Demonstrate understanding that nursing requires commitment to life long learning (reading nursing journals, attending conferences, and obtaining proper continuing education requirements).
- Continue to serve the community and contribute expertise to the health of all local citizens.

## Admission Requirements

All coursework must be completed with a “C” or better within the 5 years of the start of the class, as required by the BVNPT, and all program requirements must be met before applications 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. (can only be done online at [www.napavalley.edu](http://www.napavalley.edu)). This needs to be done only 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.*

1. 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
2. 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
3. Test scores are good for five years and equivalency coursework must be taken with the past two years
4. Be a currently certified Nurse’s Aid (CNA) or have equivalent training i.e. (as determined by the Program coordinator).
5. Completion of PREREQUISITE courses before submitting an application to the program.
  - a. HEOC 100 – Anatomy and Physiology (with a “C” or better)
  - b. HEOC 101 – Pharmacology (with a “C” or better)
6. 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.

<b>Prerequisites</b>	<b>Units</b>
HEOC 100 Anatomy & Physiology.....	3
HEOC 101 Pharmacology .....	3
	<b>6</b>
<b>First Semester</b>	<b>Units</b>
NURS 131 Vocational Nursing .....	13
HEOC 172 Nutrition .....	2
	<b>15</b>
<b>Second Semester</b>	<b>Units</b>
NURS 132 Vocational Nursing .....	14
PSYC 125 Human Development .....	3
	<b>17</b>
<b>Third Semester</b>	<b>Units</b>
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

**15Options**

1. Certificate Programs (51 Units): NURS 131, 132, 233; HEOC 100, 101, 172, and PSYC 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 151, 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.

## 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

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

## PHOTOGRAPHY

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 baccalaureate degree granting institution:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

## PSYCHIATRIC TECHNICIAN

### THREE SEMESTER PSYCHIATRIC TECHNICIAN PROGRAM

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 five years as required by the BVNPT, before 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. Applications will be accepted by admissions and records during a designated registration period prior to each semester. All new admission, re-admission and advanced placement applicants will follow this procedure.

1. Complete an application for admission to the college online at [www.napavalley.edu](http://www.napavalley.edu).
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. Complete PREREQUISITE courses before submitting an application for 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 Napa Valley College (NVC) 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 baccalaureate degree granting institution:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

**PSYCHIATRIC TECHNICIAN FAST-TRACK PROGRAM**

**Admission Requirements**

All coursework must be completed with a “C” or better within the last five 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 as designated by Napa State Hospital and the Fast-track director. All new admission, re-admission and advanced placement applicants will follow this procedure.

- Complete an application for admission to the college online at [www.napavalley.edu](http://www.napavalley.edu).
- 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
- 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)
- Official Verification (unopened transcripts) of high school graduation or its equivalent (GED, CHSPE, or AA/AS or a higher degree). All Foreign Transcripts must e evaluated by an International Evaluation Service prior o 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

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

## Third Trimester

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

	<b>Units</b>
Natural Science .....	3
Humanities *(Choose from below) .....	3
English Composition.....	3
Mathematics.....	3
Communication & Analytical Thinking.....	3
	<b>15</b>

## Options

- Certificate Program:** PTEC 160; 161 162. (Meets eligibility for State Board Examination)
- A.S. Degree:** All courses listed above. All courses required to complete the major must be completed with a grade of C or better.
- Transfer to a baccalaureate degree granting institution:** 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 100, 101, 151, 174, 186 meets both the multicultural /gender studies requirement and the Humanities requirement.)

## Student Learning Outcomes

Upon completion of the Certificate or AS Degree Major in Psychiatric Technician, it is intended that students will:

- Act ethically and respect the parameters of client privacy and confidentiality
- Correctly perform basic physical and mental assessments and basic nursing skills
- Advocate for patients with mental illness and developmental disabilities within and beyond the clinical setting
- Accurately document all clinical assessments and interventions in a timely manner
- Prioritize patient care and identify need for crisis intervention using least restrictive measures
- Deliver age appropriate services
- Supervise licensed and non-licensed health care workers; leadership management
- Continue professional development in the health care field
- Effectively participate in a therapeutic environment and communicate professionally with integrity, respect, with safety prevailing, dignity a priority
- Pass state boards

## 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 and cardiac disorders. RCPs usually work in both acute and subacute hospitals, clinics, and home care.

### Prerequisites for Admission:

- High School graduation or equivalent (CHSPE or GED).
- BIOL 218, CHEM 110 and MATH 90 (or the equivalent) with minimum grades of "C."

The courses required to complete the major are: BIOL 218, 219, 220; RESP 120, 130, 140, 150, 160, 170, 180, 200, 210, 211, 220, 221, 230, 250, 260, 270, 280, 290, 290B, 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

<b>First Semester</b>	<b>Units</b>
RESP 120 Respiratory Care Theory I.....	6
RESP 130 Respiratory Care Laboratory.....	2.5
RESP 140 Preparation for Clinical.....	1.5
BIOL 219 Human Physiology*.....	5
ENGL 120 Reading and Comp. 1**.....	3
	<b>18</b>

<b>Second Semester</b>	<b>Units</b>
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>

<b>Summer (6-weeks)</b>	<b>Units</b>
RESP 180 Respiratory Care Lab II.....	3.5
	<b>3.5</b>

# NVC CATALOG 2008 - 2010

Third Semester	Units
RESP 200 Respiratory Care Theory III .....	2
RESP 210 Principles and Applications of Mechanical Ventilation .....	3
RESP 211 Mechanical Ventilation Lab .....	1
RESP 220 Neonatal Pediatric Respiratory Care .....	3
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 .....	4
RESP 290B Computer Simulation in Respiratory Care .....	1
RESP 292 Respiratory Care Preceptorship .....	2.5
HUMA/Multicultural Gender Studies** .....	3
	<b>14.5</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 .....	2.5
	<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 .....	2
RESP 290 Respiratory Care Clinical VI .....	3
HUMA/Multicultural Gender Studies** .....	3
	<b>9</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 251 Respiratory Care Clinical V .....	2.5
	<b>5.5</b>

Sixth Semester	Units
RESP 280 Respiratory Care Topics II .....	2
RESP 290B Computer Simulation in Respiratory Care .....	1
RESP 291 Respiratory Care Clinical VIII .....	2
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 baccalaureate degree granting institution:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

### Student Learning Outcomes

Upon completion of the AS Degree Major in Respiratory Care, it is intended that students will:

- Comprehend, apply, and evaluate clinical information relevant to their roles as advanced-level respiratory therapists (cognitive domain)
- Be technically proficient in all the skills necessary to fulfill their roles as advanced-level respiratory therapists (psychomotor domain)
- Exhibit professional behavior consistent with employer expectations as advanced-level respiratory therapists (affective domain)
- Attempt RRT exam within one year of graduation
- Continue to expand respiratory care knowledge base

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

## 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
WWT 130 General Viticulture.....	4
WWT 134 Vineyard Pruning .....	1
CHEM 110 Intro. to Chemistry*	
<b>or</b> 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
WWT 132 Vineyard Soils .....	3
WWT 135 Grapevine Propagation.....	1
WWT Program <i>Elective</i> * .....	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
WWT 180 Fundamentals of Enology.....	3
WWT 199 Independent Study or	
WWT 290 Work Experience*** .....	1-3
WWT 230 Fall Viticulture Operations .....	3
WWT 234 Integrated Pest Control for Grapes.....	4
Humanities <i>Elective</i> * .....	3-5
Multicultural <i>Elective</i> *** .....	3
	<b>17-21</b>

Fourth Semester	Units
WWT 199 Independent Study	
<b>or</b> WWT 291 Work Experience*** .....	1-3
WWT 231 Spring Viticulture Operations .....	3
WWT 232 Vineyard Management.....	3
WWT Program <i>Elective</i> * .....	6
	<b>13-15</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
VWT 140 Cultural Appreciation of Wine .....	3
VWT 199 Independent Study or	
VWT 290 Work Experience*** .....	1-3
VWT 180 Fundamentals of Enology .....	3
Program Elective** .....	6
	<b>13-15</b>

Fourth Semester	Units
VWT 173 Sensory Evaluation .....	3
VWT 199 Independent Study or	
VWT 291 Agricultural Work Experience*** .....	1-3
VWT 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: VWT 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 VWT 199, 290, 291.

\*\*\*\* ANTH 121, 180; CFS 140, 180; HIST 145, 150, 152; PSYC 128; SPEE 126 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Social Science.

\*\*\*\*\* ANTH 150; DRAM 115; ENGL 217; HUMA 100, 101, 151, 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, VWT 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 baccalaureate degree granting institution:** 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

### Student Learning Outcomes

Upon completion of one of the Certificates or AS Degree Majors in Viticulture and Winery Technology, it is intended that students will:

#### Viticulture

- Lead our sustainable viticulture industry into the future and create a skilled workforce by applying local, regional and global methods.

#### Winemaking

- Possess a fundamental knowledge of wine styles, the annual winemaking cycle, the contribution of viticulture. culture and winemaking process to the wine style and how to maintain the integrity of the wine.

#### Interpersonal Skills

- Display an understanding of interpersonal relationships and the ability to develop effective relationships on both a personal and professional level.

#### Regulations

- Create a vineyard/winery development plan, and maintain operational compliance consistent with county-state-federal regulations and land use policies.

#### Research

- Develop skills to access information and apply it effectively

#### Writing:

- Display the ability to analyze research, develop, write, and present a strategic plan for the various elements of the wine industry: vineyards, winemaking and marketing.

#### Work skills:

- Display a basic range of professional habits and skills to meet the HR standards of the wine industry.

## 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; TECH 92, 107.

First Semester	Units
WELD 120 Welding Technology 1 .....	7
MACH 100 Machine Shop Practice .....	3
Physical Education.....	1
TECH 92 Technical Math 1 .....	3
	<b>14</b>

# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

Second Semester	Units
WELD 121 Welding Technology 2 .....	7
English Composition* (BUSI 105 or ENGL 120).....	3
PHOT 120 Intro. to Photography .....	3
TECH 107 Technical Math 2 .....	3

**16**

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

**15**

Fourth Semester	Units
WELD 241 Welding Technology 4 .....	3
Social Science** .....	3
Physical Education.....	1
Electives .....	8

**15**

\*\* ANTH 121, 180; CFS 140, 180; HIST 145, 150, 152; PSYC 128; SPEE 126 will double count for the AS Degree requirements in Multicultural/Gender Studies and Social Science.

## Options

1. **Certificate Program:** WELD 120, 121, 240, 241; TECH 92, 107; PHYS 110, 111; DDGT 110; MACH 100
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 baccalaureate degree granting institution:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

## Student Learning Outcomes

Upon completion of the Certificates or AS Degree Majors in Welding Technology, it is intended that students will be able to:

- Work efficiently and safely in a variety of welding environments.
- Exhibit good work habits while working independently and/or part of a team.
- Identify, understand and apply appropriate welding processes and technologies to a planned end result.
- Develop the knowledge base to accomplish the above outcome.



# TRANSFER INFORMATION

Transfer Counseling

Transfer Center

Transfer Options

California State University System

University of California System

Independent Colleges and Universities

## 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 a 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 and online.
- **Articulation Agreements** - written agreements with colleges and universities 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).
- **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 Center

The Transfer Center's 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 campuses, California Independent colleges and universities, and out-of-state institutions.
- Internet access to college catalogs and transfer information.

- Reference books and bookmarked websites to help students identify colleges offering degrees/programs/services in their areas of interest.
- Articulation agreements that specify course equivalency between NVC and other institutions.
- Transfer workshops on specific majors, such as nursing, engineering, and teaching.
- Individual appointments with visiting representatives from four-year colleges to discuss admission and graduation requirements for their campuses.
- On-the-spot admissions for select transfer students.
- Transfer Admission Agreements (TAAs).
- Individualized admission application help 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 (707) 253-3115 and check out our Transfer Center website via [napavalley.edu](http://napavalley.edu).

## Transfer Options

Napa Valley College students may transfer anywhere:

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

## The California State University System (CSU)

The California State University system is comprised of 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.

# TRANSFER INFORMATION

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 found 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 102 or the IGETC pattern on page 104 can request to have their general education certified as complete. This means that no additional lower division general education courses will be required to graduate from the transfer institution.
- Students who wish to transfer with freshman or sophomore standing must consult a counselor to determine feasibility and entrance requirements.
- Students are advised to file their applications for the CSU system as follows for priority consideration:

<b>Term</b>	<b>CSU Priority Filing Period</b>
Fall Quarter or Semester of the previous year.....	October 1-31
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, 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.

## Transfer Services Available to NVC Students

- The Transfer Center
- Transfer Workshops
- On campus 4 Year College Representative Appointments
- Articulation Agreements
- Guaranteed Transfer Admission Agreements with over 10 California Universities
- Transfer Opportunity Program with U.C., Davis
- "On the Spot" admissions with California State University campuses

## 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 which can be accessed via the college homepage-[napavalley.edu](http://napavalley.edu). Please consult a counselor in using this pattern.

**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.

## 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.

# TRANSFER INFORMATION

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

**American Institutions Requirement,** which includes 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 the state. 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. Students are strongly advised to check with a Napa Valley College counselor before planning a program. Please refer to [www.assist.org](http://www.assist.org) for current NVC to UC course transferability.

- 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 UCs 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 help with completion.



## 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 areas 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 which can be accessed via the college homepage- [napavalley.edu](http://napavalley.edu). Please consult a counselor in using this pattern.

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

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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.

## 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 independent universities in the area such as Pacific Union College and Saint Mary's College of CA 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.



# **ANNOUNCEMENT OF COURSES**

## ACCOUNTING (ACCT)

### ACCT 120 3 UNITS

#### Introduction to Accounting

3 hours lecture; 54 hours total

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; 36 hours total

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; 54 hours total

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; 90 hours total

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.

Recommended Preparation: ACCT 120

CSU, UC

### ACCT 126 5 UNITS

#### Managerial Accounting

5 hours lecture; 90 hours total

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.

Recommended Preparation: ACCT 125

CSU, UC

### ACCT 127 2 UNITS

#### Computer Accounting (cross-listed as CISA 127)

1 hour lecture, 2 hours lab; 54 hours total

This course provides an introduction to the principles and procedures for using financial accounting software, such as Quickbooks, to set up a company and process normal, ongoing transactions in a small to medium business.

Recommended Preparation: ACCT 120 or ACCT 125

CSU

### ACCT 298 1 - 3 UNITS

#### Selected Topics in Accounting

1 - 9 hours lecture/lab; 18 - 162 hours total

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

## ADMINISTRATION OF JUSTICE (ADMJ)

### ADMJ 120 3 UNITS

#### Introduction to the Criminal Justice System

3 hours lecture; 54 hours total

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; 54 hours total

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

# ANNOUNCEMENT OF COURSES

- ADMJ 122** **3 UNITS**  
**Introduction to Criminal Procedures**  
*3 hours lecture; 54 hours total*  
This course examines the roles and responsibilities of each component of the criminal justice system when interacting with violators of the law. The students in this course 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 Community Policing**  
*3 hours lecture; 54 hours total*  
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 often related to cultural misunderstandings. Historical and modern models will be examined, with particular emphasis placed upon community problem-solving and community policing within a multi-cultural society. The importance of language, communication skills, the sharing of decision-making authority and responsibility for the outcomes, and the understanding of the operations of prejudice and discrimination will be stressed.  
**CSU, UC**
- ADMJ 124** **3 UNITS**  
**Introduction to Investigation**  
*3 hours lecture; 54 hours total*  
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; 54 hours total*  
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; 54 hours total*  
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; 72 hours total*  
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; 54 hours total*  
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; 162 hours total*  
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; 162 hours total*  
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**  
*3 - 9 hours lab; 54 - 162 hours total*  
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; 162 hours total*

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 291** **3 UNITS**

**Administration of Justice Community Service Internship 4**

*1 hour lecture, 8 hours lab; 162 hours total*

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**

*3 - 9 hours lab; 54- 162 hours total*

*Prerequisites: Varies with topic selected*

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. This course may be offered as a seminar, lecture, or lecture/lab class.

**CSU**

## AMERICAN SIGN LANGUAGE

**ASL 120** **5 UNITS**

**First Semester American Sign Language**

*5 hours lecture; 90 hours total*

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.

**CSU, UC**

**ASL 121** **5 UNITS**

**Second-Semester American Sign Language**

*5 hours lecture; 90 hours total*

*Prerequisite: ASL 120*

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.

**CSU, UC**

**ASL 130** **3 UNITS**

**Conversational American Sign Language**

*3 hours lecture; 54 hours total*

*Prerequisite: ASL 121*

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

**CSU**

## ANTHROPOLOGY

**ANTH 120** **3 UNITS**

**Introduction to Physical Anthropology**

*3 hours lecture; 54 hours total*

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 90*

**CSU, UC**

**ANTH 121** **3 UNITS**

**Introduction to Cultural Anthropology**

*3 hours lecture; 54 hours total*

This introductory course positions culture as a key concept for understanding diverse ways of life both internationally and in American communities. Primary anthropological methods and concepts of kinship, gender, ethnicity, race and class will be explored as formative elements of society and culture. Through analyzing the intersections between global processes and identity-making, this class will explore what it means to be "American," as well as to be human, in the contemporary world.

*Recommended Preparation: Completion of ENGL 90*

**CSU, UC**

**ANTH 130** **3 UNITS**

**Introduction to Archaeology**

*3 hours lecture; 54 hours total*

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 90*

**CSU, UC**

**ANTH 131** **3 UNITS**

**Archaeology of Ancient Mexico**

*3 hours lecture; 54 hours total*

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 Olmec, the Maya and the Aztec, with particular emphasis on Maya civilization.

**CSU, UC**

# ANNOUNCEMENT OF COURSES

## **ANTH 145**

**3 UNITS**

### **Medical Anthropology**

*3 hours lecture; 54 hours total*

The course will explore human evolution, globalization and the environment as factors for health disparities and the geographic distribution of disease. Emphasis is placed on the cross-cultural, comparative analysis of how people cope with illness through a range of medical systems. Students will be introduced to the wide array of careers in medical anthropology that support healthy communities in the United States, as well as the various responsibilities of health practitioners.

*Recommended Preparation: Completion of ENGL 90*

**CSU**

## **ANTH 150**

**3 UNITS**

### **Sex & Gender in Cross-Cultural Perspective**

*3 hours lecture; 54 hours total*

Students will examine the cultural frameworks and theoretical debates concerning sex and gender, including the impact of forces of change (migration, globalization, etc.) on gender issues. The perspectives of contemporary ethnic groups that identify or seek to redefine Latino/a, Chicano/a, Native American, and African American experiences will be emphasized.

*Recommended Preparation: Completion of ENGL 90*

**CSU, UC**

## **ANTH 180**

**3 UNITS**

### **The Anthropology of Childhood (cross-listed as CFS 180)**

*3 hours lecture; 54 hours total*

A comparative study of childhood as experienced in a variety of world cultures. Explores different cultural patterns of child rearing and the differential experiences of childhood as they are influenced by race, class, gender and environmental variables. The role of women and girls as childbearers, caretakers and providers will be emphasized. The effects of rapid culture change on children will be studied with particular emphasis on poverty, armed conflict, and HIV/AIDS.

*Recommended Preparation: Completion of ENGL 90*

**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 200**

**3 UNITS**

### **Introduction to Linguistic Anthropology**

*3 hours lecture; 54 hours total*

This course examines the complex relationship between culture and language. Lectures and readings will use linguistic case studies and data to explore various theories about how language is shaped by, and in turn shapes, culture and social relations.

*Recommended Preparation: Completion of ENGL 90*

**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; 54 hours total*

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**

#### **Art History: Prehistoric to Medieval**

*3 hours lecture; 54 hours total*

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. Required for all art majors.

**CSU, UC**

### **ART 116**

**3 UNITS**

#### **Art History: Renaissance to Modern**

*3 hours lecture; 54 hours total*

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. Required for all art majors.

**CSU, UC**



- ART 117** **3 UNITS**  
**Survey of Modern Art**  
*3 hours lecture; 54 hours total*  
 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** **1 - 3 UNITS**  
**Field Studies in Art**  
*12 - 36 hours integrated lecture/lab; 3 weeks; 36 - 108 hours total*  
 This course offers an on-location examination of the art, architecture and design of various countries and cultural sites around the world. Museum visits, lectures, and individual projects provide students with a deeper understanding of the historical, material and conceptual development of art within an observed cultural context. Repeatable three times for credit.  
**CSU**
- ART 119** **3 UNITS**  
**History of American Art**  
*3 hours lecture; 54 hours total*  
 This course covers the historical, social, and artistic development of American art, design, and architecture from the early colonial period to the present.  
**CSU, UC**
- ART 120** **3 UNITS**  
**Two Dimensional Design**  
*2 hours lecture, 4 hours lab; 108 hours total*  
 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; 108 hours total*  
 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**
- ART 127** **3 UNITS**  
**Painting 1**  
*2 hours lecture, 4 hours lab; 108 hours total*  
 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**
- ART 128** **3 UNITS**  
**Painting 2**  
*2 hours lecture, 4 hours lab; 108 hours total*  
 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**
- ART 133A** **3 UNITS**  
**Water Media 1**  
*2 hours lecture; 4 hours lab; 108 hours total*  
 This studio course focuses on the basic materials and techniques of painting with watercolors, gouache, pigmented inks and other water-based media. 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. Repeatable once for credit.  
**CSU**
- ART 133B** **3 UNITS**  
**Water Media 2**  
*2 hours lecture; 4 hours lab; 108 hours total*  
 This studio course builds on the materials and techniques introduced in ART 133A, focusing on more complex pictorial, material, and conceptual assignments. Repeatable one time for credit.  
*Recommended Preparation: ART 133A*  
**CSU**
- ART 137** **3 UNITS**  
**Drawing 1**  
*2 hours lecture, 4 hours lab; 108 hours total*  
 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**

# ANNOUNCEMENT OF COURSES

## ART 138

### Drawing 2

2 hours lecture, 4 hours lab; 108 hours total

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; 72 hours total

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 141

### Digital & Traditional Drawing

2 hours lecture; 3 hours lab; 90 hours total

This is an introductory studio course focusing on the fundamental elements of drawing using both traditional drawing materials and current computer software. Students in this course will create finished drawings utilizing combinations of traditional and digital drawing materials and techniques.

CSU

3 UNITS

## ART 145

### Sculpture

2 hours lecture, 4 hours lab; 108 hours total

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; 108 hours total

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

### Survey of Ceramics

1 hour lecture, 3 hours lab; 72 hours total

This course is an introduction to the unique properties of clay as used in object making throughout history. Basic preparation, forming and finishing will be explored through lectures and hands on object making.

CSU, UC

2 UNITS

## ART 155A

### Beginning Ceramics: Handbuilding

2 hours lecture, 4 hours lab; 108 hours total

Basic processes and technology in ceramics and appreciation of clay as a form of artistic expression. Introduction to a variety of hand building methods and hands-on use of these processes to create many ceramic pieces. Includes a brief exposure to the potters' wheel applied to hand building processes. 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

3 UNITS

## ART 155B

### Beginning Ceramics: Throwing

2 hours lecture; 4 hours lab; 108 hours total

Covers the basic processes and technologies involved with ceramics. Teaches an appreciation for clay as a form of artistic expression. Introduction to a variety of throwing techniques. Includes brief exposure to some hand building skills that relate to throwing. 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

3 UNITS

## ART 157

### Introduction to Glazes

2 hours lecture, 4 hours lab; 108 hours total

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

3 UNITS

## ART 158

### Kiln Design and Construction

2 hours lecture, 4 hours lab; 108 hours total

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.

