

# **NAPA VALLEY COLLEGE**

**2277 Napa-Vallejo Highway, Napa CA 94558**

**707-256-7000**

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

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

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Welcome to Napa Valley College!

On behalf of the faculty, staff, administration, and your fellow students, I thank you for your decision to come to Napa Valley College. Napa Valley College may be the gateway to obtaining a four-year college or university degree, jump-starting your present career, exploring new options, or equipping you with the skills needed to obtain a new job in a highly skilled and financially rewarding technical field—the choice and the opportunities are all here for you!

The Napa Valley College catalog lists courses, programs; support services, degree offerings, and transfer information that you will need to chart your course to academic success and find a new direction for your future.

At Napa Valley College, we have built an environment that is focused on learning and personal growth, a place where we help you open doors to unlimited possibilities. Throughout our 72-year history, we have helped thousands of students turn their dreams into realities.

Our dedicated faculty members are accomplished professionals who are committed to enriching their classrooms with professional expertise and life enhancing experiences. They teach because they want to interact with students. Our professional classified staff are also here to help you develop your educational focus, plan your pathway and provide guidance and assistance for you outside the classroom.

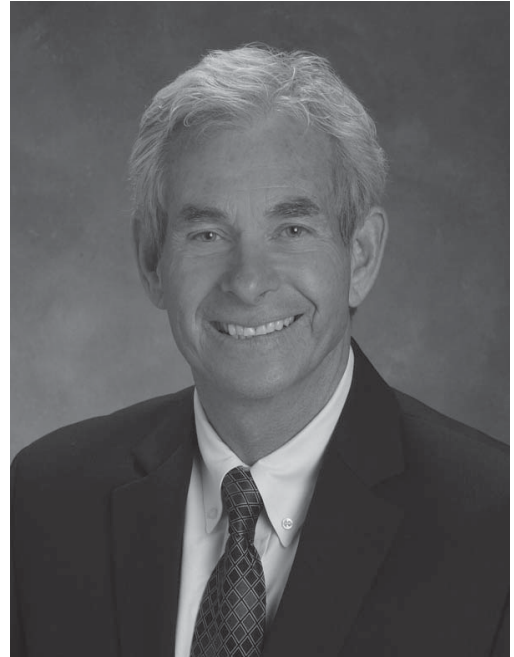
Napa Valley College has established a reputation for excellence and we look forward to matching the community's continued growth. Education is the pathway to success in our society, and today learning has never been more vital.

The Napa Valley is one of the most dynamic and picturesque communities in the world. We serve, and we are proud of our role, as this community's college. As the valley continues to grow and adapt, the need for more academic programs and majors, as well as training initiatives and services of an increasingly complex nature, grows too. Think of us as "your college and your future," as you engage in what we hope will be a life changing experience attending NVC.

All the best,



Dr. Ronald Kraft  
Superintendent/President



### NVC Board of Trustees

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

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## CONTENTS

### General Information

Mission and Values  
Institutional Learning Outcomes  
Student Learning Outcomes  
History  
Foundation  
Faculty, Staff, and Students

### Campus Information

Parking and Transportation  
Support Programs and Services  
Upper Valley Campus

### College Policies

Academic Freedom  
Drug-free Workplace  
Nondiscrimination and Sexual Harassment  
Standards of Student Conduct  
Student Complaint and Grievance Procedure  
Student Right-to-Know Act

### Academic Information

Credit Program  
Distance Education Learning  
Community Education  
Evening and Weekend Classes  
International Education  
Noncredit Program

### Admissions and Registration

Assessment and Orientation  
Educational Planning  
Eligibility for Admission  
International Students  
Priority Registration  
Residence Requirements  
Student Success and Support Program

### Fees and Refunds

Appeals and Refunds  
Enrollment and Tuition

### Academic Requirements

Advanced Placement  
Course Repetition  
Independent Study  
Prerequisites  
Transcripts  
Waitlists  
Withdrawal from Courses

### Academic Standards

Academic Honesty  
Academic Renewal  
Academic Support Programs  
Attendance  
Career Center

Child Development Center  
Counseling and Advising  
Grading  
Learning Services  
Library and Learning Resource Center  
Probation, Dismissal, and Readmission  
Student Right of Appeal

### Student Services and Resources

Testing and Tutoring  
Units and Hours

### Financial Aid

Application for Financial Aid  
Awards  
Grants  
Loans  
Qualifications and Eligibility  
Refunds, Disbursements, and Repayment  
Scholarships  
Veteran Benefits  
Work Study

### Student Life

Clubs and Organizations  
Intercollegiate Athletics  
Leadership Opportunities for Students  
Student Activities  
Student Board

### General Education and Graduation Requirements

Associate Degrees  
Associate Degrees for Transfer  
Catalog Rights  
General Education Categories  
General Education Requirements  
Petition for Graduation

### Transfer Information

Transfer Center  
CSU and UC Systems  
C-ID

### Course and Program Descriptions

Degrees and Certificates  
Course and Program Information

### Faculty and Staff

Administrative Staff  
Faculty  
Classified Staff

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

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## GENERAL INFORMATION

### Mission and Values

Napa Valley College, as part of the California Community College System, provides open access to higher education.

### Mission

Napa Valley College prepares students for evolving roles in a diverse, dynamic, and interdependent world. The college is an accredited open-access, degree- and certificate-granting institution that is committed to student achievement through high-quality programs and services that are continuously evaluated and improved. The college serves students and the community in the following areas: transfer courses, career-technical education and training, basic skills, and self-supporting contract education and community education classes.

*Approved by the Board of Trustees November 15, 2012*

### Values

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

- student success
- honesty
- creativity
- integrity
- adaptability
- inclusivity
- responsibility
- openness to new ideas
- respect for others
- health and wellness

*Approved by the Board of Trustees, November 13, 2008*

### Institutional Student Learning Outcomes

Students who receive a degree from Napa Valley College will demonstrate the following:

1. Communication & Collaboration
2. Critical Thinking & Information Competency
3. Global Awareness & Civic Responsibility
4. Personal Responsibility

*Approved by the Board of Trustees, September 12, 2013*

### 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, Napa Junior College was founded as part of the Napa Union High School District. The first year of World War II marked the college's first class—of just 16 students—only one of whom was male.

Once the war was over, GIs flooded into the new college seeking educational opportunity. 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 on land previously occupied by the Napa State Hospital. After 23 years, the college had its own campus, its own school district, and an enrollment of 1,771 students. It renamed itself Napa College and continued to grow its student body on the site it continues to occupy to this day.

In 1982, Napa College changed its name to Napa Valley College. The official opening of a permanent Upper Valley Campus in St. Helena in the fall of 1994 brought educational opportunities closer to home for upper valley residents and added new dimensions to the college curriculum. As of 2011, the college now serves over 9737 students.

## 6 General Information

In 2002 the voters of Napa County approved Measure N, a bond measure that funded construction of the 65,000 square foot McCarthy Library and the Performing Arts Center. In addition, Measure N provided funds for remodeling of the student services and administrations buildings and renovating the life sciences building and North Gym, among other projects.

In 2006, the college undertook two projects to improve drainage, storm water treatment, and native habitat. Napa Valley College has a strong record of commitment to environmental sustainability. Due to restoration efforts, the storm water collection pond and historic Tulucay Creek now support habitat for river otters, snowy egrets, and many other species. In 2006 the college also installed a 1.2 Megawatt solar power system which has reduced emissions of carbon dioxide by over 781 tons, and which allows the college to redirect several hundred thousands of dollars per year from utility bills to classrooms. In 2007, the college built the Central Chill Water Plant which replaced traditional air conditioning with a system that utilizes ice water to cool the classrooms, thus benefiting both California's electrical grid and the college's general fund.

### 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. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org)

### Board of Trustees

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 annually by the Associated Students of Napa Valley College. 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 on the Board of Trustees website: (<http://www.napavalley.edu/AboutNVC/Trustees/Pages/default.aspx> and in the McPherson Administration Building 1500.

### Faculty

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

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

share a love of learning and a desire to pass it on to their students.

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

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

### 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, race/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 55 percent of our credit students are female, and the majority are under 25. More than 5 percent of NVC students are over 50. Approximately 60 percent of our students attend on a part-time basis, and almost 10 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. The diversity of our student profile is evident by Federal designation as a Hispanic-Serving Institution, for having 25% of full-time equivalent students are Hispanic, which then allowed NVC to compete for and successfully receive a Federal Title V grant.

### 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 many areas of matriculation, registration, financial aid, career planning, instructional support, and campus beautification and safety.

### Office of Institutional Advancement

The mission of the Napa Valley College Office of Institutional Advancement is to develop resources to support the College and its students through donations made to the NVC District Auxiliary Services (DAS) Foundation and the NVC Foundation.

Investments in Napa Valley College through the generosity of community members ensure that Napa Valley College and its students have the means to realize the college's services and the potential within each student.

### **Institutional Support**

Whether contributions support instructional materials, student field trips, campus improvements, professional development opportunities for faculty and staff, or community education programs such as Shakespeare Napa Valley in downtown Napa or the Napa Valley Writers Conference in St. Helena, the support provided has a lasting impact on individual students as well as the community, exponentially increasing the power Napa Valley College has to change lives.

### **Scholarships**

Each year the NVC Foundation awards more than \$200,000 in scholarships to students. These scholarships recognize 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. This financial assistance helps many students receive the necessary education to become successful in school and life.

The NVC Office of Institutional Advancement is pleased to assist donors in obtaining substantial tax benefits and income enhancement by making gifts of stocks, property, and other appreciated assets using a variety of estate planning tools.

The Napa Valley College Foundation and the Napa Valley College District Auxiliary Services (DAS) Foundation are California nonprofit, public benefit corporations and are tax-exempt as provided by IRS Sec. 501 (c) 3. The College's foundations augment funding received from the State and support the educational excellence for which Napa Valley College is known.

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

### **Alumni Relations**

Napa Valley College's Alumni Relations program is an integrated and comprehensive engagement activity established by the college to cultivate alumni support of NVC. The NVC Alumni Relations program organizes networking and mentorship opportunities for the benefit of NVC alumni, transfer students and lifelong learners, cultivates additional community-based support, and accepts donations through a membership program.

## **CAMPUS INFORMATION**

### **Information and Auxiliary Services**

If you would like information about the college or its services, you can find this on the Napa Valley College website ([www.napavalley.edu](http://www.napavalley.edu)) or you may call Napa Valley College's main line at (707) 256-7000. From outside Napa, call (800) 826-1077, toll-free. For individual office phone numbers, please refer to the telephone directory.

### **Welcome Center**

The Welcome Center serves both new and returning students, in addition to current students. Full-time staff and Student Ambassadors are available to provide hands-on assistance with the admissions process and guide students through the setup of their Web Advisor Student Portal Account. Using a comprehensive and personal approach to assist students, Welcome Center staff and Ambassadors provide general information about financial aid and the matriculation processes, guide students through the necessary steps that they need to complete as part of their entry or re-entry to college life. They can also provide information that will connect students with appropriate student support services and answer general questions about the college, its programs and services; schedule and conduct campus tours; coordinate and conduct outreach activities at area middle- and high schools, college fairs and other events on request; coordinate and host on-campus events that help to raise awareness of campus services. The Welcome Center is located in the lobby of the 1300 Building which also provides easy access to connecting resources (i.e. – Admissions and Records, Student Support Services (SSS), access to Counselors and Transfer Center/Career Center). It is also within walking distance of the Financial Aid, EOPS and CalWORKs offices, the student Bookstore and the Student Activities Office. For more information, please call (707) 256-7215.

For questions which require the services of one of our counselors, call the General Counseling Center at (707) 256-7220 or refer to their drop-in hours schedule on the website at [www.napavalley.edu/counseling](http://www.napavalley.edu/counseling). Then select the General Counseling Center link.

### **Bookstore**

The Napa Valley College bookstore offers textbooks, books, instructional materials, clothing items, convenience and miscellaneous supplies for sale as economically and efficiently as possible. The bookstore stocks required and recommended textbooks and supplies for all scheduled classes in order to fulfill requirements of the Higher Education Opportunities Act (HEOA). It offers a large rental program in addition to textbook sales. Rental prices save students 50% or more on the price of a textbook. Faculty and staff receive a 15% discount on all items (excluding snack items and textbooks).

The bookstore, located in the 900 building adjacent to the quad, is open from 7:45 a.m. to 5:00 p.m., Monday through Thursday; Friday 8:00 a.m. to 1:00 p.m. Extended evening 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) 256-7480 for hours and other specific information about the bookstore.

## 8 Campus Information

### Center of Student Activities

Student activities are centered primarily in two locations on campus, the Library Plaza (front of the McCarthy Library) and the Quad (the courtyard in front of the Bookstore). These locations are often used by students for planned and impromptu concerts, meetings, and speakers. Student activities and community events are announced on the bulletin boards located throughout campus including bulletin boards in the Quad area and the Library Plaza. A Cultural Center (previously known as the student lounge), located in the northeast corner of the Cafeteria (Room 930A), is available for small student gatherings and meetings and can be reserved through the Student Life/ASNVC Office.

The Activities Center is now in Building 900 (old Cafeteria) and it has games available for check out like ping pong, fooseball, air hockey and an assortment of board games. Students can check out games and equipment through the ASNVC Office for the duration of one hour at a time (subject to availability) with a current Student ID Card.

For information on campus activities, the Cultural Center or the Activities Center, contact the Student Life/ASNVC Office at (707) 256-7340 or visit them in Building 1300, Room 1342.

### 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 such as a suspicious situation or assistance, use the small black "college police" button. To get help on campus via cell phone, call (707) 256-7777.

### Library Café

The café is located on the first floor of the McCarthy Library, Bldg. 1700. Its operating hours are 7:30 a.m. to 8:00 p.m. during the Spring and Fall semesters and limited hours during the Summer semester. The café hours are subject to change.

### Small Business Development Center

The Napa-Sonoma 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 Napa-Sonoma Small Business Development Center partners with local Chambers of Commerce, government agencies, and Napa Valley College to outreach services. It functions as a clearing house for assistance and information for area businesses. The Napa-Sonoma Small Business Development Center is located on the main campus in Bldg. 3300. For more information, call (707) 256-7250 or online at [www.napasbdc.org](http://www.napasbdc.org)

### Accident Insurance

The college provides injury and 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 Facilities Services and Risk Management Services offices, Bldg. 4100, (707) 256-7584. 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.

### Parking and Transportation

#### 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 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 in front of the library adjacent to James Diemer Drive. Time 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.

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

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. Speed limits

- Parking Lots, 10 MPH
- Maximum, 20 MPH

For more information and complete parking regulations, contact the College Police Department (707) 256-7770 or [www.nvcpd.org](http://www.nvcpd.org).

### Transportation

Bus service: Four VINE Routes, 29 from El Cerrito, 21 from Fairfield and Suisun City, 11 from Vallejo Ferry Terminal, and 10 from Calistoga, serve the main campus. Route 10: (Calistoga/Napa) This route operates between Downtown Calistoga and the Napa Valley College, with both North and South bound stops during the weekdays and weekends. Route 11: (Napa/Vallejo) This route operates between Redwood park and ride lot (on Redwood Rd., Napa) and the Vallejo Ferry Terminal, with both North and South bound stops, during the weekdays and weekend. Route 21: (Napa-Solano Express) This route operates between the Suisun City Train Depot and the Soscol Gate Way Transit Center, with both North and South bound stops and only during the weekdays. Route 29: (El Cerrito del Norte Bart) This route operates between the Calistoga Lincoln Bridge and the El Cerrito Del Norte BART, with both North and South bound stops during the weekdays. Standard rate: (Napa to Ferry) \$3.25, (Napa to BART) \$5.50. Fares range from \$1.50 from Napa and \$2.25 from Vallejo to \$3.25 from up valley. Service is also available during specific hours on Sundays (see VINE bus schedule for specific hours). Monthly passes for unlimited rides start at \$48 (are offered on routes 10,11 and 29). Discounts are available for those with disabilities, youth 18 or younger, Medicare card holders and seniors 65 or older (excludes route 21).

The main campus bus stop is located on James Diemer Drive. The Upper Valley 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 4:05 pm; there is no service between 12 noon and 1 pm. 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 ASNVC office. Students, faculty, or staff may also call 1-800-53-KMUTE (1-800-535-6883) during business hours, or visit Solano Napa Commuter Information at [www.communterinfo.net](http://www.communterinfo.net) to sign up for the 511 RideMatch Service to begin or join a carpool. 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. To obtain a free BikeLinks Map that covers Solano County, Yolo County and portions of southern Napa County, contact Solano Napa Commuter Information at 1-800-53-KMUTE (1-800-535-6883) or visit [www.communterinfo.net](http://www.communterinfo.net).



## COLLEGE POLICIES

### Campus and Instruction

#### Academic Freedom

*Board Policy I7100*

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.

#### Drug-Free Workplace

*Board Policy D1420*

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.

#### Open Classes

*Board Policy I7500*

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. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

#### Non-Smoking Areas

*Board Policy D3410*

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 minimize 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 Development 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.

### Equal Opportunity and Non-discrimination

#### Equal Employment Opportunity

*Board Policy D1130*

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, gender, gender identity, gender expression, genetic condition, genetic information, 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 Educational Rights and Privacy Act of 1974 (FERPA)

*Board Policy S6410*

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.

#### Equal Employment and Educational Opportunities and Unlawful Discrimination

*Board Policy D1130*

The college is committed to providing an educational environment free from discrimination and harassment. Napa Valley College does not tolerate discrimination, harassment, or retaliation based on race, color, sex, gender, gender identity, gender expression, sexual orientation, physical or mental disability, religion, ethnic group identification, ancestry or national origin, including status as a non-native English speaker and military or veteran status. Board Policy D1130 prohibits discrimination against individuals in any of these groups, as well as individuals who may be perceived as being members of these groups or based on an individuals' association with a person or group with one or more of these actual or perceived characteristics.

The college encourages any student who believes he or she has been subjected to discrimination, harassment, or retaliation to contact the college's Dean of Human Resources, Laura Ecklin, in Room 1544 or by phone at (707) 256-7100 to file a report. Reports 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. The college will conduct a prompt investigation of any reports of discrimination, harassment, or retaliation. In addition, college employees are obligated to report alleged, suspected or known harassment to the Dean of Human Resources.

College employees with disabilities or medical conditions that require accommodations should contact the Office of Human Resources. Title IX and Section 504 compliance officer is Rebecca Scott. She may be reached in Room 1735-C or by phone at (707) 256-7438.

### **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. Board Policy D1130 and the accompanying regulations are available in the Office of Human Resources and on the Board of Trustees' webpage of the college's website. To file a complaint of unlawful discrimination, individuals should contact the Dean of Human Resources, Room 1544, phone 256-7100.

### **Shared Governance**

#### *Board Policy D1140*

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.

### **Standards for Students**

#### **Release of Student Information**

##### *Board Policy 6410*

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 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) 256-7200.

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.

### **Student Complaint and Grievance Procedure**

#### *Board Policy S6320*

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. Napa Valley College does not tolerate harassment on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identity, gender expression, genetic condition, genetic information, 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, including status as a non-native English speaker. The college encourages any student who believes he or she has been subjected to such harassment to report the harassment, including complaints regarding gender equity, to the college's Dean of Human Resources. In addition, college employees are obligated to report alleged, suspected or known harassment to the Dean of Human Resources (Title IX Coordinator). Reports may be submitted to the Dean of Human Resources, Laura Ecklin, in Room 1544. The Dean may also be reached by phone at (707) 256-7100. Reports 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. The college will conduct a prompt investigation of any reports of harassment.

Any person who has a disability and is alleging failure to accommodate should contact the Section 504 Coordinator, Rebecca Scott, Dean of Library and Learning Resources, (707) 256-7417.

All complaints, except for harassment as described above, must be filed during the semester in which the problem occurs. 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

## 12 College Policies

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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/studentsservices](http://www.napavalley.edu/studentsservices). Select the "Students Rights and Responsibilities" link. 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 1330, (707) 256-7363 or from the Office of Instruction in Room 1531, (707) 256-7150. To file a non-instructional complaint, contact the Office of Student Services. To file an instructional complaint, contact the Office of Instruction. If a student wishes to follow a grievance under Stage 2 and 3 of the Student Complaint and Grievance Policy S6320, the student must fully complete a student grievance form found online under the Student Rights and Responsibilities website. This form will be accepted only after completing the informal complaint process.

### **Student Records Retention and Destruction**

*Board Policies 3500 and 6410*

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 in Building 1300.

### **Student Right-to-Know Information**

*Board Policies 3500 and 6410*

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 the safety and security of the campus at [www.nvcpcd.org](http://www.nvcpcd.org) 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 the Research, Planning and Institutional Effectiveness website (<http://www.napavalley.edu/AboutNVC/Planning/research/Pages/ExternalReporting.aspx>).

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.nvcpcd.org> or call (707) 256-7770 to obtain a paper copy of the Safety and Security Report.

### **Standards of Student Conduct**

*Board Policy S6310*

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 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 a copy of the Standards of Student Conduct from the Office of Student Services in Room 1330 or via the Student Services website at [www.napavalley.edu/studentsservices](http://www.napavalley.edu/studentsservices) (select the "Student Rights and Responsibilities" link).



## ACADEMIC INFORMATION

### 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.

### Distance Learning

Another facet of the Napa Valley College experience is distance learning or online education. Distance learning students and teachers engage in a cooperative learning experience by accessing a virtual classroom, utilizing a variety of web-based technologies, such as websites, videos, group discussions and projects. Students partake in an interactive style of learning that harnesses the distinctive knowledge and life experiences of each participant.

Distance Education classes require the same rigor as their face-to-face equivalent. In addition they require the student to apply self-discipline to stay on task, and a level of technological knowledge to navigate and utilize a virtual learning environment. Not only are students discovering the course material, they are often re-learning how to learn. Online classes require as much or more work as a traditional face-to-face class. Fully online and hybrid (elements of online and in-class work combined at discretionary proportions) courses are offered each semester and summer terms. Students must have access to a computer and reliable Internet service throughout the term of the course.

For more information about the online classes, certificates, and degree programs available, go to [www.napavalley.edu/online-ed](http://www.napavalley.edu/online-ed)

### 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 and cooking classes, designed to serve students of all ages whose educational goals do not require college credit.

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.

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.

Community members interested in courses, programs, or services may contact the Upper Valley Campus at (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.

## 14 Academic Information

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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 online each semester for course offerings.

### **International Education**

Napa Valley College offers its students 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) 256-7150.

### **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 and posted on the Napa Valley College website.



## ADMISSIONS AND REGISTRATION

### 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 official 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 the 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.

### Study Load

A full-time course load is 12 units or more per semester or 9 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 Excess Unit Limit Form, and have counselor's approval and signature before registering for an overload. Contact the General Counseling Center in Room 1339A or call (707) 256-7220.

### Assessment and Orientation

#### Assessment (All new students)

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) 256-7434 or 256-7437 or at [www.napavalley.edu/testingandtutoringcenter](http://www.napavalley.edu/testingandtutoringcenter) for information regarding English and Math assessment.

#### Orientation (All new students)

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.

Students will also receive information about submitting official transcripts from other previously attended colleges and universities.

Please refer to the Online Orientation website at [www.napavalley.edu/orientation](http://www.napavalley.edu/orientation).

### **Counseling/Advising (Educational Planning for all new students)**

Students must complete an abbreviated educational plan. Counselors and specialists can assist students with academic planning needs to help them successfully meet educational goals.

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.

During this advising session, counselors will also review official college and university transcripts previously submitted to Admissions and Records Office for inclusion into the student educational plan.

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. Complete an abbreviated educational plan.
3. Regularly attend class.
4. Complete assigned homework.
5. Participate actively in counseling, and orientation/advising.
6. Declare a specific course of study (major) after 15 units have been completed.\*
7. Make progress toward the declared educational goal in order to maintain enrollment priority status and BOGW fee waiver (effective Fall 2014).
8. Actively seek support services as needed.
9. Make progress towards the declared educational goal.

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

\* Students must submit all college transcripts to Admissions and Records Office after applying to NVC.

### **Student Success and Support Program (SSSP)**

A student has completed the Student Success and Support Program when they have:

1. Completed assessment through one of the following:
  - a. Completed testing at NVC within the last 3 years
  - b. Completed testing at another college within the last 3 years. (Assessment scores should be presented to the Testing and Tutoring Center for evaluation.)
  - c. Students may be exempt from assessment testing if they have earned an A.A./A.S. degree or higher.
  - d. Specific assessment requirements may differ based on

declared educational goal.

2. Completed orientation at NVC. and
3. Completed an abbreviated educational plan based on initial educational goal stated on application.

### **Student Success and Support Program (formerly Matriculation)**

Please refer to the "5 steps to Successfully Enroll as a New Student" for details.

Student Success and Support Program (SSSP) (formerly Matriculation) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of students to be successful in their educational endeavors. The goals of the Student Success and Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components which include admissions, assessment/testing orientation, , counseling, and student follow-up.

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 Student Success and Support Program (SSSP). It includes: admissions, assessment, orientation, counseling, and development of an educational plan.

All students are required to participate in each of these activities. Students who have earned an A.A./A.S. degree or higher may be exempt from participating in some SSSP activities. Students may waive their right to participate in any of the SSSP activities however waiving this right may result in a lower registration priority.

### **SSSP Appeals**

A student may appeal any portion of the SSSP procedures to the Vice President, Student Services, Rm 1300.

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

### **Priority Registration**

Upon successful completion of the SSSP process, students will be eligible for registration priority.

New Students: Must complete Assessment, Orientation, and an abbreviated educational plan to obtain priority.

Program Based New Students: Must complete Assessment, Orientation, and an abbreviated educational plan to obtain priority. If you have qualifying status at Napa Valley College as active duty military, veteran, current or former foster youth, DSPS, and/or EOPS, complete assessment, orientation and an abbreviated educational plan to get enrollment priorities.

Continuing Students: If you have a cumulative GPA under 2.0 for two consecutive semesters, you will lose enrollment priority until your accumulated GPA is 2.0 or higher. If 50% or more of all the

units you have attempted end up as W, I, NP, or NC grades, you will be on Progress Probation. If you are on Progress Probation for two consecutive semesters, you will lose enrollment priority.

Students who have lost priority registration and have been moved to open registration may appeal to have it reinstated based on verifiable evidence of factors outside their control. Priority registration and appeal information is available on the Admissions and Records website ([www.napavalley.edu/admissions](http://www.napavalley.edu/admissions)), select the Priority Registration link.

#### **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/webadvisor](http://www.napavalley.edu/webadvisor)) 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.