Recommended Preparation: ART 155A or ART 155B

CSU

3 UNITS

- ART 170** **1 UNIT**  
**Salt-Fired Pottery**  
*2 hours lecture; 4 hours lab; 6 weeks; 36 hours total*  
 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; 36 hours total*  
 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; 72 hours total*  
 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, UC**
- ART 180** **3 UNITS**  
**Printmaking**  
*2 hours lecture, 4 hours lab; 108 hours total*  
 This course introduces students to the basic materials, equipment and processes of relief, monotype and intaglio printmaking. Topics include woodcut, linoleum cut, collograph, drypoint and basic etching. Repeatable one time for credit.  
*Recommended Preparation: ART 137*  
**CSU, UC**
- ART 184** **2 UNITS**  
**Monotype Printing**  
*2 hours lecture; 4 hours lab; 12 weeks; 72 hours total*  
 This course focuses on monotype printmaking. Students will utilize painting, drawing, photo-transfer, and other printmaking techniques to create unique, printed images from acrylic and metal-plate originals. Repeatable once for credit.  
**CSU**
- ART 185** **3 UNITS**  
**Mixed Media 1**  
*2 hours lecture, 4 hours lab; 108 hours total*  
 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, UC**
- ART 186** **3 UNITS**  
**Mixed Media 2**  
*2 hours lecture, 4 hours lab; 108 hours total*  
 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, UC**
- ART 187** **1 UNIT**  
**Solarplate Etching**  
*2 hours lecture; 4 hours lab; 6 weeks; 36 hours total*  
 This studio course focuses on the materials, techniques and applications of solarplate etching. Repeatable once for credit.  
**CSU**
- ART 190** **2 UNITS**  
**Artists' Materials**  
*2 hours lecture; 4 hours lab; 12 weeks; 72 hours total*  
 This studio course focuses on the production and history of artists' materials. Students in this course will learn how to use pigments, binders and other raw ingredients to make paint, charcoal, and pastels and how to prepare supports and surfaces for a range of art media. Repeatable once for credit.  
**CSU**
- ART 199** **1 - 3 UNITS**  
**Independent Study In Art**  
*3 - 9 hours lab; 54 - 162 hours total*  
 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**
- ART 210** **3 UNITS**  
**History of Asian Art**  
*3 hours lecture; 54 hours total*  
 This course covers the historical development of art, architecture, and design in India, Southeast Asia, China, Korea, and Japan.  
**CSU, UC**
- ART 212** **3 UNITS**  
**History of Renaissance & Baroque Art**  
*3 hours lecture; 54 hours total*  
 This course covers the development of art, architecture, and design in Western Europe from the 13th century through the early 18th century.  
**CSU, UC**

# ANNOUNCEMENT OF COURSES

- ART 216** **3 UNITS**  
**Survey of Contemporary Art**  
*3 hours lecture; 54 hours total*  
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 217** **3 UNITS**  
**History of Women in the Visual Arts**  
*3 hours lecture; 54 hours total*  
This course focuses on the history of women as artists in the western world, emphasizing their role in the development of content, materials, aesthetics, and critical theory.  
**CSU, UC**
- ART 218** **3 UNITS**  
**History of Islamic Art**  
*3 hours lecture; 54 hours total*  
This course surveys the history of art, architecture and design in the Islamic world from its beginnings in the seventh century through the present.  
**CSU, UC**
- ART 219** **3 UNITS**  
**History of Pre-Columbian Art**  
*3 hours lecture; 54 hours total*  
This course covers the developments of art, architecture, and design in Mesoamerica and the Andean region of western South America from ca. 2000 B.C. until the Conquest.  
**CSU, UC**
- ART 220** **3 UNITS**  
**Studio Workshop**  
*6 hours integrated lecture/lab; 108 hours total*  
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**
- ART 230** **3 UNITS**  
**Figure Painting**  
*2 hours lecture; 4 hours lab; 108 hours total*  
This studio course draws on the rich tradition of figurative painting in the visual arts, focusing on painting the human figure from observation using a wide range of painting media and techniques. Students in this course will develop both descriptive and interpretive approaches to representing the human body. Repeatable twice for credit.  
*Recommended Preparation: ART 127*  
**CSU**
- ART 235** **1 UNIT**  
**Painting Studio**  
*2 hours lecture, 4 hours lab; 6 weeks; 36 hours total*  
This short-term studio course covers the materials and techniques of painting with oil, acrylic, or water-based paints. Students in this course will work with the instructor to develop individualized projects that focus on discrete material or conceptual problems. Repeatable twice for credit.  
*Recommended Preparation: ART 127*  
**CSU, UC**
- ART 236** **1 UNIT**  
**Pastel Drawing**  
*2 hours lecture, 4 hours lab; 6 weeks; 36 hours total*  
This studio course focuses on the materials and techniques of drawing with pastels. Students will explore chalk and oil-based pastels, learning the fundamentals of pigment properties and applications, surface preparation, and proper long-term storage and care of finished drawings. Repeatable once for credit.  
**CSU**
- ART 237A** **3 UNITS**  
**Figure Drawing 1**  
*2 hours lecture, 4 hours lab; 108 hours total*  
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**
- ART 237B** **3 UNITS**  
**Figure Drawing 2**  
*2 hours lecture; 4 hours lab; 108 hours total*  
This studio course is a continuation of the pictorial problems and material techniques of figure drawing introduced in ART 237, focusing on more complex subject matter, formats, and techniques. Students in this course will develop individualized approaches to figure drawing utilizing both black-and-white and color drawing media. Repeatable once for credit.  
*Recommended Preparation: ART 237*  
**CSU**
- ART 250** **3 UNITS**  
**Ceramic Surfaces: Wood Kiln & Salt Kiln**  
*2 hours lecture; 4 hours lab; 108 hours total*  
This course covers the historic and contemporary art of atmospheric (wood and salt) fired ceramics. Topics covered in this course will include various clay forming techniques, clay body and glaze formulation for atmospheric firing, an array of firing procedures, firing outcomes, and the aesthetics of historic and contemporary atmospheric firing. Repeatable twice for credit.  
*Recommended Preparation: ART 155*  
**CSU**

## ART 255A

3 UNITS

### Intermediate Ceramics: Handbuilding

2 hours lecture, 4 hours lab; 108 hours total

Develops an understanding of clay as a form of artistic expression. By using a variety of hand-building techniques students will problem solve a number of assignments. Students will use a variety of surface treatments and have hands-on experience with kilns and studio equipment. Repeatable once for credit.

Recommended Preparation: ART 155A

CSU, UC

## ART 255B

3 UNITS

### Intermediate Ceramics: Throwing

2 hours lecture; 4 hours lab; 108 hours total

Develops an understanding of clay as a form of artistic expression. By using a variety of wheel throwing techniques students will problem solve a number of assignments. Students will use a variety of surface treatments and have hands-on experience with kilns and studio equipment. Repeatable once for credit.

Recommended Preparation: ART 155B

CSU

## ART 256

2 UNITS

### Skill Building in Ceramics

1 hour lecture, 3 hours lab; 72 hours total

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. Repeatable twice for credit.

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

CSU, UC

## ART 257

3 UNITS

### Basic Glaze Theory

2 hours lecture, 4 hours lab; 108 hours total

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

Prerequisite: ART 157

CSU, UC

## ART 258

2 UNITS

### Ceramic Workshop

1 hour lecture, 3 hours lab; 72 hours total

For students with basic skills in either hand building 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.

Prerequisite: ART 155

CSU, UC

## ART 259

2 UNITS

### Drawing and Painting on Clay

1 hour lecture, 3 hours lab; 72 hours total

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

## ART 270

2 UNITS

### Professional Practices

1 hour lecture; 3 hours lab; 72 hours total

This course focuses on the professional aspects of the studio arts. Topics include: resume development, artist's statements, portfolio development for both academic and professional review, exhibition preparation, marketing, advertising, and resources for finding exhibition opportunities.

CSU

## ART 275

1 UNIT

### Professional Practices Essentials

1.5 hours lecture; 4.5 hours lab; 6 weeks; 36 hours total

This is a short-term version of ART 270 that focuses on the professional practices essential for successfully applying for transfer to a four-year studio arts program or for approaching galleries. Topics include: resume development, artist's statements, and portfolio development for both academic and professional review.

Limitation on Enrollment: Professional Practices Essentials duplicates part of the course content of ART 270: Professional Practices. Students who successfully complete ART 270 will not be allowed to enroll in ART 275 for credit.

CSU

## ART 298A

1 - 3 UNITS

### Selected Topics in Art I

1 - 9 hours lecture; 18 - 162 hours total

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

## ART 298B

3 UNITS

### Selected Topics in Art II

1 - 9 hours lecture; 18 - 162 hours total

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.

Prerequisite: Varies with topic selected

CSU

# ANNOUNCEMENT OF COURSES

## ASTRONOMY

### **ASTR 110** 3 UNITS

#### **Descriptive Astronomy**

3 hours lecture, 0.5 hour lab; 63 hours total

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**

### **ASTR 111** 3 UNITS

#### **Practical Astronomy**

3 hours lecture, 0.5 hour lab; 63 hours total

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**

## BIOLOGY

### **BIOL 103** 3 UNITS

#### **Nutrition Today**

3 hours lecture; 54 hours total

This is a general education course intended primarily for the non-nutrition major. Course topics include a study of nutrients; their use and effect in the body; psychological, socioeconomic and geographic influences of nutritional practices; and current nutritional concerns. Calorie and nutrient analysis is considered in relation to balanced diets and weight control.

**CSU, UC**

### **BIOL 105** 4 UNITS

#### **Human Biology**

3 hours lecture; 3 hours lab; 108 hours total

A survey of human biology focusing on anatomy, physiology, cell development, tissues, organs, and organ systems. The course also covers molecular biology, genetics, human evolution, and diversity. Laboratories include microscopic observations, experiments, and animal dissections. This course is specifically designed for health occupations students as a prerequisite to Human Anatomy and Human Physiology, but is also designed for non-majors.

*Recommended Preparation: ENGL 90, MATH 94, and CHEM 110*

**CSU, UC**

### **BIOL 110** 4 UNITS

#### **Survey of Biology**

3 hours lecture, 3 hours lab; 108 hours total

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

**CSU, UC**

### **BIOL 112** 3 UNITS

#### **Introduction to Ecology**

3 hours lecture ; 54 hours total

This course explores basic principles of ecology and environmental biology, including study of major biomes and habitat types, biological diversity, interactions of organisms with the physical environment, plant and animal interactions, nutrient cycling and energy flow in ecosystems, and the interdependence of organisms in biological communities. The role of humans in the environment will also be examined. This is an introductory course for science majors as well as non-majors.

**CSU, UC**

### **BIOL 117** 3 UNITS

#### **Wildlife Biology**

3 hours lecture; 54 hours total

An introduction to the biology, ecology, and management of terrestrial wildlife, with emphasis on California fauna. Includes one Saturday field trip to a wildlife refuge. Letter Grade Only.

**CSU, UC**

### **BIOL 120** 4 UNITS

#### **General Biology**

3 hours lecture, 3 hours lab; 108 hours total

Study of the basic principles of Biology on the molecular and cellular levels with emphasis on macromolecules of life, organelle structure and function, cellular metabolism, cellular reproduction, Mendelian and molecular genetics. Intended primarily for Biology Majors or students requiring a molecular/cellular interpretation of life.

*Prerequisite: CHEM 120*

**CSU, UC**

### **BIOL 190** 3 UNITS

#### **Natural History/Selected Topics**

9 - 36 lab; 9 - 36 hours total

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. Letter Grade Only. Repeatable four times for credit.

**CSU**

### **BIOL 199** 1 - 3 UNITS

#### **Independent Studies in Biology**

3 - 9 hours lab; 54 - 162 hours total

Study in an area of biology of special interest to the 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**

## **BIOL 218**

**5 UNITS**

### **Human Anatomy**

*3 hours lecture, 6 hours lab; 162 hours total*

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 anatomical models, charts, and microscopic observation of human tissues. Primarily intended for students pursuing an Associates Degree in Nursing (ADN), A.S. degree in Respiratory Care, or B.A./B.S. degree in a Health Sciences field.

*Prerequisites: BIOL 105 or BIOL 120*

**CSU, UC**

## **BIOL 219**

**5 UNITS**

### **Human Physiology**

*3 hours lecture, 6 hours lab; 162 hours total*

An introduction to the function of the human body, with a focus on mechanisms of homeostasis at the biochemical, cellular, and systemic levels. Laboratory exercises include observations of structure-function relationships, physiological measurements, and simulation exercises.

*Prerequisites: BIOL 105 or BIOL 120, and CHEM 110*

*Recommended Preparation: BIOL 218*

**CSU, UC**

## **BIOL 220**

**5 UNITS**

### **General Microbiology**

*3 hours lecture, 6 hours lab; 162 hours total*

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, and public health.

*Prerequisites: BIOL 120, BIOL 150, or BIOL 219*

**CSU, UC**

## **BIOL 240**

**5 UNITS**

### **General Zoology**

*3 hours lecture, 6 hours lab; 162 hours total*

An integrated course in zoology and organismal biology. Emphasis is on the anatomy, physiology, embryology, and natural history of the major animal phyla as well as the mechanisms of evolution and evolutionary relationships among animal taxa. Intended for biology majors.

*Prerequisite: BIOL 120*

**CSU, UC**

## **BIOL 241**

**5 UNITS**

### **General Botany**

*3 hours lecture, 6 hours lab ; 162 hours total*

An integrated study of contemporary plant biology and principles of ecology. The course includes the life cycles, anatomy, physiology, evolution and ecology of protists, fungi, and plants. Intended for biology majors.

*Prerequisite: BIOL 120*

**CSU, UC**

## **BIOL 298**

**1 - 3 UNITS**

### **Selected Topics in Biology**

*9 - 36 hours lab; 9 - 36 hours total*

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, UC**

## **BROADCAST TELEVISION ENGINEERING TECHNOLOGY**

### **BTV 98**

**3 UNITS**

#### **Electronics Math 1**

*3 hours lecture; 54 hours total*

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*

### **BTV 109**

**3 UNITS**

#### **Electronics Math 2**

*3 hours lecture; 54 hours total*

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**

# ANNOUNCEMENT OF COURSES

## **BTV 120**

**4 UNITS**

### **Television Studio Techniques 1**

*2 hours lecture; 6 hours lab; 144 hours total*

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**

**4 UNITS**

### **TV Studio Lab 1**

*3 hours lecture, 3 hours lab; 108 hours total*

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**

**4 UNITS**

### **Television Studio Techniques 2**

*2 hours lecture; 6 hours lab; 144 hours total*

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**

**4 UNITS**

### **Television Studio Techniques Lab 2**

*3 hours lecture, 3 hours lab; 108 hours total*

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; 54 - 162 hours total*

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 ; 108 hours total*

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*

**CSU**

## **BTV 221**

**2 UNITS**

### **Television Studio Operations and Maintenance 1**

*6 hours lab; 108 hours total*

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; 108 hours total*

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; 108 hours total

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, BVT 222

Co-requisite: BTV 241, 242

CSU

## BTV 241

2 UNITS

### Television Studio Operations and Maintenance 2

6 hours lab; 108 hours total

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, BVT 222

Co-requisite: BTV 240, 242

CSU

## BTV 242

3 UNITS

### Broadcast Television Electronics 2

2 hours lecture, 4 hours lab; 108 hours total

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, BVT 222,

Co-requisite: BTV 240, 241

CSU

## BUSINESS

### BUSI 90A

1 UNIT

#### Business Mathematics (Part 1)

0.5 hours lecture; 0.5 hours lab; 18 hours total

Business Math applies arithmetic to practical problems encountered by business professionals. Topics include banking, solving equations, percents, discounts, markup/markdowns, and payroll.

Recommended Preparation: MATH 55

### BUSI 90B

1 UNIT

#### Business Mathematics (Part 2)

0.5 hours lecture; 0.5 hours lab; 18 hours total

Business Math applies arithmetic to practical problems encountered by business professionals. Topics include interest, discounting, present value, annuities, sinking funds, installment buying, and the cost of home ownership.

Recommended Preparation: MATH 55

### BUSI 90C

1 UNIT

#### Business Mathematics (Part 3)

0.5 hours lecture; 0.5 hours lab; 18 hours total

Business Math applies arithmetic to practical problems encountered by business professionals. Topics include financial reports, depreciation, inventory, taxes, insurance, investments, and statistics.

Recommended Preparation: MATH 55

### BUSI 100

3 UNITS

#### Introduction to Business

3 hours lecture; 54 hours total

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; 54 hours total

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

# ANNOUNCEMENT OF COURSES

## **BUSI 105**

**3 UNITS**

### **Business Communications**

*3 hours lecture; 54 hours total*

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 90*

**CSU**

## **BUSI 108**

**3 UNITS**

### **Financial Planning and Investing**

*3 hours lecture; 54 hours total*

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 hours lecture; 54 hours total*

Effectiveness in work situations: organization styles, leadership, motivation, adaptation, employee/employer rights and responsibilities, communications, coping with and creating change.

**CSU**

## **BUSI 142**

**3 UNITS**

### **Principles of Management**

*3 hours lecture; 54 hours total*

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; 54 hours total*

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**

## **BUSI 150**

**3 UNITS**

### **Sales**

*3 hours lecture; 54 hours total*

Basic principles of sales and the development of sales techniques in select fields. Includes lectures, discussions, demonstrations, and making a sales presentation.

**CSU**

## **BUSI 160**

**3 UNITS**

### **Real Estate Principles**

*3 hours lecture; 54 hours total*

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.

**CSU**

## **BUSI 161**

**3 UNITS**

### **Real Estate Practice**

*3 hours lecture; 54 hours total*

Emphasizes the day-to-day, practical knowledge needed by real estate brokers and salespersons.

**CSU**

## **BUSI 162**

**3 UNITS**

### **Legal Aspects of Real Estate**

*3 hours lecture; 54 hours total*

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.

*Recommended Preparation: BUSI 160 or BUSI 161*

**CSU**

## **BUSI 176**

**2 UNITS**

### **Machine Calculations**

*1 hour lecture, 2 hours lab; 54 hours total*

Machine Calculations is a fundamental course that focuses on the operations of a 10-key electronic printing calculator to solve common business problems found in accounting, finance, and banking organizations.

**CSU**

## **BUSI 177**

**2 UNITS**

### **Records Management**

*1 hour lecture, 2 hours lab; 54 hours total*

Records Management is a course that studies and practices the rules for maintaining records within businesses. Topics include indexing, filing, retrieving, and cross-referencing records; studying different types of equipment and non correspondence records storage; and studying database records management concepts and procedures.

**CSU**

## **BUSI 185**

**2 UNITS**

### **Business English**

*2 hours lecture; 36 hours total*

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.

**CSU**

## **BUSI 199**

**1 - 3 UNITS**

### **Independent Study in Business**

*3 - 9 hours lab*

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. Pass/No Pass grading.

*Prerequisite: Approval of project by a full-time instructor.*

**CSU**

## **BUSI 242**

**3 UNITS**

### **Fundamentals of Finance**

*3 hours lecture; 54 hours total*

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.

*Recommended Preparation: ACCT 120 or equivalent.*

**CSU**

## **BUSI 251**

**3 UNITS**

### **Marketing**

*3 hours lecture; 54 hours total*

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).

**CSU**

## **BUSI 275**

**2 UNITS**

### **Machine Transcription**

*2 hours lecture, 1 hour lab; 54 hours total*

Machine Transcription is a specialized course that focuses on operating desktop transcriber machines to produce business correspondence. The focus is on transcribing documents and strengthening English language skills by practicing punctuation, spelling, grammar, vocabulary, editing, and proofreading. Special attention is given to typing manuscripts and reports in good form.

*Recommended Preparation: BUSI 185 and CISA 270*

**CSU**

## **BUSI 297**

**2 UNITS**

### **Investments**

*2 hours lecture; 36 hours total*

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**

## **BUSI 298**

**1 - 3 UNITS**

### **Selected Topics in Business**

*3 - 9 hours lab; 54 - 162 hours total*

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

**CSU**

## **CHEMISTRY**

### **CHEM 110**

**4 UNITS**

#### **Introduction to Chemistry**

*3 hours lecture, 3 hours lab; 108 hours total*

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. Letter Grade Only.

*Prerequisite: Completion (with a grade of C or better) of a course in Intermediate Algebra, such as Napa Valley College's Math 94.*

**CSU, UC**

### **CHEM 111**

**4 UNITS**

#### **Introduction to Organic & Biological Chemistry**

*3 hours lecture, 3 hours lab; 108 hours total*

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. Letter Grade Only.

*Prerequisite: CHEM 110*

**CSU**

### **CHEM 120**

**5 UNITS**

#### **General Chemistry 1**

*3 hours lecture, 6 hours lab; 162 hours total*

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**

# ANNOUNCEMENT OF COURSES

## CHEM 121

5 UNITS

### General Chemistry 2

3 hours lecture, 6 hours lab; 162 hours total

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

## CHEM 199

1 - 3 UNITS

### Independent Study in Chemistry

3 - 9 hours lab; 54 - 162 hours total

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

## CHEM 240

4 UNITS

### Organic Chemistry 1

3 hours lecture, 3 hours lab; 108 hours total

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. Letter Grade Only.

Prerequisite: CHEM 120 (CHEM 121 is desirable)

CSU, UC

## CHEM 241

4 UNITS

### Organic Chemistry 2

3 hours lecture, 3 hours lab; 108 hours total

A continuation of CHEM 240. Includes some biochemical topics. Lab work includes simple and multi-step synthesis and spectral identification. Letter Grade Only

Prerequisite: CHEM 240

CSU, UC

## CHEM 242

4 UNITS

### Quantitative Analysis

2 hours lecture, 6 hours lab; 144 hours total

A laboratory intensive course with topics in acid-base, redox, complexation, and precipitation equilibria. Laboratory work includes volumetric, gravimetric and selected instrumental analysis. Letter Grade Only.

Prerequisites: CHEM 120 and CHEM 121

CSU, UC

## CHEM 298

3 UNITS

### Selected Topics in Chemistry

1 - 9 hours lab; 18 - 72 hours total

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

## CHILD & FAMILY STUDIES

## CFS 120

3 UNITS

### Child Development

(cross-listed as PSYC 185)

3 hours lecture; 54 hours total

This course will examine theories and research regarding physical, cognitive, social, and emotional development from preconception through adolescence. Typical and atypical development will be considered. The impact of the family, culture, and society on the developing person will be explored.

CSU, UC

## CFS 121

3 UNITS

### Health, Safety & Nutrition

3 hours lecture; 54 hours total

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

### Principles & Practices of Teaching Young Children

3 hours lecture, 3 hours lab; 108 hours total

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

### Observation & Assessment

3 hours lecture; 54 hours total

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; 54 hours total*  
 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; 54 hours total*  
 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**

*3 hours lecture; 54 hours total*  
 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; 54 hours total*  
 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.

**CSU**

**CFS 150** **3 UNITS**  
**Infant/Toddler Development & Education**

*3 hours lecture; 54 hours total*  
 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; 54 hours total*  
 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; 54 hours total*  
 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**

*3 hours lecture; 54 hours total*  
 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; 54 hours total*  
 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; 54 hours total*  
 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**

# ANNOUNCEMENT OF COURSES

**CFS 165** **3 UNITS**  
**Introduction to Curriculum & Environments in Early Childhood Programs**

*3 hours lecture; 54 hours total*

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; 9 hours total*

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 hours lecture; 54 hours total*

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; 54 hours total*

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**  
**The Anthropology of Childhood**  
**(cross-listed as ANTH 180)**

*3 hours lecture; 54 hours total*

A comparative study of childhood as experienced in a variety of world cultures. Explores different cultural patterns of child rearing and the differential experiences of childhood as they are influenced by race, class, gender and environmental variables. The role of women and girls as childbearers, caretakers and providers will be emphasized. The effects of rapid culture change on children will be studied with particular emphasis on poverty, armed conflict, and HIV/AIDS.

*Recommended Preparation: Completion of ENGL 90*

**CSU, UC**

**CFS 184** **3 UNITS**  
**Teaching Children in a Diverse Society**

*3 hours lecture; 54 hours total*

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; 54 hours total*

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.

**CSU**

**CFS 222** **7 UNITS**  
**Student Teaching I**

*2 hours lecture, 15 hours lab; 306 hours total*

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 120 and CFS 122*

**CSU**

## CFS 223

7 UNITS

### Student Teaching II

2 hours lecture, 15 hours lab; 306 hours total

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 123, CFS 165 and CFS 222

CSU

## CFS 250

2 UNITS

### The Mentor Teacher

2 hours lecture; 36 hours total

This course focuses on the methods and principles of supervising student teachers in early childhood classrooms. Special emphasis is placed 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.

CSU

## CFS 270

3 UNITS

### Administration & Supervision of Early Childhood Programs 1

3 hours lecture; 54 hours total

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

## CFS 271

3 UNITS

### Administration & Supervision of Early Childhood Programs 2

3 hours lecture; 54 hours total

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; 72 - 270 hours total

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; 36 hours total

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 127

2 UNITS

#### Computer Accounting (cross-listed as ACCT 127)

3 hours lecture; 54 hours total

This course provides an introduction to the principles and procedures for using financial accounting software, such as Quickbooks, to set up a company and process normal, ongoing transactions in a small to medium business.

*Recommended Preparation:* ACCT 120 or ACCT 125

CSU

### CISA 130

2 UNITS

#### Computer Literacy

1 hour lecture, 2 hours lab; 54 hours total

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; 72 hours total

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

# ANNOUNCEMENT OF COURSES

## CISA 165

3 UNITS

### Beginning Spreadsheets

3 hours lecture, 1 hour lab; 72 hours total

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; 18 hours total

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; 54 hours total

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; 54 hours total

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; 54 hours total

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; 54 hours total

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; 54 hours total

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; 54 hours total

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; 27 hours total

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. Pass/No Pass 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; 36 hours total

This class will cover Hypertext Markup Language and its use in creating documents for the World Wide 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; 36 hours total*  
 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; 36 hours total*  
 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 183** **3 UNITS**  
**Creating Web Pages with Adobe Dreamweaver**

*3 hours lecture, 1 hour lab; 72 hours total*  
 Adobe Dreamweaver is a web page design program that allows users to utilize either a WYSIWYG (What You See is What You Get) user interface or a manual coding approach. In learning how to use this program, you will create web pages that are complex and interactive. Concepts will be reinforced by hands-on experience both inside and outside the classroom.