#### **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.

#### **Process for Withdrawing from Courses**

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 course shall be authorized through 75% of the term. A student may withdraw and receive a "W" symbol for a course a maximum of three times. Upon the fourth 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 under the Admissions and Records calendar ([www.napavalley.edu/admissions](http://www.napavalley.edu/admissions)), in the online class 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.

#### **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.

### **Residency and International Students**

#### **Residence Requirements**

Residents of California may be admitted to Napa Valley College provided they meet entrance requirements. Some programs have additional prerequisite requirements. Call the Admissions and Records Office at (707) 256-7200 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 the Admissions and Records Office. Forms can be found online and in the Admissions and 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, at (707) 256-7200.

#### **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 173 on the computerized test, or 500 on the paper version and 61 on the IBT (Internet Based Test). In addition, they must demonstrate adequate financial resources to complete their education without outside employment.

International students must pay nonresident tuition fee of \$193



## 18 Admissions and Registration

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per unit (plus the \$46 per unit enrollment fee) and are required to have health and accident insurance. Approximate expenses for one school year are:

Housing/Tuition	\$ 14,760.00
Enrollment Fee (24 units x \$46 + required fees)	\$ 1,170.00
Books	\$ 1,566.00
Health Insurance	\$ 672.00
Transportation	\$ 1,116.00
Miscellaneous	\$ 2,754.00
Grand Total :	\$ 22,038.00

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

For more information, please refer to the Admissions and Records website ([www.napavalley.edu](http://www.napavalley.edu)) and select the Fees and Refunds link.

### How to Apply (International Students)

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

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

### When to Apply (International Students)

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 (International Students)

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, by e-mail at [dlarson@napavalley.edu](mailto:dlarson@napavalley.edu) or via their website at [www.napavalley.edu/admissions](http://www.napavalley.edu/admissions), select International Students.

\* 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)



## Five Steps to Successfully Enroll as a New Student

Welcome New Students! Applications for admissions to Napa Valley College are accepted at any time for any future semester. All students must complete the Student Success and Support Program (SSSP) in order to successfully enroll at NVC. This includes orientation, assessment and an abbreviated educational plan. The following procedures are required for all prospective students:

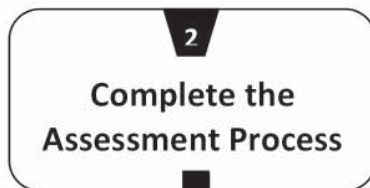


### Step 1 APPLY FOR ADMISSION

#### Admissions and Records, (707) 256-7200

Complete the Application for Admission by selecting the "Apply to NVC Online" link at [www.napavalley.edu](http://www.napavalley.edu).

It pays to Declare Yourself, so please make sure to provide us your biographical/demographic information under section 2 of the application. Be prepared to declare an educational goal.

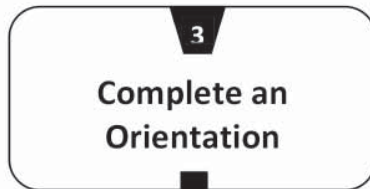


### Step 2 COMPLETE THE ASSESSMENT PROCESS

#### Testing and Tutoring Center, (707) 256-7434 or (707) 256-7437

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

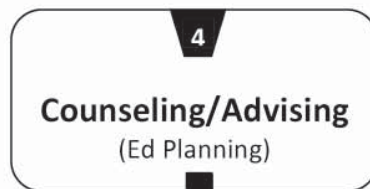
Take an assessment test in the Testing and Tutoring Center, Room 1764 in Building 1700, to determine the course placement for English and Math classes. No appointment is necessary. Call office or check website for drop-in hours. You must have applied for admission to NVC at least 24 hours prior to testing and must bring a picture ID.



### Step 3 COMPLETE AN ORIENTATION

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

Take the online orientation session at the Online Orientation website at [www.napavalley.edu/orientation](http://www.napavalley.edu/orientation). All students must complete an orientation regardless of educational goal.



### Step 4 COUNSELING/ADVISING (Educational Planning)

#### General Counseling Center, (707) 256-7220

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

Step 4 requires that you must complete an abbreviated (one semester) Ed Plan. If you are taking over 6 units, you should meet with a Counselor or Student Services Specialist, after you have completed your application, assessment testing and orientation. Check website for drop-in hours.



### Step 5 REGISTER FOR CLASSES

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

Registration for classes can be done through the WebAdvisor system up to midnight before the first day of classes. All students register according to their priority registration status. After the first day of classes, students will need an add card from their instructor to register. Late start classes have different registration dates. Please refer to the Admissions and Records website ([www.napavalley.edu/admissions](http://www.napavalley.edu/admissions)) and select the Priority Registration link.

### 1 Apply Online

**Admissions and Records**  
(707) 256-7200  
Bldg. 1300 North Lobby

1. Complete the Application for Admissions by selecting the “**Apply to NVC Online**” link at [www.napavalley.edu](http://www.napavalley.edu). After submitting your application, you will receive a confirmation “Welcome to CCCApply” email and a separate “Welcome to NVC” letter at which time you will be in the system and proceed to step 2, the assessment process.
2. It is very important to include a **current email address**.
3. If you are **returning after one or more years**, you must complete the *Statement of Legal Residency Form* (available online) and submit it to the Admissions and Records Office.
4. Have you applied for Financial Aid? If interested, contact the Financial Aid Office (707) 256-7300.
5. Students with transcripts from other colleges and universities must submit official sealed copies to Admissions and Records.

### 2 Complete the Assessment Process

**Testing and Tutoring Center (707)**  
256-7434 or 256-7437  
Bldg. 1700, Rm 1764

1. Take an assessment test in the Testing and Tutoring Center to determine course placement for Math and English classes. No appointment is necessary. Call office or check website for drop-in hours.
2. For Math classes, students can use their high school transcript to demonstrate they have met a prerequisite for a course. For certain classes this requires a *Prerequisite Equivalency Petition* with the high school transcript attached, available through Admissions and Records or General Counseling Center.
3. Students who have completed assessment at another college within the last 3 years must bring a copy of the test results to the Testing and Tutoring Center for evaluation.
4. Students with an AA/AS or higher degree from a US institution are exempt from the assessment test. (Complete the *Matriculation Waiver* at the General Counseling Center.)

### 3 Complete an Orientation

**General Counseling Center**  
(707) 256-7220  
Bldg. 1300, Rm 1339A

1. **All students must complete an orientation regardless of educational goal.**
2. Complete the online orientation session at [www.napavalley.edu/orientation](http://www.napavalley.edu/orientation)
3. In orientation, students learn about academic programs, services, regulations and student services.
4. Students need to bring Math and English assessment test results to the in-person counseling session to guide in course selection.

### 4 Counseling/ Advising (Ed Plan)

**General Counseling Center**  
(707) 256-7220

1. Students must complete an abbreviated (one semester) Ed Plan. Counselors and Specialists are available to all students on a drop-in only basis during registration periods.
2. Appointments are available during the non-registration periods for students to develop an Educational Plan that reflects their career/academic goals.
3. A counseling session is not required in order to complete registration, but is advised for students taking 6 or more units.
4. Counselors will assist students with selection of their first semester courses, based on their academic goal and assessment results. Students should bring in their assessment test results to their advising session.
5. Counselors and Specialists are available for all students in the General Counseling Center, Transfer Center and Career Center. Participants enrolled in EOPS, CARE, Student Support Services TRIO, Umoja, HSI-STEM, DSPS, and WorkAbility III can meet with their respective program Counselors/Specialists.
6. Students with transcripts from other colleges and universities must bring official sealed copies to their counseling appointment if not previously submitted.

### 5 Register

**Admissions and Records**  
(707) 256-7200  
Bldg. 1300 North Lobby

1. Students are ready to register online through WebAdvisor or in person, based on A-G priorities.
2. “How-to” instructions for WebAdvisor are also listed on the WebAdvisor Start Page.
3. If a class is full, students may sign up to waitlist for classes through WebAdvisor up until midnight before the first day of the semester.
4. You must attend the first class meeting, including students on the waitlist, or you may be dropped from the class.
5. Payment is due immediately following registration. Grace periods may apply. Students can be dropped for nonpayment. Contact the Cashiers Office at (707) 256-7188.

#### Prerequisite Equivalencies:

Prerequisites completed through another college can be submitted to the Admissions and Records Office on a *Prerequisite Equivalency Petition* in advance of their priority registration date for approval. Prerequisites completed in high school can be submitted to the Admissions and Records Office on a *Prerequisite Equivalency Petition* on their priority registration date, but not in advance. All petitions must be accompanied by a transcript.

#### Prerequisite Challenges:

If a student needs to challenge a prerequisite for a course, they will need to meet with a counselor to complete the process. Students will be required to submit supporting documentation with their challenge.

## FEES AND REFUNDS

### 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 \$46 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) 256-7300, 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.

### Tuition Fee

In addition to the enrollment fee, students who are non-residents of California are required to pay tuition of \$193 per unit. International students pay tuition of \$193 per unit. These fees are subject to change without prior notice. Check the current online class schedule for more information or refer to the Admissions and Records website ([www.napavalley.edu/admissions](http://www.napavalley.edu/admissions)); select the Fees and Refunds link.

### 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 Request 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, Building 1300.

### Accident Insurance Fee (Mandatory 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 and accidents, 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 the Facilities Services and Risk Management Services offices in Bldg. 4100, (707) 256-7584.

### Student Health Services Fee (Mandatory Fee)

Students taking more than 3 units are required to pay a

semester health services fee of \$17. Students taking 3 or fewer units are required to pay a semester health services fee of \$8. 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.

Note: Only students who depend exclusively upon prayer for healing may request a refund of the Student Health Fee. The refund form is available at the Student Health Center located in Building 2250 Building. This fee is non-refundable once the semester begins.

### Student Representation Fee (Mandatory Fee)

All credit students are required to pay a \$1 Student Representation Fee. This fee will be used so that ASNVC Officers may represent student's views at positions at city, county and district governments, as well as state legislative offices and other government agencies. This fee is non-refundable once the semester begins. A student may, for religious, political, financial or moral reasons refuse to pay the fee. The refund/op-out form is available online under the Admissions and Records website ([www.napavalley.edu/admissions](http://www.napavalley.edu/admissions)); select the Fees and Refunds link.

For more details or if you have questions regarding the \$1 Student Representation Fee, please contact the Coordinator of Student Life at (707) 256-7341 or visit the Student Life Office located in Room 1342.

### Technology Fee (Optional fee)

The Technology Fee of \$10 is automatically charged to all credit students during the fall and spring semesters at the time of registration. The Technology fee supports technology specifically for student use. The funds generated will help replace and refresh student computers, assist with establishing and maintaining campus wide Wi-Fi, and help pay for support staff on campus to maintain these services.

Instructions on how to request a refund of the Technology Fee can be found online under the Admissions and Records website ([www.napavalley.edu/admissions](http://www.napavalley.edu/admissions); select the Fees and Refunds link). A refund/op-out form must be submitted to the Business Office by the deadline to receive a refund of fees for the current registered semester.

### Student Activities Fee (Optional Fee)

Students taking credit classes will be automatically charged \$5 per semester (Fall and Spring). This fee is optional. This fee will support student organizations and student government at Napa Valley College. These funds allow student clubs and organizations to provide events and activities on campus as well as award scholarships and promote an active campus life. For detailed information, contact the ASNVC Office at (707) 256-7340.

A refund/op-out form must be submitted to the Business Office by the deadline to receive a refund of fees for the current registered semester.

**Appealing Fees**

Students who wish to appeal Enrollment Fee decisions must file a Petition for Late Add, Drop, or Refund by the end of the term in which the fee is charged. Forms for this petition can be obtained through the Admissions and Records office located in Building 1300. More information concerning these appeals can be obtained through the Admissions and Records Office in Building 1300 or call (707) 256-7200.

**Enrollment Fee Refunds**

It is the responsibility of the enrolled student to drop their class(s) online through Web Advisor or by submitting a drop card at the Admissions and Records Department no later than the last day to drop a class without a “W.” Classes dropped by the deadline date to receive a refund of fees will automatically be refunded and the amount of the refund is based on the number of units dropped. Refunds for students who have received a Credit Waiver or Board of Governors Fee Waiver to help pay the enrollment fee will be returned to the appropriate district account. Canceled classes are automatically refunded. Please note that late starting classes will have a different refund date. Please consult the class schedule for specific term refund dates. For late start classes, please contact the Cashier’s office.

**Processing of Refunds**

All refunds processed (excluding canceled classes and refunds of optional fees) are charged a \$5 processing fee per student per semester. Credit card payments can only be refunded to the original credit card charged within 30 days of original payment. Refunds are processed approximately six weeks after late registration ends to the student whose name appears on the enrollment receipt regardless of who paid the fees. Refund checks will be mailed to the student’s address that appears in their student record. Please notify the Admissions and Records Office with any address changes to ensure that you receive your refund check in a timely manner.

**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:

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

Students who are unable to apply for a refund prior to the deadline due to personal illness or injury may apply for a late refund. A Petition for Late Add, Drop, or Refund Form 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.

**High School or 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 principal 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 Dean of Physical Education, 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 \$46 per unit enrolled plus Accident Insurance, Student Activities Fee, Student Representation Fee, Student Health Fee and Technology Fee. Students who choose high school credit pay only the Accident Insurance and Student Health Fee and may later submit payment for those courses and receive college credit.

For more information, contact the Admissions and Records Office, (707) 256-7200, or go to [www.napavalley.edu/admissions](http://www.napavalley.edu/admissions), and click on “High School Students”.



## ACADEMIC REQUIREMENTS

### Advance Placement

#### Napa Valley College Advanced Placement Procedures

(Coordination with Counseling Division, Faculty and Admissions Records)

Use of AP exams for GE, Majors and Prerequisites

1. Credit will be given for scores of 3 or higher and will be used for associate degree general education according to the chart on page two (unit values in parenthesis). Credit will not be equated to specific courses, rather general education areas.
2. Use of AP exams for the major will be determined by the program coordinator.
3. Use of AP exams for satisfying prerequisites will follow the prerequisite challenge process.
4. Official AP exams must be sent by College Board to NVC. Exams posted on High School transcripts will not be accepted as official for credit.

#### Advanced Placement Test Policy

The following AP policy was approved by the NVC Board of Trustees September 24, 2009. This revised policy stipulates that students will be awarded units by achieving the required score on Advanced Placement examinations. However, they will not receive credit for specific classes.

This policy established the awarding of credit for College Board Advancement Placement (AP) examinations:

Napa Valley College shall award credit to students who have successfully completed AP exams. Credit shall be awarded on the following bases:

1. Napa Valley College shall apply Advanced Placement examinations, for those who have scored 3 or higher, when certifying completion of Napa Valley College General Education requirements for obtaining an AA/AS degree.

#### AP Examination

Art History  
Biology  
Calculus AB  
Calculus BC  
Chemistry  
Chinese Language and Culture  
Comparative Government and Politics  
English Language & Composition  
English Literature & Composition

Environmental Science  
European History

French Language  
French Literature  
German Language  
Human Geography  
Italian Language and Culture  
Japanese Language and Culture  
Latin Literature  
Latin: Vergil  
Macroeconomics  
Microeconomics  
Physics B  
Physics C mechanics  
Physics C electricity/magnetism  
Psychology  
Spanish Language  
Spanish Literature  
Statistics  
U.S. Government and Politics  
U.S. History  
World History

#### NVC

#### AA/ASGE (units awarded are in parenthesis)

Area B Humanities (3)  
Area A Natural Science (4)  
Area D.2 Mathematics (3)  
Area D.2 Mathematics (3)  
Area A Natural Science (4)  
Area B Humanities (3)  
Area C Social/Behavioral Sciences (3)  
Area D.1 English Composition (3)  
Area D.1 English Composition (3) **or**  
Area D.3 Communication & Analytical Thinking **or**  
Area B Humanities (3)  
Area A Natural Science (3)  
Area C Social/Behavioral Sciences (3) **or**  
Area B Humanities (3)  
Area B Humanities (3)  
Area B Humanities (3)  
Area B Humanities (3)  
Area C Social/Behavioral Sciences (3)  
Area B Humanities (3)  
Area B Humanities (3)  
Area B Humanities (3)  
Area B Humanities (3)  
Area C Social/Behavioral Sciences (3)  
Area C Social/Behavioral Sciences (3)  
Area A Natural Science (4)  
Area A Natural Science (3)  
Area A Natural Science (3)  
Area C Social/Behavioral Sciences (3)  
Area B Humanities (3)  
Area B Humanities (3)  
Area B Humanities (3)  
Area D.2 Mathematics (3)  
Area C Social/Behavioral Sciences (3)  
Area C Social/Behavioral Sciences (3)  
Area C Social/Behavioral Sciences (3) **or**  
Area B Humanities (3)

## 24 Academic Requirements

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2. Napa Valley College shall apply Advanced Placement examinations when certifying the completion of CSU-General Education/Breadth requirements in accordance with standards set by the CSU system.
3. Napa Valley College shall apply Advanced Placement examinations when certifying the completion of Intersegmental General Education Curriculum (IGETC) requirements in accordance with the Standards, Policies & Procedures for Intersegmental General Education Curriculum (IGETC).

### Acceptance of College Credit

#### 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, 1500 Administration Building, (707) 256-7150, Room 1531.

#### 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 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 1531. 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 Admissions and Records Specialist, 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 8-10 weeks for evaluation of transcripts from other institutions during non-peak periods. During peak periods, evaluations could take longer to process. 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. Contact the General Counseling Center in Rm 1339A or call (707) 256-7220.

#### 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).

#### Course Repetition

Students may repeat credit courses at Napa Valley College under specific circumstances as outlined in NVC Board Policy 4225 and the associated administrative regulations. There are three general circumstances when a course may be repeated for credit:

- When the course is designated as repeatable.
- When a student earns a substandard grade ("D," "F," "NP") and wants to retake it to earn a passing grade ("C" or higher, "P")
- When a student meets the criteria for special circumstances.

Courses designated as repeatable are clearly marked as such on the official Course Outline of Record and in the NVC

catalog. In this instance, the course grade for each enrollment will be recorded on the student's transcript and calculated into their grade point average (GPA).

Courses that are not specifically designated as repeatable may be repeated each time the student receives a grade of "D", "F", or "NP" up to a maximum of three enrollments. In this instance, the units from the original course will be removed from the student's 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. Students may petition for one additional enrollment if they have earned a sub-standard grade three times. All attempts to take a course that result in the student earning a grade or a non-evaluative symbol of "W" or "I" on their record will be counted for the purposes of calculating the total number of times a student has enrolled in a course.

Students may not repeat a course in which they received a "C" or better unless special circumstance apply. 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 and the second grade will not count, even if it is better than the first.

Special circumstances for repeating a course could include, but are not limited to the following:

- Significant lapse of time – a student may enroll in a course gain of more than 36 months has elapsed since the student was awarded a grade in the course and the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to that course.
- Extenuating Circumstances – a student who has earned a satisfactory or substandard grade is permitted to petition to repeat a course due to an extenuating circumstance. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control.
- Significant change in industry or licensure – a student may petition to re-enroll in a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure.
- Students with disabilities repeating a special class – a student with a disability may enroll multiple times in classes designated as "special classes" as a disability-related accommodation for a reason specified in § 56029.
- Courses required by CSU or UC for completion of a bachelor's degree - a course may be repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.

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

## 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 "co-requisite" 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 co-requisites.
6. The prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Contact the Counseling Office, (707) 256-7220 regarding information and forms for challenging prerequisites.



### **Removal of Repeatability per Title 5 § 55041**

The Board of Governors of the California Community Colleges approved changes to Title 5 regarding course repeatability in July 2012. The changes in §§ 55000 (Definitions), 55040 (District Policy for Course Repetition), 55041 (Repeatable Courses), 55043 (Course Repetition Due to Significant Lapse of Time) 58161 (Apportionment for Course Enrollment), 58162 (Intercollegiate Athletics) will sharply limit or eliminate the number of times a student may repeat courses previously termed “Activity Courses,” including Physical Education, Theater, Music, Dance, and Visual Art.

In addition, courses that were previously deemed repeatable—Special Topics, Independent Study, Variable Topics, Basic Skills courses, Vocational Retraining and Re-certification, Adaptive Physical Education—are no longer repeatable under the new regulations. Students will only be able to repeat these courses with proper documentation of need verified by the District.

### **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 Admissions and Records website at [www.napavalley.edu/admissions](http://www.napavalley.edu/admissions). 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 but must be ordered in person; each additional copy is \$4.00. Students should allow at least 7-10 working days to process a transcript request.

Rush transcripts are available for pick-up or to be mailed regular USPS Mail the next business day after 12:00 noon for a fee of \$10. Transcripts of records prior to 1978 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.



## ACADEMIC STANDARDS

### Academic Honesty

*Board Policy S6330*

#### 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 work individual or group assignments or tests. We recognize that the vast majority of students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.

#### Types of Academic Dishonesty

- Copying from others on a quiz, examination, or assignment ("cheating");
- Allowing another student to copy one's work on a quiz, exam, or assignment;
- Having others take any exam instead of taking the exam oneself;
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own;
- Excessive revising or editing by another that substantially alters the student's final work;
- Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class;

- Taking and using the words, work, or ideas of others and presenting any of these as one's own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

To avoid plagiarizing, one must:

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

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

#### Consequences of Academic Dishonesty

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

- Give a lower or failing grade on the assignment or exam;
- 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.

### 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. Disregarded coursework and grade will remain on the student's transcript, and an "F" for "Forgiveness" will appear next to the grade to denote this change. The substandard grade will no longer be included in the calculation of 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 General Counseling Center in Room 1339A or call (707) 256-7220.

### 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 who do not attend the first class meeting may be dropped or lose priority on the waiting list.

### 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.

**High School Dual Enrollment/Special Admit:** High school students with permission from parent and high school principal or designee. Students may enroll in up to 11 units (to enroll in more than 11 units, permission from the Associate Dean of Admissions and Records is required). See page for more information regarding high school students or go to [www.napavalley.edu/admissions](http://www.napavalley.edu/admissions).

### 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 available in the online Schedule of Classes and on the Scheduling Office website at [www.napavalley.edu](http://www.napavalley.edu), select the green Schedule of Classes box on the homepage.

### Multiple Majors

Students can complete the requirements for more than one major upon graduation, providing that all requirements are met for each major.

### Probation, Dismissal and Readmission

*Board Policy 4250*

#### Standards for Probation

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

#### Definitions of Probation

**Academic Probation:** The first semester in which a student shows a cumulative grade point average (GPA) below 2.0 for all units completed at NVC, the student will be placed on Academic Probation—First Semester Status.

The second semester in which a student maintains less than a 2.0 cumulative GPA, the student will be placed on Academic Probation—Second Semester Status.

The third semester in which a student maintains less than a 2.0 cumulative GPA, the student will be placed on Academic Dismissal Status.

**Progress Probation:** The first semester in which a student earns grades of "W," "I," "NC," and/or "NP" in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Probation—First Semester Status.

The second semester in which a student earns grades of "W," "I," "NC," and/or "NP" in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Probation—Second Semester Status.

The third semester in which a student earns grades of "W," "I," "NC," and/or "NP" in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Dismissal Status.

#### Effects of Probation

*Academic and Progress Probation—1st Semester*

After being placed on 1st Semester Probation, the student may enroll for a second semester.

*Academic and Progress Probation—2nd Semester*

During 2nd Semester Probation the student must meet with a counselor prior to enrolling in a 3rd semester (need to set deadline). Students may be required to meet interventions determined in consultations with a counselor.

**Removal from Probation**

*Academic Probation:* When the cumulative GPA of a student on academic probation becomes a 2.0 or higher, student will be removed from academic probation.

*Progress Probation:* When a student's grade notations of "W," "I," "NC," and/or "NP" are less than 50% of student's cumulative units of enrollment at NVC, the student will be removed from progress probation.

**Standards for Dismissal**

A student on academic probation will be subject to dismissal if that student's GPA has remained below a 2.0 for each of three consecutive semesters.

A student on progress probation will be subject to dismissal if that student's grade notations of "W," "I," "NC," and/or "NP" have remained at 50% or more of student's units for each of three consecutive semesters.

**Effects of Dismissal**

The student who has failed to improve their GPA or to make progress for a 3rd semester will be dismissed, meaning student will be dropped from any classes the student has enrolled in. A student placed on Dismissal Status during Fall Semester will not be allowed to re-enroll until the following Fall Semester. A student placed on Dismissal Status during Spring Semester will not be allowed to re-enroll until the following Spring Semester.

**Notification of Probation and Dismissal Status and Dismissal**

Students will be notified of their placement on 1st Semester Probation, 2nd Semester Probation, Dismissal Status, or Dismissal after the semester's grades have been posted.

**Readmission**

Students who are returning after academic or progress dismissal must meet with a counselor prior to enrolling in classes (deadline to be determined). Returning students will be placed on Dismissal Status and may be required to meet interventions determined in consultation with a counselor.

Exception: Returning students on Academic or Progress Probation (not Dismissal) who have not attended NVC for at least 5 years (excluding summer session) may apply for a probation waiver, a petition requiring a counselor's signature.

Students on Dismissal Status who have returned and again fail to earn grades of 2.0 or above or to make progress will be dismissed, this time for a year.

**Student Right of Appeal**

Students who feel they have been placed on Probation, Dismissal Status, or on Dismissal in error will have the right to appeal (deadline for appeals to be determined). Students who feel they have legitimate mitigating circumstances may also appeal their placement on Probation, Dismissal Status or Dismissal.\*

The Associate Dean of Admissions and Records will determine the legitimacy of probation or dismissal status appeals. If the Associate Dean of Admissions and records rejects the appeal, the

student may appeal the decision to the Vice President of Student Services.

The Vice President of Student Services, if necessary in consultation with a counselor and/or faculty member, will determine the legitimacy of dismissal or probation appeals.\*\*

Responses to appeals will be timely, will be in writing, and will state the reason or reasons for the action taken.

\*Legitimate mitigating circumstances will be specified and included along with instructions for completing the appeal letter.

\*\*Even if a student's appeal to be taken off Dismissal is successful, it may not guarantee student entry into classes that have already been filled.

*Approved by the Academic Senate November 13, 2012)*

**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

**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:

## 30 Academic Standards

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

\* Please see Incomplete Grade section for details.

### Grade Change

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

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

### 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.

### 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 cumulative 3.5 GPA or higher 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. Phi Theta Kappa members are recognizable at commencement by their gold stoles and tassels as they march across stage.