*Recommended Preparation: CISA 170 or equivalent*

**CSU**

**CISA 186** **2 UNITS**  
**Beginning Word Processing**

*1.5 hours lecture, 1.5 hours lab; 54 hours total*  
 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**

**CISA 212** **3 UNITS**  
**Introduction to UNIX**

*3 hours lecture, 1 hour lab; 72 hours total*  
 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**

**CISA 270** **3 UNITS**  
**Keyboarding 3**

*1 hour lecture, 4 hours lab; 90 hours total*  
 An advanced office simulation course to develop keyboarding competency, editing, and document processing abilities. It also includes a 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**

**CISA 284** **2 UNITS**  
**Advanced Word Processing**

*1 hour lecture, 2 hours lab; 54 hours total*  
 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**

**CISA 287** **1 UNIT**  
**Desktop Publishing**

*1 hour lecture, 2 hours lab; 9 weeks; 27 hours total*  
 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**

**CISA 288** **1 UNIT**  
**Presentation Software**

*1 hour lecture, 2 hours lab; 9 weeks; 27 hours total*  
 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**

**CISA 289** **1 UNIT**  
**Advanced Desktop Publishing**

*1 hour lecture, 2 hours lab; 9 weeks; 27 hours total*  
 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**

# ANNOUNCEMENT OF COURSES

## CISA 298

0.5 - 3 UNITS

### 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

## COMPUTER INFORMATION SYSTEMS - NETWORKS

### CISN 110

3 UNITS

#### Networking Fundamentals

3 hours lecture, 1 hour lab; 72 hours total

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

### CISN 120

3 UNITS

#### Network Administration

3 hours lecture, 1 hour lab; 72 hours total

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®, Windows 2000®, and Windows XP®.

Recommended Preparation: CISN 110 or equivalent

CSU

### CISN 130

3 UNITS

#### Network Technical Support

3 hours lecture, 1 hour lab; 72 hours total

This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Microsoft Windows NT®, Windows 2000®, and Windows 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

### CISN 145

3 UNITS

#### Active Directory Architecture

3 hours lecture, 1 hour lab; 72 hours total

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.

Recommended Preparation: Completion of CISN 110

CSU

### CISN 150

3 UNITS

#### Exchange Server Administration

3 hours lecture, 1 hour lab; 72 hours total

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.

Recommended Preparation: Completion of CISN 110

CSU

### CISN 160

3 UNITS

#### Networking with TCP/IP

3 hours lecture, 1 hour lab; 72 hours total

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® operating system.

Recommended Preparation: Completion of CISN 110

CSU

### CISN 165

3 UNITS

#### Network and Computer Security

3 hours lecture, 1 hour lab; 72 hours total

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.

Recommended Preparation: Completion of CISN 110

CSU

## CISN 180

3 UNITS

### Computer Forensics

3 hours lecture, 1 hour lab; 72 hours total

This course provides the student with an understanding of privacy and security issues as they pertain to network computing, as well as instruction and practice of current computer forensic skills. Students will perform hands-on technical and process-oriented exercises in evidence collection and forensic activities at various levels utilizing various operating systems including UNIX, Linux, MS-DOS, and Windows®. Students will also learn how to collect, analyze, sort, catalog, and organize evidence, as well as how to package and present their findings and write forensic reports. Students will study current legal issues with special consideration given to privacy and ethical issues.

*Recommended Preparation:* Completion of CISN 110

CSU

## CISN 298

0.5 - 3 UNITS

### Selected Topics in Computer Information Systems - Networks

0.5 - 9 hours lecture, 1.5 - 9 hours lab; 2 - 144 hours total

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; 54 hours total

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; 72 hours total

This is an introduction to microcomputers and micro-computer applications, introducing important concepts for the effective use of the user interface, word processor, spreadsheet, database, and Internet. 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; 72 hours total

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

## COMS 121

3 UNITS

### Advanced BASIC Programming

3 hours lecture, 1 hour lab; 72 hours total

Theory and application of advanced programming techniques with emphasis on sequential and random access data files. Programming project in the student's area of interest required.

*Prerequisite:* COMS 120 or equivalent

CSU, UC

## COMS 199

1 - 3 UNITS

### Independent Study in Computer Studies

3 - 9 hours lab; 18 - 54 hours total

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 faculty. Pass/No Pass grading.

CSU

## COMS 215

3 UNITS

### Programming in C/C++

3 hours lecture, 1 hour lab; 72 hours total

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; 72 hours total

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.

*Recommended Preparation:* CISA 180 and CISA 182

CSU

# ANNOUNCEMENT OF COURSES

## COMS 298

1 - 3 UNITS

### Selected Topics in Computer Studies

1- 3 hours lecture; 1 - 3 hours lab; 18 - 72 hours total

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

CSU

## COSMETOLOGY

### COSM 300

16 UNITS

#### Beginning Cosmetology

6 hours lecture; 34 hours lab; 20 weeks; 800 hours total

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; 800 hours total

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; 400 hours total

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

### COUN 85

1 UNIT

#### Success Strategies for Math

3 hours lecture; 6 weeks; 18 hours total

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.

### COUN 88

0.5 - 3 UNITS

#### 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.

### COUN 90

1 UNIT

#### Career Decision-Making

2 hours lecture; 9 weeks; 18 hours total

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.

### COUN 91

1.5 UNITS

#### Job Search Strategies

3 hours lecture; 9 weeks; 27 hours total

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, understand the steps for soliciting letters of recommendation, and contact and interact with potential employers. 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.

### COUN 94

1 UNIT

#### Techniques for Improving Memory

3 hours lecture; 6 weeks; 18 hours total

This class will lead students through a step-by-step approach to minimize poor study habits and develop a variety of memory techniques to retain and remember information. Students will examine the important three stages of memory: sensory memory, short-term memory and long-term memory, and how they relate to developing the basic tools needed to increase memory of coursework. Repeatable three times for credit.

## COUN 95

1 UNIT

### Introduction to Health Careers (cross-listed as HEOC 95)

3 hours lecture; 6 weeks; 18 hours total

The course will introduce students to a variety of health occupations and help students explore which occupation would be a good fit for them. The course will include: self assessments of interests, skills, abilities, values, and personality style. It will allow for research of the world of work in the health care setting. Students will learn about the specific job skills needed, work environments, educational preparation, and industry trends.

## COUN 97

0.5 UNITS

### Managing the College Experience

1 hour lecture; 9 weeks; 9 hours total

This is a short term course designed to help first year students to determine their academic strengths and weaknesses and develop skills and strategies for a successful college experience. Students will be introduced to transfer options, learn strategies to manage time and resources and basic college study skills to cope with the transitions related to college life. This is a required course for TRIO Student Support Service Students and may be taken by other new college students.

## COUN 98

2 UNITS

### Learning Community Experience

3 hours lecture; 12 weeks; 36 hours total

This course is an introduction-to-college course designed to help the student create a community of peers who study and learn together in order to achieve their academic and career goals. They will learn how to navigate the college campus and resources to maximize their success. Students will develop specific skills regarding their learning styles, career interests, and study habits. Repeatable three times for credit.

## COUN 100

3 UNITS

### College Success

3 hours lecture; 54 hours total

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

## COUN 101

1 UNIT

### College Discovery

3 hours lecture; 6 weeks; 18 hours total

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

## COUN 102

1 UNIT

### Strategies for Personal Development

3 hours lecture; 6 weeks; 18 hours total

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

## COUN 103

1 UNIT

### Take Charge of Your Learning

3 hours lecture; 6 weeks; 18 hours total

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

## COUN 105

1.5 UNITS

### Planning for Transfer Success

1.5 hours lecture; 27 hours total

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

# ANNOUNCEMENT OF COURSES

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## **COUN 110**

**3 UNITS**

### **Career/Life Planning**

*3 hours lecture; 54 hours total*

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**

**3 UNITS**

### **Introduction to Human Services**

*3 hours lecture; 54 hours total*

The course is an introduction to the social services field and 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**

**3 UNITS**

### **Helping Skills in Human Services**

*3 hours lecture; 54 hours total*

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**

**3 UNITS**

### **Working with Diverse Populations**

*3 hours lecture; 54 hours total*

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**

**3 UNITS**

### **Case Management in Human Services**

*3 hours lecture; 54 hours total*

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**

**3 UNITS**

### **Introduction to Substance Abuse Studies**

*3 hours lecture; 54 hours total*

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 130**

**3 UNITS**

### **Crisis Intervention in Human Services**

*3 hours lecture; 54 hours total*

A course teaching strategies and techniques in crisis intervention for individuals training to work in the helping profession. This course will include intake interviewing, providing information and referrals, documenting, and utilizing the essential active listening skills for people in crisis. Topics covered will include suicide prevention, domestic violence, substance abuse, mental health, cross-cultural competencies, legal and legal issues including confidentiality.

**CSU**

## **COUN 140**

**3 UNITS**

### **Peer Advising Training**

*3 hours lecture; 54 hours total*

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 142** **1 UNIT**  
**Advanced Peer Advising Training**

*1 hour lecture; 18 hours total*  
 This is an advanced course in peer advising designed for students who have completed Peer Advising Training at Napa Valley College or in High school, and wish to continue as Peer Advisors. Students will gain additional skills in active listening, communication, problem solving, health, wellness, goal setting, and campus resources. Repeatable three times for credit.

*Recommended Preparation: COUN 140*  
**CSU**

**COUN 298** **1 - 3 UNITS**  
**Selected Topics in Guidance**

*3 hours lecture*  
 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** **0.5 - 3 UNITS**  
**Selected Topics in Counseling**

*0.5 - 9 hours lecture; 9 - 162 hours total*  
 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.

## CRIMINAL JUSTICE TRAINING

**CJT 85** **.5 - 2 UNITS**  
**Introductory Topics in Criminal Justice**

*8 - 72 hours lab; 2 - 18 weeks*  
 This course includes various introductory topics in law enforcement and in related areas of the criminal justice system. Credit/No Credit.

**CJT 100** **3 UNITS**  
**Introduction to Public Safety Professions**

*3 hours lecture; 54 hours total*  
 This course will provide students with an overview of public safety careers including law enforcement, 9-1-1 dispatching, corrections, fire suppression, fire investigation, paramedicine, 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; 120 hours total*  
 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; 24 - 160 hours total*  
 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**

# ANNOUNCEMENT OF COURSES

## CJT 204

6 UNITS

### Module 2 Reserve Officer

16 hours lab; 240 hours total

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; 320 hours total

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 lecture; 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

160 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 recertifies 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; 54 - 144 hours total

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.*

## DANCE

**DANS 134** **1.5 UNITS**  
**Ballet**

3 hours lecture/lab; 54 hours total

Beginning ballet focuses 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. Advanced builds on the skills learned in beginning and intermediate levels. Body movement and dance vary for different music. Text required. The course is repeatable for credit three times.

**CSU, UC**

**DANS 136** **1.5 UNITS**  
**Jazz Dance**

3 hours lecture/lab; 54 hours total

Beginning jazz instruction focuses on jazz techniques, center floor stretches, isolated movements, and combinations with different rhythmic patterns. Intermediate jazz and advanced jazz build on dance techniques, center floor stretches, and locomotor movement. Contractions, splits, head rolls, and some improvisations are also part of the course. Text required. The course is repeatable three times for credit.

**CSU, UC**

**DANS 137** **1.5 UNITS**  
**Tap Dance**

3 hours lecture/lab; 54 hours total

Modern Dance is a creative movement class with an emphasis on rhythmic movements, isolated movement, free expression and improvisation. This course will introduce elemental concepts (space, time, force). Beginning: Emphasis on rhythmic movements, free expression and improvisation. Intermediate: Further improvement of modern dance techniques. Emphasis on elemental concepts (space, time, force), improvisation and compositional study. Advanced builds on the skills learned in beginning and intermediate levels. The course is repeatable for credit three times.

**CSU, UC**

**DANS 138** **1.5 UNITS**  
**Modern Dance**

3 hours lecture/lab; 54 hours total

Modern Dance is a creative movement class with an emphasis on rhythmic movements, isolated movement, free expression and improvisation. This course will introduce elemental concepts (space, time, force). Beginning: Emphasis on rhythmic movements, free expression and improvisation. Intermediate: Further improvement of modern dance techniques. Emphasis on elemental concepts (space, time, force), improvisation and compositional study. Advanced builds on the skills learned in beginning and intermediate levels. Repeatable three times for credit.

**CSU, UC**

## DIGITAL ART & DESIGN

**DART 120** **3 UNITS**  
**Introduction to Digital Art & Design**

6 hours integrated lecture/lab; 108 hours total

This course provides an introduction to visual design concepts and contemporary professional practices in digital art and design using industry-standard software including Adobe Photoshop, Illustrator and InDesign.

**CSU**

**DART 130** **3 UNITS**  
**Digital Imaging 1: Adobe Photoshop**

6 hours integrated lecture/lab; 108 hours total

This course focuses on the creation and editing of digital images using Adobe Photoshop. Students in this course will learn to fuse traditional artistic concepts with contemporary digital tools to create original art work.

**CSU**

**DART 140** **3 UNITS**  
**Drawing & Typography: Adobe Illustrator**

6 hours integrated lecture/lab; 108 hours total

This course focuses on the creation and editing of vector-based art and graphic design using Adobe Illustrator, with an emphasis on drawing and typography.

**CSU**

**DART 150** **3 UNITS**  
**Multi-page Design & Layout: InDesign**

6 hours integrated lecture/lab; 108 hours total

This course focuses on the creation of multi-page documents using Adobe InDesign. Students in this course will learn fundamental layout and design concepts while developing effective visual communication skills.

**CSU**

# ANNOUNCEMENT OF COURSES

## DART 230

3 UNITS

### Digital Imaging 2: Adobe Photoshop

6 hours integrated lecture/lab; 108 hours total

This course is a continuation of the tools, techniques and concepts covered in DART 130, with particular emphasis on the development of conceptual approaches to creating visually compelling, original artwork utilizing Adobe Photoshop.

Recommended Preparation: DART 130

CSU

## DIGITAL DESIGN GRAPHICS TECHNOLOGY

### DDGT 110

3 UNITS

#### Technical Drawing Fundamentals

2 hours lecture, 3 hours lab; 90 hours total

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; 270 hours total

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; 270 hours total

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; 54 - 162 hours total

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; 32 hours total

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; 32 hours total

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; 32 hours total

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; 32 hours total

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; 32 hours total

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; 32 hours total

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; 32 hours total

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

## DDGT 209

1 UNIT

### 3D Studio Viz Level 1

5 hours lecture, 11 hours lab; 2 weeks; 32 hours total

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

## DDGT 230

6 UNITS

### Digital Architectural Drafting & Design

3 hours lecture, 6 hours lab; 162 hours total

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 walk-throughs and fly-bys.

Recommended Preparation: DDGT 206

CSU

## DDGT 231

6 UNITS

### Architectural Design & Drafting 2

3 hours lecture, 6 hours lab; 162 hours total

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

## DDGT 240

7 UNITS

### Digital Design Graphics Technology 3

5 hours lecture, 10 hours lab; 270 hours total

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

## DDGT 241

7 UNITS

### Digital Design Graphics Technology 4

5 hours lecture, 10 hours lab; 270 hours total

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

## DDGT 298

1 - 3 UNITS

### Selected Topics in Digital Design Graphics Technology

1 - 9 hours lecture/lab; 18 - 162 hours total

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

# ANNOUNCEMENT OF COURSES

## DRAMA

### **DRAM 110** 3 UNITS

#### **Introduction to Theater (cross-listed as HUMA 170)**

3 hours lecture; 54 hours total

This course covers the major elements of theater production and theater history from the origins of drama to contemporary theater. Topics will include an introduction to basic theater terminology, theater artists and technicians, historical movements and critical perspective.

**CSU, UC**

### **DRAM 115** 3 UNITS

#### **Diversity In American Drama (cross-listed as HUMA 174)**

3 hours lecture; 54 hours total

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**

### **DRAM 120** 3 UNITS

#### **Technique of Acting**

3 hours lecture; 54 hours total

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**

1 hour lecture, 2 hours lab; 54 hours total

This interactive course is an exploration of improvisation through theater games and individual and group performance. Repeatable for credit two times.

**CSU, UC**

### **DRAM 135** 2 UNITS

#### **Professional Acting**

1 hour lecture, 2 hours lab; 54 hours total

This course provides students with a study of the fundamental skills required for gaining employment as an actor on stage and in film as well as other mediums. Course content includes audition techniques, on-camera acting skills, guidance for securing an agent, preparing photographs and resumes, and joining the entertainment unions. Repeatable once for credit.

**CSU**

### **DRAM 140** 2 UNITS

#### **Introduction to Film Production**

2 hours lecture, 2 hours lab; 72 hours total

This course is an introduction to the techniques and artistic applications for the production of film and video. Repeatable three times for credit.

**CSU, UC**

### **DRAM 150** 1 - 3 UNITS

#### **Theater Production**

1 - 3 hours lecture; 2 - 6 hours lab; 54 - 162 hours total

Theater 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 play will be rehearsed and presented. Open Entry/Open Exit. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

### **DRAM 151** 1 - 3 UNITS

#### **Touring Theater Production**

1 - 3 hours lecture, 2 - 6 hours lab; 54 - 162 hours total

Touring Theater Workshop is designed for the production of touring plays to be presented before the campus and community. Each semester the course is offered, a different play will be rehearsed and presented. Open Entry/Open Exit. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

### **DRAM 152** 1 - 3 UNITS

#### **Children's Theater Production**

1 - 3 hours lecture; 2 - 6 hours lab; 54 - 162 hours total

Children's Theater Production is designed for the production of plays to be presented for young audiences and the general community. Open Entry/Open Exit. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU**

### **DRAM 153** 1 - 3 UNITS

#### **Musical Theater Production**

1 - 3 hours lecture; 2 - 6 hours lab; 54 - 162 hours total

Musical Theater Production is designed for the rehearsal and performance of musicals to be presented before the campus and community with full music and production support. Each semester the course is offered, a different musical will be rehearsed and presented. Appropriate for all drama majors. Open Entry/Open Exit. Repeatable for credit three times.

*Limitation of Enrollment: By audition*

**CSU, UC**

## DRAM 155

1 - 3 UNITS

### Dance Theater Production

1 - 3 hours lecture; 2 - 6 hours lab; 54 - 162 hours total  
Theater Dance Production is designed for the rehearsal and performance of choreography for musicals to be presented for the campus and community with full music and production support. Open Entry/Open Exit. Repeatable for credit three times.

Limitation on Enrollment: By audition.

CSU, UC

## DRAM 160

1 - 2 UNITS

### Summer Theater Workshop

6.5 - 13 hours lab, 8 weeks; 52 - 104 hours total  
Summer Theater Workshop is designed for the production of plays to be presented before the campus and community during the summer with full production support. Open Entry/Open Exit. Repeatable for credit three times.

Limitation on Enrollment: Assignment to role in production by audition.

CSU

## DRAM 161

1 - 2 UNITS

### Summer Theater Workshop: Comedy

6.5 - 13 hours lab, 8 weeks; 52 - 104 hours total  
Summer Theater Workshop: Comedy is designed for the production of comedic plays to be presented before the campus and community during the summer with full production support. Open Entry/Open Exit. Repeatable for credit three times.

Limitation on Enrollment: By Audition

CSU, UC

## DRAM 162

1 - 2 UNITS

### Summer Theater Workshop: Drama

6.5 - 13 hours lab, 8 weeks; 52 - 104 hours total  
Summer Theater Workshop: Drama is designed for the production of dramatic plays to be presented before the campus and community during the summer with full production support. Open Entry/Open Exit. Repeatable for credit three times.

Limitation on Enrollment: By Audition.

CSU, UC

## DRAM 163

1 - 2 UNITS

### Summer Theater Production: Musical

6.5 - 13 hours lab; 8 weeks; 52 - 104 hours total  
Summer Theater Workshop: Musical is designed for the production of musicals to be presented before the campus and community during the summer with full musical and production support. Open Entry/Open Exit. Repeatable for credit three times.

Limitation on Enrollment: Assignment to role in production by audition.

CSU

## DRAM 170

1 - 3 UNITS

### Technical Theater Laboratory

3 - 9 hours lab; 54 - 162 hours total  
An introduction to the basic vocabulary, techniques, materials, and equipment of entertainment technology. Experience in working with sets, properties, costumes, lights, sound, and makeup. Appropriate for all drama majors. Repeatable for credit three times

CSU, UC

## DRAM 186

3 UNITS

### Culture & Gender in Films

(cross-listed as HUMA 186)

3 hours lecture; 54 hours total

This course covers the perspectives and contributions of diverse cultural, ethnic and gender groups to American life through the art of film. Students in this course will study films by and about African Americans, Latino Americans, Asian Americans, Native Americans, and other cultural groups such as Euro-Americans, Jewish Americans and Arab Americans. They will also analyze the representations of ethnicity, gender, sexual orientation, age, and physical and mental challenges in film.

CSU, UC

## DRAM 188

3 UNITS

### Mass Communications in American Culture

(cross-listed as HUMA 188)

3 hours lecture; 54 hours total

A study of the art of mass communication in contemporary society, focusing on the artistic, technological, economic, and human factors involved in the production of newspapers, magazines, books, recordings, radio, television, film, and new electronic media.

CSU, UC

## DRAM 189A

3 UNITS

### Film Genres: Film Noir

(cross-listed as HUMA 189A)

3 hours lecture; 54 hours total

This course offers an in-depth analysis of the film noir genre through the study of film 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

## DRAM 189B

3 UNITS

### Film Genres: Western

(cross-listed as HUMA 189B)

3 hours lecture; 54 hours total

This course covers the historical, social, and artistic development of the western film genre from 1903 to the present. Repeatable three times for credit.

CSU, UC

# ANNOUNCEMENT OF COURSES

## **DRAM 189C**

**3 UNITS**

### **Film Genres: Drama**

*(cross-listed as HUMA 189C)*

*3 hours lecture; 54 hours total*

This course covers the historical, social and artistic development of the drama film genre from the 1940s to the present. Repeatable three times for credit.

**CSU, UC**

## **DRAM 189D**

**3 UNITS**

### **Film Genres: Musical**

*(cross-listed as HUMA 189D)*

*3 hours lecture; 54 hours total*

This course covers the historical, social, and artistic development of the film musical from the 1920s to the present. Repeatable three times for credit.

**CSU, UC**

## **DRAM 190**

**3 UNITS**

### **Stagecraft: Scenery & Props**

*2 hours lecture, 4 hours lab; 108 hours total*

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**

## **DRAM 191**

**3 UNITS**

### **Stagecraft: Costume & Make-Up**

*2 hours lecture, 4 hours lab; 108 hours total*

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**

## **DRAM 199**

**1 - 3 UNITS**

### **Independent Study in Drama**

*3 - 9 hours lab; 54 - 162 hours total*

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**

## **DRAM 203**

**3 UNITS**

### **Survey & Appreciation of Film**

**(cross-listed as HUMA 185)**

*3 hours lecture; 54 hours total*

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**

## **DRAM 220**

**3 UNITS**

### **Acting Shakespeare**

*3 hours lecture; 54 hours total*

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**

## **DRAM 240**

**3 UNITS**

### **Intermediate Acting**

*3 hours lecture; 54 hours total*

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, monologues and scripted scenes from realistic and non-realistic plays. Repeatable once for credit.

*Prerequisite: DRAM 120*

**CSU, UC**

## **DRAM 244**

**3 UNITS**

### **Acting Workshop**

*1 hour lecture, 2 hours lab; 54 hours total*

The exploration and development of acting skills through exercise and performance. Letter grade only. Repeatable for credit three times.

**CSU, UC**

## **DRAM 298**

**1 - 3 UNITS**

### **Selected Topics in Drama**

*2 - 9 hours lab; 36 - 162 hours total*

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**

## EARTH SCIENCE

### EART 110

4 UNITS

#### Earth Science: Earth, Sea, and Sky

3 hours lecture, 3 hours lab; 108 hours total

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

## ECONOMICS

### ECON 100

3 UNITS

#### Economics 1

3 hours lecture; 54 hours total

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

### ECON 101

3 UNITS

#### Economics 2

3 hours lecture; 54 hours total

This course focuses on the microeconomics area emphasizing demand and supply analyses. Students in this course will examine different market structures, the impact of government intervention through laws and policies, the nature and source of wages, rents, interest and profits; and international trade.