Napa Valley College also has a business honors society, Alpha Beta Gamma. Students must have completed at least 12 units of transferable or degree applicable business curricula with a 3.0 GPA or better to be admitted. Alpha Beta Gamma members wear blue stoles at commencement.



## STUDENT SERVICES AND RESOURCES

### Welcome Center

The Welcome Center serves both new and returning students, in addition to current students. Full-time staff and Student Ambassadors are available to provide hands-on assistance with the admissions process and guide students through the setup of their Web Advisor Student Portal Account. Using a comprehensive and personal approach to assist students, Welcome Center staff and Ambassadors provide general information about financial aid and the matriculation processes, guide students through the necessary steps that they need to complete as part of their entry or re-entry to college life. They can also provide information that will connect students with appropriate student support services and answer general questions about the college, its programs and services; schedule and conduct campus tours; coordinate and conduct outreach activities at area middle- and high schools, college fairs and other events on request; coordinate and host on-campus events that help to raise awareness of campus services.

The goal of the Welcome Center is to create clearly marked pathways that will help to connect students with the resources and information that is most crucial for their educational success.

The Welcome Center is located in the lobby of the 1300 Building which also provides easy access to connecting resources (i.e. – Admissions and Records, Student Support Services (SSS), access to Counselors and Transfer Center/Career Center). It is also within walking distance of the Financial Aid, EOPS and CalWORKs offices, the student Bookstore and the Student Activities Office. For more information, please call (707) 256-7515.

### 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.

#### Disabled Student Programs and Services (DSPS)

##### Special Services

To ensure that all students have an equal opportunity to develop their potential at NVC, the Office DSPS 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, math, 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 in alternate format, and testing accommodations. For more information, please make an appointment with the DSPS Counselor, Sheryl Fernandez, (707) 256-7220, in the General Counseling Center, Building 1300.

#### Educational Talent Search (TRIO)

Educational Talent Search (ETS) is a federally funded pre-college TRIO program designed to provide academic support to low-income, potential first-generation college students in grades 6th through 12th from designated schools within the Napa Valley Unified School District. The ETS Program's primary objective is to assist students in graduating from high school and to successfully transition into a post-secondary institution. Program participants will benefit from the following services: academic counseling, college and financial aid application assistance, essential skills workshops, tutoring, mentoring, college visits, and cultural activities. ETS is located in Building 1100, Room 1133. For more information call (707) 256-7390 or visit their website at <http://>

## 32 Student Services and Resources

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

### HSI STEM

HSI STEM (Hispanic Serving Institution Science Technology Engineering Mathematics) is focused on strengthening and expanding educational opportunities for all students and striving to close the educational achievement gap in our community. STEM provides specialized STEM tutoring, mentoring and Supplemental Instruction in STEM courses. We also provide academic development, bi-lingual STEM counseling, enhanced student support services, and a Summer Bridge Program for incoming high school students. HSI STEM is located in the lower level of Building 1800, Room 1808. For more information call (707) 256-7286 or visit their website at [www.napavalley.edu/hsi-stem](http://www.napavalley.edu/hsi-stem).

### MESA

The MESA (Mathematics, Engineering, Science Achievement) California Community College Program (CCCP) provides science, technology, engineering and math (STEM) academic development to educationally disadvantaged community college students so they will excel academically and transfer to four-year institutions in calculus- based majors. MESA is located in the STEM Center, lower level of Building 1800, Room 1806.

Main components of the MESA MCCP include: Academic excellence workshops (AEW) and/or Supplemental Instruction (SI); Orientation Workshops; academic advising; student study center; assistance in the transfer process; career advising; links with student and professional organizations; and tutoring services. For more information call (707) 256-7281 or visit their website at [www.napavalley.edu/mesa](http://www.napavalley.edu/mesa).

### Puente

The Puente Project is an academic preparation program whose mission is to increase the number of educationally disadvantaged students who: enroll in four-year colleges, earn college degrees, and return to the community as mentors and leaders for future generations.

The one-year program begins with English 90 and Counseling 100 in the fall semester and resumes in the spring semester with English 120 and Counseling 105. The Puente approach is unique in that the reading is focused on Latino and Mexican-American literature, essays and cultural writings in both the fall and spring semester classes.

For more information, please contact the Puente Counselor at (707) 256-7317 or visit their website at [www.napavalley.edu](http://www.napavalley.edu), select P under the A-Z Index and then Puente Program.

### Student Support Services (SSS) TRiO

Student Support Services (SSS) TRiO is a federally funded program designed to provide academic support to low-income, first generation, and students with disabilities to enhance their success in college. Students must apply, meet federal eligibility requirements and must have a goal of obtaining a certificate, and/or A.A./A.S. degree, and transferring to a four-year institution.

Program participants will receive services that include: academic advising, transfer assistance, career guidance, tutorial assistance,

financial and economic literacy, cultural and academic field trips. Students accepted into the SSS TRiO program are required to enroll in the Counseling 97 course: "Managing the College Experience". For more information, contact the SSS TRiO Office at (707) 256-7350, in Room 1333, or visit their website at [www.napavalley.edu/SSS](http://www.napavalley.edu/SSS).

### Umoja

The UMOJA Community is a learning community and critical resource, dedicated to enhancing the cultural and educational experiences of African American and other students. The UMOJA community seeks to educate the whole student--mind, body, and spirit. We believe that when the voices, and histories of African American students are deliberately and intentionally recognized, the students will view themselves as valuable, and worthy of an education. The program provides Counseling courses, Speech courses; workshops (Math, English), career related assessments, tutoring, leadership opportunities, cultural fieldtrips, college tours, and academic counseling that will assist students in earning the following: a certificate, degree, and/or in transferring to a baccalaureate degree-granting college or university. For information, please call (707) 256-7494, email at [jmclendon@napavalley.edu](mailto:jmclendon@napavalley.edu) or visit the Umoja office in Room 866.

### Veterans Resource Center

The Veterans Resource Center, located in Building 1200, Room 1233, was developed to provide student veterans with the resources they need to achieve success in their educational goals. NVC is coordinating with the U.S. Department of Veterans Affairs and area Veterans Centers to increase services available to veterans on campus. The Veterans Resource Center provides a place for veterans to use the computer lab, study, meet other student veterans, attend workshops, or meet with Veterans support staff for information or services. For more information, visit their website at [www.napavalley.edu/va](http://www.napavalley.edu/va), call (707) 256-7300, or email [veterans@napavalley.edu](mailto:veterans@napavalley.edu).

### WorkAbility III (WAIII)

Students who have physical, mental, and/or emotional disabilities and have qualified for academic and vocational services with California Department of Rehabilitation (DOR) are referred for services to the WAI program. WorkAbility III's purpose is to provide services to NVC/DOR students who have a goal of transferring to the workplace with the assistance and support of the Napa Valley College community.

WorkAbility is located in the McCarthy Library, Building 1700, Room 1769, or call (707) 256-7370 for further information on program services.

### Writing Center

Students may take 30 minute appointments in the Writing Center, Building 800, 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 areas of grammar, sentence structure, punctuation, spelling, and vocabulary may enroll in the Writing Center class, English 84, a .5 unit credit class which provides self-paced coursework individually tailored to students' needs. 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).

### **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.

#### **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.

#### **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 counseling/advising: Brief drop-in sessions are available to students during peak registration periods. (November-February and May-September).

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

#### *Career Center*

Student Services 1 Building (Room 1335)  
(707) 256-7330

#### *General Counseling Center*

Student Services 1 Building (Room 1339A)  
(707) 256-7220

#### *Disabled Students Programs and Services*

Student Services 1 Building (Room 1339)  
(707) 256-7348

#### *Financial Aid/EOPS/CalWORKs/Veterans*

Student Services 2 Building (Room 1132)  
(707) 256-7300

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

#### *Student Support Services (SSS) TRiO*

Student Services 1 Building (Room 1333)  
(707) 256-7350

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

#### *Transfer Center*

Student Services 1 Building (Room 1335)  
(707) 256-7333

#### *WorkAbility III*

1700 McCarthy Library Building (Room 1769)  
(707) 256-7370

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

### **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.



## 34 Student Services and Resources

- 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. note taker, 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 1300 Building, Rm 1335, 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. One large job fair is offered to students and community members each year.

### Child Development Center

The Napa Valley College Child Development Center, located in Building 3000, provides early childhood care and education for children ages 2 months to 5.7 years. Two programs are available; a state subsidized program for low-income NVC student families and a full tuition Community Preschool program open to faculty, staff, and the general community.

The State subsidized Infant/Toddler, and Preschool classrooms operate from 7:45 a.m. to 3:15 p.m. Monday- Thursday and 7:45 to 2:15 on Fridays. The tuition based Community Preschool serves children ages 2-5.7 and operates from 7:30 a.m. - 5:30 p.m. Monday-Friday. A nutritious breakfast, lunch and snack are provided daily in both programs.

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 classrooms as time permits. Each parent is provided with the results of a desired results developmental profile (DRDP) which assesses their child's progress and are offered a parent-teacher conference each semester.

The Child Development Center serves as the campus lab school for Napa Valley College students in the Child and Family Studies Department. These students, who are pursuing careers in the teaching field, complete their student teaching hours at the center. We also serve 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) 256-7041 or visit them in Building 3000.

### LLRC/Library

The Library and Learning Resource Center (LLRC) houses the McCarthy Library and a multitude of additional support services for students. Under one roof, students have access to Media Services, Learning Services, the Testing and Tutoring Center and a variety of classrooms with the most current technology.

### McCarthy Library

The college library is a place of research, study, pleasure and reading and browsing. It is open to students as well as the public. Users will find a wealth of information at their fingertips as they utilize the "SNAP" automated library system. In addition to having access to 50,000 books, online and hardcopy periodicals, and Napa local newspapers currently available on the shelves at the college library, library users may borrow books, DVDs, videos, CDs and audiotapes from other libraries in Solano and Napa counties, linked to one system. The SNAP Library system is also available for students to do research, place holds and locate materials. All that is required to check out material is a library card from the college library or from any Napa/Solano County library. For online access to the catalog of these materials, go to [www.napavalley.edu](http://www.napavalley.edu) and click on the LLRC/Library link, then McCarthy

## Library.

Books and periodical articles not available locally may be requested through interlibrary loan. Valuable online resources are also available through the library's website. Printing is available for 10 cents/page in black/white and \$1.00/page in color in the library copy center (printing and copy prices subject to change). Eighty computers are available for student use. Computers have software programs specific to courses, Microsoft Office applications, as well as internet access. In addition, laptops with Wi-Fi may be checked out for use within the library. Media viewing rooms and group study rooms equally support groups of students engaged in collaborative learning.

The Student Success Center, located in the library, provides workshops to help students gain the skills necessary to navigate the demands of college life. Several workshops are offered each semester. A calendar of weekly scheduled workshops can be found online at the LLRC website. To sign up for any one of these 50 minute workshops, visit us at the Library Reference Desk.

Stop in and become familiar with the library's services. You'll find friendly and helpful personnel to answer your questions and assist you.

The library is located in Building 1700. The library opens at 7:30 a.m. to 8:00 p.m., Monday through Thursday and 7:30 a.m. to 12:00 p.m. Friday during fall and spring semesters. It is closed weekends and holidays. Summer hours vary. Library Circulation Desk: (707) 256-7400. Reference Desk: (707) 256-7430.

## Learning Services

The Learning Service department, formerly known as Diagnostic Learning Services is located on the second floor of the McCarthy Library (Building 1700) Room 1766. The department serves 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 an appointment through self-referral or by contacting Learning Services at (707) 256-7442. Please visit the Learning Services website at [www.napavalley.edu/dls](http://www.napavalley.edu/dls).

## Math Center

The NVC Math Center, located in Room 839 on the main floor of the 800 building, provides instructional math support to current NVC students. Our goal is to serve the needs of current math students by assisting them with assignments and reviewing their math skills. Hours of operation are posted in the Center each semester.

## Media

Media equipment is available in the main area of the library. Students can check out media materials as DVDs, video and audio tapes, and CDs to do independent, group and supplemental work with a variety of media learning tools.

## 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 Health Center

The Student Health Center is located in Building 2250 in the same building as the Campus Police Office. Student Health Services provides medical services including injuries and illnesses, reproductive health, preventive health, vaccines and TB testing, and health education programs such as stress reduction to registered students. We provide laboratory tests off campus for a small fee. A highly trained and experienced Nurse Practitioner is dedicated to your health and well-being.

To contact the Student Health Center or schedule an appointment, call (707) 256-7780.

California state law and the federal Health Insurance Portability and Accounting Act of 1996 (HIPAA) ensure all visits to the health center are confidential in accordance with federal law. Your medical records cannot be given to anyone, including parents and/or spouses, without your express written permission.

## 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 Student Health Center, Building 2250, or call (707) 256-7780.

## Testing and Tutoring Center

The Testing and Tutoring Center (TTC) offers a variety of assessment and academic testing services to potential and enrolled NVC students and members of the community, with particular emphasis on providing testing accommodations for students with disabilities. Information on assessment tests and practice assessment tests can be found on the TTC website ([www.napavalley.edu/testingandtutoringcenter](http://www.napavalley.edu/testingandtutoringcenter)).

Additionally, the TTC provides CRLA certified tutors to work with students in the Math and Writing Centers to assist students in becoming successful and independent learners. Tutoring services are free to NVC students.

## 36 Student Services and Resources

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The TTC also offers the General Education Development test battery (GED). This testing is administered several times a year. A fee is charged. Contact the TTC at (707) 256-7434 or 256-7437 for testing dates and additional information.

The TTC is located on the second floor of the McCarthy Library (Bldg. 1700). Hours are posted on the TTC website or call (707) 256-7434.

The role of the Ombudsperson is currently filled by the Coordinator of the Transfer Center/Career Center. To make an appointment with the ombudsperson, please call (707) 256-7331.



## FINANCIAL AID

### 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 for the Fall semester. 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	\$ 1,306
Books and Supplies	\$ 1,746
Room and Board	\$11,493
Transportation	\$ 1,278
Personal/Miscellaneous	\$ 2,871
<b>TOTAL</b>	<b>\$18,694</b>

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, Building 1100, Room 1132 at (707) 256-7300.

**Financial Aid Refunds/Disbursements**

The Federal Pell Grant is disbursed twice each semester. Federal SEOG, EOPS Grant, CARE Grant, Cal Grant B, Cal Grant C, and other grants are disbursed once each semester. Federal Direct Loans are disbursed in multiple payments during the eligible loan enrollment period. Loan payment dates vary by individual borrower eligibility and may require supplemental documentation prior to each disbursement. Financial aid refunds are processed on regularly scheduled payment dates throughout the academic year. For more information see Important Payment Information on the Financial Aid web page at [www.napavalley.edu/financialaid](http://www.napavalley.edu/financialaid).

Beginning Fall 2014, students will choose one of three ways to receive their grant and loan funds: 1) electronically deposited to a NVC student debit card; 2) electronically deposited to a personal checking or savings account; or 3) through the mail by paper check (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 at the Cashier Office, Room 1542. Students who receive financial aid refunds are subject to repayment rules as outlined by the federal government.

A student who withdraws, drops out, or receives all failing grades (F, NC, NP, 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**

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, NP, W) at the end of the term, may be required to repay all or part of any financial aid funds received.

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 \$8.25 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 \$8.25 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 \$8.25 and varies according to the job description

**Grants**

Board of Governor’s Enrollment Fee Waivers (BOGW) are available to students in need of enrollment fee assistance. To be eligible, a student must be a California resident or eligible under AB540 criteria (beginning January 1, 2013), 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	TOTAL FAMILY IN-HOUSEHOLD INCOME
1	\$17,235 or less
2	\$23,265 or less
3	\$29,295 or less
(Add \$6,030 for each additional dependent.)	

Federal Pell Grants of up to \$5,550 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 Pell Grant eligible 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 2nd. 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. 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 at (707) 256-7300 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 at (707) 256-7300.

### Loans

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 in September of the Fall semester with an application deadline of April 1st. Additional Direct Loan information is available at the Financial Aid/EOPS Office or online at [www.napaValley.edu/financialaid](http://www.napaValley.edu/financialaid).

### Financial Aid Satisfactory Academic Progress Policy

The complete Financial Aid Satisfactory Academic Progress (SAP) Policy is available in the Financial Aid/EOPS Office and on their website at [www.napaValley.edu/financialaid](http://www.napaValley.edu/financialaid).

Each recipient of financial aid at Napa Valley College (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.

It is the responsibility of all financial aid recipients to understand the terms and conditions of the NVC Financial Aid Satisfactory Academic Progress (SAP) Policy in order to maintain their eligibility to receive aid.

Three standards are used for the assessment of Satisfactory Academic Progress:

1. GPA, or required minimum grade point average. Students are required to maintain a 2.0 minimum cumulative GPA. The GPA will include all aided and unaided terms at NVC.
2. Pace, or required minimum completion rate. The minimum pace rate is 67% of all cumulative units attempted. Pace is the rate at which a student completes requirements for their educational goal and is calculated by dividing the number of cumulative units completed by the number of cumulative units attempted. Remedial units do count when calculating Pace for SAP.
3. Timeframe, or maximum number of attempted units the student is allowed to reach his/her educational objective. The maximum timeframe is 150% of the published length of the student's declared program. Timeframe includes transfer units and all aided and unaided terms of attendance. Students pursuing an AA/AS 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.

A recipient may be immediately disqualified from financial aid if he/she withdraws from all units during a semester or completes all units with "F," "NP," "I," and/or "W" grades. If this occurs, the student may be required to repay all or part of the funds received. Students who have a cumulative GPA of less than a 2.0, pace rate below 67%, or who have exceeded the allowable timeframe may be disqualified from financial aid.

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 disqualified. Documented extenuating circumstances that adversely affect academic performance (e.g., illness, family problems) will be considered through an appeal process.

Financial aid may be denied for any one of the following reasons:

1. Student fails to meet SAP standards;
2. Student has already completed an AA/AS degree, vocational certificate, BA/BS degree or higher, or 90 semester units;
3. Student cannot mathematically finish the declared program of study with the required cumulative GPA and pace within the allotted timeframe;
4. Student has already received 6 or more full-time equivalent years of Federal Pell Grant;
5. Student changes major multiple times.
6. Students on NVC dismissal (no appeal while on dismissal)

Students in the above categories will be required to submit a Financial Aid Disqualification Appeal to be considered for financial aid at NVC. The appeal process requires that academic transcripts from all prior schools be on file in the Admissions and Records Office and evaluated for educational plan development. All appeal decisions are final and incontestable.

### 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 Department of Veterans Affairs (VA) must be matriculated. At Napa Valley College (NVC), this is accomplished by completing assessment and orientation, and meeting with the Veterans Counselor to develop an educational plan. All students wishing to receive VA educational benefits at NVC must submit for evaluation, official copies of military transcripts, and transcripts from all previously attended colleges, universities and vocational schools. Military transcripts include, but are not limited to, DD-214 Member Copy-4, Community College of the Air Force, Sailor/Marine American Council on Education Registry Transcript (SMART), Army/American Council on Education Registry Transcript System (AARTS), United States Coast Guard (USCG) Transcript. Credit for experiences in the military service may be allowed as recommended by the American Council on Education and in accordance with the provisions of the NVC Catalog. All applicable transcripts must be on file and evaluated prior to developing an educational plan. An educational plan is required before NVC can submit a student's enrollment certification to the VA. 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 dependent who is subject to dismissal. See pages of the catalog for details regarding college probation and dismissal. Payment of educational benefits to a student terminated for unsatisfactory progress may resume at NVC once the student has been reinstated after dismissal.

### 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.

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.



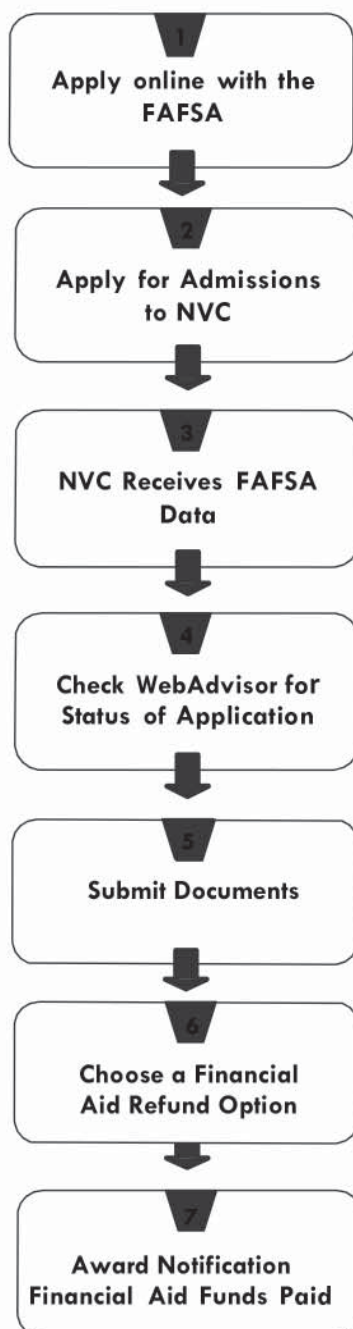
## Seven Steps to Financial Aid

Students must apply for financial aid each year. The priority application period is January 1<sup>st</sup> through March 2<sup>nd</sup> for the following academic year; however, applications are available throughout the year. It is a good idea to plan ahead as the process is lengthy.

**Financial Aid/EOPS**

**Room 1132**

**(707) 256-7300**



### Step 1

Apply for financial aid using the online FAFSA at [www.fafsa.gov](http://www.fafsa.gov) or by selecting "FAFSA" logo on the Financial Aid page at [www.napavalley.edu/financialaid](http://www.napavalley.edu/financialaid)

### Step 2

Complete the Application for Admission by selecting the "Apply to NVC Online" link at [www.napavalley.edu](http://www.napavalley.edu). Be sure to provide your current mailing and email addresses.

### Step 3

Once NVC receives your application data, you will receive an email/letter requesting documents to complete the application process. Be sure your email address is correct. Most correspondence will be sent to you through your email address. Submit an address change to the Financial Aid/EOPS Office if you have changed your home mailing address and/or email address.

### Step 4

Check your status and required documents on WebAdvisor under "Communications/My Documents". Forms are available online for download on the Financial Aid webpage at [www.napavalley.edu/financialaid](http://www.napavalley.edu/financialaid) under the "Forms" link.

### Step 5

Return required documents to the Financial Aid office to complete your file. You may qualify for a fee waiver before you register. Documents are processed on a first come, first served basis. Submit requested documents as soon as possible. Average processing time is 6-8 weeks. During PEAK periods (June – September), processing time may be 12-16 weeks or longer.

### Step 6

Watch for a bright green envelope in the mail! Beginning Fall 2014, NVC will partner with Higher One to provide electronic deposit options for financial aid refunds (disbursements) to students. You must use the information provided to you in your green envelope to choose how you want to receive your money.

### Step 7

NVC sends you an award notification email. You may view and print your award letter on WebAdvisor. Financial aid refunds are paid on regularly scheduled payment dates. See Important Payment Information at [www.napavalley.edu/financialaid](http://www.napavalley.edu/financialaid) for more information.

For additional information about financial aid, please visit the website at [www.napavalley.edu/financialaid](http://www.napavalley.edu/financialaid)



### **Financial Aid for Non-Standard or Clock Hour Programs**

A “non-standard program” for financial aid purposes is a program with courses that extend over more than one semester or programs that must be measured in clock hours for Federal/State approval or licensure. 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 semester-based, credit programs. Students attending non-standard programs may be required to verify attendance and the number of hours and weeks completed in the program prior to receiving financial aid payments. Contact the Financial Aid/EOPS Office at (707) 256-7300 for more information.

The following financial aid eligible programs have been identified as “non-standard” at NVC:

- Basic Police Academy
- EMT-P: Paramedic
- Napa Valley Cooking School
- Psychiatric Technician
- Vocational Nursing



## STUDENT LIFE

### Associated Students of Napa Valley College

The Associated Students of Napa Valley College (ASNVC) provides services and resources to students through the ASNVC Office, located in Building 1300, Room 1342. Services and resources to students, that enhance Student Life at Napa Valley College are:

- ASNVC Executive Board
- Student Representation
- ASNVC ID Card
- Housing Board
- Emergency Student Fund
- Participation in Shared Governance
- Leadership Opportunities
- Clubs and Organizations on Campus
- Activities Center

### Associated Students Board

The Associated Students of Napa Valley College is a body of student-elected officers. Officers of the ASNVC Board include a President, Vice President, Secretary, Chief Financial Officer, Public Relations Officer, Student Trustee, External Affairs Officer, Internal Affairs Officer, Events Coordinator, Clubs Coordinator, Sergeant at Arms and several Senators representing each academic area of study.

The elected student trustee, also serves on the College Board of Trustees. The ASNVC Office and Executive board is managed and advised by the Coordinator of Student Life.

The ASNVC 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 ASNVC ID cards, the student Activities fee, and student technology fee, student representation fee, vendor solicitation fee, and the profits from the sale of ASNVC T-shirts at the NVC bookstore.

The ASNVC Board strives 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 a cumulative GPA of 2.0 or better and is currently enrolled in at least 5 units and who follows other guidelines set by the ASNVC constitution and bylaws may run for office.

### Participation in Shared Governance

At NVC, students can participate in shared governance as representatives appointed by the ASNVC Executive Board. There is student representation on the Board of Trustees, Academic Senate Committees: Planning, Budget, Facilities, Student Success and Support Program, Student Standards and Practices, Academic Standards and Practices and screening and hiring committees.

### Student Representation Fee

All credit students are required to pay a \$1 Student Representation Fee. This fee will be used so that ASNVC Officers 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 Associated Students of Napa Valley College (ASNVC) Government would spend the Student Representation fee money:

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

Education Code section 76060.5 says that a student may, for religious, political, financial, or moral reasons refuse to pay the fee. The refusal must be submitted in writing. Instructions on how to request a refund of the Student Representation Fee can be found online under the Admissions and Records website ([www.napavalley.edu/admissions](http://www.napavalley.edu/admissions)); select the Fees and Refunds link).

If you have questions about the \$1 Student Representation Fee, please contact the Coordinator of Student Life at (707) 256-7341.

### Student Activities Fee (Optional fee)

The Student Activities Fee is a \$5 fee that is automatically charged to all credit students during the fall and spring semesters at the time of registration. The Student Activities fee supports all student clubs and student organizations at Napa Valley College. These funds allow student clubs and organizations to provide events and activities on campus as well as award scholarships and promote an active campus life. Instructions on how to request a refund of the Student Activities Fee can be found online under the Admissions and Records website ([www.napavalley.edu/admissions](http://www.napavalley.edu/admissions)) by selecting the Fees and Refunds link. Refunds must be submitted by the deadline to receive a refund of fees within the current semester the fee is charged.