CSU, UC

### ECON 120

3 UNITS

#### Economic History of the U.S.

3 hours lecture; 54 hours total

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

## EDUCATION

### EDUC 100

3 UNITS

#### Teaching as a Profession

2 hours lecture, 3 hours lab; 90 hours total

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, UC

## EMERGENCY MEDICAL TECHNICIAN

### EMT 90

2 UNITS

#### First Responder

2 hours lecture; 1 hour lab; 54 hours total

The First Responder course is an introductory course designed for lay persons interested in or for professionals who require First Responder training per State of California (Title 22) and U.S. Department of Transportation standards. The class will teach the basic pre-hospital care skills needed to render care at the scene of an emergency until more highly trained emergency medical personnel arrive. The course will cover such subjects as basic anatomy and body systems, lifting and moving of patients, airway management, patient assessment, medical/behavioral/trauma emergencies, terrorism awareness, and an overview of the Emergency Medical Services (EMS) system. This course prepares students to sit for the National Registry of Emergency Medical Technicians (NREMT) exam for First Responders. This class is repeatable for credit and may be taken for a letter grade only.

### EMT 95

6 UNITS

#### Emergency Medical Technician I (Basic)

5 hours lecture; 3 hours lab; 144 hours total

The Emergency Medical Technician I (Basic) course is designed to prepare students for entry level work in the Emergency Medical Services (EMS) Sector with an ambulance or other specialized service. Students in the course will learn emergency medical care at the basic life support (BLS) level. This course will prepare students to sit for the National Registry of Emergency Medical Technicians (NREMT) exam. Letter grade only. Repeatable for credit.

Prerequisites: EMT 90: First Responder and current BLS Healthcare Provider or Professional Rescuer CPR certification.

# ANNOUNCEMENT OF COURSES

## EMT 300

12 UNITS

### EMT-P (Paramedic) I

10 hours lecture; 6 hours lab; 288 hours total

The Emergency Medical Technician-P (Paramedic) I course is the first class in a two-semester course sequence that will teach pre-hospital emergency medical care at the advanced life support (ALS) level. Upon successful completion of this course, students will be eligible to enroll in EMT 301: Emergency Medical Technician-P (Paramedic) II. Course may be repeated for credit. Letter grade only.

*Prerequisites:* EMT 95: Emergency Medical Technician I (Basic) or equivalent with a "B" letter grade or better, HEOC 100: Anatomy & Physiology or equivalent with a "C" letter grade or better and admission to the NVC paramedic training program.

## EMT 301

12 UNITS

### EMT-P (Paramedic) II

10 hours lecture; 6 hours lab; 288 hours total

The Emergency Medical Technician-P (Paramedic) II course is the second class in a two-semester course sequence that will teach pre-hospital emergency medical care at the advanced life support (ALS) level. Upon successful completion of this course, students will be eligible to enroll in EMT 302: EMT-P (Paramedic) Clinical Internship. Course may be repeated for credit. Letter grade only.

*Prerequisites:* EMT 300 with a "B" letter grade or better.

## EMT 305

5 UNITS

### EMT-P (Paramedic) Clinical Internship

1 hour lecture; 11 hours lab; 216 hours total

This course provides paramedic students with direct patient care assessment and treatment experience in the clinical setting where they will be able to apply the didactic and skill set knowledge learned in EMT 300 and EMT 301. Upon successful completion of this course, the student will be eligible to enroll in EMT 307: EMT-P (Paramedic) Field Internship. Course may be repeated for credit. Pass/No Pass grading basis only.

*Prerequisites:* EMT 301 with a "B" letter grade or better.

## EMT 307

10 UNITS

### EMT-P (Paramedic) Field Internship

1 hour lecture; 26.75 hours lab; 499.5 hours total

This course provides paramedic students with direct patient care assessment and treatment experience in the field setting. Upon successful completion of this course, the student will receive a training program certificate of completion that will allow the student to sit for the paramedic National Registry of Emergency Medical Technicians (NREMT) exam. Course may be repeated for credit. Pass/No Pass grading basis only.

*Prerequisites:* EMT 305 with a "Credit" grade.

## ENGINEERING

### ENGI 110

3 UNITS

#### Introduction to Engineering

3 hours lecture; 54 hours total

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; 144 hours total

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; 108 hours total

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; 90 hours total

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; 54 hours total

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; 108 hours total

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; 90 hours total

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; 108 hours total

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

3 UNITS

### Selected Topics in Engineering

1 - 3 hours lecture, 3 - 9 hours lab; 18 - 216 hours total

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. Letter Grade Only. Repeatable three times for credit.

CSU, UC

## ENGLISH

### ENGL 12

2 - 4 UNITS

#### Beginning Reading Skills

1 - 3 hours lecture, 2 hours lab; 54 - 90 hours total

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. Pass/No Pass grading. Recommended for students scoring in Category 1 in reading. Repeatable for credit three times or until four units are earned.

### ENGL 17

2 UNITS

#### Computer Composition

4 hours lab; 72 hours total

English 17 is an integrated lab course which prepares students to write using the computer as preparation for higher level English classes. Students will learn beginning word processing and Modern Language Association formatting. In addition, students will learn to write grammatically correct sentences using rules of grammar and punctuation. This class is appropriate for students needing to develop skills necessary for higher level English classes and/or those who have scored into Category 1 of the English Placement testing. Pass/No Pass grading. Repeatable one time for credit.

Recommended Preparation: Concurrent enrollment in CISA 170A Keyboarding I, and either English 18 or English 19.

# ANNOUNCEMENT OF COURSES

## ENGL 18

### Beginning Writing

3 hours lecture; 54 hours total

English 18 is a beginning level course in paragraph writing. This class is appropriate for students needing to develop skills for ENGL 85 and above, and/or students who have scored in Category 1 of the English Placement Test. Pass/No Pass grading.

*Recommended Preparation: Concurrent enrollment in ENGL 17.*

3 UNITS

## ENGL 19

### Intermediate Writing

3 hours lecture; 54 hours total

English 19 is an intermediate course emphasizing the development of skills necessary for writing essays. This class is appropriate for students needing to develop skills for ENGL 85 and above, and/or those who have scored in Category 1 of the English Placement test. Pass/No Pass grading.

*Recommended Preparation: Concurrent enrollment in ENGL 17.*

3 UNITS

## ENGL 60

### Study and Test-taking Techniques

3 hours lecture; 54 hours total

Skills necessary for success in college: reading textbooks; taking lecture notes; studying; taking tests; managing time; and reducing test anxiety. Pass/No Pass grading. Recommended for students with a least a score in Category 2 in reading.

3 UNITS

## ENGL 84

### Supervised Writing Lab

1 - 2 hours lab; 18 - 36 hours total

English 84 is 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. Pass/No Pass grading; Open Entry/Open Exit. Repeatable for credit to a maximum of four units.

0.5 - 1 UNIT

## ENGL 85

### Basic Reading and Writing

5 hours lecture; 90 hours total

This course introduces students to beginning academic reading, writing, and research skills, 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. Pass/No Pass grading. Repeatable once for credit.

*Prerequisite: Appropriate skill level established through the English assessment process which consists of multiple measures.*

5 UNITS

## ENGL 90

### Preparing for College Reading and Writing 1

4 hours lecture; 72 hours total

English 90 is a class designed to build the students' skill level and confidence in academic reading and writing and prepare them for college level work, including research. The course emphasizes the relationship of reading, thinking, and writing, providing instruction in college-level critical reading skills, including the application of advanced reading comprehension skills, critical analysis, evaluation of college-level texts, as well as instruction in college-level essay development, including the concepts of coherence, clarity, and unity, and the correct use of grammar. A minimum of 5,000-6,000 words of writing is required.

*Prerequisite: ENGL 85 or appropriate skill level established through the English assessment process which consists of multiple measures.*

4 UNITS

## ENGL 101

### Preparing for College Reading and Writing 2

3 hours lecture; 54 hours total

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 90 with a grade of "C" or better or eligibility for ENGL 120.*

3 UNITS

CSU

## ENGL 105

### Collegiate Learning Strategies

3 hours lecture; 54 hours total

The course presents and students apply 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 note-taking; effective listening and lecture note-taking; exam preparation; test-anxiety reduction; test analysis; test-taking strategies; and individualized academic tactics for the student's academic needs and plans.

3 UNITS

CSU

## ENGL 120

3 UNITS

### Reading & Composition 1

3 hours lecture; 54 hours total

English 120 develops expository, narrative, and argumentative writing based on reading and analysis of essays and other college-level texts. The course emphasizes critical thinking and reasoned support of ideas and reinforces the connections between reading and writing. Students will also apply advanced research and documentation skills. 6,000 to 8,000 words of writing are required.

*Prerequisite: ENGL 90, 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; 54 hours total

English 121 instructs students in expository writing based on the reading of literary works from a variety of periods and genres. Texts range from drama of the Ancient Greek, Renaissance, and Modern periods; poetry from the 16th to the 21st centuries; and fiction from the 19th to 21st centuries. This course emphasizes critical analysis of texts and revision of student writing. 6,000 to 8,000 words of writing are required.

*Prerequisite: ENGL 120 with a grade of "C" or better.*

CSU, UC

## ENGL 123

3 UNITS

### Critical Thinking About Literature

3 hours lecture; 54 hours total

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: ENGL 120 with a grade of "C" or better.*

CSU, UC

## ENGL 125

3 UNITS

### Critical Thinking and Composition

3 hours lecture; 54 hours total

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; 54 - 162 hours total

A course for students wishing to pursue special literature studies not included in the regular curriculum.

CSU

## ENGL 200

3 UNITS

### Introduction to Creative Writing 1

3 hours lecture; 54 hours total

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 90 or equivalent*

CSU, UC

## ENGL 201

3 UNITS

### Introduction to Creative Writing 2

3 hours lecture; 54 hours total

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; 54 hours total

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; 54 hours total

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

# ANNOUNCEMENT OF COURSES

## ENGL 204

3 UNITS

### Poetry Workshop 2

3 hours lecture; 54 hours total

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; 54 hours total

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; 54 hours total

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 90

CSU, UC

## ENGL 210

3 UNITS

### Introduction to The Novel

3 hours lecture; 54 hours total

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

## ENGL 211

3 UNITS

### Introduction to Poetry

3 hours lecture; 54 hours total

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; 54 hours total

Survey of women writers in different periods, countries, and genres. Emphasis on authors of the 19th and 20th centuries.

Prerequisite: ENGL 90

CSU, UC

## ENGL 213

3 UNITS

### Survey of British Literature 1

3 hours lecture; 54 hours total

The course offers reading and discussion of major works of British literature from the medieval period through the eighteenth century. Students review the literature in relation to its diverse social, historical, political, religious, 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; 54 hours total

The course offers reading and discussion of major works of British literature from the nineteenth century through the present. Students review the literature in relation to its diverse social, historical, political, religious, 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; 54 hours total

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; 54 hours total

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; 54 hours total

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; 54 hours total

The course offers reading and discussion of representative Shakespearean comedies, tragedies, histories, and tragicomedies, as well as selected sonnets and other poems. Students focus on changing texts and performances of Shakespeare's plays, from the sixteenth century through the present. The course reviews the literature in relation to its diverse social, historical, political, religious, 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; 54 hours total

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; 54 hours total

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 90

CSU, UC

## ENGL 223

3 UNITS

### The Bible as Literature

3 hours lecture; 54 hours total

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; 36 - 162 hours total

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 50A

3 UNITS

#### Introduction to College ESL

3 hours lecture; 54 hours total

This is an integrated skills class, which will introduce students to college success skills and college resources while they learn and practice basic level ESL skills of listening, speaking, reading, and writing. The class is appropriate for those at or slightly below the 52, 54, 55 level.

*Recommended Preparation:* Appropriate score on ESL placement test.

### ESL 52

5 UNITS

#### Grammar/Writing 1

5 hours lecture; 90 hours total

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; 54 hours total

ESL 54 is the reading and discussion 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. Pass/No Pass grading.

*Recommended Preparation:* Appropriate score on the ESL placement test.

### ESL 55

3 UNITS

#### Oral Communication 1

3 hours lecture; 54 hours total

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.

# ANNOUNCEMENT OF COURSES

## ESL 60

5 UNITS

### Grammar/Writing 2

5 hours lecture; 90 hours total

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; 54 hours total

ESL 64 is the reading component of the second full level of the ESL Program. Students will build on basic reading and vocabulary skills from ESL 52, 54, and 55 and improve reading 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. Pass/No Pass grading.

*Recommended Preparation:* ESL 52, 54 and 55 or appropriate score on ESL placement test.

*Recommended Concurrently:* ESL 60 and ESL 66

## ESL 66

3 UNITS

### Oral Communication 2

3 hours lecture; 54 hours total

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; 54 hours total

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.

## ESL 72

3 UNITS

### Writing 3

3 hours lecture; 54 hours total

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; 54 hours total

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; 54 hours total

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; 54 hours total

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; 54 hours total

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 various texts including fiction, nonfiction, and textbooks. Skill development areas include note taking, summarizing, vocabulary development, and library research.

*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; 54 hours total

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; 54 hours total

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 ENGL 85, or an appropriate score on the ESL or English placement test.*

CSU

## ESL 110

3 UNITS

### WRITING 5

3 hours lecture; 54 hours total

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, UC

## ENVIRONMENTAL SCIENCE

### ENVS 115

3 UNITS

#### Energy, the Environment & Sustainability

3 hours lecture; 54 hours total

This course is a study of human civilizations and their impact on global environmental systems. Environmental world views (ethics), past and present, of the various cultural, ethnic, gender and socioeconomic groups will be explored.

CSU, UC

## ENVIRONMENTAL TECHNOLOGY

### ENVT 199

1 - 3 UNITS

#### Independent Studies in Environmental Technology

3 - 9 hours lab; 54 - 162 hours total

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; 18 - 162 hours total

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; 18 hours total

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

### FREN 120

5 UNITS

#### First Semester French

5 hours lecture; 90 hours total

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.

CSU, UC

### FREN 121

5 UNITS

#### Second Semester French

5 hours lecture; 90 hours total

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 130

3 UNITS

#### First Semester Spoken French

3 hours lecture; 54 hours total

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

# ANNOUNCEMENT OF COURSES

## **FREN 131** **3 UNITS**

### **Second Semester Spoken French**

3 hours lecture; 54 hours total

Continuation of FREN 130 with a more advance study of grammatical structures, non-literary materials — including correspondence, communications, travel tourism and terminology.

*Recommended Preparation: FREN 130 or its equivalent*

**CSU**

## **FREN 199** **1 - 3 UNITS**

### **Independent Study In French**

3 - 9 hours lab; 54 - 162 hours total

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**

## **FREN 240** **5 UNITS**

### **Third Semester French**

5 hours lecture; 90 hours total

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; 90 hours total

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 260** **3 UNITS**

### **Third Semester Spoken French**

3 hours lecture; 54 hours total

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.

*Recommended Preparation: FREN 131 or equivalent.*

**CSU**

## **FREN 261** **3 UNITS**

### **Fourth Semester Spoken French**

3 hours lecture; 54 hours total

Advanced listening and speaking skills with emphasis on extemporaneous conversations, cultural studies, grammar review and letter writing.

*Recommended Preparation: FREN 260*

**CSU**

## **FREN 298** **1 - 3 UNITS**

### **Selected Topics In French**

9 hours lab; 162 hours total

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**

## **GEOGRAPHY**

## **GEOG 101** **3 UNITS**

### **World Regional Geography**

3 hours lecture; 54 hours total

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; 54 hours total

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; 54 hours total

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; 54 hours total*

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; 108 hours total*

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, UC**

## **GEOG 121**

**4 UNITS**

### **Geographic Information Systems & Science 2**

*3 hours lecture, 3 hours lab; 108 hours total*

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 130**

**3 UNITS**

### **Introduction to Satellite Based (GPS) Data Collection Methods**

*3 hours lecture; 54 hours total*

This course will describe principles and applications of control surveys, coordinate systems, and global positioning systems including concepts and practice of navigation, location, data collection, processing and adjustment.

**CSU**

## **GEOG 131**

**4 UNITS**

### **Advanced Satellite Based Field Data Collection Methods**

*3 hours lecture; 3 hours lab; 108 hours total*

This course provides advanced training for students interested in a more rigorous grounding in field data collection methods using high-precision GPS measurement devices. Students will learn basic data collection and post processing methods employed in land surveying and civil engineering professions. Field data will be prepared for integration with a GIS project.

*Recommended Preparation: GEOG 130*

**CSU**

## **GEOG 298**

**1 - 3 UNITS**

### **Selected Topics in Geography**

*3 - 9 hours lecture/lab; 54 - 162 hours total*

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**

## **GEOG 300**

**1 UNIT**

### **Geographic Information Systems**

*8 hours lecture, 8 hours lab; 1 week; 16 hours total*

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.

## **GEOLOGY**

### **GEOL 110**

**3 UNITS**

#### **Physical Geology**

*3 hours lecture; 54 hours total*

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**

### **GEOL 111**

**1 UNIT**

#### **Physical Geology Laboratory**

*3 hours lab; 54 hours total*

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**

# ANNOUNCEMENT OF COURSES

## GEOL 112

3 UNITS

### Fossils, Time, and Earth History

3 hours lecture; 54 hours total

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

## GEOL 116

2 UNITS

### Geology Hazards and Humanity

2 hours lecture; 36 hours total

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

## GEOL 190

0.5 - 3 UNITS

### Special Field Trip in Geology & Natural History

1 hour lecture, 2 hours lab; 2 weeks; 6 hours total

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

## GEOL 199

1 - 3 UNITS

### Independent Studies in Geology

3 - 9 hours lab; 54 - 162 hours total

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

## GEOL 298

1 - 3 UNITS

### Selected Topics in Geology

9 - 16 hours lab; 162 - 288 hours total

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

## HEALTH

### HELH 100

3 UNITS

#### Community First Aid & Safety

3 hours lecture; 54 hours total

Student will learn how to administer appropriate First Aid and CPR in emergency conditions. They will also learn how to call for help, to keep someone alive, to reduce pain and to minimize the consequences of injury or sudden illness until professional medical help arrives. American Red Cross CPR and First Aid certificates will be issued to those satisfactorily completing the course.

CSU, UC

### HELH 106

3 UNITS

#### Personal & Community Health

3 hours lecture; 54 hours total

This course provides an overview of the personal and social aspects of health, while analyzing the interaction and effects of behavioral, environmental, social, spiritual, occupational, and physical factors. Students will apply the basic principles of wellness and health to develop an informed, personal approach to mental and physical health.

CSU, UC

### HELH 109

3 UNITS

#### Sports Nutrition & Weight Management

3 hours lecture; 54 hours total

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 hours lecture; 54 hours total

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

1 - 3 hours lecture; 18 - 54 hours total

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; 72 - 216 hours total  
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 95 1 UNIT

#### Introduction to Health Careers (cross-listed as COUN 95)

3 hours lecture; 6 weeks; 18 hours total  
The course will introduce students to a variety of health occupations and help students explore which occupation would be a good fit for them. The course will include: self assessments of interests, skills, abilities, values, and personality style. It will allow for research of the world of work in the health care setting. Students will learn about the specific job skills needed, work environments, educational preparation, and industry trends.

### HEOC 100 3 UNITS

#### Basic Anatomy & Physiology

3 hours lecture; 54 hours total  
Lecture course in anatomy and physiology. Required for Vocational Nursing and Psychiatric Technician Programs.  
CSU

### HEOC 101 3 UNITS

#### Pharmacology

3 hours lecture; 54 hours total  
Pharmacology 101 introduces students to the general principles and application of pharmacology. Topics include drug classifications, indications, side effects and interactions. Drug dosage calculations will be reviewed. This course is a prerequisite for the Vocational Nursing and Psychiatric Technician programs. Letter Grade Only.  
CSU

### HEOC 171 3 UNITS

#### Medical Terminology

3 hours lecture; 54 hours total  
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; 36 hours total  
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 199 1 - 3 UNITS

#### Independent Study in Health Occupations

3 - 9 hours lab; 54 - 162 hours total  
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 298 1 - 18 UNITS

#### Selected Topics in Health Occupations

1 - 14 hours lecture; 18 - 252 hours total  
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 364 1.5 UNITS

#### Emergency Medical Technician Refresher

1 - 5 hours lecture/lab; 90 hours total  
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; 54 hours total  
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.

# ANNOUNCEMENT OF COURSES

## HEOC 372

2 UNITS

### Intravenous Therapy

2 hours lecture, 1 hour lab; 54 hours total

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

## HEOC 376

0.5 - 1 UNIT

### Skills Assessment

3 - 6 hours lab; 54 - 108 hours total

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.

## HISTORY

### HIST 120

3 UNITS

#### United States History 1

3 hours lecture; 54 hours total

A 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 90

CSU, UC

### HIST 121

3 UNITS

#### United States History 2

3 hours lecture; 54 hours total

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 90

CSU, UC

### HIST 122

3 UNITS

#### World Civilization 1

3 hours lecture; 54 hours total

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 90

CSU, UC

### HIST 123

3 UNITS

#### World Civilization 2

3 hours lecture; 54 hours total

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

### HIST 135

3 UNITS

#### Modern Asian History

3 hours lecture; 54 hours total

An introduction to Modern East Asian history with special attention to development of modern China and Japan.

CSU, UC

### HIST 140

3 UNITS

#### Modern Latin America

3 hours lecture; 54 hours total

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

### HIST 142

3 UNITS

#### History of Mexico

3 hours lecture; 54 hours total

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

### HIST 145

3 UNITS

#### California History

3 hours lecture; 54 hours total

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

## HIST 150

3 UNITS

### History of American Women 1600-1900

3 hours lecture; 54 hours total

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 90

CSU, UC

## HIST 152

3 UNITS

### Women in Twentieth Century America

3 hours lecture; 54 hours total

The political, economic and cultural experiences of women of the United States from the late 19th to the 20th centuries, including 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 90

CSU, UC

## HIST 153

3 UNITS

### Napa Community History

3 hours lecture; 54 hours total

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; 54 - 162 hours total

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; 162 hours total

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

## HOSPITALITY

### HOSP 120

3 UNITS

#### Introduction to Hospitality Management

3 hours lecture; 54 hours total

Introduction to Hospitality Management is a beginning course that is designed to present an overview of the hospitality industry with all its segments. This overview will include lodging, restaurants, food and beverage, tourism and recreation, and other operational areas of the Hospitality Industry.

CSU

### HOSP 122

3 UNITS

#### Principles of Hotel Administration

3 hours lecture; 54 hours total

Principles of Hotel Administration will provide a history and structure of the lodging industry. Students will be introduced to the fundamentals of managing and effectively supervising lodging and hotel operations.

CSU

### HOSP 123

3 UNITS

#### Hospitality & Tourism Management Sales

3 hours lecture; 54 hours total

This course will examine the history and structure of selling in the hospitality and tourism industries, and it will also educate and train prospective sales managers in a variety of hospitality settings.

CSU

### HOSP 124

3 UNITS

#### Hospitality Law

3 hours lecture; 54 hours total

This course will provide industry-specific legal fundamentals to students and practicing professionals in the hospitality, travel, and tourism industries. This course will focus on developing the critical skills needed to anticipate and reduce potential liability in hospitality establishments.

CSU

### HOSP 125

3 UNITS

#### Food, Beverage & Restaurant Management

3 hours lecture; 54 hours total

This course offers instruction, core competencies, and support activities for students who desire to become professionals in preparing to begin or advance their careers in the restaurant, hospitality, and foodservice industries.

CSU

# ANNOUNCEMENT OF COURSES

## HUMANITIES

### **HUMA 100** 3 UNITS

#### **American Mind 1**

*3 hours lecture; 54 hours total*

This course is a critical examination of key philosophical, religious, artistic, scientific, economic and political ideas that have shaped American society from the Native-American and European-American migration and settlement to the late 1800's. Students in this course will analyze diverse and conflicting arguments on the American experience with particular attention given to the influence that Native-Americans, African-Americans, Asian-Americans, and Irish-Americans have had on the development of American culture.

*Recommended Preparation: Completion of ENGL 90*

**CSU, UC**

### **HUMA 101** 3 UNITS

#### **American Mind 2**

*3 hours lecture; 54 hours total*

This course is a critical examination of key philosophical, religious, scientific, economic and political ideas that have shaped American society from the mid-1800's to the present. Students in this course will analyze diverse and conflicting arguments on the American experience with particular attention given to the experiences of Native-Americans, African-Americans, Chicana(o)/Latina(o)-Americans, Filipina(o)-Americans, and women of various cultural backgrounds.

*Recommended Preparation: Completion of ENGL 90*

**CSU, UC**

### **HUMA 104** 3 UNITS

#### **Comparative Religion**

*3 hours lecture; 54 hours total*

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; 54 hours total*

The history, geography, literature, art, architecture, music and scientific achievements of the Spanish speaking nations from the colonial period to the present.

**CSU, UC**

### **HUMA 151** 3 UNITS

#### **Women's Ethnic Heritage**

*3 hours lecture; 54 hours total*

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**

### **HUMA 160** 3 UNITS

#### **Filipina(o)-American Heritage**

*3 hours lecture; 54 hours total*

This course explores Filipina(o)-American heritage, drawing upon the complexities of its indigenous history to educate and to enrich the identity of Filipina(o)-Americans today. The experiences, perspectives, and contributions of Filipina(o)-Americans, across gender, religion, class, and sexual orientation lines, will be discussed. Emphasis will be placed on the resistance to colonization, including the resilience of Filipino culture that has endured various waves of oppression.

**CSU, UC**

### **HUMA 170** 3 UNITS

#### **Introduction to Theater (cross-listed as DRAM 110)**

*3 hours lecture; 54 hours total*

This course covers the major elements of theater production and theater history from the origins of drama to contemporary theater. Topics will include an introduction to basic theater terminology, theater artists and technicians, historical movements and critical perspective.

**CSU, UC**

### **HUMA 174** 3 UNITS

#### **Diversity In American Drama (cross-listed as DRAM 115)**

*3 hours lecture; 54 hours total*

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**

## HUMA 175

3 UNITS

### Survey & Appreciation Of Music (cross-listed as MUSI 112)

3 hours lecture; 54 hours total

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

## HUMA 180

3 UNITS

### Survey & History of Jazz (cross-listed as MUSI 114)

3 hours lecture; 54 hours total

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

## HUMA 185

3 UNITS

### Survey & Appreciation of Film (cross-listed as DRAM 203)

3 hours lecture; 54 hours total

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

## HUMA 186

3 UNITS

### Culture & Gender in Films (cross-listed as DRAM 186)

3 hours lecture; 54 hours total

This course covers the perspectives and contributions of diverse cultural, ethnic and gender groups to American life through the art of film. Students in this course will study films by and about African Americans, Latino Americans, Asian Americans, Native Americans, and other cultural groups such as Euro-Americans, Jewish Americans and Arab Americans. They will also analyze the representations of ethnicity, gender, sexual orientation, age, physical and mental challenges in film.

CSU, UC

## HUMA 188

3 UNITS

### Mass Communications in American Culture (cross-listed as DRAM 188)

3 hours lecture; 54 hours total

A study of the art of mass communication in contemporary society, focusing on the artistic, technological, economic, and human factors involved in the production of newspapers, magazines, books, recordings, radio, television, film, and new electronic media.

CSU, UC

## HUMA 189A

3 UNITS

### Film Genres: Film Noir

(cross-listed as DRAM 189A)

3 hours lecture; 54 hours total

This course offers an in-depth analysis of the film noir genre through the study of film 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

## HUMA 189B

3 UNITS

### Film Genres: Western

(cross-listed as DRAM 189B)

3 hours lecture; 54 hours total

This course covers the historical, social, and artistic development of the western film genre from 1903 to the present. Repeatable three times for credit.

CSU, UC

## HUMA 189C

3 UNITS

### Film Genres: Drama

(cross-listed as DRAM 189C)

3 hours lecture; 54 hours total

This course covers the historical, social and artistic development of the drama film genre from the 1940s to the present. Repeatable three times for credit.

CSU, UC

## HUMA 189D

3 UNITS

### Film Genres: Musical

(cross-listed as DRAM 189D)

3 hours lecture; 54 hours total

This course covers the historical, social, and artistic development of the film musical from the 1920s to the present. Repeatable three times for credit.

CSU, UC

# ANNOUNCEMENT OF COURSES

## HUMA 199

### Independent Study In Humanities

9 hours lab; 162 hours total

Independent study for students interested in specialized reading, research and/or special projects in humanities.

CSU

1 - 3 UNITS

## HUMA 298

### Selected Topics in Humanities

3 - 9 hours lab; 54 - 162 hours total

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

1 - 3 UNITS

## ITALIAN

### ITAL 120

#### First Semester Italian

5 hours lecture; 90 hours total

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.

CSU, UC

5 UNITS

### ITAL 121

#### Second Semester Italian

5 hours lecture; 90 hours total

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

5 UNITS

### ITAL 130

#### First Semester Spoken Italian

3 hours lecture; 54 hours total

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

3 UNITS

### ITAL 131

#### Second Semester Spoken Italian

3 hours lecture; 54 hours total

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

3 UNITS

## ITAL 199

### Independent Study In Italian

3 - 9 hours lab; 54 - 162 hours total

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

1 - 3 UNITS

## ITAL 240

### Third Semester Italian

5 hours lecture; 90 hours total

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

5 UNITS

## ITAL 298

### Selected Topics in Italian

3 - 9 hours lecture; 54 - 162 hours total

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

1 - 3 UNITS

## LEARNING SKILLS

### LRNS 10

#### Differential Learning Diagnosis

1 hour lab; 18 hours total

Through diagnostic assessment, observation, and assignments, students are made aware of their strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimal. Permission of instructor is required prior to enrollment. Pass/No Pass grading system. Repeatable for credit 3 times.

0.5 UNIT



## MACHINE TOOL TECHNOLOGY

### MACH 100

3 UNITS

#### Machine Shop Practice

2 hours lecture, 3 hours lab; 90 hours total

This is a basic course in machine tool technology that satisfies the degree requirement for welding and DDGT. This course develops skills in the use of precision measuring instruments and provides students with an overview of the operations of the lathe, drill press, vertical milling machine, horizontal milling machine, surface grinder and computer numerical controlled (CNC) machines. Repeatable once for credit.

CSU

### MACH 110

7 UNITS

#### Machine Technology 1

3 hours lecture, 12 hours lab; 270 hours total

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. Repeatable twice for credit.

CSU

### MACH 111

7 UNITS

#### Machine Technology 2

3 hours lecture, 12 hours lab; 270 hours total

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. Repeatable twice for credit.

*Prerequisite:* MACH 110 or equivalent course work.

CSU

### MACH 120

4 UNITS

#### Machine Tool Fundamentals

3 hours lecture, 3 hours lab; 108 hours total

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. Repeatable once for credit.

CSU

### MACH 121

3 UNITS

#### Machine Tools Fundamentals Lab

9 hours lab; 162 hours total

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. Repeatable once for credit.

*Prerequisite:* MACH 120

CSU

### MACH 130

3.5 UNITS

#### Machine Technology 1A

1.5 hours lecture, 6 hours lab; 135 hours total

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). Repeatable once for credit.

CSU

### MACH 131

3.5 UNITS

#### Machine Technology 1B

1.5 hours lecture, 6 hours lab; 135 hours total

The second half of 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). Repeatable once for credit.

*Prerequisite:* MACH 130

CSU

### MACH 132

3.5 UNITS

#### Machine Technology 2A

1.5 hours lecture, 7.5 hours lab; 162 hours total

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. Repeatable once for credit.

*Prerequisite:* MACH 131

CSU

# ANNOUNCEMENT OF COURSES

## **MACH 133**

**3.5 UNITS**

### **Machine Technology 2B**

*1.5 hours lecture, 6 hours lab; 135 hours total*

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. Repeatable once for credit.

*Prerequisite: MACH 132*

**CSU**

## **MACH 199**

**1 - 3 UNITS**

### **Independent Study/Machine**

*9 hours lab; 162 hours total*

An opportunity for students to experiment, study, or develop new ideas. Material not offered in regular courses.

**CSU**

## **MACH 210**

**7 UNITS**

### **Machine Technology 3**

*3 hours lecture, 12 hours lab; 270 hours total*

An advanced course in the machine tool technology degree program. This course emphasizes 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. Repeatable twice for credit.

*Prerequisite: MACH 111*

**CSU**

## **MACH 211**

**7 UNITS**

### **Machine Technology 4**

*3 hours lecture, 12 hours lab; 270 hours total*

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. Repeatable twice for credit.

*Prerequisites: MACH 210 and TECH 107 or equivalent.*

**CSU**

## **MACH 230**

**3.5 UNITS**

### **Machine Technology 3A**

*1.5 hours lecture, 6 hours lab; 135 hours total*

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. Repeatable once for credit.

*Prerequisite: MACH 133*

**CSU**

## **MACH 231**

**3.5 UNITS**

### **Machine Technology 3B**

*1.5 hours lecture, 6 hours lab; 135 hours total*

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. Repeatable once for credit.

*Prerequisite: MACH 230*

**CSU**

## **MACH 232**

**3.5 UNITS**

### **Machine Technology 4A**

*1.5 hours lecture, 6 hours lab; 135 hours total*

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. Repeatable once for credit.

*Prerequisite: MACH 231*

*Recommended Preparation: TECH 107*

**CSU**

## **MACH 233**

**3.5 UNITS**

### **Machine Technology 4B**

*1.5 hours lecture, 6 hours lab; 135 hours total*

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. Repeatable once for credit.

*Prerequisites: MACH 232*

**CSU**

## **MACH 250**

**3 UNITS**

### **CNC Programming & Operation 1**

*2.5 hours lecture, 2.5 hours lab; 90 hours total*

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. Repeatable once for credit.

*Recommended Preparation: MACH 100, MACH 110, or equivalent or current employment as a machinist.*

**CSU**

## MATHEMATICS

### MATH 10

1 - 3 UNITS

#### Basic Mathematics

0.5-1.5 hours lecture, 1.5-4.5 hours lab; 36-108 hours total

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. Variable unit; Pass/No Pass grading; Open Entry/Open Exit. Repeatable for credit until 6 modules are completed, or until taken four times.

### MATH 55

3 UNITS

#### Pre Algebra

3 hours lecture; 54 hours total

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. Letter Grade Only.

### MATH 90

5 UNITS

#### Beginning Algebra

5 hours lecture; 90 hours total

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 equivalent, or qualification through the assessment process*

### MATH 91

0.5 UNIT

#### Elementary Algebra Computer/Tutorial Lab

2 hours lab; 36 hours total

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. Pass/No Pass Grading. Repeatable once for credit.

*Recommended Preparation: MATH 90, 96 or 97*

### MATH 94

5 UNITS

#### Intermediate Algebra

5 hours lecture; 90 hours total

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*

### MATH 95

0.5 UNIT

#### Intermediate Algebra Computer/Tutorial

2 hours lab; 36 hours total

A lab supplement to MATH 94. Computer-assisted instruction and tutorial. Coordinated with instruction in MATH 94. Pass/No Pass Grading.

### MATH 96

3 UNITS

#### Beginning Algebra, Part A

3 hours lecture; 54 hours total

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 or assessment test*

### MATH 97

3 UNITS

#### Beginning Algebra, Part B

3 hours lecture; 54 hours total

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*

# ANNOUNCEMENT OF COURSES

## **MATH 98**

**3 UNITS**

### **Intermediate Algebra, Part A**

*3 hours lecture; 54 hours total*

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.*

## **MATH 99**

**3 UNITS**

### **Intermediate Algebra, Part B**

*3 hours lecture; 54 hours total*

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.*

## **MATH 106**

**5 UNITS**

### **Pre-Calculus: Elementary Functions**

*5 hours lecture; 90 hours total*

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. Letter Grade Only.

Prerequisite: *MATH 94 or equivalent.*

**CSU, UC**

## **MATH 108**

**3 UNITS**

### **Trigonometry**

*3 hours lecture; 54 hours total*

A study of the trigonometric functions, their graphs, identities, inverse trig functions, and the laws of sines and cosines. Graphing calculator is required. Letter Grade Only.

Prerequisite: *MATH 106 or equivalent.*

**CSU**

## **MATH 115**

**5 UNITS**

### **Applied Calculus**

*5 hours lecture; 90 hours total*

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. Letter Grade Only.

Prerequisite: *MATH 106*

**CSU, UC**

## **MATH 120**

**4 UNITS**

### **Calculus 1**

*5 hours lecture; 90 hours total*

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.

Prerequisite: *MATH 108*

**CSU, UC**

## **MATH 121**

**4 UNITS**

### **Calculus 2**

*5 hours lecture; 90 hours total*

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.

Prerequisite: *MATH 120*

**CSU, UC**

## **MATH 199**

**1 - 5 UNITS**

### **Independent Study in Mathematics**

*3 - 15 hours lecture; 54 - 270 hours total*

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. Pass/No Pass Grading.

**CSU, UC**

## **MATH 220**

**3 UNITS**

### **Calculus 3: Linear Algebra**

*3 hours lecture; 54 hours total*

This is an introductory course in linear algebra and matrix algebra. It includes problem solving applications in linear systems, vector spaces, and linear transformations. The course uses traditional manual techniques and technological methods. It may be taken concurrently with multi-variable calculus or differential equations. Computer Algebra System software is required. Letter Grade Only.

*Prerequisite: MATH 121 or equivalent.*

**CSU, UC**

## **MATH 221**

**3 UNITS**

### **Calculus 4**

*3 hours lecture; 54 hours total*

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.

*Prerequisite: MATH 121*

**CSU, UC**

## **MATH 222**

**3 UNITS**

### **Calculus 5: Differential Equations**

*3 hours lecture; 54 hours total*

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.

*Prerequisite: MATH 221*

**CSU, UC**

## **MATH 232**

**3 UNITS**

### **Statistics**

*3 hours lecture; 54 hours total*

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.

*Prerequisite: MATH 94 or equivalent.*

**CSU, UC**

## **MATH 235**

**3 UNITS**

### **Finite Mathematics**

*3 hours lecture; 54 hours total*

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. Letter Grade Only.

*Prerequisite: MATH 94 or equivalent.*

**CSU, UC**

## **MATH 298**

**3 UNITS**

### **Selected Topics in Mathematics**

*1 - 3 hours lecture, 3 - 9 hours lab; 18 - 162 hours total*

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. Letter Grade Only

**CSU, UC**

## **MUSIC**

### **MUSI 110**

**3 UNITS**

#### **Fundamentals of Music**

*3 hours lecture; 54 hours total*

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; 54 hours total*

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**

# ANNOUNCEMENT OF COURSES

- MUSI 114** **3 UNITS**  
**Survey & History of Jazz**  
(cross-listed as HUMA 180)  
*3 hours lecture; 54 hours total*  
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; 36 hours total*  
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; 54 hours total*  
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; 54 hours total*  
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; 54 hours total*  
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; 36 hours total*  
This course teaches the basic concepts of singing: breath management, body alignment, pitch, rhythm, and confidence in vocal performance. For voice and musical theater majors and minors, education majors, early childhood majors and for those wishing to improve their vocal performance. Repeatable once for credit.  
**CSU, UC**
- MUSI 132** **2 UNITS**  
**Commercial Voice**  
*2 hours lecture; 36 hours total*  
This course focuses on solo vocal performance with emphasis on healthy principles of vocal production, contemporary commercial vocal style, and audience communication of text. The class is presented in a lecture/seminar environment. Repeatable three times for credit.  
*Recommended Preparation: MUSI 130*  
**CSU**
- MUSI 133** **2 UNITS**  
**Musical Theater Voice**  
*2 hours lecture; 36 hours total*  
This course focuses on the musical theater repertoire and style of presentation with emphasis on healthy principles of vocal production. The course is presented in a lecture/seminar environment. Subsequent semesters will focus on expanding music selection with increased difficulty and alternating solo and ensemble performance. Repeatable three times for credit.  
*Recommended Preparation: MUSI 130*  
**CSU, UC**
- MUSI 134** **3 UNITS**  
**Lyric Diction For Singers**  
*3 hours lecture; 54 hours total*  
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 three times for credit.  
**CSU, UC**

<p><b>MUSI 135</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Beginning Piano 1</b>  <i>2 hours lecture; 36 hours total</i>                      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 160</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>College Chorale</b>  <i>1 hour lecture, 2 hours lab; 54 hours total</i>                      A choral group, composed of male and female voices, that rehearses and performs music from the traditional choral literature dating from medieval through contemporary musical periods. Concerts are performed on and off campus. Repeatable for credit three times.  <i>Limitation on Enrollment: By Audition</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>  <i>1 hour lecture, 3 hours lab; 6 weeks; 24 hours total</i>                      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 161</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Vocal Ensemble</b>  <i>1 hour lecture, 2 hours lab; 54 hours total</i>                      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. Repeatable for credit three times.  <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>  <i>2 hours lecture; 36 hours total</i>                      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 162</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Gospel Choir</b>  <i>1 hour lecture, 2 hours lab; 54 hours total</i>                      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</b></p>
<p><b>MUSI 150</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Beginning Percussion Instruments</b>  <i>2 hours lecture; 36 hours total</i>                      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 164</b> <span style="float: right;"><b>0.5 UNIT</b></span>  <b>Ensemble Movement</b>  <i>2 hours lab; 36 hours total</i>                      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.  <i>Limitation on Enrollment: Assignment to dance role subject to audition</i>  <b>CSU, UC</b></p>
<p><b>MUSI 155</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Beginning String Instruments</b>  <i>2 hours lecture; 36 hours total</i>                      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 165</b> <span style="float: right;"><b>1 - 3 UNITS</b></span>  <b>International Vocal Performance</b>  <i>1 - 3 hours lecture, 2 - 6 hours lab; 54 - 162 hours total</i>                      This choral/vocal group rehearses and performs music from the traditional choral/vocal repertoire at international sites. The student also studies and performs the music of various composers representing particular cultures, genres and musical periods, which vary with course offerings. Repeatable for credit three times.  <i>Limitation on Enrollment: By audition</i>  <b>CSU, UC</b></p>

# ANNOUNCEMENT OF COURSES

## MUSI 166

1 UNIT

### Women's Chorale

1 hour lecture, 2 hours lab; 54 hours total

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 Theater Performance

1 - 3 hours lecture, 2 - 6 hours lab; 54 - 162 hours total

Musical Repertory Performance is designed for the performance of musicals to be presented before the campus and community with full production and dance support. This course is appropriate for all music and drama majors. Open Entry/Open Exit. 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; 48 - 108 hours total

Musical Revue Workshop is designed for the production of musical revues to be presented before the campus and community with full technical support. Open Entry/Open Exit. 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; 72 hours total

A rehearsal, lecture and performance laboratory for strings or flexibly composed ensembles. Repeatable for credit three times.

Limitation on Enrollment: By audition

CSU, UC

## MUSI 176

1 UNIT

### Repertory Orchestra

1 hour lecture, 3 hours lab; 72 hours total

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; 72 hours total

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; 72 hours total

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; 27 - 54 hours total

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; 27 - 54 hours total

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; 54 hours total

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



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|--|---|
| <p><b>MUSI 199</b> <span style="float: right;"><b>1 - 3 UNITS</b></span><br/> <b>Independent Study in Music</b><br/> <i>3 - 9 hours lab; 54 - 162 hours total</i><br/>                     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.<br/> <b>CSU</b></p>   | <p><b>MUSI 232</b> <span style="float: right;"><b>2 UNITS</b></span><br/> <b>Advanced Voice</b><br/> <i>2 hours lecture; 36 hours total</i><br/>                     This course focuses on solo vocal performance with emphasis on expanding the vocal range, tonal quality and flexibility of voice using advanced art song, opera, and/or oratorio repertoire, including two languages other than English. Presented in a lecture/seminar environment. Recital performance is required for all students. Repeatable once for credit.<br/> <i>Recommended Preparation: MUSI 230</i><br/> <b>CSU, UC</b></p> |
| <p><b>MUSI 201</b> <span style="float: right;"><b>3 UNITS</b></span><br/> <b>Summer Orchestra</b><br/> <i>1 hour lecture 4 hours lab; 11 weeks; 55 hours total</i><br/>                     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.<br/> <i>Limitation on Enrollment: By audition</i><br/> <b>CSU, UC</b></p>  | <p><b>MUSI 235</b> <span style="float: right;"><b>2 UNITS</b></span><br/> <b>Intermediate Piano</b><br/> <i>2 hours lecture; 36 hours total</i><br/>                     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.<br/> <i>Recommended Preparation: MUSI 135</i><br/> <b>CSU, UC</b></p>  |
| <p><b>MUSI 221</b> <span style="float: right;"><b>3 UNITS</b></span><br/> <b>Music Theory 3</b><br/> <i>3 hours lecture; 54 hours total</i><br/>                     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.<br/> <i>Recommended Preparation: MUSI 122</i><br/> <b>CSU, UC</b></p>   | <p><b>MUSI 240</b> <span style="float: right;"><b>2 UNITS</b></span><br/> <b>Intermediate Guitar</b><br/> <i>2 hours lecture; 36 hours total</i><br/>                     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.<br/> <i>Prerequisite: MUSI 140 or equivalent. Ability to read simple music and play basic chords.</i><br/> <b>CSU, UC</b></p>   |
| <p><b>MUSI 222</b> <span style="float: right;"><b>3 UNITS</b></span><br/> <b>Music Theory 4</b><br/> <i>3 hours lecture; 54 hours total</i><br/>                     Analysis, composition, counterpoint introductions, and 19th and 20th century harmonic devices. A major composition is required.<br/> <i>Recommended Preparation: MUSI 221</i><br/> <b>CSU, UC</b></p>   | <p><b>MUSI 260</b> <span style="float: right;"><b>1 UNIT</b></span><br/> <b>Vocal Performance Seminar</b><br/> <i>1 hour lecture; 2 hours lab; 54 hours total</i><br/>                     This choral/vocal group rehearses and performs music from the traditional and contemporary repertoire. The student will study and perform music of increased difficulty in flexible performance situations and locations on-campus and off-campus North Bay locations. Repeatable three times for credit.<br/> <i>Limitation on Enrollment: By Audition</i><br/> <b>CSU, UC</b></p>                                |
| <p><b>MUSI 230</b> <span style="float: right;"><b>2 UNITS</b></span><br/> <b>Intermediate Voice</b><br/> <i>2 hours lecture; 36 hours total</i><br/>                     This course focuses on solo vocal performance with emphasis on healthy principles of vocal production, expanded range, tonal quality, and performance techniques, using art song literature including English and languages other than English. Presented in a lecture/seminar environment. Recital performance is suggested for all students. Repeatable three times for credit.<br/> <i>Recommended preparation: MUSI 130</i><br/> <b>CSU, UC</b></p> | <p><b>MUSI 280</b> <span style="float: right;"><b>1 UNIT</b></span><br/> <b>Instrumental Performance Seminar</b><br/> <i>1 hour lecture; 2 hours lab; 54 hours total</i><br/>                     This instrumental group rehearses and performs music from the traditional and contemporary repertoire. The student will prepare and perform music of increased difficulty in flexible performance situations. Repeatable three times for credit.<br/> <i>Limitation on Enrollment: By Audition</i><br/> <b>CSU, UC</b></p>  |

# ANNOUNCEMENT OF COURSES

## MUSI 298

0.5 - 3 UNITS

### 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

## NURSING

### NURS 100

1 - 2 UNITS

#### Nursing Skills

6 hours lab; 108 hours total

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 131

13 UNITS

#### Vocational Nursing 1

7 hours lecture, 18 hours lab; 450 hours total

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; 468 hours total

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 141

7 UNITS

#### Introduction to Nursing

6 hours lecture, 15 hours lab; 12 weeks; 240 hours total

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; 126 hours total

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; 189 hours total

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; 189 hours total  
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 233

13 UNITS

### Vocational Nursing 3

7 hours lecture, 18 hours lab; 450 hours total

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

## NURS 245

1.5 - 2 UNITS

### Nursing Transition

4.5-6 hours lecture, 13.5-18 hours lab; 4 weeks, 63 hours  
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: 2 units for A.S. Degree in Nursing and 1.5 units for the 30-unit-option student based on individual learning plan. Letter Grade Only.

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, BIOL 219, and BIOL 220; ENGL 120; NURS 144; PSYC 125; current valid California LVN License

CSU

## NURS 246

6.5 UNITS

### Nursing in Health Alterations III

8 hours lecture, 15 hours lab; 9 weeks; 207 hours total  
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; 162 hours total  
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; 33.2 hours total  
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, 13.5 hours lab; 12 weeks; 234 hours total  
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. Letter Grade Only.

*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; 126 hours total

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

# ANNOUNCEMENT OF COURSES

## **NURS 270**

**2 UNITS**

### **Basic Concepts in Coronary Care**

*2 hours lecture; 36 hours total*

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; 36 hours total*

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; 36 hours total*

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; 64 hours total*

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; 72 hours total*

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**

## **NURS 309**

**4 UNITS**

### **NCLEX Preparation Program**

*3 hours lecture, 1 hour lab; 21 weeks; 84 hours total*

This course is designed to prepare graduates of schools of nursing who have taken the California State Board of Nursing NCLEX Exam at least one time, and have not been successful at passing the exam, to pass the exam. The curriculum provides the knowledge to pass the NCLEX Exam and to function safely within the legal framework of nursing. Pass/No Pass Grading. Repeatable one time for credit.