### ASNVC ID Card

With the purchase of an ASNVC ID card, students are entitled to discounts on and off campus, and the use of the Activities Center equipment and games. 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, outdoor lighted tennis courts, indoor racquetball/handball courts, Weight rooms, and Track. In addition, students are granted free entry to athletic games and indoor athletic activities at NVC.

ASNVC ID Cards are purchased for \$5.00 each semester at the Cashier's Office, Building 1500, Room 1542. Students must bring their receipt to the ASNVC Office to have their picture taken and pick up their Student ID card. The card displays the student's name, birth date, expiration date, student ID number, and a photograph. Visit the ASNVC Office web page ([www.napavalley.edu/ASNVC](http://www.napavalley.edu/ASNVC)) for a list of discounts.

### Activities Center

The Activities Center is located in Building 900 (old Cafeteria). Games available for checkout are: Ping pong, Fosse ball, Air hockey and an assortment of board games. Students can checkout games and equipment through the ASNVC Office, Room 1342, with a current Student ID Card. Checkout time is for the duration of one hour at a time, and subject to availability.

### Emergency Student Fund

In the event that educational items are lost or stolen on NVC campus students may apply for up to a \$300 grant per student. Applications are available in the ASNVC Office; other conditions may apply.

## 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
- Student Representative on Campus Senate and Hiring Committees
- Student Ambassador

For ASNVC Board members:

- attendance at the CA Community College Student Affairs Leadership Conference or at the Student Senate General Assembly
- attendance at leadership retreats

## Clubs and Organizations

On campus clubs and organizations vary from year to year according to student interest. Each year, at least 25 different student clubs and organizations are formed ranging from:

- Campus (Potter's Guild, Garden, Anime, QSA)
- Organization (Phi Theta Kappa, Umoja, AAUW)
- Service related (Respiratory Care, Psychiatric Tech (PTECH) Apprentices, Nursing (ADN))

New clubs are frequently organized throughout the year. Active clubs are advertised on the ASNVC website ([www.napavalley.edu/ASNVC](http://www.napavalley.edu/ASNVC)). To qualify for official club status, student clubs and organizations must have seven 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 ASNVC Office, (707) 256-7340 or visit the ASNVC website at [www.napavalley.edu/ASNVC](http://www.napavalley.edu/ASNVC).

## Housing

There are no residence halls or dormitories on the campus. Students make their own arrangements for housing within the community. Housing information is available online at [www.napavalley.edu/housing](http://www.napavalley.edu/housing), based on housing adds placed by community members. NVC does NOT endorse any of these housing listings. It is the responsibility of the student looking for housing to do all necessary background checks/references during their search.

## 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 and Women'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 Community College Athletic Association.

More information on athletics may be obtained by calling the Athletic Department at (707) 256-7651.

### 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 ASNVC 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

## GENERAL EDUCATION (GE) AND GRADUATION REQUIREMENTS

### Associate Degrees (A.A. and 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, the A.S. degree is earned in occupational programs that provide students with skills and training for immediate entry into the workforce, or in the fields of Science, Technology, Engineering or Mathematics. The A.A. Degree is earned for all other academic areas.

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.

### Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Napa Valley College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to [www.sb1440.org](http://www.sb1440.org). Current and prospective community college students are encouraged to meet with a Counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

### Catalog rights

Students have two options regarding the requirements for the Associate Degree (graduation requirements): 1) 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; or 2) 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 they wish to graduate. Graduations petition deadlines are posted on the Admissions and Records website ([www.napavalley.edu/admissions](http://www.napavalley.edu/admissions)) (select the Admissions and Records online calendar). Applying for graduation a semester ahead ensures that students have ample opportunity to enroll in any classes in their final semester they may be missing for graduation.

Only eligible students earning a degree or certificate of achievement from the previous summer and fall semester, as well as in the spring, are eligible to attend the annual commencement which is traditionally held on the last Friday in May.

### **NVC General Education Category Descriptions**

*Approved by the Academic Senate February 2010*

#### **A. Natural Science**

Courses in the natural sciences are those that examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course will be designed to help the student develop an appreciation and understanding of the scientific method. These courses will also impart to the student an understanding of the relationships between science and the world around them. This category will include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

#### **B. Social and Behavioral**

Courses in the social and behavioral sciences are those that focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course will be designed to develop an awareness of the methods of inquiry used by the social and behavioral sciences. It will be designed to stimulate critical thinking about the ways people act in response to their societies and should promote an appreciation of how societies and social subgroups operate. This category will include introductory or integrative courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

#### **C. Humanities**

Courses in the humanities are those that study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course will be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them with artistic and cultural creation. These courses will help the student develop aesthetic understanding and an ability to make value judgments. This category will include introductory or integrative courses in the arts, foreign languages, literature, philosophy, religion, and related disciplines.

#### **D. Language and Rationality**

Courses in language and rationality are those that develop for the student the principles and applications of language, whether it be written, spoken or symbolic. These courses will explore language in all its various stages, from logical thought to a clear and precise expression of that thought, including critical evaluation of the process. Three components of this area will be required.

##### **D1. English Composition**

Courses fulfilling the English composition requirement will focus on written language. To satisfy the general education requirement in English composition, a course will be designed to include substantial instruction and practice in both expository and argumentative writing.

##### **D2. Communication and Analytical Thinking:**

Courses fulfilling the communication and analytical thinking requirement will focus on spoken or symbolic language. To satisfy the general education requirement in communication and analytical thinking, a course will be designed to help the student achieve an understanding of the relationship between language and logic, leading to the ability to communicate ideas, analyze and solve problems, and identify the assumptions upon which particular conclusions depend. This category will include introductory or integrative courses in oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

##### **D3. Mathematical Concepts and Quantitative Reasoning**

Courses fulfilling the mathematical concepts and quantitative reasoning requirement will focus on symbolic language. To satisfy the general education requirement in mathematical concepts and quantitative reasoning, a course will be designed to help a student successfully process information requiring quantitative analysis, calculation, and the ability to use and criticize quantitative arguments. This category will include courses in mathematics, specifically those which meet or exceed the math competency requirement, including statistics.

#### **E. Multicultural/Gender Studies**

Courses in multicultural/gender studies introduce students to multiple cultural and gendered analyses of contemporary social life. To satisfy the general education requirement in multicultural/gender studies, a course shall be designed for the analysis of the contributions and perspectives of underrepresented cultures. Such analysis is to be explicit, not implicit, in the course of study. Courses shall include at least three of the following groups: African American, Chicano/Latino, Asian American, Native American, those defined exclusively by sex, sexual/affection groups, disabilities and those defined by age. A significant portion of the course of study shall offer gendered analysis, with special attention paid to the perspectives and contributions of women. Historical perspectives may be used to provide background and context and/or to reflect contemporary social conditions. This category will include introductory courses in a variety of disciplines that reflect multiple cultural and gendered analyses of contemporary social life.

**Napa Valley College**  
**Program Planning for the A.A. and A.S. Degree**  
**Effective Fall 2014 Through Summer 2015**

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

A.A. Major: \_\_\_\_\_ A.S. Major \_\_\_\_\_

Transfer Units to be used from: \_\_\_\_\_ (Name of College)

Graduation Date:      Fall 20\_\_\_\_      Spring 20\_\_\_\_      Summer 20\_\_\_\_      Military used for P.E. \_\_\_\_

Certification Date: \_\_\_\_\_ Evaluator: \_\_\_\_\_

The following are the minimum requirements to be filled for graduation with an Associate of Arts and/or an Associate in Science degree from Napa Valley College.

**Petition:** Every candidate for graduation must file a petition in the Admissions and Records Office in the semester prior to the semester in which graduation is anticipated.

**Grade Average:** Candidates must complete at least 60 semester units with a grade point average of at least 2.0 (C). Only courses numbered 90 to 399 may be counted towards the 60 semester units.

Total semester units completed \_\_\_\_\_ as of \_\_\_\_/\_\_\_\_/\_\_\_\_. Units still required to complete 60: \_\_\_\_.

**Residence:** Candidates must complete at least 12 semester units at Napa Valley College and be in attendance during the semester prior to graduation or have completed 30 units of work at Napa Valley College. (See “Grade Average” above for additional clarification of units required.)

Residence semester units completed \_\_\_\_\_ as of \_\_\_\_/\_\_\_\_/\_\_\_\_. Units still required: \_\_\_\_.

**Major:** For an A.A. Degree, students must complete at least 18 semester units in one discipline or related disciplines as listed in the Napa Valley College catalog under A.A./A.S. Degree Requirements. For an A.S. Degree, the requirement is usually 30 or more semester units in the major, as listed in the Napa Valley College catalog under Occupational Programs.

Major Courses	Units	Term Course completed	Currently Enrolled	To Be Taken	Major Courses	Units	Term Course Completed	Currently Enrolled	To Be Taken

**PE/Health Ed:** Choice of 3 units of Physical Education and Dance courses or complete Health Education 106.

**Exemptions:**

- 1) Students majoring in Health Occupations
- 2) Veterans with six months service receive unit credit for P.E. and Health Education 106.
- 3) Completion of Police Academy.

**American History/ Institutions:**

A.A. Degree Only: Students must select one course from U.S. History (HIST 120, 121, 150 or 152) and one course from Political Science (POLI 120 or 121). The courses chosen to satisfy this requirement cannot be used to satisfy Area B, Social and Behavioral Sciences.

**General Ed Requirements:**

Must complete 18 to 21 semester units (see reverse side). If you are a transfer student, choose only courses that appear both here and on the appropriate transfer general education/breadth sheet.

## 48 GE and Graduation Requirements

Courses completed at Napa Valley College are circled; courses in progress are underlined; equivalent courses transferred to Napa Valley College are enclosed in a box. A course may be used for only one category except in the case of Area E for the AS degree. Students are required to complete 18-21 semester units in Areas A through E below.

**Term/Year Units Competency Requirements in Reading, Writing, and Mathematics:**  
Completed

		The student can demonstrate reading competency with a grade of "C" or better in a transferable course with a strong reading component.
		Writing competency can be demonstrated through the completion of the English composition requirement with a "C" or better (see Section D-1).
		Math competency can be demonstrated through tests offered by the Learning Skills Center or a "C" or better in the mathematics requirements under Section D-2.

**General Education Requirements:**

A total of 18-21 semester units must be completed in A through E below. The same course cannot be used to satisfy a requirement in more than one category except in the case of Area E and the AS degree.

		<b>A. Natural Science: (Choose 3 units)</b> ANTH 120; ASTR 110, 111; BIOL 103, 105, 110, 112, 117, 120, 218; CHEM 110, 111, 120; EART 110; ENVS 115; GEOG 110, 114; GEOL 110; HEOC 100; PHYS 110, 120, 140.
		<b>B. Social and Behavioral Sciences: (Choose 3 units)</b> ADMJ 121, 122, 125; ANTH 121, 122, 130, 131, 145, 150, 180, 200; CFS 120, 140, 180; COUN 120; ECON 100, 101, 120; ENGI 110; HIST 120+, 121+, 122, 123, 142, 145, 150, 152, 153; LGBT 120; POLI 120+, 121+, 125, 130, 135, 140; PSYC 120, 123, 124, 125, 126, 127, 128, 135, 220; SOCI 120, 122, 123, 220; SPCOM 126.
		<b>C. Humanities: (Choose 3 units)</b> ANTH 150; ARTS 100; ARTH 105, 106, 114, 118, 120, 130, 135; ASL 120, 121; CFS 145; DART 120; ENGL 121, 123, 213, 214, 215, 216, 220, 223, 224, 225, 226; FILM 100, 110, 125A, 125B, 125C, 125D; FREN 120, 121; HIST 122, 123; HUMA 100, 101, 112, 113, 125, 151, 160, 170, 174, 185, 186, 189A, 189B, 189C, 189D; ITAL 120, 121; MUSI 110, 112, 114, 121, 122; PHIL 120, 121, 125, 127, 128, 129, 130, 131, 133, 134, 137; PHOT 120; SPAN 111, 120, 121, 240, 241, 280, 281, 282; THEA 100, 105, 215
		<b>D. Language and Rationality:</b> 1. ENGLISH COMPOSITION (Choose 3 units and complete with a "C" or better.) BUSI 105; ENGL 120 2. MATHEMATICS (choose 3 units; complete with at least a "C"; may demonstrate competency with a test). MATH 94, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; TECH 107 3. COMMUNICATION AND ANALYTICAL THINKING (Choose 3 units; complete with a "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, 143; CFS 123, 135, 140, 155, 160; CHEM 110, 111, 120, 121; COUN 100, EART 110; ECON 100, 101; ENGI 123; ENGL 121, 123, 125, 200, 201, 202, 213, 214, 215, 216, 220; ESL 106; FILM 110, 203; HEOC 101; HUMA 100, 101, 125, 185, 186; MATH 90, 94, 97, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; PHIL 120, 121, 125, 126, 130, 131; PHYS 110, 120, 121, 140, 240; POLI 125, 135, 140; PSYC 124, 135, 220; RESP 120; SOCI 122, 220; SPAN 240, 241, 280, 281; SPCOM 120, 122, 124, 126, 128; TECH 92, 107; THEA 110, 140*, 156, 210, 244
		<b>E. Multicultural/Gender Studies:</b> Effective Fall, 2001 for the A.S. Degree only, choose 3 units which may double count for one other area of GE, providing the course is listed in that area. Effective Fall, 1995 for the AA Degree, choose 3 units in addition to other GE area requirements ADMJ 123; ANTH 121, 145, 150, 180; CFS 140, 180; COUN 124; ENGL 224; FILM 110; HIST 145, 150, 152; HUMA 100, 101, 112, 113, 151, 174, 186; LGBT 120; PHOT 182; PSYC 128; SPCOM 126; THEA 105
Total		*Two unit courses or variable unit courses +A.A. degree only; courses chosen to satisfy the History and Institutions requirement cannot be used to satisfy area B.

Counselor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OR

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

April 2014

**Napa Valley College**  
**CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (GE) REQUIREMENTS**  
**Effective FALL 2014 through SUMMER 2015**

The General Education Requirements for the California State University (CSU) system specifies courses within subject areas which will satisfy the 39 lower division GE requirements for any campus of the California State University System. Completion of CSU GE is not required before transfer but it is highly recommended for most students. For majors with Associate Degrees for Transfer (ADT), students must complete either CSU-GE or IGETC. Please consult a Counselor for updated ADT information. For some students, in high unit majors, completing the pre-major course requirements will be a priority over completing GE requirements. Napa Valley College courses with a number designation of 100 through 299 are transferable to all CSU campuses, but only a select group of these courses qualify for CSU GE.

**NVC CSU-GE Certification Process:**

- Students wishing to have CSU GE certification accompany their transcripts when they are sent to the CSU must complete an official request and submit it to the Napa Valley College Admissions and Records office.
- Courses taken at CSU campuses or other California Community Colleges will be applied to the subject areas in which they were listed by the institution where the course was taken.

Students may qualify for either full certification or subject-area certification.

- A student qualifies for full certification if the requirements for all 5 subject areas of CSU GE are satisfied
- A student qualifies for subject area certification for those subject areas where all requirements are satisfied. An example would be when a student completes Speech Communication 122, English 120 and English 125 for each of the 3 categories of Area A. The student qualifies for certification of Area A. If a student has not fully completed the requirements of an area, that area may not be certified.

All CSU campuses allow applicants who submit full or area certifications to double count courses for general education and major requirements, but most campuses have limitations. See a counselor for the limitation imposed by each campus.

<b>A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</b> (A minimum of 9 units is required) Select one course from A-1, A-2 and A-3.
<b>A-1. Oral Communication</b> (Grade of "C" or higher required.) Speech Communication 120, 122, 124, 128, 130
<b>A-2. Written Communication</b> (Grade of "C" or higher required.) English 120
<b>A-3. Critical Thinking</b> (Grade of "C" or higher required.) English 123, 125; Philosophy 120, 121, 126, 130, 131; SpCom 128
<b>B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</b> (A minimum of 9 units is required) Select one Physical Universe course (Area B-1) and one Life Forms course (Area B-2). At least one of the courses must include a laboratory, indicated by a star (*). In addition, select one Mathematics course from Area B-4.
<b>B-1. Physical Science</b> Astronomy 110, 111; Chemistry *110, *111, *120, *121, *240, *241; Earth Science *110; Geography 110; Geology 110, (add Geology *111 for lab); Physics 110 (add Physics 111 for lab), 120, *140, *240, *241
<b>B-2. Life Science</b> Anthropology 120, *120L; Biology *105, *110, 112, 117, *120, *218, *219, *220, *240, *241
<b>B-3. Laboratory Activity</b> (Select at least one course in Area B-1 or B-2 with a star {*})
<b>B-4. Mathematics/Quantitative Reasoning</b> (Grade of "C" or higher required.) Mathematics 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; Technology 107

April 2014



<p><b>C. ARTS AND HUMANITIES</b> (A minimum of 9 units is required) At least 3 units must be selected from Arts, Area C-1, and at least 3 units must be selected from Humanities, Area C-2. The remaining units may be selected from either Area C-1 or Area C-2, <b>for a total of at least 9 units.</b></p>	
<p><b>C-1. Arts: Arts, Cinema, Dance, Music, Theater</b>                  Arts 100, 101, 102, 112; Art History 105, 106, 110, 114, 118, 120, 130, 135, 180, 210; Child Family Studies 196; Film 100, 110, 117, 120, 121, 125A, 125B, 125C, 125D; Humanities 117, 120, 121, 125, 170, 174, 185, 186, 189A, 189B, 189C, 189D; Music 110, 112, 114, 121, 122, 196; Photography 120, 121, 180; Theater 100, 105, 115, 141, 142</p>	
<p><b>C-2. Humanities: Literature, Philosophy, Languages Other than English</b>                  American Sign Language 120, 121; Child Family Studies 145; English 121, 200, 201, 202, 213, 214, 215, 216, 220, 223, 224, 225, 226; Film 105, 106, 115; French 120, 121; History 122, 123; Humanities 100, 101, 105, 106, 112, 113, 115, 125, 151, 160, Italian 120, 121; Philosophy 120, 121, 125, 126, 127, 128, 129, 133, 134, 137; Photography 181; Spanish 120 (or SPAN 110 &amp; 111**), 121, 240, 241, 280, 281, 282</p> <p><b>Note:**</b> Students must successfully complete both SPAN 110 &amp; 111 to receive credit for Area C-2</p>	
<p><b>D. SOCIAL SCIENCES</b> (A minimum of 9 units is required) A maximum of 2 courses may be selected from one of the following categories. Some courses may be listed in more than one category but may only count toward satisfying one category.</p> <p><b>D-0.</b> Sociology and Criminology: Administration of Justice 120; Anthropology 180; Child Family Studies 180; Psychology 123, 135; Sociology 120, 122, 123, 154</p> <p><b>D-1.</b> Anthropology 121, 122, 130, 131, 145, 180, 200; Child Family Studies 180</p> <p><b>D-2.</b> Economics 100, 101, 120; History 145; Political Science 145</p> <p><b>D-3.</b> Ethnic Studies: English 224, 225, 226; History 145, Humanities 100, 101, 112, 113, 160; Psychology 128</p> <p><b>D-4.</b> Gender Studies: Anthropology 150, History 150, 152; LGBT 120; Philosophy 127</p> <p><b>D-5.</b> Geography 114</p> <p><b>D-6.</b> History 120, 121, 122, 123, 135, 140, 142, 145, 150, 152, 153; Humanities 100, 101</p> <p><b>D-7.</b> Interdisciplinary Social or Behavioral Science: Child Family Studies 120, 140; Speech Communications 126</p> <p><b>D-8.</b> Political Science 120, 121, 125, 130, 135, 140, 145; Administration of Justice 121</p> <p><b>D-9.</b> Child Family Studies 120, 140; Psychology 120, 123, 124, 125, 126, 127, 135, 175, 220; Sociology 123, 220</p> <p><b>Note:</b> History 120, 121, 150 or 152 and Political Science 120 or 121 may double count for this area as well as satisfying CSU graduation requirements for American History and Institutions.</p>	
<p><b>E. LIFELONG LEARNING AND SELF-DEVELOPMENT</b> (A minimum of 3 units is required)</p>	
<p><b>E-1. Integrated Physiological, Social and Psychological Beings:</b>                  Child Family Studies 120; Counseling 100; Health 106; Psychology 120, 124, 135; Sociology 122, 130</p>	
<p><b>E-2. Activity Courses:</b>                  Dance 101, 126, 128, 128B, 132, 133, 134B, 135, 136, 136B, 137, 138, 138B, 140, 140C;                  Physical Education 100, 101, 102A, 102B, 105, 112, 112B, 113, 113B, 117, 118, 118B, 122, 123, 123B, 125, 125B, 129, 129B, 130, 130B, 131, 131B, 132, 133, 133B, 145, 146, 146B, 147, 148, 148B, 149, 149B, 151, 151B, 152, 152B, 153, 154, 154B, 160, 162, 169, 171, 172, 173, 174, 176, 176B, 178, 199, 200, 255, 284, 285, 286, 287, 290, 291, 292, 297, 298</p> <p><b>Note:</b> Effective Fall 2001, a maximum of 1.5 units in activity courses may be used to satisfy Area E.</p>	
<p><b>AMERICAN HISTORY AND INSTITUTIONS GRADUATION REQUIREMENT FOR CSU:</b> Select one course from the American History category and one course from the American Government category.</p>	
<p><b>American History:</b>                  History 120, 121, 150 or 152</p>	<p><b>American Government:</b>                  Political Science 120 or 121</p>
<p><b>Note:</b> Courses selected for this requirement may also be used for Area D, Social and Behavioral Sciences</p>	

Napa Valley College  
Intersegmental General Education Transfer Curriculum (IGETC)  
**Effective FALL 2014 through SUMMER 2015**

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit you to transfer from a community college to a campus in either the California State University (CSU) or the University of California (UC) system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. All campuses will accept IGETC EXCEPT for UC, San Diego's Eleanor Roosevelt and Revelle Colleges and UC, Berkeley's School of Business Administration.

The IGETC is not advisable for all transfer students. If you are pursuing a major that requires extensive lower-division preparation you may be better served by taking courses which fulfill the CSU General Education-Breadth requirements or those of the UC campus or college to which you plan to transfer. Majors include, but are NOT LIMITED to: Engineering, Business, Pre-professional programs.

For majors with Associate Degrees for Transfer (ADT), students must complete either CSU-GE or IGETC. Please consult a Counselor for updated ADT information.

**Certification:** Be sure to request certification when requesting transcripts be sent to your choice of university or college. All courses **MUST** be completed with grades of "C" or better. Please consult with a counselor or the transcript evaluator regarding the use of courses from other colleges or universities. Students who choose to use the IGETC pattern are expected to complete all of the requirements of the pattern before transferring to a UC or CSU campus. However, if a student is unable to complete one or two IGETC courses he/she may be eligible for partial certification. Students should consult with a counselor for details regarding this option.

**Restrictions:** Student who have been registered at a UC campus may not be eligible for IGETC. Students should consult with a counselor regarding this issue. This restriction, though, does not apply to students who have taken only UC summer session or Extension classes.

<p><b>AREA 1 ENGLISH COMMUNICATION</b>            CSU: 3 courses required, one from Group A, B, and C            UC: 2 courses required, one each from Group A and B.  <i>Group A: English Composition, one course: 3 semester or 4-5 quarter units</i>            English 120</p>
<p><i>Group B: Critical Thinking - English Composition, one course: 3 semester or 4-5 quarter units</i>            English 123, 125</p>
<p><i>Group C: Oral Communications (CSU requirement only), one course: 3 semester or 4-5 quarter units</i>            Speech Communication 122, 128</p>
<p><b>AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b>  <i>One course: 3 semester or 4-5 quarter units</i>            Math 106+, 115+, 120+, 121, 220, 221, 222, 232, 235</p>
<p><b>AREA 3 - ARTS AND HUMANITIES</b>  <i>At least 3 courses, with at least one from the Arts and one from the Humanities.</i>  <i>9 semester or 12-15 quarter units</i>  <b>Arts:</b> Arts 100; Arth 105, 106, 110, 114, 118, 120, 130, 135, 180, 210; Film 100, 110, 120, 121, 125A, 125B, 125C, 125D; Huma 120, 121, 170, 174, 185, 186, 189A, 189B, 189C, 189D; Musi 110, 112, 114, 121, 122; Phot 180; Thea 100, 105</p>
<p><b>Humanities:</b> Asl 121; Engl 121, 213, 214, 215, 216, 220, 223, 224, 225, 226; Film 105, 106, 115; Hist 122, 123; Huma 100, 101, 105, 106, 112, 113, 115, 125, 151, 160; Phil 120, 121, 125, 126, 127, 128, 129, 133, 134, 137; Phot 181; Span 121, 240+, 241+, 280+, 281+, 282</p>

April 2014

**AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES**

At least 3 courses from at least two academic disciplines: 9 sem. or 12-15 qtr. units

- 4A. Anthropology and Archaeology: Anth 121, 122, 130, 131, 150, 180, 200; Cfs 180
- 4B. Economics: Econ 100, 101, 120; Poli 145
- 4C. Ethnic Studies: Huma 112, 113; Engl 224, 225, 226
- 4D. Gender Studies: LGBT 120, Phil 127
- 4E. Geography: Geog 114
- 4F. History: Hist 120+, 121+, 122, 123, 135, 140, 142, 145, 150, 152
- 4G. Interdisciplinary, Social and Behavioral Sciences: Spcom126
- 4H. Political Science, Government & legal Institutions: Poli 120+, 121+, 125, 135, 140, 145
- 4I. Psychology: Cfs 120+, 140+; Psyc 120, 123, 124, 125, 126, 127, 128, 135, 175, 220; Soci 123, 220
- 4J. Sociology and Criminology: Anth 180; Cfs 180; Psyc 123, 135; Soci 120, 122, 123, 154

**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 (indicated by a star "\*\*"): 7-9 semester or 9-12 quarter units

**Physical Sciences:** Astr 110, 111; Chem 110\*, 120\*, 121\*, 240\*, 241\*; Eart 110+\*; Geog 110; Geol 110, 111\*; Phys 110+, 111\*, 120+\*, 121+\*, 140+\*, 240+\*, 241+\*

**Biological Sciences:** Anth 120, 120L\*; Biol 105+\*, 110+\*, 112, 117, 120+\*, 218\*, 219\*, 220\*, 240\*, 241\*

**LANGUAGE OTHER THAN ENGLISH (UC requirement only)** Complete the equivalent of two years of high school study the same language.

Napa Valley College courses that meet the minimum proficiency level:

Asl 120; Fren 120; Ital 120; Span 120 (or Span 110 & 111)

College Course: \_\_\_\_\_ College: \_\_\_\_\_

Completed in High School: Course: \_\_\_\_\_ High School: \_\_\_\_\_

Completed by Examination: Name of exam \_\_\_\_\_ Score \_\_\_\_\_ Date \_\_\_\_\_

- SAT II: Subject Test in languages other than English.
- Advanced Placement Examination with a score of 3 or higher
- International Baccalaureate Higher Level Examination with a score of 5 or higher
- Language other than English "O" level exam with grade of "A", "B", or "C".
- Language other than English International "A" Level exam with a score of 5, 6, or 7.
- An achievement test administered by a community college, university, or other college in a language other than English.

Two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.

Faculty member verification of a student's competency.

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

6 semester or 8-10 quarter units, one course from Group 1 and one course from Group 2.

**Group 1**  
Hist 120, 121, 150, 152

**Group 2**  
Poli 120, 121

+Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

\*Designates courses with a laboratory.



## TRANSFER INFORMATION

### Transfer Center

The Transfer Center, located in Room 1335, provides friendly, highly informed counseling and advising to our NVC students planning to transition on to a four-year university. Our special focus is on helping students transfer to the college of their choice at the junior level. The following resources are provided by the Transfer Center:

- Transfer advisement for transfer requirements;
- Transfer counseling for decision making
- Transfer education plans
- Visiting university representatives
- Transfer Admission Guarantees (TAGS)
- Web access to transfer information
- Workshops about applications, TAG, and Personal Statements and Educational Plans
- Fall Transfer Day with over 50 colleges
- Van and bus tours of local colleges
- Spring Transfer Celebration
- Classroom presentations about transfer options

For additional information on transfer services, call the Transfer Center at (707) 256-7333 and view the Transfer Center website at [www.napavalley.edu/transfercenter](http://www.napavalley.edu/transfercenter).

### Transfer Options

Napa Valley College students may transfer anywhere:

- California State University System (23 campuses), refer to [www.csumentor.edu](http://www.csumentor.edu)
- University of California System (10 campuses), refer to [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu)
- Independent, out-of-state or international colleges and universities

Refer to [www.aiccu.edu](http://www.aiccu.edu) and individual campus websites.

### The California State University System (CSU)

The system works closely with the California Community Colleges to develop articulation for lower division courses. Refer to [www.assist.org](http://www.assist.org). First priority for admission to a CSU campus at the upper division level is given to transfer students from the California Community College System. Students should plan carefully with a Counselor to insure that they meet all transfer requirements. A maximum of 70 transferable units are acceptable from California Community Colleges.

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
- at least 30 semester units of the 39-unit CSU General Education pattern with grades of “C” or better, (not “C-”), including areas A-1, A-2, A-3, and B-4.

A new CSU 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. A course may be used to satisfy only one General Education area. The list of courses approved for the CSU General Education pattern is available online at the college’s articulation website which can be accessed via the college homepage-[napavalley.edu](http://napavalley.edu). Please consult a Counselor in using this pattern.

Please note:

- 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 program entrance criteria.
- Students are encouraged to complete an entire general education pattern prior to transfer so they 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. The IGETC pattern, which can also be used for UC transfer, can be used in lieu of the CSU GE pattern. Consult with a Counselor.

## 54 Transfer Information

- 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 during the priority filing periods:

Fall Quarter or  
Semester of the previous year                      October 1- Nov 30

Winter Quarter or  
Semester of the previous year.                      June 1-30

Spring Quarter or  
Semester of the previous year                      August 1-31

Note: few CSU campuses are accepting winter applications.

### The University of California System (UC)

The UC system also works closely with the California Community Colleges to develop articulation for lower division courses. Refer to [www.assist.org](http://www.assist.org). Like the CSU system, the UC system gives first priority for admission in junior standing to undergraduate transfer students from the California Community College System.

Again, students should plan carefully with a Counselor to ensure they are prepared to transfer. A maximum of 70 U.C. transferable units are acceptable from California Community Colleges.

To transfer in junior standing, a student must:

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

Please note:

- Most UCs have additional admission requirements.
- See a Counselor for additional information.
- Students are advised to complete the lower division preparation for the major prior to transfer.
- Students may be required to also complete a lower division general education pattern before transfer.
- Students who wish to transfer with freshman or sophomore standing must consult a Counselor to determine entrance requirements.
- Transfer Admission Guarantees are available for many UCs

Students are advised to file their applications for the UC system during the following priority periods:

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

Note: few CSU campuses are accepting winter applications.

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 most UC campuses and colleges. Although IGETC is not an entrance requirement, students are advised to complete this pattern prior to transfer unless they are 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 College upon transfer to the UC campus. Students will be held to all other graduation requirements of the campus in question.

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 if 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 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 at [www.napavalley.edu](http://www.napavalley.edu). Please consult a Counselor in using this pattern.

### CA Independent and Out-Of-State 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. It's recommended students consult the online catalog of their chosen institution and work with a Counselor to develop a transfer education plan.

As public university fees have increased, independent colleges have become a more competitive option for community college

transfer students. 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 all expenses, making independent colleges an affordable alternative. Inquire at the Transfer Center for more information.

NVC students also transfer out of state. Again, consult with a Counselor, as there is little articulation in place between NVC and these institutions. Direct contact with the institution's staff and major department are most helpful in knowing which NVC coursework to take before transfer.

### **Course Identification Numbering System (C-ID)**

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

## ASSOCIATE DEGREES AND CERTIFICATES

Napa Valley College, a California Community College, offers a wide range of Associate Degrees. A full-time student can earn the required 60 units in two years. Students, who may be working or have family responsibilities, can attend part-time and may take longer to complete the degree. Most of our Associate of Arts degree (AA), all of our Associate Degrees for transfer (AD-T) and a few of our Associate of Science Degrees (AS) and certificates are designed for those who plan to transfer to four-year institutions. Most of our Associate of Science degrees (AS) and certificates have a career technical focus and prepare students to enter the workforce in areas such as Health Occupations, Criminal Justice and various technical fields.

### Associate Degrees for Transfer

Administration of Justice\*  
 Anthropology\*  
 Art History\*  
 Business Administration\*  
 Communication Studies\*  
 Early Childhood Education\*  
 English\*  
 Kinesiology\*  
 Mathematics\*  
 Music\*  
 Political Science\*  
 Psychology\*  
 Sociology\*  
 Spanish\*  
 Studio Arts\*

### Associate in Arts Degrees

Art History\*  
 Graphic Design\*  
 Humanities and Philosophy\*  
 Music – Instrumental Emphasis\*  
 Music – Vocal Emphasis\*  
 Musical Theater\*  
 Psychology\*  
 Spanish for Heritage Speakers  
 Studio Arts – Ceramics Emphasis\*  
 Studio Arts – Painting and Drawing Emphasis\*  
 Spanish for Non-Heritage Speakers\*  
 Theater Arts

### Associate in Science Degrees

Administration of Justice  
 Business Administration – Concentration in Accounting  
 Business Administration – Concentration in Bookkeeping  
 Business Administration – Concentration in Computer Studies  
 Business Administration – Concentration in Office Administration  
 Child and Family Studies\*  
 Digital Design Graphics Technology  
 Emergency Medical Technician: Paramedic  
 Hospitality and Tourism Management  
 Human Services\*  
 Machine Tool Technology  
 Natural Science and Mathematics\*  
 Nursing

Nursing – Advanced Placement for LVNs and Licensed Paramedics  
 Nursing – Non-degree Option for LVNs  
 Photography\*  
 Psychiatric Technician – Three-semester Program  
 Psychiatric Technician – Fast-track Program  
 Respiratory Care – Full-time Track\*  
 Respiratory Care – Part-time Track\*  
 Viticulture and Winery Technology—Viticulture  
 Viticulture and Winery Technology—Wine Marketing and Sales\*  
 Viticulture and Winery Technology—Winemaking  
 Vocational Nursing\*  
 Welding Technology

*\*Associate Degrees with at least 50% of units approved for online delivery*

### Certificates

911 Dispatcher\*/\*\*  
 Business Software\*  
 Child and Family Studies – Assistant  
 Child and Family Studies - Associate\*  
 Child and Family Studies - Associate with Administration\*  
 Child and Family Studies - Master Teacher Specialization  
 CSU General Education\*  
 Digital Asset Management  
 EMT-P: Paramedic  
 Entrepreneurial Certificate\*  
 Environmental Science  
 Hospitality and Tourism Management\*  
 Human Services  
 IGETC General Education\*  
 Integrative Studies in Women and Gender (ISWG)  
 Law Enforcement\*\*\*  
 Lesbian, Gay, Bisexual and Transgender (LGBT) Studies\*  
 Machine Tool Technology  
 Machine Tool Technology – One Year Certificate  
 Music Technology  
 Photography  
 Professional Photography  
 Psychiatric Technician Fast-Track Program  
 Psychiatric Technician Three Semester  
 Real Estate Certificate  
 Viticulture and Winery Technology  
 Vocational Nursing\*  
 Web Site Development  
 Welding Technology  
 Wine Marketing and Sales

\* *Certificates with at least 50% of units approved for online delivery*

\*\* *Meets certification requirements for State Commission on Peace Officers Standards and Training, STC Certificate*

\*\*\* *Meets certification requirements for State Commission on Peace Officers Standards and Training, POST Certificate*

Napa Valley College career technical education programs are open and available to all students regardless of race, color, ethnic group identification, national origin, status as a non-native English speaker, ancestry, marital status, age, sex, physical or mental disability, religious creed, sexual orientation, gender, gender identity, gender expression, genetic information, medical condition, or military and veteran status.



## COURSE AND PROGRAM INFORMATION

### ACCOUNTING

#### Division Offices Career Technical Education

##### Division Dean

Gregory Miraglia  
1007, (707) 256-7710  
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##### Staff

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##### Faculty

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### Degree

#### Associate of Science in Business - Concentration in Accounting

*See Associate of Science in Business*

##### Program Level Outcomes

- Outcome 1: Apply current computer applications
- Outcome 2: Interact professionally through oral and written communication
- Outcome 3: Analyze and solve problems using a variety of methods
- Outcome 4: Demonstrate professional and ethical behavior

- Outcome 5: Apply knowledge of accounting principles
- Outcome 6: Apply knowledge of management techniques and business theory
- Outcome 7: Develop a career plan

##### First Semester

	Units
ACCT 120 Introduction to Accounting	3
BUSI 90A Business Mathematics (Part 1)	1
BUSI 90B Business Mathematics (Part 2)	1
BUSI 90C Business Mathematics (Part 3)	1
BUSI 100 Introduction to Business	3
SPCOM 124 Career Communication	3
SPCOM 126 Intercultural Communication	3
Natural Science General Ed	3

##### Second Semester

CISA 110 Introduction to Microcomputers	3
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
ECON 100 Principles of Macroeconomics	3
Humanities General Ed	3

##### Third Semester

ACCT 122 Federal Income Tax for Individuals	3
CISA 165 Spreadsheets	3
ACCT 125 Financial Accounting	5
Business Electives*	3
Physical Education	1

##### Fourth Semester

ACCT 127 Computer Accounting	3
BUSI 242 Fundamentals of Corporate Finance	3
Physical Education	2
Business Electives*	2
ACCT 126 Managerial Accounting	5

**Total Units** **63**



**Options**

1. 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.
2. 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.

\*Select from any course with an "ACCT," "BUSI," "CISA," "CISN," "COMS," or "HOSP" designation

**Certificate****Bookkeeping**

Napa Valley College awards a Certificate of Achievement to all candidates who have completed the following with an average grade of "C" or above:

<b>Required Courses</b>	<b>Units</b>
ACCT 120 Introduction to Accounting	3
ACCT 125 Financial Accounting	5
ACCT 126 Managerial Accounting	5
ACCT 127 Computer Accounting	3
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
CISA 165 Spreadsheets	3
BUSI 105 Business Communication	3
or	
ENGL 120 Reading and Composition	4
CISA 130 Computer Literacy	3
or	
CISA 110 Intro to Microcomputers	3
<b>Total Units</b>	<b>31-32</b>

**Course Descriptions**

**ACCT 120 Introduction to Accounting** **3 UNITS**  
54 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 122** **3 UNITS**

**Federal Income Tax for Individuals**

54 hours lecture; 54 hours total

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

**CSU**

**ACCT 125** **5 UNITS**

**Financial Accounting**

90 hours lecture; 90 hours total

*Recommended Preparation: ACCT 120*

This is the study of Accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics.

**CSU, UC**

**ACCT 126** **5 UNITS**

**Managerial Accounting**

90 hours lecture; 90 hours total

*Prerequisite: ACCT 125*

This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

**CSU, UC**

**ACCT 127** **3 UNITS**

**Computer Accounting**

54 hours lecture; 54 hours total

*Prerequisite: ACCT 120 or ACCT 125*

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.

**CSU**

## ADMINISTRATION OF JUSTICE

### Division Offices Career Technical Education

#### Division Dean

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## Degrees

### Associate of Science in 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. Courses are available in a face-to-face and online format.

#### Program Level Outcomes

- Outcome 1: Demonstrate skills and knowledge that allow them to successfully complete academic work at a transfer institution.
- Outcome 2: Communicate effectively in their verbal and written presentations, using vocabulary, grammar, and technical skills appropriate for an Administration of Justice profession.
- Outcome 3: Demonstrate a knowledge of the criminal law and criminal procedure appropriate for an Administration of Justice major.
- Outcome 4: Demonstrate an understanding of the work ethic expectations of administration of justice professions.

Required Courses	Units
ADMJ 120 Intro to the Criminal Justice System	3
ADMJ 121 Introduction to Criminal Law	3
ADMJ 122 Introduction to Criminal Procedures	3
ADMJ 123 Introduction to Community Policing	3
ADMJ 125 Introduction to Evidence	3
and	
ADMJ 190 Administration of Justice Internship 1	3

Electives	Units
ADMJ 124 Introduction to Investigation	3
or	
ADMJ 130 Introduction to Juvenile Procedures	3

**Total Units** **18-21**

**Notes:** All courses must be completed with a grade of "C" or better.

### Associate Degree for Transfer in Administration of Justice (Administration of Justice AS-T)

The AS-T in the Administration of Justice is designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to the Criminal Justice and Criminology major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester units.

The following is required for all AA-T or AS-T degrees:

- Minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (Title 5 § 55063).
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

#### Program Level Outcomes

- Outcome 1: Acquire skills and knowledge that allow them to successfully complete academic work at a transfer institution.
- Outcome 2: The student will communicate effectively in their verbal and written presentations, using vocabulary, grammar, and technical skills appropriate for an Administration of Justice profession.
- Outcome 3: The student will demonstrate a knowledge of the criminal law and criminal procedure appropriate for an Administration of Justice major.

List A	Units
ADMJ 120 Intro to the Criminal Justice System	3
and	
ADMJ 121 Introduction to Criminal Law	3

*Choose any two of the following courses. Courses chosen to satisfy this requirement cannot be used to also satisfy List C.*

List B: Choose two	Units
ADMJ 122 Introduction to Criminal Procedures	3
ADMJ 123 Introduction to Community Policing	3
ADMJ 124 Introduction to Investigation	3
ADMJ 125 Introduction to Evidence	3

ADMJ 130 Introduction to Juvenile Procedures 3

Choose any two of the following courses. Courses chosen to satisfy this requirement cannot be used to also satisfy List B.

List C: Choose two	Units
ADMJ 122 Introduction to Criminal Procedures	3
ADMJ 123 Introduction to Community Policing	3
ADMJ 124 Introduction to Investigation	3
ADMJ 125 Introduction to Evidence	3
ADMJ 130 Introduction to Juvenile Procedures	3
ADMJ 190 Administration of Justice Internship 1	3
ADMJ 191 Administration of Justice Internship 2	3
MATH 232 Statistics	4
PSYC 120 General Psychology	3
SOCI 120 Introduction to Sociology	3
<b>Total Units</b>	<b>18</b>

## Certificates

### Law Enforcement Certificate of Achievement

The law enforcement certificate provides students with a concentrated program of study of the criminal justice system and prepares students for work in a variety of jobs within the law enforcement component of the criminal justice system. This certificate does not meet the California Commission on Peace Officer Standards and Training requirements related to the basic police academy.

#### Program Level Outcomes

- Outcome 1: The student will communicate effectively in their verbal and written presentations, using vocabulary, grammar, and technical skills appropriate for an Administration of Justice profession.
- Outcome 2: The student will demonstrate a knowledge of the criminal law and criminal procedures.
- Outcome 3: The student will demonstrate an understanding of the work ethic expectations of Administration of Justice professions.

Required Courses	Units
CJT 200 Basic Police Academy 1 or	24
ADMJ 120 Intro to the Criminal Justice System	3
ADMJ 121 Introduction to Criminal Law	3
ADMJ 122 Introduction to Criminal Procedures	3
ADMJ 123 Introduction to Community Policing	3
ADMJ 124 Introduction to Investigation	3
ADMJ 125 Introduction to Evidence	3
ADMJ 190 Administration of Justice Internship 1	3
<b>Total Units</b>	<b>21 - 24</b>

## Course Descriptions

**ADMJ 120** **Introduction to the Criminal Justice System** **3 UNITS**  
54 hours lecture; 54 hours total

This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

**CSU, UC**

**ADMJ 121** **Introduction to Criminal Law** **3 UNITS**  
54 hours lecture; 54 hours total

*Prerequisite: ADMJ 120*

This course offers an analysis of the doctrines of criminal liability in the United States and the classifications of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice courses will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.

**CSU, UC**

**ADMJ 122** **Introduction to Criminal Procedures** **3 UNITS**  
54 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** **Introduction to Community Policing** **3 UNITS**  
54 hours lecture; 54 hours total

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with the emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in culture, religion, and law. The importance of language, communication skills, the sharing of decision-making authority and responsibility for the outcomes, and the understanding of the operations prejudice and discrimination will be stressed.

## CSU, UC

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

54 hours lecture; 54 hours total

This course addresses the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, sources of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process.

CSU

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

54 hours lecture; 54 hours total

*Prerequisite: ENGL 90*

The origin, development, philosophy and constitutional basis of legal evidence; constitutional and procedural considerations affecting arrest and search and seizure; kinds and degrees of evidence, rules, and case studies. This course covers categories of evidence as well as legal rules governing its admission or exclusion in the criminal process.

CSU

**ADMJ 130** 3 UNITS**Introduction to Juvenile Procedures**

54 hours lecture; 54 hours total

This course is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focuses on Juvenile Law, courts and processes, and the constitutional protects extended to juveniles administered in the American Justice System.

CSU, UC

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

18 hours lecture, 144 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 Internship 2**

18 hours lecture, 144 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**

54-162 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 Internship 3**

18 hours lecture, 144 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, private security, and any agency or entity that provides an opportunity for the student to work with the public. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made and provide the students life experience opportunities which may benefit them as public service employees in the future.

CSU

**ADMJ 291** 3 UNITS**Administration of Justice Internship 4**

18 hours lecture, 144 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, private security, and any agency or entity that provides an opportunity for the student to work with the public. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made and provide the students life experience opportunities which may benefit them as public service employees in the future.

CSU

## ANTHROPOLOGY

### Division Offices Social Sciences

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## Degree

### Associate Degree for Transfer in Anthropology (Anthropology AA-T)

The mission of the Napa Valley College Anthropology Department is to provide students and the wider community with holistic, comparative knowledge about human biological and cultural diversity as derived from scientific and humanistic anthropological research. The Anthropology curriculum provides a strong social sciences foundation applicable to many undergraduate programs, and prepares students for a broad range of public and private sector employment.

The following are required for all AA-T and AS-T degrees:

- Completion of a minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. Note: While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units with a "C" or better (or a "P" if the course is taken on a "pass-no pass basis") in all courses required as a part of an AA-T or AS-T major as identified by the college catalog. (Title 5 § 55063)
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern general education requirements.

#### Program Level Outcomes

- Outcome 1: Understand the major theories, methods, and implications of anthropological research.
- Outcome 2: Apply anthropological perspectives to everyday life.

Required Core Courses (9 units)	Units
ANTH 120 Biological Anthropology	3
ANTH 121 Introduction to Cultural Anthropology	3
ANTH 130 Introduction to Archaeology	3

#### List A:

Select 1 course (3 units minimum) from the following list.

	Units
ANTH 200 Introduction to Linguistic Anthropology	3
MATH 232 Statistics	4

#### List B:

Select 1 to 2 courses (3 to 5 units) from the following list  
OR any course from LIST A not already used.

GEOL 110 Physical Geology and	3
GEOL 111 Physical Geology Laboratory	1
PSYC 220 Research Methods in Psychology	3
SOCI 220 Research Methods-Behavioral Sciences	3
BIOL 218 Human Anatomy	5
BIOL 112 Introduction to Ecology	3
CHEM 110 Introduction to Chemistry	4
EART 110 Earth Science: Earth, Sea, and Sky	4
ENVS 115 Energy, the Environment & Sustainability	3

#### List C:

Select 1 course (3 units minimum) from the following list  
OR any course from LIST A or B not already used.

ANTH 120L Biological Anthropology Laboratory	1
ANTH 122 Magic, Ritual, and Belief	3
ANTH 131 Mesoamerican Archaeology	3
ANTH 150 Anthro of Sex, Gender, and Sexuality	3
ANTH 180 The Anthropology of Childhood	3
ANTH 145 Medical Anthropology	3
ANTH 199 Independent Study in Anthropology	3
HUMA 125 Introduction to Latin American Studies	3
HUMA 112 Introduction to Africana Studies	3

**Total Units** **18-21**

## Course Descriptions

**ANTH 120** **3 UNITS**  
**Biological Anthropology**  
 54 hours lecture; 54 hours total

This course introduces students to the theories, methods, and applications of biological anthropology. Topics include the scientific method, principles of evolution and adaptation, human genetics, human osteology, hominin species and the fossil record, and the anatomy and behavior of living non-human primates.

**CSU, UC**

**ANTH 120L** **1 UNIT**  
**Biological Anthropology Laboratory**  
 54 hours lab; 54 hours total

*Co-requisite: ANTH 120L*

*Recommended Preparation: ENGL 90 with a minimum grade of C or better*

ANTH 120L is a hands-on laboratory course in biological anthropology, designed to help students gain practical knowledge of the techniques used in the laboratory setting. Areas of study will include: anatomy, genetics, analysis and measurement of human biological/skeletal material, primate taxonomy, comparative primate anatomy and behavior, hominid fossil comparisons and evolutionary theory.

**CSU, UC**

**ANTH 121** **3 UNITS**  
**Introduction to Cultural Anthropology**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C or better*

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.

**CSU, UC**

**ANTH 122** **3 UNITS**  
**Magic, Ritual, and Belief**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C or better*

Cross-cultural study of magic, ritual, myth, ancestor worship, and witchcraft using the theories and methods of anthropology. Emphasis is on understanding the role of belief and ritual within a given cultural context, as well as broader comparisons to derive insight into the general functions of belief and ritual in human life.

**CSU, UC**

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

**Introduction to Archaeology**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C or better*

Introduces the basic theories and principles of contemporary scientific archaeology and the methods through which archaeologists recover and interpret the past. Students will explore basic excavation and analysis methods, as well as the relevance of archaeological studies to contemporary social issues. Fieldwork and museum exhibits outside of class are required.

**CSU, UC**

**ANTH 131** **3 UNITS**  
**Mesoamerican Archaeology**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C or better*

An archaeological survey of the ancient civilizations of Mesoamerica. The course includes studies of the Olmecs, the Maya and the Aztecs, with particular emphasis on Maya civilization. Students will explore the major archaeological sites of Mesoamerica through both primary sources and current archaeological research.

**CSU, UC**

**ANTH 145** **3 UNITS**  
**Medical Anthropology**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C or better*

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, with particular attention to the unique experiences of women and ethnic groups within the United States.

**CSU**

**ANTH 150** **3 UNITS**  
**The Anthropology of Sex, Gender, and Sexuality**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C or better*

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 women and contemporary ethnic groups that identify or seek to redefine Latino/a, Chicano/a, Native American, and African American experiences will be emphasized.

**CSU, UC**

**ANTH 180****The Anthropology of Childhood**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C or better*

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. Cross-listed with CFS-180.

**CSU, UC****3 UNITS****ANTH 199****Independent Study in Anthropology**

54-162 hours lab; 54-162 hours total

*Recommended Preparation: Any previous Anthropology course*

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

**CSU****1-3 UNITS****ANTH 200****Introduction to Linguistic Anthropology**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C or better*

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.

**CSU, UC****3 UNITS****ART HISTORY****Division Offices****Arts and Humanities****Division Chair**

141B, Performing Arts Center, (707) 256-7509

**Staff**

M'Kormik T. Hamilton, Division Secretary

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**Faculty**

Amanda Badgett

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**Degrees****Associate of Arts in Art History**

This degree offers a foundation of lower division courses enabling students to pursue a B.A. in Art History at a four year institution. With this degree, students will be prepared to succeed in a university environment and apply their acquired knowledge in multiple art-related opportunities, such as research, museology, and gallery management. To fulfill the requirements for this degree, students will complete the core and elective courses as outlined below and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

**Program Level Outcomes**

- Outcome 1: Identify the interrelationship of form and content in the artworks and monuments of Europe, Asia, and the Americas.
- Outcome 2: Develop critical interdisciplinary thinking, both in oral and written form, through comparative analysis and development of visual acuity.
- Outcome 3: Apply art history terminology in the analysis and evaluation of works of art and architecture.
- Outcome 4: Locate works of art and architecture within diverse historical, political, religious and philosophical contexts.
- Outcome 5: Discern and appreciate the wide range of ethnically, culturally, and socially diverse art forms, representations, and practices.
- Outcome 6: Recognize specific historiographic, theoretical and critical perspectives that have shaped art history as a discipline.
- Outcome 7: Communicate, through written tests, presentations, and oral discussions, the intersection of form, content, and patronage in the formation of visual culture.