*Prerequisites: Graduation from an approved school of nursing and who have taken the California State Board of Nursing NCLEX Exam at least one time and have not been successful at passing the exam.*

## **PARALEGAL**

### **PLEG 190**

**3 UNITS**

#### **Paralegal Internship**

*1 hour lecture, 8 hours lab; 162 hours total*

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; 54 hours total*

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; 54 hours total*

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; 54 hours total*  
 A continuation of PLEG 271. Students will draft legal documents, court pleadings, motions, memoranda, and communications with the public.  
*Prerequisite: PLEG 271*  
**CSU**

**PLEG 273** **3 UNITS**  
**Civil Procedure 1: Discovery**  
*3 hours lecture; 54 hours total*  
 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 & Commercial Paper**  
*3 hours lecture; 54 hours total*  
 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; 54 hours total*  
 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; 54 hours total*  
 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; 54 hours total*  
 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; 54 hours total*  
 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; 54 hours total*  
 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**

## PHILOSOPHY

**PHIL 120** **3 UNITS**  
**Introduction to Philosophy 1**  
*3 hours lecture; 54 hours total*  
 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; 54 hours total*  
 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**

# ANNOUNCEMENT OF COURSES

## PHIL 125

3 UNITS

### Introduction to Ethics

3 hours lecture; 54 hours total

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; 54 hours total

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; 54 hours total

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; 54 hours total

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; 54 hours total

Introduces the student to 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; 54 - 162 hours total

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; 162 hours total

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

### PHOT 120

3 UNITS

#### Introduction to Photography

3 hours lecture; 54 hours total

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 121

3 UNITS

#### Basic Lab Photography

2 hours lecture, 4 hours lab; 108 hours total

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 123

3 UNITS

#### Advanced Photography

2 hours lecture, 4 hours lab; 108 hours total

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 130

3 UNITS

### Documentary Photography

2 hours lecture, 4 hours lab; 108 hours total

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

## PHOT 150

3 UNITS

### Photoshop 1

2 hours lecture, 4 hours lab; 180 hours total

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

## PHOT 151

3 UNITS

### Photoshop 2

2 hours lecture, 4 hours lab; 108 hours total

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

## PHOT 160

1 - 3 UNITS

### 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

## PHOT 199

1 - 3 UNITS

### Independent Study in Photography

3 - 9 hours lab; 54 - 162 hours total

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

## PHOT 227

3 UNITS

### Color Printing

2 hours lecture, 4 hours lab; 108 hours total

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

## PHOT 240

3 UNITS

### Experimental Techniques

2 hours lecture, 4 hours lab; 108 hours total

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

## PHOT 250

3 UNITS

### Portrait Photography

2 hours lecture, 4 hours lab; 108 hours total

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

# ANNOUNCEMENT OF COURSES

## PHOT 260

4 UNITS

### Product and Advertising Photography

3 hours lecture, 3 hours lab; 108 hours total

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

## PHOT 280

3 UNITS

### Professional Portfolio

2 hours lecture, 4 hours lab; 108 hours total

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

## PHOT 298

1 - 3 UNITS

### Selected Topics in Photography

3 - 9 hours lab; 54 - 162 hours total

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

## PHOT 300

1 UNIT

### The Expressive Print

3 hours lecture, 3 hours lab; 6 weeks; 36 hours total

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

## PHOT 301

1 UNIT

### Location Lighting for Portraiture

3 hours lecture, 3 hours lab; 6 weeks; 36 hours total

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

## PHOT 302

1 UNIT

### Visual Literacy for Photographers

3 hours lecture; 6 weeks; 18 hours total

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

## PHOT 303

1 UNIT

### Zone System Workshop

3 hours lecture, 3 hours lab; 6 weeks; 36 hours total

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

## PHOT 304

1 UNIT

### Professional Strategies in Photography

3 hours lecture; 6 weeks; 18 hours total

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

## PHYSICAL EDUCATION

### PHYE 100

1 UNIT

#### Swimming

2 hours integrated lecture/lab; 36 hours total

Swimming 100 is an introduction to the basic fundamentals of swimming. This course will instruct the student in basic water safety skills-introduction to the water, front and back floating, prone glide, flutter kick on front and back, arm stroke both front and back, rhythmic breathing and drown proofing. This course is to emphasize mental and physical adjustment to the water. Repeatable for credit three times.

CSU, UC



**PHYE 102A** **1.5 UNITS**  
**Water Exercise (Beginning)**  
*3 hours integrated lecture/lab; 54 hours total*  
 This course is designed to improve cardiovascular endurance, muscle tone and flexibility using the water as a medium for exercise. This is an excellent life long activity for non-swimmers and novice swimmers. Repeatable for credit three times to improve proficiency.  
**CSU**

**PHYE 102B** **1 - 1.5 UNITS**  
**Water Exercise (Deep Water)**  
*3 hours integrated lecture/lab; 54 hours total*  
 A conditioning workout emphasizes cardiovascular endurance activities in deep water. Students must be comfortable in deep water (intermediate level swimmer) to participate in this class. Repeatable for credit three times to improve proficiency.  
**CSU**

**PHYE 104** **1 UNIT**  
**Water Polo (Basic Skills)**  
*2 hours integrated lecture/lab; 36 hours total*  
 This course is an analysis of the basic skills necessary to play a regulation, competitive game of water polo. Includes swimming conditioning, treading water (eggbeater kick), ball handling, passing and shooting drills (stationary/moving), and other basic techniques of water polo. It is strongly recommended that a class member should have some experience in swimming in order to take the class. Repeatable for credit three times.  
**CSU**

**PHYE 105** **1 UNIT**  
**Water Polo (Technical Skills Analysis)**  
*2 hours integrated lecture/lab; 36 hours total*  
 This class provides a basic understanding of the skills necessary to play a regulation, competitive game of water polo. The class will include drills, conditioning, and discussion in order to achieve this objective. Letter Grade Only. Repeatable for credit three times.  
**CSU**

**PHYE 108** **1 UNIT**  
**Bowling**  
*2 hours integrated lecture/lab; 36 hours total*  
 This course stresses beginning bowling skills: grip, stance, delivery, follow-through, scoring fundamentals, concentration, and bowling etiquette. This course may be repeated three times with the objective of improving proficiency in previously learned skills be further repetition and supervised instruction. The course may be offered for students of particular skill levels (Beginning, Intermediate, Advanced, Masters, or others). Repeatable for credit three times.  
**CSU, UC**

**PHYE 109** **1 UNIT**  
**Billiards**  
*0.5 hour lecture, 1.5 hours lab; 36 hours total*  
 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 integrated lecture/lab; 36 hours total*  
 Fundamentals of fencing may be repeated three times to improve proficiency. The following instruction will be offered: history, rules and safety of fencing; basic forms of posture, movement, attacks and parries; development of attack and defensive skills; introduction to the skills needed to direct and judge bouts. The class may be offered to specific student skill levels.  
**CSU, UC**

**PHYE 111** **1.5 UNITS**  
**Golf (Managing Course Play)**  
*3 hours integrated lecture/lab; 54 hours total*  
 Golf course management is a course that is designed to improve the golfer's handicap and mental attitude through understanding golf course management. Repeatable three times for credit.  
**CSU**

**PHYE 112** **1 - 1.5 UNITS**  
**Golf**  
*2 - 3 hours integrated lecture/lab; 36 - 54 hours total*  
 This course will help a student in the development of understanding and attitudes relative to the game of golf. Specific attention is given to the proper fundamentals (grip, stance, swing) with different clubs in various situations. The rules and etiquette of golf are presented and practiced. Repeatable for credit three times to improve proficiency. The course may be presented specifically to students of particular skill levels. Repeatable for credit three times.  
**CSU, UC**

# ANNOUNCEMENT OF COURSES

## **PHYE 113**

### **Badminton**

*2 hours lab; 36 hours total*

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 119**

### **Racquetball (Skills Analysis)**

*3 hours integrated lecture/lab*

This course is designed to provide students in-depth analysis of skills and learning progressions necessary for competitive racquetball. Pass/No Pass grading option. Repeatable for credit three times.

**CSU**

**1.5 UNITS**

## **PHYE 120**

### **Skiing**

*4 hours lab; 8 weeks; 36 hours total*

Fundamentals of skiing is repeatable for credit three times to improve proficiency. Beginning Skiing focuses on the fundamentals of skiing and conditioning, basic skills, and safety techniques. A text is required. Intermediate Skiing fosters further development of beginning skills, conditioning, and safety. A field trip to a ski resort is part of the course.

**CSU, UC**

**1 UNIT**

## **PHYE 121**

### **Mountain Biking**

*3 hours integrated lecture/lab; 54 hours total*

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; 36 hours total*

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; 18 - 54 hours total*

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 124**

### **Tennis (Skills Analysis)**

*3 hours integrated lecture/lab; 54 hours total*

This course is designed to provide students in-depth analysis of skills and learning progressions necessary for competitive tennis.

**CSU**

**1.5 UNITS**

## **PHYE 125**

### **Volleyball**

*2 hours lab; 36 hours total*

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 126

### Judo

3 hours integrated lecture/lab; 54 hours total

Judo and Goshin Jutsu are Japanese martial arts that emphasize throwing, grappling and self-defense techniques. The course will cover history, terminology, protocol, etiquette, striking and throwing techniques, grappling and submission techniques and randori. Repeatable for credit three times.

**CSU**

**1.5 UNITS**

## PHYE 129

### Spinning

1 - 3 hours lab; 18 - 54 hours total

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**

## PHYE 130

### Yoga

3 hours lab; 54 hours total

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.

**CSU, UC**

**1.5 UNITS**

## PHYE 131

### Cardio Kickboxing

1 - 3 hours lab; 18 - 54 hours total

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.

**CSU, UC**

**0.5 - 1.5 UNITS**

## PHYE 132

### Aerobic Dance

3 hours lab; 54 hours total

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.

**CSU, UC**

**1.5 UNITS**

## PHYE 133

### Body Sculpting

3 hours lab; 54 hours total

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.

**CSU, UC**

**1.5 UNITS**

## PHYE 140

### Dance Production

2 hours lab; 36 hours total

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.

*Prerequisite: Enrollment permitted only if student has been accepted to perform or assist in a dance production.*

**CSU, UC**

**1 UNIT**

## PHYE 142

### Dance Composition

2 hours lecture; 36 hours total

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.

**CSU, UC**

**2 UNITS**

## PHYE 144

### Aquatic Fitness

3 hours integrated lecture/lab; 54 hours total

This course provides a progressive aerobic conditioning program through aquatic exercise. Topics include strength and conditioning, water resistance training, and buoyancy training. Repeatable for credit three times.

**CSU**

**1.5 UNITS**

## PHYE 145

### Fitness Assessment Laboratory

2 hours lab; 36 hours total

Assessment and interpretation of individual fitness and health levels. The assessment series measures body composition, muscular strength, cardio respiratory endurance and flexibility. Students repeating this course will be able to track their personal fitness level. May be repeated three times for credit.

**CSU**

**1 UNIT**

# ANNOUNCEMENT OF COURSES

## **PHYE 146**

### **Fitness Flexibility**

*1 hour lecture, 2 hours lab; 54 hours total*

This course is designed for students to achieve greater overall flexibility, strengthen, and tone the muscles. This class will focus on abdominal conditioning so the student can receive the benefits of a sturdy low back and optimal posture. Stability balls, stretch bands, and light weights will be used. May be repeated for credit three times.

**CSU, UC**

**1.5 UNITS**

## **PHYE 147**

### **Swim for Fitness**

*3 hours integrated lecture/lab; 54 hours total*

This is a course designed to improve basic aquatics skills (crawl stroke, back stroke, breast stroke) and provide life long fitness through increased endurance and knowledge gained about the major components of a workout. Repeatable for credit three times to improve proficiency.

**CSU, UC**

**1.5 UNITS**

## **PHYE 148**

### **Walking for Fitness**

*1 hour lecture, 2 hours lab; 54 hours total*

Instruction in this course is focused on improving cardiovascular endurance through a safe and effective exercise program of walking. Repeatable for credit three times to improve proficiency.

**CSU, UC**

**1.5 UNITS**

## **PHYE 149**

### **Physical Fitness**

*1 hour lecture, 2 hours lab; 54 hours total*

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**

**1.5 UNITS**

## **PHYE 151**

### **Weight Training**

*1 hour lecture, 2 hours lab; 54 hours total*

This course is designed to provide a meaningful understanding of the purpose of weight training, to enable individuals to evaluate their own level of muscular fitness, and to design and engage in personalized training programs using the components of muscular strength, muscular endurance, and joint flexibility that can be beneficial throughout life. Repeatable for credit three times to improve proficiency.

**CSU, UC**

**1.5 UNITS**

## **PHYE 152**

### **Strength Training & Conditioning**

*3 hours integrated lecture/lab; 54 hours total*

This course provides the student and individualized approach to achieving muscular strength, endurance, body density, flexibility as well as understanding the motivational and mental concentration techniques needed for proper conditioning. Repeatable for credit three times.

**CSU**

**1.5 UNITS**

## **PHYE 154**

### **Mat Pilates**

*3 hours integrated lecture/lab; 54 hours total*

As designed by Joseph Pilates, this course will allow students to increase overall movement efficiency, correct muscle imbalance, increase core strength and develop mind/body connections. Students will use mats to develop strength, flexibility, balance, coordination and proper alignment. Repeatable for credit three times.

**CSU**

**1.5 UNITS**

## **PHYE 156**

### **Archery**

*2 hours integrated lecture/lab; 36 hours total*

Basic fundamentals of archery may be repeated a maximum of three times with the objective of improving proficiency in previously learned skills by further repetition and supervised instruction. Basic instruction is in the history, selection and proper care of equipment, safety fundamentals and etiquette. Emphasis on holding and drawing, anchor points, aiming, release and follow-through with target shooting to 30 yards progressing up to 50 yards. The course introduces instruction on accessories and competitive events.

**CSU, UC**

**1 UNIT**

## **PHYE 160**

### **Adaptive Physical Education**

*1 hour lecture, 2 hours lab; 54 hours total*

Designed to meet the needs of the physically limited student. The course will provide adaptations necessary to achieve muscular strength; cardio respiratory endurance; and flexibility, each within the parameters of the student's ability. Repeatable for credit three times.

**CSU, UC**

**1.5 UNITS**

## **PHYE 162**

### **Adaptive Aquatics**

*3 hours integrated lecture/lab; 54 hours total*

This course is designed to teach the fundamentals of swimming for the disabled student. In addition to skill acquisition, students will develop cardiovascular endurance, strength, balance and flexibility using aquatic techniques. Repeatable for credit three times.

**CSU**

**1.5 UNITS**

**PHYE 169** **2 UNITS**  
**Adaptive Physical Education for Teaching Assistants**

*1 hour lecture, 2 hours lab; 54 hours total*  
 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; 54 hours total*  
 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**

**PHYE 172** **2 UNITS**  
**Modern Sport Officiating (Men)**

*2 hours lecture, 1 hour lab; 54 hours total*  
 This course will develop skills needed for officiating modern sports for men. Special attention is given to the interpretation of the rules and regulations and to the fundamentals required during the officiating of the games.  
**CSU, UC**

**PHYE 173** **1 - 1.5 UNITS**  
**Modern Sport Officiating (Women)**

*4 - 6 hours lab; 9 weeks; 36 -54 hours total*  
 Basic instruction in interpretation of the rules, understanding regulations and the fundamentals of officiating women's games. Text required.  
**CSU, UC**

**PHYE 174** **1 UNIT**  
**Team Sports (Skills and Conditioning for Team Sports)**

*2 hours integrated lecture/lab; 36 hours total*  
 This course focuses on techniques and analysis of sport and conditioning used in preparing an athlete for intercollegiate competition. Repeatable for credit three times.  
**CSU**

**PHYE 176** **1 UNIT**  
**Team Sports**

*2 hours lab; 36 hours total*  
 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 177** **1 UNIT**  
**Team Sports (Intramurals)**

*2 hours integrated lecture/lab; 36 hours total*  
 This course is designed to develop the necessary skill for intramural play for a variety of different sports, including basketball, volleyball, baseball, golf, soccer, softball, bowling, water polo, racquetball, swimming, and tennis and bocce ball. Repeatable for credit three times.  
**CSU**

**PHYE 178** **1 - 2 UNITS**  
**Pre-Season Conditioning**

*5 - 10 hours lab; 90 - 180 hours total*  
 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; 54 - 162 hours total*  
 Independent study course for students interested in specialized reading, research or projects that deal with an acceptable topic in physical education.  
**CSU**

**PHYE 200** **1 UNIT**  
**Coaching & Athletic Administration**

*2 hours lecture; 9 weeks; 18 hours total*  
 This course will provide exposure to the field of coaching sports. The student will develop a philosophy of coaching and appreciation of various coaching styles. Additionally, the student will experience the psychology of sport, principles of physical training, behavior, teaching, and management.  
**CSU**

**PHYE 204** **3 UNITS**  
**American Red Cross Lifeguard Training**

*3 hours lecture, 54 hours total*  
 Instruction in this course is designed to certify students in American Red Cross Lifeguard Training. The course is repeatable three times.  
*Prerequisite: Entry-level skills as required by the American Red Cross: 1) Swim continuous for 500 yds. using each of the following strokes for at least 100 yds. -- crawl stroke, breaststroke and sidestrokes. 2) In a minimum of 7 feet of water, retrieve a 10-pound object and return to the surface. 3) Tread water for 2 minutes using legs only. 4) Be a minimum of 15 years of age.*  
**CSU, UC**

# ANNOUNCEMENT OF COURSES

<b>PHYE 205</b> <b>Water Safety Instructor</b> <i>3 hours lecture, 54 hours total</i> This course prepares students to instruct these water safety courses: Infant and preschool aquatic programs; K-6 water education, beginning through advanced swimmer level; Basic water safety, emergency water safety and safety training for swim coaches. Students must be at least 17 years old to receive American Red Cross certification as a Water Safety Instructor. It is repeatable three times. <b>CSU, UC</b>	<b>3 UNITS</b>	<b>PHYE 286</b> <b>Women's Basketball Team</b> <i>5 - 10 hours lab; 90 - 180 hours total</i> A course designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times. <b>CSU, UC</b>	<b>1 - 2 UNITS</b>
<b>PHYE 255</b> <b>Foundations of Physical Fitness</b> <i>3 hours lecture; 54 hours total</i> This course will provide the information necessary for planning and instituting a personalized program of physical fitness. Lectures will define and discuss the major components of fitness: cardiovascular fitness, muscular strength and endurance, flexibility, body composition, mind/body health, and rest/recovery period. In addition, this course introduces students to career opportunities in the health and fitness industry. This course assists in preparing interested students for Personal Fitness Trainer and Group Fitness Instructor Certification Exams through organizations such as the American Council on Exercise (ACE). <b>CSU</b>	<b>3 UNITS</b>	<b>PHYE 287</b> <b>Men's Baseball Team</b> <i>5 - 10 hours lab; 90 - 180 hours total</i> A course designed for the competitive baseball player who will represent Napa Valley College in intercollegiate baseball games. Repeatable for credit three times. <b>CSU, UC</b>	<b>1 - 2 UNITS</b>
<b>PHYE 271</b> <b>Sports Medicine Practicum</b> <i>1 hour lecture, 3 hours lab; 72 hours total</i> 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. <b>CSU, UC</b>	<b>2 UNITS</b>	<b>PHYE 290</b> <b>Golf Team</b> <i>5 - 10 hours lab; 90 - 180 hours total</i> A course designed for the competitive golfer who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times. <b>CSU, UC</b>	<b>1 - 2 UNITS</b>
<b>PHYE 272</b> <b>Sports Medicine Training Lab</b> <i>3 hours lab; 54 hours total</i> 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. <b>CSU, UC</b>	<b>1 UNIT</b>	<b>PHYE 291</b> <b>Soccer Team</b> <i>5 - 10 hours lab; 90 - 180 hours total</i> A course designed for the competitive soccer player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times. <b>CSU, UC</b>	<b>1 - 2 UNITS</b>
<b>PHYE 285</b> <b>Men's Basketball Team</b> <i>5 - 10 hours lab; 90 - 180 hours total</i> A course designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times. <b>CSU, UC</b>	<b>1 - 2 UNITS</b>	<b>PHYE 292</b> <b>Women's Softball Team</b> <i>5 - 10 hours lab; 90 - 180 hours total</i> A course designed for the competitive softball player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times. <b>CSU, UC</b>	<b>1 - 2 UNITS</b>
		<b>PHYE 297</b> <b>Women's Volleyball Team</b> <i>5 - 10 hours lab; 90 - 180 hours total</i> A course designed for the competitive volleyball player who will represent Napa Valley College in intercollegiate matches. Repeatable for credit three times. <b>CSU, UC</b>	<b>1 - 2 UNITS</b>
		<b>PHYE 298</b> <b>Selected Topics in Physical Education</b> <i>1 - 9 hours lecture/lab; 18 - 162 hours total</i> 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. <b>CSU</b>	<b>1 - 3 UNITS</b>

## PHYSICS

### PHYS 105 3 UNITS

#### General Applied Physics

3 hours lecture; 54 hours total

Study of mechanics, magnetism and optics for students in the two year technology programs.

CSU

### PHYS 110 3 UNITS

#### Descriptive Physics

3 hours lecture; 54 hours total

A non-mathematical descriptive introduction to physics for non-science majors. Numerous slides and demonstrations will be used to illustrate the fundamental laws and applications of mechanics, heat, electricity, optics, atomic and nuclear physics.

CSU, UC

### PHYS 111 1 UNIT

#### Descriptive Physics Laboratory

3 hours lab; 54 hours total

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; 126 hours total

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; 126 hours total

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, 4 hours lab; 126 hours total

Mechanics.

Prerequisite: MATH 120

Corequisite: MATH 121

CSU, UC

### PHYS 199 1 - 3 UNITS

#### Independent Study in Physics

3 - 9 hours lab; 162 hours total

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 physics. Students must contract with a physics instructor specifying course content and hours/week. Pass/No Pass grading.

CSU, UC

### PHYS 240 4 UNITS

#### Physics For Scientists and Engineers 2

4 hours lecture, 3 hours lab; 126 hours total

Heat, electricity, and magnetism.

Prerequisite: PHYS 140 and MATH 121

CSU, UC

### PHYS 241 4 UNITS

#### Physics for Scientists and Engineers 3

4 hours lecture, 3 hours lab; 126 hours total

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

1 - 3 hours lecture, 3 - 9 hours lab; 162 hours total

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; 54 hours total

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 90

CSU, UC

# ANNOUNCEMENT OF COURSES

**POLI 121** **3 UNITS**  
**Introduction to the Principles of American Government 2**

*3 hours lecture; 54 hours total*

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 90*

**CSU, UC**

**POLI 125** **3 UNITS**  
**Introduction To Modern Political Ideologies (Today's "Isms")**

*3 hours lecture; 54 hours total*

This course comparatively and historically examines the major ideological approaches to government and politics including Liberalism, Conservatism, Socialism, Fascism and Communism. Contemporary political ideological movements will also be explored.

**CSU, UC**

**POLI 130** **3 UNITS**  
**State and Local Governments**

*3 hours lecture; 54 hours total*

Examination of the states and localities of the federal union as major sources of public policy in the U.S., with a special emphasis on California government and politics.

**CSU**

**POLI 135** **3 UNITS**  
**Comparative Government**

*3 hours lecture; 54 hours total*

This course presents various analytical methods used to compare political systems. Several countries are examined in a comparative fashion focusing on similarities and differences in interests, institutions, and processes. Country studies vary.

**CSU, UC**

**POLI 140** **3 UNITS**  
**International Relations**

*3 hours lecture; 54 hours total*

Study of the economic, political, and social factors affecting the behavior of states and other international actors in world politics. Reviews contending theoretical perspectives and analytical approaches to the study of conflict and cooperation among international actors.

**CSU, UC**

**POLI 145** **3 UNITS**  
**International Political Economy**

*3 hours lecture; 54 hours total*

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, UC**

**POLI 199** **1 - 3 UNITS**  
**Independent Study in Political Science**

*3 - 9 hours lab; 54 - 162 hours total*

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**

**POLI 298** **1 - 3 UNITS**  
**Selected Topics in Political Science**

*9 hours lab; 162 hours total*

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; 90 hours total*

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.

## PSYCHIATRIC TECHNICIAN

**PTEC 150** **13 UNITS**  
**Principles and Practice for Psychiatric Technicians I**

*7 hours lecture, 18 hours lab; 450 hours total*

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; 432 hours total*  
 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 Analysis, and Case Management. Letter Grade Only.

*Prerequisite: PTEC 150*  
*Corequisites: PSYC 125 and HEOC 172*

**CSU**

**PTEC 156** **12 UNITS**  
**Principles and Practice for Psychiatric Technicians 3**

*6 hours lecture, 18 hours lab; 432 hours total*  
 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**

**PTEC 160** **18 UNITS**  
**Nursing Science**

*14 hours lecture, 20 hours lab; 16 weeks; 544 hours total*  
 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**

**PTEC 161** **15 UNITS**  
**Developmental Disabilities**

*10 hours lecture, 20 hours lab; 16 weeks; 480 hours total*  
 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**

**PTEC 162** **17 UNITS**  
**Mental Disabilities**

*13 hours lecture, 20 hours lab; 16 weeks; 528 hours total*  
 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**

## PSYCHOLOGY

**PSYC 120** **3 UNITS**  
**General Psychology**

*3 hours lecture; 54 hours total*  
 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 90*

**CSU, UC**

**PSYC 123** **3 UNITS**  
**Social Psychology**  
**(cross-listed as SOCI 123)**

*3 hours lecture; 54 hours total*  
 Social psychology is the discipline that studies our reciprocal influences on each other. It focuses on our familial, educational, peer, societal and cultural relationships and the process of socialization.