<b>A. Required Core Courses (9 units)</b>	<b>Units</b>
ARTH 105 Art History: Prehistoric to Medieval	3
ARTH 106 Art History: Renaissance to Contemporary	3
ARTH 130 History of Asian Art	3
<b>B. Restricted Electives (9 units): Select nine units from the following</b>	
ARTH 110 History of Graphic Design	3
ARTH 118 Survey of Modern Art	3
ARTH 120 History of American Art	3
ARTH 180 History of Photography	3
HIST 122 World Civilization 1	3
HIST 123 World Civilization 2	3
ARTH 114 Renaissance and Baroque Art	3
ARTS 101 2D Foundations	3
ARTH 135 Survey of World Art	3
<b>Total Units</b>	<b>18</b>

### Associate Degree for Transfer in Art History (Art History AA-T)

This degree option provides a comprehensive foundation in art history in preparation for transfer in the field to a Baccalaureate program in the California State University system. To fulfill the requirements for this degree, students will complete required and elective lower division major preparation courses listed below and the appropriate general education pattern (CSU GE or IGETC). Additional NVC graduation requirements do not apply to this degree. Students must pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA. Additionally, students pursuing this degree option must work with a counselor and faculty adviser to ensure appropriate elective course selection. The total Art History Major units 18-21.

The following are required for all AA-T and AS-T degrees:

- Completion of a minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. Note: While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units with a "C" or better (or a "P" if the course is taken on a "pass-no pass basis") in all courses required as a part of an AA-T or AS-T major as identified by the college catalog. (Title 5 § 55063)
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern general education requirements.

#### Program Level Outcomes

Outcome 1:	Identify the interrelationship of form and content in the artworks and monuments across different cultures and throughout various historic periods.
Outcome 2:	Develop critical interdisciplinary thinking, both in oral and written form, through comparative analysis.
Outcome 3:	Apply art history terminology in the analysis and evaluation of works of art and architecture.

Outcome 4:	Locate works of art and architecture within diverse historical, political, religious and philosophical contexts.
Outcome 5:	Discern and appreciate the wide range of ethnically, culturally, and socially diverse art forms, representations, and practices.
Outcome 6:	Recognize specific historiographic, theoretical and critical perspectives that have shaped art history as a discipline.
Outcome 7:	Communicate, through written tests, presentation, or oral discussions the intersection of form, content, and patronage in the formation of visual culture.

<b>Required Courses (9 units)</b>	<b>Units</b>
ARTH 105 Art History: Prehistoric to Medieval	3
ARTH 106 Art History: Renaissance to Contemporary	3
ARTS 110 Fundamentals of Drawing	3

<b>List A (3 units): Select one</b>	<b>Units</b>
ARTH 130 History of Asian Art	3
ARTH 135 Survey of World Art	3

<b>List B (3 units): Select one</b>	<b>Units</b>
Any studio arts courses that transfers as CSU GE.	
or	
ARTS 101 2D Foundations	3
ARTS 102 3D Foundations	3
ARTS 111 Figure Drawing 1	3
ARTS 150 Sculpture	3
DART 120 Intro to Digital Art & Graphic Design	3
ARTS 140 Beginning Ceramics: Hand-Building	3
PHOT 121 Basic Darkroom Photography	3

<b>List C (3-5 units): Select one</b>	<b>Units</b>
ARTH 114 Renaissance and Baroque Art	3
ARTH 120 History of American Art	3
ARTH 180 History of Photography	3
ART 117 Survey of Modern Art	3
ARTH 110 History of Graphic Design	3

**Total Units** **18-20**

## Course Descriptions

**ARTH 105** **3 UNITS**  
**Art History: Prehistoric to Medieval Art**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90*

This survey course covers painting, sculpture and architecture from the Paleolithic era through the Middle Ages. Emphasis will be on the connection of visual culture to its historical context. Required for all Art and Art History majors.

**CSU, UC**



**ARTH 106** **3 UNITS****Art History: Renaissance to Contemporary Art**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90*

This survey course covers painting, sculpture, and architecture in the Western (European and North American) tradition, from the Renaissance to the Contemporary period. Emphasis is on the connection between visual culture and its historic context. Required for all art and art history majors.

**CSU, UC****ARTH 110** **3 UNITS****History of Graphic Design**

54 hours lecture; 54 hours total

A survey of the major developments and transformations in graphic design, from the beginning of writing to the contemporary period, with emphasis on the graphic traditions of Europe and post-contact America. Highlighted will be correlations between stylistic movements in art and graphic design.

**CSU, UC****ARTH 118** **3 UNITS****Survey of Modern Art**

54 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****ARTH 130** **3 UNITS****History of Asian Art**

54 hours lecture; 54 hours total

This is a survey course of the painting, sculpture, decorative arts and architecture of Asia. Emphasized will be the connection of visual art to specific historic and cultural contexts.

**CSU, UC****ARTH 135** **3 UNITS****Survey of World Art**

54 hours lecture; 54 hours total

This course examines the diversity, development and interaction of artistic traditions across the globe, from the prehistoric to the contemporary periods. Emphasis is on the material arts and architecture, as well as the intersection of art and ritual, in the cultures of the Pacific, Africa, and the Americas.

**CSU, UC****ARTH 180** **3 UNITS****History of Photography***Cross-listed with PHOT 180*

54 hours lecture; 54 hours total

This course traces the history of still photography from the earliest investigations of the camera obscura to 21st Century electronic imaging. Emphasis will be on photography as social force and artistic practice. Required for photography majors. Cross-listed with PHOT-180.

**CSU, UC****ARTS****Division Offices  
Arts and Humanities**

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**Degrees****Associate of Arts in Studio Arts**

This degree option provides a comprehensive foundation in the studio arts with three distinct areas of emphasis. To fulfill the requirements for this degree, students will complete the required courses for one of three areas of emphasis and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals. A comprehensive program in ceramic arts and professional practices for students interested in participating in the local cultural community as studio artists, potters, gallery assistants, or in other arts-related positions through community or private arts organizations. This degree is not intended as preparation for transfer to a baccalaureate degree program

**Program Level Outcomes**

- Outcome 1: Critically analyze and assess diverse historical and contemporary works of art, architecture, and design.
- Outcome 2: Create art that engages and builds on historical and contemporary practices, theories, and materials.
- Outcome 3: Translate concepts and visual experience into images or tactile forms.
- Outcome 4: Present finished artwork for peer, professional or academic review.
- Outcome 5: Evaluate and critique artwork and receive criticism from others.
- Outcome 6: Express artistic concepts and intents in written and oral formats.

**Associate of Arts in Studio Arts – Ceramics Emphasis****A. Required Core Courses (15 units) Units**

ARTH 105 Art History: Prehistoric to Medieval	3
ARTH 106 Art History: Renaissance to Contemporary	3
ARTS 102 3D Foundations	3
ARTS 110 Fundamentals of Drawing	3
ARTS 140 Beginning Ceramics: Hand-Building	3

**B. Restricted Electives (9 units)**

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

**Ceramic Tech and Materials Units**

ARTS 244 Kiln Design	3
or	
ARTS 245 Salt-Fired Ceramics	1
or	
ARTS 246 Raku-Fired Ceramics	1
or	
ARTS 247 Low-Fired Ceramics	3
or	
ARTS 248 Introduction to Glazes	3
or	
ARTS 249 Ceramic Surfaces: Wood Kiln - Salt Kiln	3

**Sculpture Units**

ARTS 145 Clay Sculpture	3
or	
ARTS 150 Sculpture	3

**Advanced Studio Courses Units**

ARTS 240 Intermediate Ceramics: Hand-Building	3
or	
ARTS 241 Intermediate Ceramics: Throwing	3
or	
ARTS 261 Ceramics Workshop	3

**Drawing Units**

ARTS 111 Figure Drawing 1	3
or	
ARTS 112 Creative Drawing	3

**Art History Units**

ARTH 130 History of Asian Art	3
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**Total Units 24****Associate of Arts in Studio Arts – Painting and Drawing Emphasis****A. Required Core Courses (15 units) Units**

ARTH 105 Art History: Prehistoric to Medieval	3
ARTH 106 Art History: Renaissance to Contemporary	3
ARTS 101 2D Foundations	3
ARTS 110 Fundamentals of Drawing	3
ARTS 120 Fundamentals of Painting	3

**B. Restricted Electives (9 units)**

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

**Drawing Units**

ARTS 112 Creative Drawing	3
ARTS 111 Figure Drawing 1	3

**Printmaking Units**

ARTS 130 Printmaking	3
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**Sculpture Units**

ARTS 102 3D Foundations	3
ARTS 145 Clay Sculpture	3
ARTS 150 Sculpture	3

**Advanced Studio Courses Units**

ARTS 220 Intermediate Painting	3
ARTS 260 Studio Workshop	3

**Art History Units**

ARTH 118 Survey of Modern Art	3
ARTH 130 History of Asian Art	3

**Total Units 24****Associate Degree for Transfer in Studio Arts (Studio Arts AA-T)**

This degree option provides a comprehensive foundation in the studio arts in preparation for transfer to Baccalaureate program in painting, drawings, ceramics, printmaking, sculpture, or other studio arts areas in the California State University system. To fulfill the requirements for this degree, students will complete required and elective lower division major preparation courses listed below and the appropriate general education pattern (CSU GE or IGETC). Additional NVC graduation requirements do not apply to this degree. Students must pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA. Additionally, students pursuing this degree option must work with a counselor and faculty advisor to ensure appropriate elective course selections for their intended area of emphasis, e.g. Painting, Ceramics, Printmaking, etc.

Total Units in Area of Emphasis: 24 units (6 units double counted in CSU GE Area C-1.) Total Units in GE: CSU=42, IGETC=39 and IGETC): 42 units

The following are required for all AA-T and AS-T degrees:

- Completion of a minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. Note: While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units with a "C" or better (or a "P" if the course is taken on a "pass-no pass basis") in all courses required as a part of an AA-T or AS-T major as identified by the college catalog. (Title 5 § 55063)

- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern general education requirements.

**Program Level Outcomes**

- Outcome 1: Critically analyze and assess diverse historical and contemporary works of art, architecture, and design.
- Outcome 2: Create art that engages and builds on historical and contemporary practices, theories, and materials.
- Outcome 3: Translate concepts and visual experience into images or tactile forms.
- Outcome 4: Present finished artwork for peer, professional or academic review.
- Outcome 5: Evaluate and critique artwork and receive criticism from others.
- Outcome 6: Express artistic concepts and intents in written and oral formats.
- Outcome 7: Safely handle and maintain materials, studio facilities, and equipment.

**Core Courses**

	<b>Units</b>
<i>Complete the following courses to total 12 units:</i>	
ARTS 101 2D Foundations	3
ARTS 102 3D Foundations	3
ARTS 110 Fundamentals of Drawing	3
ARTH 106 Art History: Renaissance to Contemporary Art	3

**Art History Restricted Electives**

	<b>Units</b>
<i>Select 3 units from the following:</i>	
ARTH 105 Art History: Prehistoric to Medieval	3
ARTH 130 History of Asian Art	3
ARTH 135 Survey of World Art	3

**Studio Arts Restricted Electives**

	<b>Units</b>
<i>Select 9 units from three of the following curricular areas:</i>	
ARTS 111 Figure Drawing 1	3
or	
ARTS 112 Creative Drawing	3
ARTS 105 Color Theory	3
ARTS 120 Fundamentals of Painting	3
ARTS 130 Printmaking	3
ARTS 140 Beginning Ceramics: Hand-Building	3
or	
ARTS 141 Beginning Ceramics: Throwing	3
ARTS 150 Sculpture	3
or	
ARTS 145 Clay Sculpture	3
DART 120 Intro to Digital Art & Graphic Design	3
PHOT 121 Basic Darkroom Photography	3
or	
PHOT 150 Beginning Digital Photography	3

**Total Units** **24**

**Course Descriptions**

**ARTS 100** **3 UNITS**  
**Foundations of Studio Arts**  
 54 hours lecture; 54 hours total

This course provides a broad introduction to the history, materials, and practices of the studio arts, focusing on the development and contemporary expressions of drawing, painting, ceramics, print-making, sculpture, photography, and other media.

**CSU, UC**

**ARTS 101** **3 UNITS**  
**2D Foundations**  
 108 hours integrated lab; 108 hours total

Introductory studio course focusing on the fundamental elements of two-dimensional art and design as applied in both traditional and digital media. Topics include: basic design principles, color theory, art terminology, and interpretive analysis of form and content. Required for the AA in Studio Arts and for students transferring to a BA or BFA art program.

**CSU, UC**

**ARTS 102** **3 UNITS**  
**3D Foundations**  
 108 hours integrated 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, content and theories of spatial organization. Required for all art majors.

**CSU, UC**

**ARTS 105** **3 UNITS**  
**Color Theory**  
 108 hours total

This course focuses on the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color.

**CSU, UC**

**ARTS 110** **3 UNITS**  
**Fundamentals of Drawing**  
 108 hours integrated 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 in this course will develop both technical abilities and creative responses to material and subject matter. No prior experience with drawing is required or expected.

**CSU, UC**

<p><b>ARTS 111</b> <b>3 UNITS</b>  <b>Figure Drawing</b>  108 hours integrated lab; 108 hours total  <i>Recommended Preparation: ARTS 110</i></p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>ARTS 141</b> <b>3 UNITS</b>  <b>Beginning Ceramics: Throwing</b>  108 hours integrated lab; 108 hours total</p> <p>The basic processes and technologies of ceramics and appreciation of clay as a form of artistic expression will be explored. Introduction to a variety of throwing methods and hands-on use of these processes to create various thrown pieces. Includes an introduction to the appreciation of historic ceramic objects. Lectures on clay, glazes, kilns and firing. Appropriate for all art majors and minors as well as general interest students.</p> <p><b>CSU, UC</b></p>
<p><b>ARTS 112</b> <b>3 UNITS</b>  <b>Creative Drawing</b>  108 hours integrated lab; 108 hours total  <i>Recommended Preparation: ARTS 110</i></p> <p>This studio course focuses on creative and technical problems related to intermediate level drawings, focusing on more complex and varied subject matter, media and concepts. Students in this course will build on the fundamental drawing skills to develop personalized approaches to content and materials in exercises covering color media, abstraction, and expressive/interpretive drawing.</p> <p><b>CSU, UC</b></p>	<p><b>ARTS 145</b> <b>3 UNITS</b>  <b>Clay Sculpture</b>  108 hours integrated lab; 108 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>
<p><b>ARTS 120</b> <b>3 UNITS</b>  <b>Fundamentals of Painting</b>  108 hours integrated lab; 108 hours total  <i>Recommended Preparation: ARTS 110</i></p> <p>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 basic color theory, materials, development of both 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.</p> <p><b>CSU, UC</b></p>	<p><b>ARTS 150</b> <b>3 UNITS</b>  <b>Sculpture</b>  108 hours integrated lab; 108 hours total</p> <p>Introduces materials, techniques, form, and content of sculpture through the creation and critique of simple sculptural works in selected materials.</p> <p><b>CSU, UC</b></p>
<p><b>ARTS 130</b> <b>3 UNITS</b>  <b>Printmaking</b>  108 hours integrated lab; 108 hours total  <i>Recommended Preparation: ARTS 110</i></p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>ARTS 199</b> <b>1-3 UNITS</b>  <b>Independent Study in Art</b>  54-162 hours lab; 54-162 hours total</p> <p>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.</p> <p><b>CSU</b></p>
<p><b>ARTS 140</b> <b>3 UNITS</b>  <b>Beginning Ceramics: Hand-Building</b>  108 hours integrated lab; 108 hours total</p> <p>The basic processes and technologies of ceramics and appreciation of clay as a form of artistic expression will be explored. An introduction to a variety of hand-building methods and hands-on use of these processes to create various hand-built pieces. Includes an introduction to the appreciation of historic ceramic objects. Lectures on clay, glazes, kilns and firing. Appropriate for all art majors and minors as well as general interest students.</p> <p><b>CSU, UC</b></p>	<p><b>ARTS 210</b> <b>3 UNITS</b>  <b>Intermediate Figure Drawing</b>  108 hours total  <i>Recommended Preparation: ARTS 111</i></p> <p>This studio course is a continuation of the pictorial problems and material techniques of figure drawing introduced in ARTS 111, 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.</p> <p><b>CSU</b></p>
	<p><b>ARTS 220</b> <b>3 UNITS</b>  <b>Intermediate Painting</b>  108 hours integrated lab; 108 hours total  <i>Recommended Preparation: ARTS 120</i></p> <p>This studio course is a continuation of the pictorial problems and material techniques of painting introduced in ARTS 120, focusing on more complex and varied subject matter, media, and concepts.</p> <p><b>CSU, UC</b></p>

<p><b>ARTS 240</b> <b>3 UNITS</b>  <b>Intermediate Ceramics: Hand-Building</b>            108 hours integrated lab; 108 hours total  <i>Prerequisite: ARTS 140</i></p> <p>Develops an understanding of clay as a form of artistic expression through exploration of form, materials, content and function. 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, studio equipment and glazes. Includes study of contemporary and historic ceramics.  <b>CSU, UC</b></p>	<p><b>ARTS 247</b> <b>3 UNITS</b>  <b>Low-Fired Ceramics</b>            36 hours lecture, 72 hours lab; 108 hours total</p> <p>Introduces students to various aspects of working with clay at lower temperatures, including worldwide historical developments, earthenware clay bodies and slips. Methods and types of finishing and glazing include pit firing, electric firing, and experimental firing will be explored. Creation of earthenware works with low-temperature surface treatments fired in kilns appropriate for home studios will be the main focus of this course. Ideal for the aspiring home studio potter or ceramic artist.  <b>CSU, UC</b></p>
<p><b>ARTS 241</b> <b>3 UNITS</b>  <b>Intermediate Ceramics: Throwing</b>            108 hours integrated lab; 108 hours total  <i>Recommended Preparation: ARTS 141</i></p> <p>Develops an understanding of clay as a form of artistic expression through an exploration of form, materials, content and function. 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, studio equipment and glazes. Includes an intermediate study of contemporary and historic ceramics.  <b>CSU, UC</b></p>	<p><b>ARTS 248</b> <b>3 UNITS</b>  <b>Introduction to Glazes</b>            36 hours lecture, 72 hours lab; 108 hours total</p> <p>Designed for the student who wishes to understand how glazes are developed, prepared and used. Included are the history of ceramic glazes, methods of developing and applying glazes, materials used in glazes, and practical experience in glaze testing and evaluation.  <b>CSU, UC</b></p>
<p><b>ARTS 244</b> <b>3 UNITS</b>  <b>Kiln Design</b>            108 hours integrated lab; 108 hours total  <i>Recommended Preparation: ARTS 141</i></p> <p>A course for the student who wishes to gain knowledge and experience in the principles, design, and construction of kilns. Historic and contemporary kiln styles, firing methods and theories will be explored. Instruction on loading and firing the wide variety of existing studio kilns is included.  <b>CSU</b></p>	<p><b>ARTS 249</b> <b>3 UNITS</b>  <b>Ceramic Surfaces: Wood Kiln - Salt Kiln</b>            36 hours lecture, 72 hours lab; 108 hours total  <i>Recommended Preparation: ARTS 141</i></p> <p>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.  <b>CSU</b></p>
<p><b>ARTS 245</b> <b>1 UNIT</b>  <b>Salt-Fired Ceramics</b>            36 hours integrated lab; 36 hours total  <i>Recommended Preparation: ARTS 141</i></p> <p>This course involves an introduction to and continued investigation of the salt-firing process. Includes the study of clay and glaze varieties appropriate for the salt kiln. Students will design and produce ceramic forms specifically for the salt kiln. The form, function, surface, and content of historic, contemporary and student works will be analyzed and studied.  <b>CSU, UC</b></p>	<p><b>ARTS 260</b> <b>3 UNITS</b>  <b>Studio Workshop</b>            108 hours integrated lab; 108 hours total  <i>Recommended Preparation: ARTS 120 or ARTS 110</i></p> <p>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.  <b>CSU</b></p>
<p><b>ARTS 246</b> <b>1 UNIT</b>  <b>Raku-Fired Ceramics</b>            36 hours integrated lab; 36 hours total</p> <p>This course involves an introduction to and continued investigation of the Raku-firing process. Includes the study of clay and glaze varieties appropriate for Raku. Students will design and produce ceramic forms specifically for the Raku process. The form, function, surface, and content of historic, contemporary and student works will be analyzed and studied.  <b>CSU, UC</b></p>	<p><b>ARTS 261</b> <b>3 UNITS</b>  <b>Ceramics Workshop</b>            36 hours lecture; 108 hours total  <i>Recommended Preparation: ARTS 255a or ARTS 255b</i></p> <p>Appropriate for students with intermediate skills in either hand-building or wheel-throwing. This course will emphasize the continued development of technical skills, content, composition and the critical assessment of ceramic works. Contemporary developments in ceramic art will be included through image and demonstration based lectures, workshops and field trips.  <b>CSU, UC</b></p>

**ARTS 298A****Selected Topics in Art**

18-54 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****1-3 UNITS****ARTS 298B****Selected Topics in Art**

18-54 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****1-3 UNITS****AMERICAN SIGN LANGUAGE****Division Offices****Language and Developmental Studies****Division Chair**

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**Course Descriptions****ASL 120****5 UNITS****First Semester American Sign Language**

90 hours lecture; 90 hours total

This introductory course emphasizes grammar and receptive and expressive skills. It also includes cultural aspects of the deaf community.

**CSU, UC****ASL 121****5 UNITS****Second Semester American Sign Language**

90 hours lecture; 90 hours total

This course continues the 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 are also taught. The study of culture and history of the deaf is continued.

**CSU, UC**

## ASTRONOMY

### Division Offices Science, Mathematics and Engineering

#### Division Chair

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## Course Descriptions

### ASTR 110 3 UNITS

#### Descriptive Astronomy

54 hours lecture; 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

54 hours lecture; 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

### Division Offices Science, Mathematics and Engineering

#### Division Chair

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## Degree

### Associate of Science in Natural Science and Mathematics

*See Mathematics - Associate of Science in Natural Science and Mathematics*

## Course Descriptions

### BIOL 103 3 UNITS

#### Introduction to Nutrition

54 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**

<p><b>BIOL 105</b> <b>4 UNITS</b>  <b>Human Biology</b>            54 hours lecture; 108 hours total  <i>Recommended Preparation: MATH 94, CHEM 110, ENGL 90</i>            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.  <b>CSU, UC</b></p>	<p><b>BIOL 199</b> <b>1-3 UNITS</b>  <b>Independent Studies in Biology</b>            54-162 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.  <b>CSU</b></p>
<p><b>BIOL 110</b> <b>4 UNITS</b>  <b>Survey of Biology</b>            54 hours lecture, 54 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.  <b>CSU, UC</b></p>	<p><b>BIOL 218</b> <b>5 UNITS</b>  <b>Human Anatomy</b>            54 hours lecture; 162 hours total  <i>Prerequisite: BIOL 105 or BIOL 120, ENGL 90, MATH 94</i>            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.  <b>CSU, UC</b></p>
<p><b>BIOL 112</b> <b>3 UNITS</b>  <b>Introduction to Ecology</b>            54 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.  <b>CSU, UC</b></p>	<p><b>BIOL 219</b> <b>5 UNITS</b>  <b>Human Physiology</b>            54 hours lecture; 162 hours total  <i>Prerequisite: BIOL 105 or BIOL 120, CHEM 110, ENGL 90</i>  <i>Recommended Preparation: BIOL 218</i>            An introduction to the function of the human body, emphasizing mechanisms of homeostasis and integration at the biochemical, cellular, tissue, organ, and organ system levels. Laboratory exercises include measurement and analysis of physiological data and study of structure-function relationships in body tissues and organs. Primarily intended for students pursuing an Associates Degree in Nursing, A.S. degree in Respiratory Care, or B.A./B.S. degree in a Health Sciences field.  <b>CSU, UC</b></p>
<p><b>BIOL 117</b> <b>3 UNITS</b>  <b>Wildlife Biology</b>            54 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.  <b>CSU, UC</b></p>	<p><b>BIOL 220</b> <b>5 UNITS</b>  <b>General Microbiology</b>            54 hours lecture; 162 hours total  <i>Prerequisite: BIOL 120 or 219</i>            Morphology, metabolism, molecular genetics and ecology of bacteria, fungi, viruses, helminths and protozoa. Extensive laboratory work includes aseptic techniques, methods of cultivation, identification and enumeration of bacteria, examination of physiologic characteristics and recombinant DNA techniques using common bacteria. For students majoring in biological sciences, medicine, veterinary medicine, dental hygiene, nursing, public health.  <b>CSU, UC</b></p>
<p><b>BIOL 120</b> <b>4 UNITS</b>  <b>General Biology</b>            54 hours lecture; 108 hours total  <i>Prerequisite: CHEM 120</i>            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.  <b>CSU, UC</b></p>	



**BIOL 240** 5 UNITS**General Zoology**

54 hours lecture; 162 hours total

*Prerequisite: BIOL 120*

An integrated course in zoology and organismal biology. Emphasis is on the anatomy, physiology, development, and natural history of animals; comparative study of major animal phyla; principles of evolution; and structure-function relationships in animals. Intended for biology majors.

**CSU, UC****BIOL 241** 5 UNITS**General Botany**

54 hours lecture; 162 hours total

*Prerequisite: BIOL 120*

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.

**CSU, UC****BIOL 298** 1-3 UNITS**Selected Topics In Biology**

54-162 hours lab; 54-162 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****BUSINESS****Division Offices****Career Technical Education****Division Dean**

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**Degrees****Associate of Science in 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 Administration or concentrate their study of business in any of the following programs: Accounting, Computer Studies, or Office Administration. 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 unit; 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), Entrepreneurial, 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.

**Program Level Outcomes**

Outcome 1:	Apply current computer applications
Outcome 2:	Interact professionally through oral and written communication
Outcome 3:	Analyze and solve problems using a variety of methods
Outcome 4:	Demonstrate professional and ethical behavior
Outcome 5:	Apply knowledge of accounting principles
Outcome 6:	Apply knowledge of management techniques and business theory
Outcome 7:	Develop a career plan

**Associate of Science in Business - Concentration in Business Administration**

First Semester	Units
BUSI 100 Introduction to Business	3
MATH 94 Intermediate Algebra	5
CISA 167 Intro Excel for Business Professionals	1
CISA 110 Introduction to Microcomputers	3
Business Electives*	3

Second Semester	Units
BUSI 103 Legal Environment of Business	3
BUSI 251 Marketing	3
ECON 100 Principles of Macroeconomics	3
ACCT 125 Financial Accounting	5
Business Electives**	2

Third Semester	Units
BUSI 142 Principles of Management	3
BUSI 297 Personal Money Management	3
or	
BUSI 108 Financial Planning and Investing	3
or	
BUSI 242 Fundamentals of Corporate Finance	3
Natural General Ed	3
Business Electives**	5

Fourth Semester	Units
HELH 106 Personal & Community Health	3
Humanities/Multicultural/Gender General Ed	3
or	
BUSI 105 Business Communication	3
Business Electives**	9

**Total Units** **60**

**Options**

1. A.S. Degree: All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator. NOTE: Many classes are offered online.
2. THIS PROGRAM IS NOT INTENDED TO BE A TRANSFER DEGREE. Consult the catalog of the college or university of your choice and a NVC counselor for specific requirements.  
\*(CISA 165 may be taken in lieu of CISA 167)  
\*\*Select from any course with a "ACCT," "BUSI," "CISA," "CISN," "ECON," or "HOSP" designation.