*Recommended Preparation: Completion of ENGL 90*

**CSU, UC**

# ANNOUNCEMENT OF COURSES

## PSYC 124

3 UNITS

### Psychology of Adjustment

3 hours lecture; 54 hours total

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 90

CSU, UC

## PSYC 125

3 UNITS

### Human Development

3 hours lecture; 54 hours total

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; 54 hours total

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; 54 hours total

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; 54 hours total

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 90

CSU, UC

## PSYC 175

3 UNITS

### Theories of Personality

3 hours lecture; 54 hours total

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: PSYC 120

CSU, UC

## PSYC 185

3 UNITS

### Child Development

(cross-listed as CFS 120)

3 hours lecture; 54 hours total

This course will examine theories and research regarding physical, cognitive, social, and emotional development from preconception through adolescence. Typical and atypical development will be considered. The impact of the family, culture, and society on the developing person will be explored.

CSU, UC

## PSYC 190

1 - 3 UNITS

### Special Projects in Psychology

3 - 9 hours lab; 54 - 162 hours total

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. Pass/No Pass grading.

CSU

## PSYC 199

1 - 3 UNITS

### Independent Study in Psychology

3 - 9 hours lab; 54 - 162 hours total

Independent study courses for students interested in specialized reading or research in psychology.

CSU

**PSYC 200** **3 UNITS**  
**Forensic Psychology**

*3 hours lecture; 54 hours total*

This course covers major areas of mental health services within the practice of psychiatric care of people confined under criminal and civil commitment. It surveys statutory and case law related to mental health services in 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**

**PSYC 298** **1 - 3 UNITS**  
**Selected Topics in Psychology**

*3 - 9 hours lab; 54 - 162 hours total*

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**

## RESPIRATORY CARE

**RESP 120** **6 UNITS**  
**Respiratory Care Theory I**

*6 hours lecture; 108 hours total*

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. Letter Grade Only.

*Prerequisite: CHEM 110; MATH 90 and BIOL 218*

*Co-requisite: RESP 130 and RESP 140*

**CSU**

**RESP 130** **2.5 UNITS**  
**Respiratory Care Laboratory I**

*6 hours lab; 108 hours total*

This course covers basic patient assessment, oxygen therapy, bronchial hygiene techniques, and arterial blood gas punctures. Students' knowledge and technical skills will be developed through integrated laboratory work. Letter Grade Only.

*Corequisite: RESP 120*

**CSU**

**RESP 140** **1.5 UNITS**  
**Preparation for Clinical**

*3 hours lab; 54 hours total*

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**

**RESP 150** **3 UNITS**  
**Respiratory Care Theory II**

*3 hours lecture; 54 hours total*

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**

**RESP 160** **3 UNITS**  
**Respiratory Care Pharmacology**

*3 hours lecture; 54 hours total*

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**

**RESP 170** **2 UNITS**  
**Respiratory Care Clinical I**

*6 hours lab; 108 hours total*

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**

**RESP 180** **2.5 - 3.5 UNITS**  
**Respiratory Care Laboratory II**

*16 - 32 hours lab; 6 weeks; 96 - 192 hours total*

The integrated laboratory work will develop the students' knowledge and technical skills. The course will cover positive pressure ventilation, advanced airway management, and beginning critical care concepts. Students will receive supervised clinical experience for the last four weeks of the course. Letter Grade Only.

*Prerequisites: RESP 150, RESP 160, and RESP 170*

*(full-time students will take 3.5 units; part-time students will take 2.5 units).*

**CSU**

**RESP 191** **1 UNIT**  
**Respiratory Care Clinical III**

*16 hours lab; 4 weeks; 64 hours total*

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**

# ANNOUNCEMENT OF COURSES

<b>RESP 200</b> <b>Respiratory Care Theory III</b> <i>2 hours lecture; 36 hours total</i> 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. <i>Prerequisites: RESP 180</i> <i>Co-requisites: RESP 210, RESP 211, and RESP 250</i> <b>CSU</b>	<b>2 UNITS</b>	<b>RESP 250</b> <b>Respiratory Care Clinical IV</b> <i>8 - 16 hours lab; 144 - 288 hours total</i> 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. <i>Corequisite: RESP 200, RESP 210, and RESP 211</i> <b>CSU</b>	<b>2.5 - 5 UNITS</b>
<b>RESP 210</b> <b>Principles &amp; Applications of Mechanical Ventilation</b> <i>3 hours lecture; 54 hours total</i> 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. <i>Corequisite: RESP 200, RESP 211, and RESP 250</i> <b>CSU</b>	<b>3 UNITS</b>	<b>RESP 251</b> <b>Respiratory Care Clinical V</b> <i>8 hours lab; 144 hours total</i> 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. <i>Prerequisites: RESP 250</i> <i>Corequisites: RESP 220</i> <b>CSU</b>	<b>2.5 UNITS</b>
<b>RESP 211</b> <b>Mechanical Ventilator Laboratory</b> <i>3 hours lab; 54 hours total</i> This course's laboratory work will develop the student's knowledge and technical skills in adult, pediatric, and neonatal mechanical ventilation. The course will cover application and management of state-of-the-art ventilators. Letter Grade Only. <i>Prerequisite: RESP 180 or approval of instructor for practicing respiratory therapists.</i> <i>Corequisite: RESP 200, RESP 210 and RESP 250 or approval of instructor for practicing respiratory therapists.</i> <b>CSU</b>	<b>1 UNIT</b>	<b>RESP 260</b> <b>Respiratory Care Theory IV</b> <i>1.3 hours lecture; 14 weeks; 18 hours total</i> 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. <i>Prerequisites: RESP 200, RESP 210, RESP 211, &amp; RESP 250</i> <i>Co-requisite: RESP 290</i> <b>CSU</b>	<b>1 UNIT</b>
<b>RESP 220</b> <b>Neonatal/Pediatric Respiratory Care</b> <i>3 hours lecture; 54 hours total</i> 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. <i>Prerequisites: RESP 180</i> <i>Corequisites: RESP 251 (part-time students only)</i> <b>CSU</b>	<b>3 UNITS</b>	<b>RESP 270</b> <b>Advanced Respiratory Care Laboratory</b> <i>3.3 hours lab; 14 weeks; 46 hours total</i> 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. <i>Prerequisites: RESP 200, RESP 210, RESP 211, &amp; RESP 250</i> <b>CSU</b>	<b>1 UNIT</b>
<b>RESP 230</b> <b>Respiratory Care Topics I</b> <i>1 hour lecture; 18 hours total</i> Students will receive instruction by guest lectures. The course will cover acute respiratory failure, X-ray interpretation, and therapeutic procedures. <i>Prerequisites: RESP 180</i> <b>CSU</b>	<b>1 UNIT</b>	<b>RESP 280</b> <b>Respiratory Care Topics II</b> <i>2.7 hours lecture; 14 weeks; 38 hours total</i> 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. <i>Prerequisites: RESP 200, 210, 211, and 250</i> <b>CSU</b>	<b>2 UNITS</b>

## RESP 290

2 - 4 UNITS

### Respiratory Care Clinical VI

8 - 16 hours lab; 14 weeks; 112 - 224 hours total

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 adult, pediatric, and neonatal critical care areas of the hospital. Full-time students must complete the 4 unit option. Part-time students complete 2 units. Pass/No Pass Grading.

Corequisite: RESP 260

CSU

## RESP 290B

1 UNIT

### Computer Simulations in Respiratory Care

3 hours lab; 13 weeks; 39 hours total

This course prepares students for the National Board for Respiratory Care's Registry Examination, which requires specialized knowledge in solving patient management problems in a branching logic format. Students will practice with web-based clinical simulations, identify their strengths and weaknesses, and develop a study plan to prepare for this exam.

CSU

## RESP 291

3 UNITS

### Respiratory Care Clinical VII

12 hours lab; 14 weeks; 168 hours total

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

## RESP 292

2.5 UNITS

### Respiratory Care Preceptorship

32 hours lab; 4 weeks; 128 hours total

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

## SOCIOLOGY

### SOCI 120

3 UNITS

#### Introduction to Sociology

3 hours lecture; 54 hours total

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 90

CSU, UC

### SOCI 122

3 UNITS

#### Social Problems

3 hours lecture; 54 hours total

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 90

CSU, UC

### SOCI 123

3 UNITS

#### Social Psychology

(cross-listed as PSYC 123)

3 hours lecture; 54 hours total

Social psychology is the discipline that studies our reciprocal influences on each other. It focuses on our familial, educational, peer, societal and cultural relationships and the process of socialization.

Recommended Preparation: Completion of ENGL 90

CSU, UC

### SOCI 129

3 UNITS

#### Crime, the Media, and Society

(cross-listed as ADMJ 127)

3 hours lecture; 54 hours total

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

# ANNOUNCEMENT OF COURSES

## **SOCI 135**

**3 UNITS**

### **Human Sexuality (cross-listed as PSYC 135)**

*3 hours lecture; 54 hours total*

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 90*

**CSU, UC**

## **SOCI 154**

**3 UNITS**

### **Criminology (cross-listed as ADMJ 154)**

*3 hours lecture; 54 hours total*

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**

*3 - 9 hours lab; 54 - 162 hours total*

Independent study for students interested in specialized reading, research, field work, or special projects.

**CSU**

## **SOCI 298**

**1 - 3 UNITS**

### **Selected Topics in Sociology**

*3 - 9 hours lab; 54 - 162 hours total*

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**

## **SPANISH**

## **SPAN 90**

**.5 - 3 UNITS**

### **Occupational Spanish**

*9 - 54 hours lecture*

Occupational Spanish teaches the basic Spanish phrases necessary to carry out specific procedures or protocols in various occupations. The course is taught to specific job needs and will include how to relate appropriately to pertinent cross-cultural issues. Pass/No Pass grading. Repeatable for credit three times.

## **SPAN 102**

**3 UNITS**

### **Spanish for Educators, Part 1**

*3 hours lecture; 54 hours total*

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.

*Prerequisite: SPAN 130*

**CSU**

## **SPAN 103**

**3 UNITS**

### **Spanish for Educators, Part 2**

*3 hours lecture; 54 hours total*

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.*

**CSU**

## **SPAN 110**

**3 UNITS**

### **First Semester Spanish (Part A)**

*3 hours lecture; 54 hours total*

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; 54 hours total*

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 hours lecture; 54 hours total*

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; 54 hours total*

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; 90 hours total*

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; 90 hours total*

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 130** **3 UNITS**  
**First Semester Spoken Spanish**

*3 hours lecture; 54 hours total*

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.

**CSU**

**SPAN 131** **3 UNITS**  
**Second Semester Spoken Spanish**

*3 hours lecture; 54 hours total*

Pronunciation, vocabulary, listening, speaking, and grammar. Readings and conversations stress the culture and life of the Spanish speaking people.

*Prerequisite: SPAN 130 or equivalent.*

**CSU**

**SPAN 199** **1 - 3 UNITS**  
**Independent Study in Spanish**

*3 - 9 hours lab; 54 - 162 hours total*

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 three times for credit.

*Prerequisite: SPAN 241*

**CSU**

**SPAN 240** **5 UNITS**  
**Third Semester Spanish**

*5 hours lecture; 90 hours total*

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*

**CSU, UC**

**SPAN 241** **5 UNITS**  
**Fourth Semester Spanish**

*5 hours lecture; 90 hours total*

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*

**CSU, UC**

# ANNOUNCEMENT OF COURSES

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## SPAN 260

3 UNITS

### Third Semester Spoken Spanish

3 hours lecture; 54 hours total

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.

CSU

## SPAN 261

3 UNITS

### Fourth Semester Spoken Spanish

3 hours lecture; 54 hours total

Advanced listening and speaking skills with emphasis on extemporaneous conversations, cultural studies, readings, grammar and letter writing.

CSU

## SPAN 280

5 UNITS

### Spanish for Heritage Speakers 1

5 hours lecture; 90 hours total

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

## SPAN 281

5 UNITS

### Spanish for Heritage Speakers 2

5 hours lecture; 90 hours total

Designed for bilingual students 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.

## SPAN 282

3 UNITS

### Introduction to Hispanic Literature

3 hours lecture; 54 hours total

This course is designed for Spanish native speakers and other linguistically qualified students who wish to improve their skills to a high-advanced level of reading, writing, and literary analysis. The emphasis is on critical thinking and reasoned support of ideas. Literary discussions will be an important component of the class, but writing composition will also be included, as well as exposure to international Hispanic culture. This course is strongly recommended for prospective Spanish majors. This course is conducted entirely in Spanish.

*Recommended Preparation:* Students should be proficient in reading, speaking, and writing Spanish.

CSU

## SPAN 298

1 - 3 UNITS

### Selected Topics in Spanish

4 - 12 hours lecture/lab; 72 - 216 hours total

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

## SPEECH

### SPEE 120

3 UNITS

#### Interpersonal Communication

3 hours lecture; 54 hours total

This course is designed to improve the student's ability to communicate one-on-one with other individuals. The course covers a range of topics such as the self-concept, perception, verbal and nonverbal communication patterns, assertiveness, listening, conflict resolution, developing relationships and the impact of culture and gender on each aspect of communication.

CSU

### SPEE 122

3 UNITS

#### Public Speaking

3 hours lecture; 54 hours total

This course focuses on developing the skills needed to research, organize and present effective speeches for a variety of audiences and occasions. Additional topics include reducing speech apprehension, use of visual aids, argumentation, critical thinking and critical listening.

CSU, UC



## SPEE 124

### Career Communications

3 hours lecture; 54 hours total

This course covers a range of workplace communication concepts and skills. Topics include developing resumes, interviewing, group decision making, problem solving, leadership, and effective presentations. In addition, the course will develop skills in listening, critical thinking and conflict resolution.

CSU

3 UNITS

## SPEE 126

### Intercultural Communication

3 hours lecture; 54 hours total

This course provides an introduction to the factors affecting intercultural communication. The course will examine the influences of culture and gender on areas such as world-views, values, beliefs, verbal and nonverbal communication patterns, conflict styles and more, in order to develop self-awareness and sensitivity to others in intercultural interactions.

CSU, UC

3 UNITS

## SPEE 128

### Critical Thinking: Argumentation and Decision Making

3 hours lecture; 54 hours total

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. Students 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

3 UNITS

## SPEE 199

### Independent Study in Speech

3 - 9 hours lab; 54 - 162 hours total

A course for students wishing to pursue special speech topics not included in the regular curriculum.

CSU

1 - 3 UNITS

## SPEE 298

### 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

1 - 3 UNITS

## TECHNICAL

## TECH 92

### Technical Mathematics I

3 hours lecture; 54 hours total

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.

3 UNITS

## TECH 107

### Technical Mathematics II

3 hours lecture; 54 hours total

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

3 UNITS

## VITICULTURE AND WINERY TECHNOLOGY

## VWT 130

### General Viticulture

3 hours lecture; 54 hours total

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, UC

3 UNITS

## VWT 131

### Cover Crops for Vineyards

3 hours lecture; 6 weeks; 18 hours total

The use of cover crops in North Coast vineyards, including erosion control, beneficial insect habitat enhancement, soil fertility, selection of cover crop cultivars.

CSU

1 UNIT

## VWT 132

### Vineyard Soils, Fertilizers and Irrigation

3 hours lecture; 54 hours total

Introduction to basic principles of soil science, mineral nutrition and plant/water relationships for North Coast grape production.

CSU

3 UNITS

# ANNOUNCEMENT OF COURSES

<b>VWT 133</b> <b>Phylloxera and Rootstocks</b> <i>3 hours lecture; 6 weeks; 18 hours total</i> The selection of resistant rootstocks for grapes, including biology and control of soil pests, adaptation to soil types, effect on wine quality. <b>CSU</b>	<b>1 UNIT</b>	<b>VWT 140</b> <b>Cultural Appreciation of Wine</b> <i>3 hours lecture; 54 hours total</i> 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. <i>Prerequisite: Student must be at least 21 years of age.</i> <b>CSU</b>	<b>3 UNITS</b>
<b>VWT 134</b> <b>Vineyard Pruning</b> <i>5 hours lecture, 2 hours integrated lecture/lab; 3 weeks; 21 hours total</i> 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. <b>CSU</b>	<b>1 UNIT</b>	<b>VWT 145</b> <b>The Greatest Wines of the World</b> <i>3 hours lecture; 6 weeks; 18 hours total</i> A survey of the greatest wines in the world, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Laboratory materials fee. <i>Prerequisite: Student must be 21 years of age.</i> <b>CSU</b>	<b>1 UNIT</b>
<b>VWT 135</b> <b>Grapevine Propagation</b> <i>3 hours lecture; 6 weeks; 18 hours total</i> An introduction to the theory and practice of grape vine propagation, including field budding; bench grafting; grafting to change varieties. <b>CSU</b>	<b>1 UNIT</b>	<b>VWT 172</b> <b>Laboratory Analysis of Musts and Wines</b> <i>3 hours lecture; 54 hours total</i> 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. <b>CSU</b>	<b>3 UNITS</b>
<b>VWT 136</b> <b>Wines of the World</b> <i>3 hours lecture; 54 hours total</i> Introduction to the world's wine-producing regions, including history, viticultural practices and winemaking styles. Sensory evaluation of representative wines. Laboratory materials fee. <i>Prerequisite: Student must be at least 21 years of age.</i> <b>CSU, UC</b>	<b>3 UNITS</b>	<b>VWT 173</b> <b>Sensory Evaluation of Wine</b> <i>3 hours lecture; 54 hours total</i> 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. <i>Prerequisite: Student must be at least 21 years of age.</i> <b>CSU</b>	<b>3 UNITS</b>
<b>VWT 137</b> <b>Wines of California</b> <i>3 hours lecture; 54 hours total</i> Introduction to wines produced in California, including history, viticultural practices and winemaking styles. Sensory evaluation of representative California wines. Laboratory materials fee. <i>Prerequisite: Students must be at least 21 years of age.</i> <b>CSU</b>	<b>3 UNITS</b>	<b>VWT 180</b> <b>Fundamentals of Enology</b> <i>3 hours lecture; 54 hours total</i> 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. <b>CSU</b>	<b>3 UNITS</b>
<b>VWT 139</b> <b>Introduction to North Coast Wines</b> <i>3 hours lecture; 6 weeks; 18 hours total</i> 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. <i>Prerequisite: Students must be at least 21 years of age.</i> <b>CSU</b>	<b>1 UNIT</b>		

- VWT 190** **2 UNITS**  
**Viticulture & Winery Technology Work Experience 1**  
*10 hours lab; 180 hours total*  
 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; 180 hours total*  
 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; 54 hours total*  
 Special project for advanced Viticulture and Winery Technology students. Student must meet with the Program Coordinator before enrolling.  
**CSU**
- VWT 229** **1 UNIT**  
**Summer Viticulture Operations**  
*2 hours lecture, 2 hours integrated lecture/lab; 6 weeks; 24 hours total*  
 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 integrated lecture/lab; 72 hours total*  
 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 integrated lecture/lab; 72 hours total*  
 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; 54 hours total*  
 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; 54 hours total*  
 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; 54 hours total*  
 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; 54 hours total*  
 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; 54 hours total*  
 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; 54 hours total*  
 Chemistry and microbiology of winemaking, including use of enzymes and yeasts; fermentation management; wine micro-organisms; phenols; aging; flavor development.  
**CSU**

# ANNOUNCEMENT OF COURSES

## VWT 273

1 UNIT

### Advanced Sensory Evaluation of Wine

3 hours lecture; 6 weeks; 18 hours total

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 275

1 UNIT

### Winery Compliance & Record Keeping

3 hours lecture; 6 weeks; 18 hours total

Introduction to federal, state and county laws and regulations for California wineries, including bonded winery establishment; winery operations recordkeeping; label compliance; government reporting.

CSU

## VWT 280

3 UNITS

### Fall Winery Operations

2 hours lecture, 2 hours integrated lecture/lab; 72 hours total

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 integrated lecture/lab; 72 hours total

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

## VWT 282

1 UNIT

### Summer Winery Operations

2 hours lecture, 2 hours integrated lecture/lab; 6 weeks; 24 hours total

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

## VWT 288

1 UNIT

### Current Topics in Winemaking

3 hours lecture; 6 weeks; 18 hours total

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

## VWT 290

3 UNITS

### Viticulture & Winery Technology

#### Work Experience 3

15 hours lab; 270 hours total

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 291

3 UNITS

### Viticulture & Winery Technology

#### Work Experience 4

15 hours lab; 270 hours total

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 298

1 - 4 UNITS

### 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

## WELDING

## WELD 100

3 UNITS

### Welding Theory & Practice 1

2 hours lecture, 3 hours lab; 90 hours total

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; 90 hours total*  
 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; 270 hours total*  
 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; 270 hours total*  
 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; 135 hours total*  
 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; 135 hours total*  
 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; 135 hours total*  
 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; 135 hours total*  
 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; 90 hours total*  
 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**

**WELD 199** **1 - 3 UNITS**  
**Independent Study in Welding**

*3 - 9 hours lab; 54 - 162 hours total*  
 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**

**WELD 230** **4 UNITS**  
**Welding Technology 3A**

*3 hours lecture, 4.5 hours lab; 135 hours total*  
 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**

# ANNOUNCEMENT OF COURSES

## WELD 231

3 UNITS

### Welding Technology 3B

2 hours lecture, 5.5 hours lab; 135 hours total

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

## WELD 240

7 UNITS

### Welding Technology 3

5 hours lecture, 10 hours lab; 270 hours total

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

## WELD 241

3 UNITS

### Welding Technology 4

7.5 hours lab; 135 hours total

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

## WELD 298

1 - 3 UNITS

### 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

## WORK EXPERIENCE

### WOEX 190

1 UNIT

#### Work Experience Seminar

21 hours lecture; 378 hours total

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

### WOEX 191, 192

1 - 3 UNITS

#### General Work Experience 1 & 2

5 - 15 hours lab; 90 - 270 hours total

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

### WOEX 193, 194

1 - 4 UNITS

#### Vocational Work Experience 1

5 - 20 hours lab; 90 - 270 hours total

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

### WOEX 293, 294

1 - 4 UNITS

#### Vocational Work Experience 1

5 - 20 hours lab; 270 hours total

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

# NVC CATALOG 2008 - 2010

## COURSES REPEATABLE FOR CREDIT

ART 127, Painting 1.....	1	DRAM 160, Theatre Workshop.....	3
ART118, Field Studies in Art .....	3	DRAM 161, Summer Theater Workshop:Comedy.....	3
ART 127, Painting 1 .....	1	DRAM 162, Summer Theater Workshop: Drama.....	3
ART 128, Painting 2 .....	1	DRAM 163, Summer Theater Production: Musical.....	3
ART133A, Water Media 1 .....	1	DRAM 170, Technical Theater Laboratory.....	3
ART 133B, Water Media 2 .....	1	DRAM 189A, Film Genres: Film Noir.....	3
ART136, Commercial Art and Design 2 .....	2	DRAM 189B, Film Genres: Western.....	3
ART 138, Drawing 2 .....	1	DRAM 189C, Film Genres: Drama.....	3
ART 140, Freehand Sketching .....	1	DRAM 189D, Film Genres: Musical.....	3
ART145, Sculpture .....	3	DRAM 220, Acting Shakespeare.....	1
ART 147, Clay Sculpture .....	1	DRAM 240, Intermediate Acting.....	1
ART 155A, Beginning Ceramics: Handbuilding .....	1	DRAM 244, Acting Workshop.....	3
ART 155B, Beginning Ceramics: Throwing .....	1	EMT 90, First Responder.....	1
ART 158, Kiln Design and Construction.....	1	EMT95, Emergency Medical Tech 1 (Basic).....	1
ART 180, Printmaking2 .....	1	EMT 300, EMT-P (Paramedic) I.....	1
ART 181, Printmaking Silkscreen .....	2	EMT 301, EMT-P (Paramedic) II.....	1
ART184, Monotype Printing .....	1	EMT 305, EMT-P (Paramedic) Clinical Intern.....	1
ART 187, Solarplate Etching.....	1	EMT 307, EMT-P (Paramedic) Field Internship.....	1
ART 190, Artist's Materials .....	1	ENGL 12, Reading Skills (4 units max).....	1-3
ART 220, Studio Workshop .....	2	ENGL17, Computer Composition.....	1
ART 230, Figure Painting.....	2	ENGL 84, Supervised Writ Lab (4 units max).....	1-3
ART 233, Painting Workshop.....	2	ENGL 85, Basic Reading and Writing.....	1
ART 235, Painting Studio .....	2	GEOL190, Special Field Trip in Geology.....	3
ART 236, Pastel Painting .....	1	HEOC 364, EMT Refresher..... every two years	
ART 237A, Figure Drawing 1.....	1	HEOC 376, Skills Assessment.....	1
ART 237B, Figure Drawing 2.....	1	HUMA 189A, Film Genres: Film Noir.....	3
ART 241, Painting Studio II .....	1	HUMA 189B, Film Genres: Western.....	3
ART 250, Ceramic Surfaces .....	2	HUMA 189C, Film Genres: Drama.....	3
ART 255A, Intermediate Ceramics, Handbuilding.....	1	HUMA 189D, Film Genres: Musical.....	3
ART 255B, Intermediate Ceramics, Throwing.....	1	LRNS 10, Differential Learning Diagnosis.....	3
ART 256, Skill Building in Ceramics .....	2	MACH100, Machine Shop Practice.....	1
ART 258, Ceramics Workshop.....	2	MACH 110, Machine Technology 1 .....	2
ART 259, Drawing and Painting on Clay.....	3	MACH111, Machine Technology 2 .....	2
BIOL190, Natural History/Selected Topics .....	4	MACH 120, Machine Tool Fundamentals.....	1
CFS 168, Early Childhood Workshop .....	as topics change	MACH 121, Machine Tool Fundamentals Lab.....	1
CFS 196, Music in Early Childhood .....	2	MACH 130, Machine Technology 1A.....	1
CISA 172, Typing Speed Development .....	3	MACH 132, Machine Technology 2A.....	1
COUN 94, Techniques for Improving Memory.....	3	MACH 133, Machine Technology 2B.....	1
COUN98, Learning Community Experience.....	3	MACH 210, Machine Technology 3.....	2
COUN 140, Peer Advising Training .....	1	MACH 211, Machine Technology 4 .....	2
COUN 142, Advanced Peer Advising Training .....	3	MACH 230, Machine Technology 3A.....	1
CJT 302, Criminal Justice Skills & Knowledge		MACH 231, Machine Technology 3B.....	1
Modular.....	as topics change	MACH 232, Machine Technology 4A.....	1
DANS 134, Ballet.....	3	MACH 233, Machine Technology 4B.....	1
DANS 136, Jazz Dance.....	3	MACH 250, CNC Programming & Operation 1 .....	1
DANS 137, Tap Dance .....	3	MATH 10, Basic Mathematics (6 units max) .....	4
DRAM 120, Techniques of Acting.....	1	MATH 91, Elementary Algebra Computer Tutorial Lab.....	1
DRAM 122, Improvisation .....	2	MUSI120, Music Reading and Sight Singing .....	1
DRAM 135, Commercial Acting.....	1	MUSI 130, Beginning Voice .....	1
DRAM 140, Introduction to Film Production.....	3	MUSI132, Commercial Voice .....	3
DRAM 150, Theatre Performance .....	3	MUSI133, Musical Theater Voice.....	3
DRAM 151, Touring Theatre Workshop .....	3	MUSI134, Lyric Diction for Singers.....	3
DRAM 152, Children's Theatre Workshop .....	3	MUSI 135, Beginning Piano 1 .....	1
DRAM 153, Musical Theater Production .....	3	MUSI 137, Introduction to Piano.....	1
DRAM 155, Dance Theater Production.....	3	MUSI140, Beginning Guitar.....	1
		MUSI 150, Beginning Percussion Instruments.....	1
		MUSI 155, Beginning String Instruments.....	1
		MUSI 160, College Chorale.....	3