**Associate of Science in Business – Concentration in Office Administration**

First Semester	Units
BUSI 90A Business Mathematics (Part 1)	1
BUSI 90B Business Mathematics (Part 2)	1
BUSI 90C Business Mathematics (Part 3)	1
BUSI 176 Machine Calculations	2
BUSI 185 Business English	2
CISA 170A Keyboarding 1/Part 1	1
CISA 170B Keyboarding 1/Part 2	1
CISA 170C Keyboarding1/Part 3	1
CISA 110 Introduction to Microcomputers	3
COUN 110 Career/Life Plan	3

Second Semester	Units
ACCT 120 Introduction to Accounting	3
or	
ACCT 125 Financial Accounting	5
BUSI 105 Business Communication	3
BUSI 177 Records Management	2
CISA 167 Intro Excel for Business Professionals	1
CISA 171A Keyboarding 2/Part 1	1
CISA 171B Keyboarding 2/Part 2	1
CISA 171C Keyboarding 2/Part 3	1
CISA 186 Beginning Word Processing	2

Third Semester	Units
BUSI 100 Introduction to Business	3
CISA 270 Keyboarding 3	3
BUSI 103 Legal Environment of Business	3
Humanities General Ed*	3
SPCOM 124 Career Communication	3
or	
SPCOM 126 Intercultural Communication	3
Mathematics 94 or higher	3

Fourth Semester	Units
ECON 100 Principles of Macroeconomics	3
BUSI 275 Machine Transcription	2
CISA 284 Advanced Wordprocessing	2
CISA 287 Desktop Publishing	1
CISA 288 Presentation Software	1
Natural Sciences General Ed*	3
WOEX 193 Vocational Work Experience	2
Physical Education	3

**Total Units** **64-66**

**Options**

1. One-year Office Assistant Studies Certificate: All courses listed for the first year of the curriculum. Courses must be completed with a grade of "C". Consultation is required with the Program Coordinator.
2. A.S. Degree: All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
3. 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 unit).

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. \*GEOG 114 and PHIL 125 are strongly recommended; however, another course may be chosen to meet each area requirement.

### Associate Degree for Transfer in Business Administration (Business Administration AS-T)

The Associate of Science degree with a major in Business Administration acknowledges that the student has established a foundation of knowledge in the fields of business and management. This foundation can be used as a basis for further study towards a baccalaureate degree at a transfer institution. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

The following are required for all AA-T and AS-T degrees:

- Completion of a minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. Note: While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units with a "C" or better (or a "P" if the course is taken on a "pass-no pass basis") in all courses required as a part of an AA-T or AS-T major as identified by the college catalog. (Title 5 § 55063)
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern general education requirements.

Required Courses	Units
ACCT 125 Financial Accounting	5
ACCT 126 Managerial Accounting	5
ECON 100 Principles of Macroeconomics	3
ECON 101 Principles of Microeconomics	3
BUSI 103 Legal Environment of Business	3

Required (List A: 4 units)	Units
MATH 232 Statistics	4

Required (List B: 6 units)	Units
BUSI 100 Introduction to Business	3
CISA 101 Computer Information Systems	3

**Total Units** **29**

## Certificates

### Entrepreneurial Certificate

This Entrepreneurship Certificate will consist of 12 hours of study and is expected to be offered with many of Napa Valley College's degree programs. The certificate will include two entrepreneurial courses that will be combined with classes from a degree program. For example, the college has several Viticulture and Winery Technology Certificates and Degrees. A student with a Viticulture Degree could add our two entrepreneurial classes and be ready to start their own vineyard or winery. The Entrepreneurial Certificate would require our two entrepreneurial classes and two of the viticulture degree classes for a total of 12 hours. Similar combinations of classes would be set up with our Business, Hospitality, Health Occupations, Digital Design and other degree programs.

Required Courses	Units
BUSI 141 Entrepreneurial Opportunity Analysis and	3
BUSI 143 Entrepreneurial Business Plan	3

Business Administration	Units
BUSI 251 Marketing	3

Accounting	Units
ACCT 125 Financial Accounting	5

Economics	Units
ECON 101 Principles of Microeconomics	3

General Viticulture	Units
VWT 130 General Viticulture or	3 - 4
VWT 232 Vineyard Management	3

Fundamentals of Enology	Units
VWT 180 Fundamentals of Enology or	3
VWT 271 Winery Management	3

Wine Marketing/Sales	Units
VWT 241 Wine Marketing or	3
VWT 136 Wines of the World or	3
VWT 137 Wines of California or	3
VWT 173 Sensory Evaluation of Wine	3

Hospitality Units	Units
HOSP 120 Intro to Hospitality Management or	3
HOSP 124 Hospitality Law	3

Child and Family Studies	Units
CFS 120 Child Development or	3
CFS 140 The Child, Family and Community	3

Digital Art & Design	Units
DART 120 Intro to Digital Art & Graphic Design	3
or	
DART 130 Introduction to Digital Imaging	3
<b>Digital Design and Graphic Technology Units</b>	
DDGT 110 Technical Drawing Fundamentals	3
or	
DDGT 230 Digital Architectural Drafting/Design	3 - 6
<b>Theater</b>	<b>Units</b>
THEA 110 Technique of Acting	3
or	
THEA 154 Theater Production: Repertory	1 - 3
<b>Total Units</b>	<b>12 – 13</b>

### Real Estate Certificate

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

Required Courses	Units
BUSI 160 Real Estate Principles	3
BUSI 161 Real Estate Practice	3
BUSI 162 Legal Aspects Of Real Estate	3
or	
BUSI 103 Legal Environment of Business	3
<b>Electives: 6 units/8 Units</b>	<b>Units</b>
ACCT 120 Introduction to Accounting	3
ACCT 125 Financial Accounting	5
BUSI 100 Introduction to Business	3
BUSI 105 Business Communication	3
BUSI 242 Fundamentals of Corporate Finance	3
CISA 110 Introduction to Microcomputers	3
CISA 165 Spreadsheets	3
CISA 167 Intro Excel for Business Professionals	1
CISA 170A Keyboarding 1/Part 1	1
CISA 170B Keyboarding 1/Part 2	1
or	
CISA 170C Keyboarding 1/Part 3	1
ECON 100 Principles of Macroeconomics	3
or	
ECON 101 Principles of Microeconomics	3
<b>Total Units</b>	<b>15-17</b>

## Course Descriptions

### BUSI 90A 1 UNIT

#### Business Mathematics (Part 1)

9 hours lecture; 18 hours total

*Recommended Preparation: MATH 55*

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

### BUSI 90B 1 UNIT

#### Business Mathematics (Part 2)

9 hours lecture; 18 hours total

*Recommended Preparation: MATH 55*

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.

### BUSI 90C 1 UNIT

#### Business Mathematics (Part 3)

9 hours lecture; 18 hours total

*Recommended Preparation: MATH 55*

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

### BUSI 100 3 UNITS

#### Introduction to Business

54 hours lecture; 54 hours total

This course is a survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. It demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business's ability to achieve its organizational goals.

**CSU, UC**

### BUSI 103 3 UNITS

#### Legal Environment of Business

54 hours lecture; 54 hours total

This course provides an overview of fundamental legal principles pertaining to business transactions and an introduction to the law as an instrument of social and political control in society. Topics included sources of law and ethics, contracts, torts, agency, judicial and administrative processes, employment law, forms of business organizations, and domestic and international governmental regulations.

**CSU, UC**

<p><b>BUSI 105</b> <b>3 UNITS</b>  <b>Business Communication</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: Eligibility for ENGL 120 or successful completion of ENGL 90</i></p> <p>This course focuses on written communication for business. Punctuation, sentence structure, and style will be reviewed. Students will write letters, memos, and business reports and will be introduced to research methods and procedures. 6,000-8,000 words of writing are required.</p> <p><b>CSU</b></p>	<p><b>BUSI 177</b> <b>2 UNITS</b>  <b>Records Management</b>            18 hours lecture; 54 hours total</p> <p>Records Management is a course that studies and practices the rules for maintaining records within businesses. Topics typically 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.</p> <p><b>CSU</b></p>
<p><b>BUSI 141</b> <b>3 UNITS</b>  <b>Entrepreneurial Opportunity Analysis</b>            54 hours lecture; 54 hours total</p> <p>Upon completion of this course, the student should be able to assess the current economic, social and political climate for the business idea studied. In addition, the student should be able to explain how demographic, technological and social changes impact the business idea. Students will assess the personal appropriateness of their business ideas based on their strengths and skills, and personal, professional and financial goals. An initial market assessment will be made and students will test their business concept through basic market research. This course is required for all program-specific Entrepreneurship Certificates. The final outcome of the class will be a determination of the feasibility of the entrepreneurial students' business ideas.</p> <p><b>CSU</b></p>	<p><b>BUSI 185</b> <b>2 UNITS</b>  <b>Business English</b>            36 hours lecture; 36 hours total</p> <p>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.</p> <p><b>CSU</b></p>
<p><b>BUSI 142</b> <b>3 UNITS</b>  <b>Principles of Management</b>            54 hours lecture; 54 hours total</p> <p>Analysis of basic management theory and concepts. The primary functions of management (planning, organizing, coordinating, and controlling) are studied in depth.</p> <p><b>CSU</b></p>	<p><b>BUSI 199</b> <b>1-3 UNITS</b>  <b>Independent Study in Business</b>            54-162 hours lab; 54-162 hours total  <i>Prerequisite: Approval of project by full-time instructor</i></p> <p>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.</p> <p><b>CSU</b></p>
<p><b>BUSI 143</b> <b>3 UNITS</b>  <b>Entrepreneurial Business Plan</b>            54 hours lecture; 54 hours total</p> <p>This course will review the roles of entrepreneurs and small business in today's economy. Students will build a business plan for the business they would like to create.</p> <p><b>CSU</b></p>	<p><b>BUSI 242</b> <b>3 UNITS</b>  <b>Fundamentals of Corporate Finance</b>            54 hours lecture; 36 hours total  <i>Recommended Preparation: ACCT 120</i></p> <p>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.</p> <p><b>CSU</b></p>
<p><b>BUSI 176</b> <b>2 UNITS</b>  <b>Machine Calculations</b>            18 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU</b></p>	<p><b>BUSI 252</b> <b>1 UNIT</b>  <b>Introduction to Web 2.0 &amp; Social Media</b>            18 hours lecture; 18 hours total  <i>Recommended Preparation: CISA 110 with a minimum grade of C</i></p> <p>This eight-week course provides an introduction to the features of Web 2.0, including the concepts of connecting with people and creating a personal brand on the Internet through social media networking websites such as Facebook, LinkedIn, and Twitter.</p> <p><b>CSU</b></p>

**BUSI 275****2 UNITS****Machine Transcription**

36 hours lecture; 54 hours total

*Recommended Preparation: BUSI 185, CISA 270*

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.

**CSU****BUSI 297****3 UNITS****Personal Money Management**

54 hours lecture; 54 hours total

An introductory course for planning and managing individual finances and for money management. Topics will include purchasing decisions, sources of credit, personal tax strategies, budgeting, saving, investing in real estate and securities, insuring personal resources and retirement planning.

**CSU****CHILD AND FAMILY STUDIES****Division Offices****Career Technical Education****Division Dean**

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**Degrees****Associate of Science in 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 early care and education programs. The Child and Family Studies Program may also serve as a beginning for students planning to attend a four year college to obtain a Bachelor's 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.

**Program Level Outcomes**

- Outcome 1: Communicate with empathy with parents, children, and co-workers.
- Outcome 2: Develop nurturing relationships with children, parents, and co-workers as well as nurture and support the parent-child relationship.
- Outcome 3: Gather and maintain current information on the health and welfare of children.
- Outcome 4: Integrate concepts and components of developmentally appropriate practices into the daily curriculum to engage children at their level of understanding and ability.
- Outcome 5: 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.
- Outcome 6: Advocate and teach from a position that values gender equity and diversity.
- Outcome 7: Know, pursue, and implement brain development research and theory in teaching.

First Semester	Units
CFS 120 Child Development	3
CFS 122 Prin & Prac of Teach Young Children	4
CFS 140 The Child, Family and Community	3
English Composition General Ed	3
Physical Education	1

Second Semester	Units
CFS 121 Health, Safety & Nutrition	3
CFS 123 Observation and Assessment	3
CFS 165 Curriculum and Environments in EC	3
Mathematics 94 or higher	3 - 5
Physical Education	1

Third Semester	Units
CFS 130 Creative Process in Young Children	3
CFS 150 Infant/Toddler Devt and Edu	3
CFS/EDUC/LGBT Elective ***	3
CFS 184 Teaching Children in a Diverse Society	3
CFS 196 Music and Movement in EC	3
Physical Education **	1

Fourth Semester	Units
CFS 135 The Cognitive Development of YC	3
CFS 145 Language Devt & Early Literacy	3
CFS/EDUC Elective ***	3
CFS 223 Student Teaching - Practicum	5
Natural Science General Ed	3

**Total Units** **60-62**

### Options

1. 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, 150, 165, 184, 196, 223 and two CFS/EDUC electives.
2. 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.
3. 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).
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.  
\*Meets General Education requirement. CFS 140 also satisfies the Multicultural/Gender Studies requirement.  
\*\*3 units of Physical Education or Health is required.  
\*\*\*CFS electives: CFS, 151, 155, 160, 161, 162, 170, 175, 180, 250, 270, 271; EDUC electives: EDUC 100, 110

### Associate Degree for Transfer in Early Childhood Education (Early Childhood Education AS-T)

The AS-T in Early Childhood Education is designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to the Early Childhood Education major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester units.

The following are required for all AA-T and AS-T degrees:

- Completion of a minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. Note: While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units with a "C" or better (or a "P" if the course is taken on a "pass-no pass basis") in all courses required as a part of an AA-T or AS-T major as identified by the college catalog. (Title 5 § 55063)
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern general education requirements.

### Required Core Courses

Required Core Courses	Units
CFS 120 Child Development	3
CFS 121 Health, Safety & Nutrition	3
CFS 122 Prin & Prac of Teaching Young Children	4
CFS 123 Observation and Assessment	3
CFS 140 The Child, Family and Community	3
CFS 165 Curriculum and Environments in EC	3
CFS 184 Teaching Children in a Diverse Society	3
CFS 223 Student Teaching – Practicum	5

**Total Units** **27**

### Certificates

#### Child and Family Studies Certificate Options

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)

#### Child Family Studies – Associate

Courses	Units
CFS 120 Child Development	3
CFS 140 The Child, Family and Community	3
CFS 122 Prin/Practices Teaching Young Children	4
CFS 123 Observation and Assessment	3

<b>Total Units</b>	<b>13</b>
<b>Child Family Studies - Assistant</b>	
<b>Courses</b>	<b>Units</b>
CFS 120 Child Development	3
CFS 140 The Child, Family and Community	3
<b>Total Units</b>	<b>6</b>
<b>Child Family Studies - Associate with Administration</b>	
<b>Courses</b>	<b>Units</b>
CFS 120 Child Development	3
CFS 140 The Child, Family and Community	3
CFS 122 Prin/Practices Teaching Young Children	4
CFS 123 Observation and Assessment	3
CFS 270 Administration & Supervision of EC Prog	3
<b>Total Units</b>	<b>16</b>
<b>Child Family Studies-Master Teacher Specialization</b>	
Four (4) Specialization Certificates are offered to meet the specialization requirement for the Master Teacher Permit.	
<b>Infant &amp; Toddler</b>	
<b>Courses</b>	<b>Units</b>
CFS 150 Infant/Toddler Devt and Education	3
CFS 151 Environments for Infants and Toddlers	3
<b>Total Units</b>	<b>6</b>
<b>Creativity</b>	
<b>Courses</b>	<b>Units</b>
CFS 130 The Creative Process in Young Children	3
CFS 170 Studying the Reggio Emilia Approach	3
<b>Total Units</b>	<b>6</b>
<b>Diversity</b>	
<b>Courses</b>	<b>Units</b>
CFS 180 The Anthropology of Childhood	3
CFS 184 Teaching Children in a Diverse Society	3
<b>Total Units</b>	<b>6</b>
<b>Working with Families</b>	
<b>Courses</b>	<b>Units</b>
CFS 160 Parenting	3
CFS 161 Working with Families	3
<b>Total Units</b>	<b>6</b>

## Course Descriptions

**CFS 120** **3 UNITS**  
**Child Development**  
 54 hours lecture; 54 hours total

This course examines the major physical, psychosocial, cognitive, language, and emotional developmental milestones for children, both typical and atypical, from conception through adolescence. There will be emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate differences and analyze characteristics of development at various stages.

**CSU, UC**

**CFS 121** **3 UNITS**  
**Health, Safety & Nutrition**  
 54 hours lecture; 54 hours total

This course will provide an introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus is on integrating the concepts into everyday planning and program development for all children.

**CSU**

**CFS 122** **3 UNITS**  
**Principles & Practices of Teaching Young Children**  
 54 hours lecture; 54 hours total

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments. This course emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.

**CSU**

**CFS 123** **4 UNITS**  
**Observation and Assessment**  
 54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: CFS 120*

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. Negative TB Test and Good Health Statement required.

**CSU**



<p><b>CFS 130</b> <b>3 UNITS</b>  <b>The Creative Process in Young Children</b>            54 hours lecture; 54 hours total            Prerequisite: CFS 122, CFS 123</p> <p>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.</p> <p><b>CSU</b></p>	<p><b>CFS 155</b> <b>3 UNITS</b>  <b>Sensitive Issues in Early Childhood</b>            54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU</b></p>
<p><b>CFS 135</b> <b>3 UNITS</b>  <b>The Cognitive Development of Young Children</b>            54 hours lecture; 54 hours total            Prerequisite: CFS 122, CFS 123</p> <p>This course explores 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.</p> <p><b>CSU</b></p>	<p><b>CFS 162</b> <b>3 UNITS</b>  <b>Overview of Special Education</b>            54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU</b></p>
<p><b>CFS 140</b> <b>3 UNITS</b>  <b>The Child, Family and Community</b>            54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>CFS 165</b> <b>3 UNITS</b>  <b>Curriculum and Environments in Early Childhood Programs</b>            54 hours lecture; 54 hours total            Prerequisite: CFS 120, CFS 122</p> <p>This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Emphasis is on planning and structuring the curriculum and environment to be responsive to psychosocial and physical needs of children.</p> <p><b>CSU</b></p>
<p><b>CFS 145</b> <b>3 UNITS</b>  <b>Language Development &amp; Early Literacy</b>            54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU</b></p>	<p><b>CFS 168</b> <b>0.5 UNIT</b>  <b>Early Childhood Workshop</b>            9 hours lecture; 9 hours total</p> <p>A short course offered periodically on specialized topics in early childhood field. For current early childhood students, professionals, parents and other interested persons. Pass/No Pass grading.</p> <p><b>CSU</b></p>
<p><b>CFS 150</b> <b>3 UNITS</b>  <b>Infant/Toddler Development and Education</b>            54 hours lecture; 54 hours total            Prerequisite: CFS 120</p> <p>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.</p> <p><b>CSU</b></p>	<p><b>CFS 170</b> <b>3 UNITS</b>  <b>Studying the Reggio Emilia Approach</b>            54 hours lecture; 54 hours total</p> <p>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).</p> <p><b>CSU</b></p>
<p><b>CFS 151</b> <b>3 UNITS</b>  <b>Environments for Infants and Toddlers</b>            54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU</b></p>	

**CFS 175** **3 UNITS**  
**Meeting the Developmental Needs of the School-Aged Child**

54 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**

54 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

**CSU, UC**

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

54 hours lecture; 54 hours total

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Cross-listed with ANTH-180

**CSU**

**CFS 196** **3 UNITS**  
**Music and Movement in Early Childhood**

*Cross-listed with MUSI-196*

54 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. Cross-listed with MUSI-196.

**CSU**

**CFS 223** **5 UNITS**  
**Student Teaching - Practicum**

36 hours lecture, 162 hours lab; 198 hours total

*Prerequisite: CFS 123, CFS 140, CFS 165*

*Co-requisite: CFS 165*

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections be-

tween theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Negative TB Test and Good Health Statement required.

**CSU**

**CFS 250** **2 UNITS**  
**The Mentor Teacher**

36 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**

54 hours lecture; 54 hours total

*Prerequisite: 12 units of CFS coursework including CFS 120, CFS 140, plus a minimum of one year teaching experience in a child-care facility*

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.

**CSU**

**CFS 271** **3 UNITS**  
**Administration & Supervision of Early Childhood Programs 2**

54 hours lecture; 54 hours total

*Prerequisite: CFS 270*

This is an advanced course in the administration and supervision of child-care programs with emphasis on sound business practices, utilizing staff development and teamwork to enhance quality, and developing supervisory and management skills. The course will also explore grant writing and the director's role in advocacy.

**CSU**

**CFS 298** **1-3 UNITS**  
**Selected Topics in Early Childhood**

18-54 hours lecture, 54-162 hours lab; 18-162 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**

## CHEMISTRY

### Division Offices Science, Mathematics and Engineering

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### Degree

#### Associate of Science in Natural Science and Mathematics

See *Mathematics - Associate of Science in Natural Science and Mathematics*

### Course Descriptions

#### CHEM 110 4 UNITS

##### Introduction to Chemistry

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: Completion of MATH 94 with a grade of C or better*

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.

**CSU, UC**

#### CHEM 111 4 UNITS

##### Introduction to Organic & Biological Chemistry

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: CHEM 110*

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.

**CSU, UC**

#### CHEM 120 5 UNITS

##### General Chemistry 1

54 hours lecture, 108 hours lab; 162 hours total

*Prerequisite: CHEM 110*

An introduction to principles of chemistry, with an emphasis on mathematical applications. Topics include atomic structure, chemical reactions, gram-mole-atom conversions, stoichiometry, aqueous solutions, concentrations, titrations, limiting reactants, gas behavior, kinetic molecular theory, bonding, molecular structure, quantum theory, and coordination chemistry.

**CSU, UC**

#### CHEM 121 5 UNITS

##### General Chemistry 2

54 hours lecture, 108 hours lab; 162 hours total

*Prerequisite: CHEM 120*

A continuation of CHEM 120. Topics include solutions, acid-base and redox equilibria, thermodynamics, kinetics, pH, buffers, solubility product, complex ions, thermodynamics, electrochemistry, biochemistry and nuclear chemistry.

**CSU, UC**

#### CHEM 199 1-3 UNITS

##### Independent Study in Chemistry

54-162 hours lab; 54-162 hours total

*Prerequisite: Submission of a written proposal to be reviewed and approved by two regular chemistry faculty*

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. Pass/No Pass grading.

**CSU**

#### CHEM 240 4 UNITS

##### Organic Chemistry 1

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: CHEM 121*

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, synthesis, extraction, separation and identification of compounds using physical properties, chemical reactivity, and spectral techniques.

**CSU, UC**

#### CHEM 241 4 UNITS

##### Organic Chemistry 2

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: CHEM 240*

A continuation of CHEM 240. Introduction to NMR, IR, and Mass Spectroscopy. Chemical reactions and syntheses of aromatic, carbonyl, and amine compounds. Special topics in carbohydrate, amino acid, and lipid chemistry. Lab work includes simple and multi-step synthesis and spectral identification.

**CSU, UC**

## COMPUTER INFORMATION SYSTEMS APPLICATION

### Division Offices Career Technical Education

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## Certificates

### Business Software Certificate

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

Required Courses (6 units):	Units
CISA 186 Beginning Word Processing	2
CISA 284 Advanced Wordprocessing	2
CISA 167 Intro Excel for Business Professionals	1
CISA 288 Presentation Software	1
<b>Total Units</b>	<b>6</b>

### Web Site Development Certificate of Achievement

This certificate is designed to teach students how to develop complex websites. Students will learn how to utilize several different programs as well as learn the technical skills to help them succeed in this exciting field. (Note: Increases skills sets with existing courses.)

Courses	Units
CISA 110 Introduction to Microcomputers	3
CISA 180 Creating Web Pages With Html & XHTML	3
CISA 182 Javascript and AJAX	3
CISA 183 Creating Web Sites	3
CISA 184 Creating Applications for Mobile Devices	3
<b>Total Units</b>	<b>15</b>

## Course Descriptions

### CISA 101 3 UNITS

#### Computer Information Systems

54 hours lecture, 18 hours lab; 72 hours total

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. A strong focus on terminology as it relates to Computer Information Systems.

**CSU**

### CISA 110 3 UNITS

#### Introduction to Microcomputers

54 hours lecture, 18 hours lab; 72 hours total

*Recommended Preparation: BUSI 170 KEYBOARDING 1, or equivalent*

This is an introduction to microcomputers and microcomputer 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.

**CSU, UC**

### CISA 127 3 UNITS

#### Computer Accounting

54 hours lecture; 54 hours total

*Recommended Preparation: ACCT 125, ACCT 120*

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.

**CSU**

### CISA 130 3 UNITS

#### Computer Literacy

18 hours lecture, 36 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. Students will learn how to produce and format documents and tables using graphic elements; navigate the Internet; send, receive, and manage e-mails, contacts, and schedules; and use a database to manage records electronically.

**CSU**

### CISA 142 3 UNITS

#### Operating Systems

54 hours lecture, 18 hours; 72 hours total

This course will provide a comprehensive overview of the Operating System. Topics included such as file management, hard disk optimization, backup and restore, system security, network organization, and using a command-line environment.