# ANNOUNCEMENT OF COURSES

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MUSI 161, Vocal Ensemble .....	3
MUSI162, Gospel Choir .....	3
MUSI 164, Ensemble Movement.....	3
MUSI 165, International Vocal Performance.....	3
MUSI166, Treble Chorus.....	3
MUSI 170, Musical Theater Performance.....	3
MUSI 172, Musical Revue Workshop.....	3
MUSI174, Rehearsal & Perform Lab: Strings.....	3
MUSI 176, Repertory Orchestra .....	3
MUSI177, Rehearse & Perform Lab: Winds .....	3
MUSI 179, Repertory Wind Ensemble .....	3
MUSI181, Jazz Ensemble .....	3
MUSI 185, Stage Band .....	3
MUSI 196, Music in Early Childhood Education .....	2
MUSI 201, Summer Orchestra .....	3
MUSI 230, Intermediate Voice .....	3
MUSI 232, Advanced Voice.....	1
MUSI 235, Intermediate Piano.....	1
MUSI 240, Intermediate Guitar .....	1
MUSI 260, Vocal performance Seminar.....	3
MUSI280, Instrumental Performance Seminar .....	3
NURS 100, Nursing Skills.....	4
NURS 309, NCLEX Preparation Program .....	1
PHOT 150, Photoshop 1 .....	1
PHOT 151, Photoshop 2.....	1
PHOT 160, Travel & Documentary Photography.....	3
PHOT 227, Color Printing .....	1
PHYE 100 - 162, 169 & 176 - 178, 271,272 .....	3
PHYE 285 - 297 .....	3
POLI 350, Leadership Seminar .....	1
PSYC 190, Special Projects (6 units max).....	1-3
VWT 288, Current Topics in Winemaking .....	as topics change
WOEX 190, Work Experience Seminar .....	4



## NON-CREDIT COURSES

For more information regarding non-credit course description, contact Upper Valley Campus at (707) 967-9100.

ABEN 600	Basic Skills
ABEN 650	GED Preparation
ABEN 651	High School Credit – Social Sciences
ABEN 652	High School Credit – Leadership
ABEN 653	High School Credit – ESL
ABEN 654	High School Credit – Science
ABEN 655	High School Credit – English
ABEN 656	High School Credit - Mathematics
ABEN 750	English as a Second Language
ABEN 755	Preparation for College ESL
ABEN 800	Citizenship
AGN 660	Viticulture & Enology Seminar
AGN 670	Wine Appreciation
ACN601	Basic Art
ACN605	Learning to Paint with Pastels
ACN610	On-Location Watercolor
ACN611	Basic Watercolor Techniques
ACN615	Painting Workshop
ACN618	Learn to Draw
ACN660	Decorative and Tole Painting
ACN662	International Decorative Arts
ACN670	China Painting
ACN701	Ceramics
ACN711	Porcelain Doll Making
ACN833	Creative Arts
BUSN 616	Publish It Yourself
HMRN 800	Basic Auto Repair – Beginning
HMRN 801	Basic Auto Repair - Advanced
LARN 650	Creative Writing
LARN 651	Autobiography Writing
LARN 652	Writing Your Family History
LEN 600	Technical Institutes in Criminal Justice
MOCN 600	Career Planning: An Introduction
MOCN 605	Job Finding
MOCN 970	Tour Guide Training
MOCN 982	Beginning American Sign Language
MUDN650	Music Sensory Awareness
MUDN 652	Choral Music Performing
PEN 620	Yoga
PEN 630	Tai Chi Chuan
PEN 701	Exercise and Energy
PEN 702	Energy without Stress
PEN703	Exercise and Energy for Seniors
PEN 705	Low Impact Exercise
PEN 710	Body Movement

SEWN600	Basic Sewing
SEWN610	Pattern Drafting and Fashion Design
SEWN801	Textile Crafts
SEWN825	Modern Patchwork and Quilting
SPCN600	Senior Seminar
Y641	Expressive Movement
Y700	Creative Journey
Y750	Singing/Music
Y760	Community Participation Skills
Y770	Current Events
Y800	Reading Skills
Y820	Basic Math Skills
Y952	Art
Y954	Expressive Art
Y980	Ceramics

## OPEN ENTRY/OPEN EXIT COURSES

Students may enroll in courses designated as open-entry/open-exit at any point in the semester, completing required coursework at their own pace. This option allows students to schedule the days and hours they will attend the class each week to complete the course requirements within the semester.

CISA 170A	Keyboarding 1 (Part 1)
CISA 170B	Keyboarding 1 (Part 2)
CISA 170C	Keyboarding 1 (Part 3)
CISA 171A	Keyboarding 2 (Part 1)
CISA 171B	Keyboarding 2 (Part 2)
CISA171 C	Keyboarding 2 (Part 3)
CISA172	Keyboarding Skill Development
DRAM 150	Theater Production
DRAM 151	Touring Theater Production
DRAM 152	Children's Theater Production
DRAM 153	Musical Theater Production
DRAM 155	Dance Theater Production
DRAM 160	Summer Theater Workshop
DRAM 161	Summer Theater Workshop: Comedy
DRAM 162	Summer Theater Workshop: Drama
DRAM 163	Summer Theater Production: Musical
ENGL 12	Beginning Reading Skills
ENGL 17	Computer Composition
ENGL 84	Supervised Writing Lab
LRNS 10	Differential Learning Diagnosis
MATH 10	Basic Mathematics
MUSI 170	Musical Theater Performance
MUSI 172	Musical Revue Workshop
PHYE 140	Dance Production
PHYE 169	Adaptive Physical Education for Teaching Assistants



# FACULTY AND STAFF

Administrative and Confidential Staff

Faculty

Classified Professionals

## Administrative and Confidential Staff

Superintendent/President.....	J. Christopher McCarthy, Ph.D.
Executive Assistant to the Superintendent/President .....	Susan Callahan
Director, College Foundation.....	Sonia Wright
Director, Community Relations.....	Betty Malmgren
Director, Information Systems and 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 .....	Robyn Wornall, Ph.D.
Dean, Human Resources .....	Laura Ecklin
Senior Human Resources Analyst .....	Rebecca Gonzalez
Human Resources Analyst .....	Marilynn Cole
Human Resources Assistant .....	Michelle Bullock
Human Resources Assistant .....	Annie Takeoka
Vice President, Instruction .....	Sue Nelson
Administrative Assistant, Office of Instruction.....	Christina Rivera
Dean of Instruction .....	Vacant
Dean, Criminal Justice Training Center.....	Greg Miraglia
Interim Basic Law Enforcement Academy Coordinator.....	Steve Tibbetts
In-Service and Corrections Academy Coordinator .....	Aaron Ross
Dean, Upper Valley Campus & Adult & Continuing Education .....	Bonnie Thoreen
Assistant to the Dean, Upper Valley Campus & Adult & Continuing Education.....	Jenny Sercu
Dean, Health Occupations.....	Amy LaPan, Ph.D.
Associate Dean, Associate Degree Nursing Program.....	Margaret Craig
Dean, Occupational Education & Economic & Workforce Development.....	Vacant
Dean, Physical Education & Athletics .....	Kevin Luckey
Interim Associate Dean, Learning Resources.....	Bonnie Thoreen
MESA Program Director .....	Jose Hernandez
Vice President, Student Services.....	Oscar De Haro
Administrative Assistant, Student Services/Matriculation.....	Martha Navarro
Associate Dean, Admissions & Records.....	Beth Hauscarriague
Dean, Financial Aid/EOPS/TRIO Programs .....	Jill Schruz
Assistant Director, Financial Aid .....	Patti Morgan
Associate Dean, Special Services .....	Windy Martinez
Director, College Police.....	Ken Arnold
Vice President, Business and Finance .....	Scott Miller
Bookstore Manager .....	Sherry Melton
Payroll Supervisor .....	Patty Schendel

## Categorically Funded Administrative Positions

Program Director, Workability III.....	Catherine Brown
Director, Small Business Development Center.....	Elizabeth Pratt
Director, Talent Search .....	Reneé Hernandez
Director, Upward Bound.....	Anna Martinez-Rivero
Instructional Skills Training Coordinator .....	Todd Dischinger
Project Coordinator, Nursing Expansion & Innovation Project.....	Barbara Brock
Regional Simulation Lab Coordinator .....	Nancy Wilson

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# NVC CATALOG 2008 - 2010

## A

A.A. Degrees, 62  
A.S. Degrees, 74  
Academic advising, 40  
Academic freedom, 8  
Academic honesty, 37  
Academic renewal, 36  
Academic standards, 33  
Accident insurance, 16  
Accounting, 108  
Accreditation, 6  
Adjustment to Schedule of Classes, 26  
Administration, 204  
Administration of Justice, 75, 108  
Admissions procedures, 22  
Advanced Placement (AP), 27  
Alternate Media, 8  
American Sign Language, 110  
Announcement of Courses, 107  
Anthropology, 110  
Appealing fees, 27  
Appeals, 22  
Application procedures, 22  
Art, 111  
Assessment, 21  
Associated Student Body, 56  
Astronomy, 117  
Athletics, 57  
Attendance policy, 34  
Auditing courses, 30  
Auditing fees, 26

## B

Basic Police Academy, 76  
Biology, 117  
Blood Drives, 43  
Board of Trustees, 6  
BOGW, 49  
Bookstore, 15  
Breadth requirements, UC, 103  
Broadcast TV Engineering Technology, 77, 118  
Bus, 17  
Business, 78, 120

## C

Cafeteria, 15  
California State University System, 100  
CalWORKS, 51  
Campus map, 215  
CARE, 49, 51  
Career counseling, 40  
Career Center, 41  
Catalog rights, 62  
Certificate of Achievement, 68  
Challenge prerequisites, 29  
Chemistry, 122  
Child Development Center, 41  
Child and Family Studies, 82, 123

Classification of students, 34  
Classified Staff, 209  
Clubs, 57  
College Level Entrance Program Exams (CLEP), 27  
College Police, 16  
Community Education, 14  
Completing a Major for the AA Degree, 64  
Computer Information Systems-Applications, 126  
Computer Information Systems-Network, 129  
Computer Lab, 44  
Computer Studies, 130  
Confidential staff, 204  
Cosmetology, 83, 131  
Counseling, 40, 43, 100, 131  
Courses, 85  
Credit by Examination, 28  
Credit Program, 14  
Criminal Justice Training, 134

## D

Dance, 136  
Digital Art and Design, 136  
Digital Design Graphics Technology, 93, 137  
Disabled Students Services and Programs (DSPS), 43  
Dismissal, 36  
Drama, 139  
Drug-free campus, 8

## E

Earth Science, 142  
Economics, 142  
Education, 142  
Educational Opportunity Grants, 49  
Educational plans, 70  
Eligibility for admission, 20  
Emergency telephones, 16  
EMT-P: Paramedic, 84, 142  
Engineering, 143  
English, 144  
English as a Second Language, 148  
English composition requirement, 61  
English 85 Learning Community (ELC), 44  
English proficiency, 22  
Enrollment fee, 26  
Environmental Science, 150  
Environmental Technology, 150  
Equal Employment Opportunity, 8  
Evaluation of credit, 28  
Evening classes, 15  
Extended Opportunity Programs & Services, 51

## F

Faculty, 6, 203, 205  
Family Rights and Privacy Act, 8  
Federal Aid, 51  
Fees, 26  
Field Trips, 16  
Final examinations, 36  
Financial Aid/EOPS Services, 48, 50  
Foundation, 6  
French, 150

## G

GED testing, 45  
General education requirements; A.A./A.S, 62, 74  
General education requirements; CSU, 100  
General education, breadth, UC, 103  
Geographic Information Systems, 70, 85  
Geography, 151  
Geology, 152  
Grade Change, 36  
Grading system, 34  
Grade point average, 35  
Graduation requirements, 62, 74, 100, 103  
Grants, 49

## H

Health, 153  
Health Occupations, 154  
Health Occupations Skills Lab, 44  
Health, Student Services, 43  
High school, completion of, 20  
History, 6, 155  
Honors, 35  
Hospitality, 156  
Hospitality and Tourism Management, 85  
Housing, 57  
Humanities, 157  
Human Services, 85

## I

Incomplete grade policy, 35  
Independent Colleges and Universities, 105  
Independent study, 28  
Intercollegiate athletics, 57  
International Education, 44  
International Students, 20  
International transcripts, 29  
Intersegmental General Education Transfer Curricula (IGETC), 69, 103  
Institutional SLOs, 7  
Italian, 159

# INDEX

- J**  
Job placement, 42
- L**  
Leadership, 57  
Learning Services, 42  
Learning Skills, 159  
Library, 42  
Loans, 50
- M**  
Machine Tool Technology, 86, 160  
Majors offered, 64  
Major requirements, 100, 103  
Map, 215  
Mathematics, 162, 192  
Matriculation, 21  
Media services, 42  
MESA, 44  
Mission, Vision, and Values, 7  
Military service credit, 28  
Military withdrawal, 36  
Music, 164
- N**  
Nondiscrimination policy, 8  
Nonresident tuition, 20  
Nursing, 169  
Nursing, associate degree, 87  
Nursing, general, 90  
Nursing, licensed vocational, 169
- O**  
Occupational degrees/certificates, 74  
Office Skills Center, 44  
Ombudsperson, 42  
Online Education, 14  
Open classes, 8  
Open Entry/ Open Exit, 200  
Orientation/Advising Sessions, 21  
Out-of-State students, 24
- P**  
Paralegal, 171  
Parking permit, 16  
Parking regulations, 15  
Pass/No Pass, 34  
Pell Grant, 49  
Petition for graduation, 62  
Philosophy, 172  
Phi Theta Kappa, 35  
Photography, 90, 173  
Physical Education, 175  
Physically limited, programs for, 43  
Physics, 182  
Policies, 8  
Political Science, 182  
Prerequisites, 29  
Probation, 36  
Prohibition from unlawful discrimination, 8  
Procedimientos de admission, 22  
Program changes, 35  
Psychiatric Technician, 91, 183  
Psychology, 184  
Puente, 45
- R**  
Reading and study skills, 144  
Recreation, 57  
Refunds, 27  
Registration, 26  
Reinstatement, 36  
Release of student information, 9  
Repeating a course, 29, 198  
Residence requirements, 20, 62, 74  
Residence requirement for graduation, 62, 74  
Respiratory Care, 93, 186
- S**  
Satisfactory progress, 35  
Scholarships, 50  
Scholastic honors, 35  
Sexual harassment, 9  
Shared governance, 9  
Small Business Development Center, 15  
Smoking Policy, 10  
Sociology, 188  
Spanish, 189  
Special admit students, 27  
Special services, 43  
Speech, 191  
State Colleges and Universities, 100  
Student life, 56  
Student center, 16  
Student conduct, 10  
Student complaint and grievance procedures, 10  
Student Health Service Fee, 26  
Student records, 10  
Student Representation Fee, 26  
Student right-to-know information, 10  
Student services, 40  
Student Support Services (TRIO), 45  
Study load, 26  
Summer session, 15
- T**  
Talent Search, 45  
Technical Mathematics, 192  
Telephone inquiries, 17  
Testing & Tutoring Center, 45  
Theatre, 58, 139  
Title IX, 8  
Traffic regulations, 15  
Transcripts, 28  
Transfer Center, 100  
Transfer information, 40, 100, 103  
Transfer options, 100  
Transfer to colleges and universities, 100, 103  
Transferred credit, 28  
Transportation, 17  
TRIO, 45  
Tuition fees, 26  
Tuition refund, 27  
Tutoring, 45
- U**  
Unit, defined, 34  
University of California System, 103  
Upper Valley Campus, 14  
Upward Bound, 45
- V**  
Veterans benefits, 51  
Visitors in the classroom, 17  
Viticulture and Winery Technology, 94, 192  
Vocational programs, 74
- W**  
Waiting list, 30  
Weekend classes, 15  
Welding Technology, 96  
Withdrawal from courses, 35  
Women's Program, 70  
Workability III, 43  
Work experience education, 30, 197  
Work Study, 49  
Writing Center, 45

Sue Nelson, Vice President of Instruction

**Catalog Production Team**

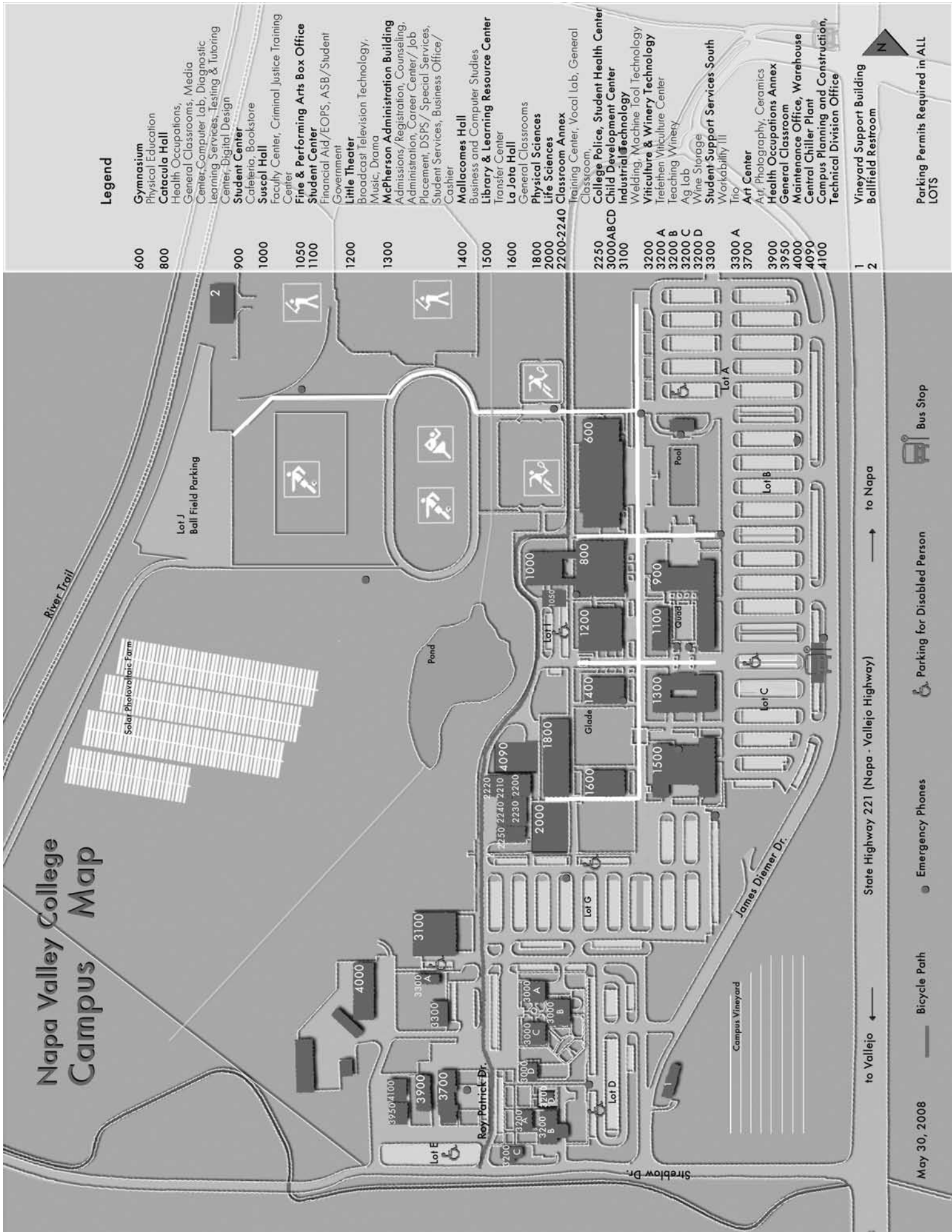
Kalen Brinkman

Cari Roughley

Jolie SanClair

Erik Shearer

# Napa Valley College Campus Map



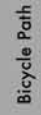
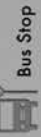
## Legend

- 600 **Gymnasium**  
Physical Education
- 800 **Catacula Hall**  
Health Occupations,  
General Classrooms, Media  
Center, Computer Lab, Diagnostic  
Learning Services, Testing & Tutoring  
Center, Digital Design
- 900 **Student Center**  
Cafeteria, Bookstore  
**Suscol Hall**  
Faculty Center, Criminal Justice Training  
Center
- 1050 **Fine & Performing Arts Box Office**
- 1100 **Student Center**  
Financial Aid/EOPS, ASB/Student  
Government
- 1200 **Little Theater**  
Broadcast Television Technology,  
Music, Drama
- 1300 **McPherson Administration Building**  
Admissions/Registration, Counseling,  
Administration, Career Center/ Job  
Placement, DSPS/ Special Services,  
Student Services, Business Office/  
Cashier
- 1400 **Mallacomes Hall**  
Business and Computer Studies
- 1500 **Library & Learning Resource Center**  
Transfer Center
- 1600 **La Jota Hall**  
General Classrooms
- 1800 **Physical Sciences**
- 2000 **Life Sciences**
- 2200-2240 **Classroom Annex**  
Training Center, Vocal Lab, General  
Classroom
- 2250 **College Police, Student Health Center**
- 3000ABCD **Child Development Center**
- 3100 **Industrial Technology**  
Welding, Machine Tool Technology
- 3200 **Viticulture & Winery Technology**  
Trefelthen Viticulture Center
- 3200 A **Teaching Winery**
- 3200 B **Ag Lab**
- 3200 C **Wine Storage**
- 3200 D **Student Support Services South**  
Workability III
- 3300 **Trio**
- 3700 **Art Center**  
Art, Photography, Ceramics
- 3900 **Health Occupations Annex**
- 3950 **General Classroom**
- 4000 **Maintenance Office, Warehouse**
- 4090 **Central Chiller Plant**
- 4100 **Campus Planning and Construction,  
Technical Division Office**

to Vallejo ←

State Highway 221 (Napa - Vallejo Highway)

→ to Napa



May 30, 2008

Parking Permits Required in ALL  
LOTS





speech astronomy education  
earth science ESL counseling  
nursing child family studies  
dance photography sociology



business psychology humanities  
paralegal history philosophy  
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