**CSU**

<p><b>CISA 160</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Database Systems</b>            54 hours lecture, 18 hours lab; 72 hours total  <i>Recommended Preparation: CISA 110</i></p> <p>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.</p> <p><b>CSU</b></p>	<p><b>CISA 170C</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Keyboarding 1/Part 3</b>            9 hours lecture, 45 hours lab; 54 hours total  <i>Recommended Preparation: CISA 170B or equivalent keyboarding and word processing skills</i></p> <p>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.</p> <p><b>CSU</b></p>
<p><b>CISA 165</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Spreadsheets</b>            54 hours lecture, 18 hours lab; 72 hours total  <i>Recommended Preparation: CISA 110</i></p> <p>Provides an introduction 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.</p> <p><b>CSU</b></p>	<p><b>CISA 171A</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Keyboarding 2/Part 1</b>            9 hours lecture, 45 hours lab; 54 hours total  <i>Recommended Preparation: CISA 170C or equivalent keying and word processing skills</i></p> <p>This course provides further development of basic keyboarding techniques. Students will use word processing skills to compose documents, format reports, multi-page letters, multi-page memos, and tables.</p> <p><b>CSU</b></p>
<p><b>CISA 167</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Intro Excel for Business Professionals</b>            18 hours lecture; 18 hours total  <i>Recommended Preparation: CISA 110</i></p> <p>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.</p> <p><b>CSU</b></p>	<p><b>CISA 171B</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Keyboarding 2/Part 2</b>            9 hours lecture, 45 hours lab; 54 hours total  <i>Recommended Preparation: CISA 171A or equivalent keying and word processing skills</i></p> <p>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.</p> <p><b>CSU</b></p>
<p><b>CISA 170A</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Keyboarding 1/Part 1</b>            18 hours lecture, 36 hours lab; 54 hours total</p> <p>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.</p> <p><b>CSU</b></p>	<p><b>CISA 171C</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Keyboarding 2/Part 3</b>            9 hours lecture, 45 hours lab; 54 hours total  <i>Recommended Preparation: CISA 171B or equivalent keying and word processing skills</i></p> <p>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.</p> <p><b>CSU</b></p>
<p><b>CISA 170B</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Keyboarding 1/Part 2</b>            18 hours lecture, 36 hours lab; 54 hours total  <i>Recommended Preparation: CISA 170A or equivalent keyboarding skill</i></p> <p>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.</p> <p><b>CSU</b></p>	<p><b>CISA 172</b> <span style="float: right;"><b>0.5 UNIT</b></span>  <b>Keyboarding Skill Development</b>            9 hours lecture, 18 hours lab; 27 hours total  <i>Recommended Preparation: CISA 170A or equivalent keyboarding skill</i></p> <p>A short-term course that provides techniques and practice for increasing keyboarding speed and accuracy. Utilizes an individualized instructional approach in a laboratory setting. Pass/No Pass Grading.</p> <p><b>CSU</b></p>

<p><b>CISA 180</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Creating Web Pages With Html &amp; XHTML</b>            54 hours lecture, 18 hours lab; 72 hours total  <i>Recommended Preparation: It is recommended that the student be familiar with a web browser and a text editor or word processor for the Windows environment.</i></p> <p>This class will cover Hypertext Markup Language and Extensible Hypertext Markup Language and its use in creating documents for the World Wide Web. Related topics such as Uniform Resource Locators, Multimedia, and Frames will be introduced.  <b>CSU</b></p>	<p><b>CISA 212</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>UNIX and Linux</b>            54 hours lecture, 18 hours lab; 72 hours total  <i>Recommended Preparation: CISA 110</i></p> <p>An introduction to the effective use of the UNIX and Linux operating systems. Both the single-user and multi-user capabilities of the system will be explored.  <b>CSU, UC</b></p>
<p><b>CISA 182</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Javascript and AJAX</b>            54 hours lecture, 18 hours lab; 72 hours total  <i>Recommended Preparation: CISA 180 or equivalent</i></p> <p>This class will take an in depth look into using JavaScript and AJAX to create interactive web sites. Web forms, how to tailor web pages across multiple browser platforms, menus, cookies, pop-ups, roll-overs, and more will be explored.  <b>CSU</b></p>	<p><b>CISA 270</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Keyboarding 3</b>            18 hours lecture, 72 hours lab; 90 hours total  <i>Recommended Preparation: BUSI 185, CISA 171A, CISA 186</i></p> <p>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.  <b>CSU</b></p>
<p><b>CISA 183</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Creating Web Sites</b>            54 hours lecture, 18 hours lab; 72 hours total  <i>Recommended Preparation: CISA 170A or equivalent</i></p> <p>Web site development software 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 sites that are complex and interactive. Concepts will be reinforced by hands-on experience both inside and outside the classroom.  <b>CSU</b></p>	<p><b>CISA 284</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Advanced Wordprocessing</b>            27 hours lecture, 27 hours lab; 54 hours total  <i>Prerequisite: CISA 186 or equivalent keyboarding and word processing skills</i></p> <p>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.  <b>CSU</b></p>
<p><b>CISA 184</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Creating Applications for Mobile Devices</b>            54 hours lecture, 18 hours lab; 72 hours total</p> <p>This class will explore how to create applications for mobile devices. In the course you will learn how to use a software toolkit. The class will also explore how to publish your new app and make it available over the internet.  <b>CSU</b></p>	<p><b>CISA 287</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Desktop Publishing</b>            9 hours lecture, 18 hours lab; 27 hours total  <i>Prerequisite: CISA 186 or equivalent keyboarding and word processing skills</i></p> <p>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.  <b>CSU</b></p>
<p><b>CISA 186</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Beginning Word Processing</b>            27 hours lecture, 27 hours lab; 54 hours total  <i>Recommended Preparation: CISA 170A or equivalent keying skill</i></p> <p>A "hands-on" course designed to introduce the fundamentals of a current word processing program. Emphasis is on developing word processing skills and techniques for the workplace.  <b>CSU</b></p>	<p><b>CISA 288</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Presentation Software</b>            9 hours lecture, 18 hours lab; 27 hours total</p> <p>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.  <b>CSU</b></p>

**CISA 289****Advanced Desktop Publishing**

9 hours lecture, 18 hours lab; 27 hours total

*Prerequisite: CISA 186*

A hands-on course designed to expand and enhance a student's basic knowledge of the desktop publishing capabilities of a word processing program. Students will learn to prepare brochures, Web pages, newsletters, reports, and manuals

**CSU****1 UNIT****CISA 298****Selected Topics in Computer Information**

9-54 hours lecture, 27-162 hours lab ; 9-162 hours total

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, lecture/lab or lab class.

**CSU****0.5-3 UNITS****CRIMINAL JUSTICE TRAINING****Division Offices****Criminal Justice Training Center**

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**Certificate****911 Dispatcher Certificate of Achievement**

The 911 Dispatcher Certificate includes a concentrated course of study designed to prepare students to work as a professional 911 law enforcement dispatcher.

**Program Level Outcomes**

- Outcome 1: Maintain physical and mental fitness.
- Outcome 2: Use basic Computer applications in dispatch work.
- Outcome 3: Work as member of a team.
- Outcome 4: Communicate effectively in oral and written forms.
- Outcome 5: Employ appropriate strategies to research legal sections in various California Codes
- Outcome 6: Understand the structure and function of the justice system.
- Outcome 7: Use appropriate language when taking emergency calls
- Outcome 8: Follow appropriate protocol when dispatching emergency calls
- Outcome 9: Function according to the ethical standards of the law enforcement profession

<b>Required Courses</b>	<b>Units</b>
CJT 296 Public Safety Dispatchers' Basic Course and ADMJ 123 Introduction to Community Policing	4 - 5 3
<b>Three units selected from:</b>	
CISA 110 Introduction to Microcomputers	3
CISA 160 Database Systems	3
CISA 165 Spreadsheets	3
CISA 170A Keyboarding 1/Part 1	1
CISA 186 Beginning Word Processing or	2
<b>Six units selected from:</b>	
ADMJ 121 Introduction to Criminal Law	3
ADMJ 122 Introduction to Criminal Procedures	3
CJT 302 Criminal Justice Skills & Knowledge Module	0.5 -6
Two units of Physical Education	2
<b>Total Units</b>	<b>18-19</b>

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

## Course Descriptions

### **CJT 200** **24 UNITS**

#### **Basic Police Academy 1**

880 hours integrated lab; 880 hours total

*Prerequisite: Complete a criminal history fingerprint check through the California Department of Justice (13511.5PC); 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.*

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.

**CSU**

### **CJT 203** **0.5-3 UNITS**

#### **Module 3 Arrest & Firearms**

24-64 hours integrated lab; 24-64 hours total

*Prerequisite: Complete a criminal history fingerprint check through the California Department of Justice (13511.5PC); 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.*

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.

**CSU**

### **CJT 211** **5 UNITS**

#### **Adult Corrections Academy**

200 hours integrated lab; 200 hours total

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.

**CSU**

### **CJT 296** **4-5 UNITS**

#### **Public Safety Dispatchers' Basic Course**

120-136 hours integrated lab; 120-136 hours total

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**

136 hours integrated lab; 136 hours total

*Prerequisite: Complete a criminal history fingerprint check through the California Department of Justice (13511.5PC); 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.*

This course is certified by the California Commission on Peace Officer Standards and Training (P.O.S.T.) and re-certifies students who graduated from a basic police academy more than three years ago. This course also re-certifies students who have been employed as a peace officer and are returning after more a break in service of more than three years. This 136 hour course is typically presented over a three week period.

**CSU**



## COMPUTER STUDIES

### Division Offices Career Technical Education

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## Degree

### Associate of Science in Business – Concentration in Computer Studies

See *Associate of Science in Business*

#### First Semester

	Units
BUSI 100 Introduction to Business	3
BUSI 185 Business English	2
CISA 170A Keyboarding 1/Part 1	1
CISA 110 Introduction to Microcomputers	3
MATH 90 Beginning Algebra	5
Physical Education	2

#### Second Semester

ACCT 120 Introduction to Accounting or	3
ACCT 125 Financial Accounting	5
BUSI 105 Business Communication	3
CISA 165 Spreadsheets	3
CISA 186 Beginning Word Processing	2
CISA 101 Computer Information Systems	3
COMS 120 Introductory Programming Logic	3

#### Third Semester

CISA 160 Database Systems	3
CISA 284 Advanced Wordprocessing	2
COMS 121 Advanced Programming Logic	3
ECON 100 Principles of Macroeconomics	3
Natural Sciences General Ed	3
Physical Education	1

#### Fourth Semester

	Units
BUSI 103 Legal Environment of Business	3
CISA 142 Operating Systems or	3
CISA 212 UNIX and Linux	3
Humanities General Ed*	3
SPCOM 124 Career Communication or	3

SPCOM 126 Intercultural Communication 3

**Total Units 60-62**

#### Options

1. Certificate Program - Microcomputer Applications Specialist: BUSI 105 or ENGL 120; CISA 160, 165, 170A, 186, and 142 or 212; COMS 100; MATH 90; SPEE 124. Courses must be completed with a grade of "C" or better.
2. Certificate Program - Management Information Systems: ACCT 120; BUSI 100, 103, 185; CISA 110, 120, 160, 165, 170A, 186, 210, 284; COMS 100, 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, 165 and CISA 142 or CISA 212. 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.
6. At most 4-year schools, Computer Science is a combination of basic science, electronics, and advanced mathematics. A student who plans to obtain a 4-year degree in the field of computers should examine all the information regarding various programs that are available. Information about career opportunities and educational programs in this field is available at the Napa Valley College Career Center.

\*Select from any course with an "ACCT," "BUSI," "CISA," "CISN," "COMS," or "HOSP" designation

## Course Descriptions

### COMS 100 3 UNITS

#### Introduction to Computer Systems

54 hours lecture, 18 hours lab; 72 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 computers' impact on society.

**CSU, UC**

### COMS 120 3 UNITS

#### Introductory Programming Logic

54 hours lecture, 18 hours lab; 72 hours total

*Recommended Preparation: MATH 90*

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.

**CSU, UC**

**COMS 121****1-3 UNITS****Advanced Programming Logic**

54 hours lecture, 18 hours lab; 72 hours total

*Recommended Preparation: COMS 120*

Theory and application of advanced programming techniques in Visual Basic.NET. Graphics, Database Management, and Object Oriented Programming will be covered. ASP.NET will be introduced. Visual Studio.NET will be used for lab work.

**CSU, UC****COMS 215****3 UNITS****Programming Concepts and Methodology I**

54 hours lecture, 18 hours lab; 72 hours total

*Prerequisite: MATH 90 or one year of high school algebra*

This course is taught using an object-oriented programming language. Its purpose is to expose students to the fundamental concepts of programming.

**CSU, UC****COMS 298****1-3 UNITS****Selected Topics in Computer Studies**

18-54 hours lecture, 18-108 hours lab; 18-162 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****COUNSELING****Division Offices  
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## Degree

### Associate of Science in 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, 130; HELH 106; SOCI 122; SPCOM 124 or SPCOM 126; WOEX 190, 193.

#### Program Level Outcomes

- Outcome 1: 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.
- Outcome 2: Employ a range of effective communication strategies to establish a collaborative relationship with the participant.
- Outcome 3: Apply informal assessment practices in order to understand the needs and interests of the participant and assist them.
- Outcome 4: Utilize knowledge about informal and formal supports available in the local community and assist the participant in identifying and gaining access to such supports.
- Outcome 5: Apply effective advocacy strategies to overcome the legal, administrative, and financial challenges facing participants.
- Outcome 6: Implement case management techniques to assist participants find a full range of care throughout their community.
- Outcome 7: Write and provide the necessary documentation within an organization and manage these requirements efficiently.
- Outcome 8: 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.

First Semester	Units
COUN 120 Introduction to Human Services	3
COUN 122 Helping Skills in Human Services	3
COUN 130 Crisis Interv in Human Services	3
SPCOM 124 Career Communication	3
or	
SPCOM 126 Intercultural Communication	3
ENGL 120 Reading & Composition 1	4
or	
BUSI 105 Business Communication	3

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
Elective	3
WOEX 190 Work Experience Seminar	1
WOEX 193 Vocational Work Experience	2
HELH 106 Personal & Community Health	3

Third Semester	Units
Math 94 or higher	3 - 5
Electives	9
Social Science General Education	3

Fourth Semester	Units
Natural Science General Ed	3
Humanities General Ed	3
Electives Social Science GE	9

**Total Units** **62**

\*Satisfies Multicultural/Gender Studies requirement

#### Options

1. A.S. Degree: All courses listed. 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.

## Certificate

### Human Services Certificate of Achievement

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.

#### Program Level Outcomes

Outcome 1: 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.

- Outcome 2: Employ a range of effective communication strategies to establish a collaborative relationship with the participant.
- Outcome 3: Apply informal assessment practices in order to understand the needs and interests of the participant and assist them.
- Outcome 4: Utilize knowledge about informal and formal supports available in the local community and assist the participant in identifying and gaining access to such supports.
- Outcome 5: Apply effective advocacy strategies to overcome the legal, administrative, and financial challenges facing participants.
- Outcome 6: Implement case management techniques to assist participants find a full range of care throughout their community.
- Outcome 7: Write and provide the necessary documentation within an organization and manage these requirements efficiently.
- Outcome 8: 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.

<b>Required Courses (21 units)</b>	<b>Units</b>
COUN 120 Introduction to Human Services	3
COUN 122 Helping Skills in Human Services	3
COUN 124 Working With Diverse Populations	3
COUN 126 Case Management in Human Services	3
COUN 128 Introduction to Substance Abuse Studies	3
COUN 130 Crisis Intervention in Human Services	3
SPCOM 124 Career Communication	3
or	
SPCOM 126 Intercultural Communication	3
WOEX 190 Work Experience Seminar	1
WOEX 193 Vocational Work Experience	2

**Total Units** **24**

**Notes:** Courses must be completed with a grade of "C" or better.

## Course Descriptions

**COUN 94** **1 UNIT**

### Techniques for Improving Memory

18 hours lecture; 18 hours total

This class will lead students through a step-by-step approach to encourage good 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.

**COUN 97** **0.5 UNIT**

### Managing the College Experience

9 hours lecture; 9 hours total

This is a short term course to help first year students 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, resources, and basic college study skills and to cope with the transitions related to college life. This course is designed for TRIO Student Support Service Students and may be taken by other new college students.

**COUN 100** **1 UNIT**

### College Success

54 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.

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**COUN 101** **1 UNIT**

### College Discovery

18 hours lecture; 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.

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**COUN 102** **1 UNIT**

### Strategies for Personal Development

18 hours lecture; 18 hours total

A short-term, intensive course provides students with strategies for succeeding in college including communication skills, priority management, personal and career assessment and decision-making techniques.

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<p><b>COUN 103</b> <b>1 UNIT</b>  <b>Take Charge of Your Learning</b>  18 hours lecture; 18 hours total</p> <p>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.</p> <p><b>CSU</b></p>	<p><b>COUN 120</b> <b>3 UNITS</b>  <b>Introduction to Human Services</b>  54 hours lecture; 54 hours total</p> <p>The course is an introduction to the social welfare field and explores the historical, cultural and societal aspects of the social work profession. The course will introduce the essential helping skills of human service workers. The broad career opportunities within social services will be examined and a candid look at the demands and strains of choosing a social service career will be explored.</p> <p><b>CSU</b></p>
<p><b>COUN 105</b> <b>1.5 UNITS</b>  <b>Planning for Transfer Success</b>  27 hours lecture; 27 hours total</p> <p>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."</p> <p><b>CSU</b></p>	<p><b>COUN 122</b> <b>3 UNITS</b>  <b>Helping Skills in Human Services</b>  54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU</b></p>
<p><b>COUN 110</b> <b>3 UNITS</b>  <b>Career/Life Plan</b>  54 hours lecture; 54 hours total</p> <p>A comprehensive course designed to assist students in obtaining the necessary skills and resources for effective career, educational, 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, occupational, and labor market information.</p> <p><b>CSU</b></p>	<p><b>COUN 124</b> <b>3 UNITS</b>  <b>Working With Diverse Populations</b>  54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU</b></p>
<p><b>COUN 111</b> <b>1.5 UNITS</b>  <b>Career Decision-Making</b>  27 hours lecture; 27 hours total</p> <p>This course will guide students through a short-term career and educational planning process, to develop the skills and resources necessary to make an informed career decision and to set realistic, achievable goals. The course is recommended for students who have completed some career/educational decision-making but still have conflicted interests between more than one career/college major; or for students who want to confirm that the decision they have made is the correct decision.</p> <p><b>CSU</b></p>	<p><b>COUN 126</b> <b>3 UNITS</b>  <b>Case Management in Human Services</b>  54 hours lecture; 54 hours total</p> <p>The course provides 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 interviews, 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.</p> <p><b>CSU</b></p>
	<p><b>COUN 128</b> <b>3 UNITS</b>  <b>Introduction to Substance Abuse Studies</b>  54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU</b></p>

**COUN 130** **3 UNITS**  
**Crisis Intervention in Human Services**  
 54 hours lecture; 54 hours total

This course will include strategies and techniques in crisis intervention for individuals training to work in the helping profession including how to conduct intake interviews; provide information, referrals and documentation; and utilize the essential active listening skills for people in crisis. Topics covered are suicide prevention, domestic violence, substance abuse, mental health, cross-cultural competencies, legal and legal issues including confidentiality.

CSU

**COUN 131** **3 UNITS**  
**Introduction to Group Process**  
 54 hours lecture; 54 hours total

An introduction to educational process groups in human services and addiction treatment work settings, including theoretical foundation, stages and processes; roles, responsibilities, and ethics; strategies and techniques for facilitating group process. Students practice and demonstrate competencies through participation and demonstration of group work.

CSU

**COUN 132** **3 UNITS**  
**Alcohol & Drug Prevention and Treatment**  
 54 hours lecture; 54 hours total

A course on the practical application of the historical, theoretical, research and contemporary approaches to substance abuse prevention and treatment. The impact of substance abuse on the family and continuum of care issue for treatment are explored.

CSU

**COUN 133** **2 UNITS**  
**Assessment and Treatment Planning in Addiction Studies**  
 36 hours lecture; 36 hours total

*Prerequisite: COUN 126*

The course reviews the principles and practices of addiction treatment including the process of intake, screening, assessment, treatment planning, referral, documentation, professional and ethical codes of conduct. Students will practice documentation record management procedures.

CSU

**COUN 134** **3 UNITS**  
**Co-occurring Disorders in Addiction**  
 54 hours lecture; 54 hours total

A review of the major concepts, definitions, and features of co-occurring mental health disorders associated with addiction. Recognition of co-occurring disorders and the appropriate scope of practice are emphasized, including cultural sensitivity when working with issues of addiction. Common types of mental health issues associated with addiction, an overview of appropriate treatment and management approaches, the relationship between mental health and substance abuse facilities will be examined.

CSU

**COUN 135** **3 UNITS**  
**Pharmacology and Physiological Effects of Addiction**  
 54 hours lecture; 54 hours total

The course presents an overview of the physiological processes and impacts of drugs and alcohol on a person including risk factors related to addiction, acute and chronic health problems, communicable diseases, and fetal impact. Medical and pharmacological resources and appropriate community referrals are also reviewed.

**COUN 288** **0.5-1.5 UNITS**  
**Counseling Workshop**  
 9-27 hours lecture; 9-27 hours total

A short course on specialized topics in the Counseling field. Topics vary with each offering.

CSU

**DANCE****Division Offices****Physical Education, Athletics, Health & Dance**

Room 610, 600 Building  
(707) 256-7650 phone  
(707) 253-3220 fax

**Associate Dean**

Robert Harris  
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**Staff**

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**Faculty**

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**Course Descriptions****DANS 101** **0.5-1 UNIT****Somatics 101: Maintenance for Movers**

*Cross-listed with PHYE-101*

18-36 integrated lab hours; 18-36 hours total

The Maintenance for Movers course includes various techniques for dancers and anyone interested in strengthening the mind-body connection. This course will introduce different somatic (mind-body) modalities such as Feldenkrais, BMC, Bartenief and also include myofascial release techniques, proper core and flexibility concepts, basic bio-mechanics and alignment concepts, injury prevention and pre/post performance recovery techniques. The course teaches the dancer (or any mover) the proper maintenance of the body to ensure longevity and greater movement ability.

**CSU, UC**

**DANS 126** **0.5-1.5 UNITS****Cardio Salsa**

18-36 integrated lab hours; 18-36 hours total

Cardio Salsa is a course that combines Salsa and other Latin dance movement, rhythm and steps in an aerobic format as a fun and exhilarating way to increase cardiovascular and overall fitness.

**CSU, UC**

**DANS 128** **1-1.5 UNITS****Salsa and Latin Social Dance**

36-54 hours integrated lab; 36-54 hours total

This is a dance class focusing on basic level Salsa and other Latin social partnering dances. Partners will be rotated between fellow students. The origins of each Latin dance style will be studied.

**CSU, UC**

**DANS 128 B** **1-1.5 UNITS****Salsa and Latin Social Dance Beginning/Intermediate**

36-54 hours integrated lab; 36-54 hours total

*Recommended Preparation: Beginning Salsa and Latin Dance Forms experience*

Level II of the Salsa and Latin Dance forms class. Students will advance their basic skills to incorporate dynamic intermediate techniques, more advanced rhythmic ability and add individualized self-expression within the techniques. History of dance forms incorporated.

**CSU, UC**

**DANS 128 D** **1-1.5 UNITS****Salsa & Latin Dance Teaching Assistant**

36-54 hours integrated lab; 36-54 hours total

Course allows the advanced dance student to experience basic social dance pedagogy.

**CSU**

**DANS 132** **1-1.5 UNITS****Dance Styles**

36-54 hours integrated lab; 36-54 hours total

This is a survey dance class introducing a variety of dance styles: Ballet, Jazz, Tap, Modern and Contemporary/Hip Hop. A general history of each style will be examined.

**CSU, UC**

**DANS 133** **1-1.5 UNITS****Ballet Fit**

36-54 hours integrated lab; 36-54 hours total

This is a course combining ballet barre techniques, core strength and stabilization, flexibility and conditioning techniques that help to improve the dance technique for dancers of any dance genre. Floor and barre' exercises are designed to enhance the dancer's agility, technique and overall fitness. Exercises and concepts presented in this course will enhance the performance skills of any student or athlete.

**CSU, UC**

**DANS 134** **1-1.5 UNITS****Ballet Level I**

36-54 hours integrated lab; 36-54 hours total

The Ballet level I course introduces the first time ballet student to the history of ballet, the introductory vocabulary, foot and arm positioning, proper alignment, and basic barre, center and locomotor ballet movements.

**CSU, UC**

**DANS 134 B** **1-1.5 UNITS****Ballet Beginning**

36-54 hours integrated lab; 36-54 hours total

The Beginning Ballet course utilizes and builds on the technique, vocabulary, structure and historical information from the Ballet Basics course. Students will continue to accrue technique and increase their ballet vocabulary and learn level one combinations at the barre', in center floor, and in traveling combinations.

**CSU, UC**

<p><b>DANS 134 D</b> <b>1-1.5 UNITS</b>  <b>Ballet Teaching Assistant</b>  36-54 hours integrated lab; 36-54 hours total  Course allows the advanced Ballet student to experience basic ballet dance pedagogy.  <b>CSU</b></p>	<p><b>DANS 137</b> <b>1-1.5 UNITS</b>  <b>Tap Dance</b>  36-54 hours integrated lab; 36-54 hours total  Beginning tap dance focuses on the history and terminology of tap; singles and doubles sound techniques; stretching techniques at the barre; and techniques away from the barre such as hop, leap, ball change and grapevine. Intermediate tap moves to combinations such as waltz, clog, and breaks which use different rhythms. Advanced tap builds on the skills learned in the first two levels.  <b>CSU, UC</b></p>
<p><b>DANS 135</b> <b>0.5-1.5 UNITS</b>  <b>Street Jazz (Beginning Hip Hop)</b>  18-54 hours integrated lab; 18-54 hours total  Street Jazz/Beginning Hip Hop is an entry level exploration of current dance phenomena: Street Jazz. Street Jazz is hybrid dance form combining Jazz, Breaking, Funk, Party and other street dances. The class is taught from classic Jazz dance parameters for warm-up and entry level technique but adapted for the stylization of contemporary mainstream street dance. Course includes historical investigation of contributing dance forms and contemporary cultural relevance. Skills or proficiencies are enhanced by supervised repetition and practice within class periods. Course content differs each time it is offered.  <b>CSU, UC</b></p>	<p><b>DANS 138</b> <b>1-1.5 UNITS</b>  <b>Modern Dance Level I</b>  36-54 hours integrated lab; 36-54 hours total  Modern Dance is a creative movement class with an emphasis on rhythmic movements, isolated movements, free expression and improvisation. This course will introduce the elemental concepts (space, time, force). Emphasis on alignment, conditioning, elementary and traditional technique.  <b>CSU, UC</b></p>
<p><b>DANS 135 D</b> <b>1-1.5 UNITS</b>  <b>Street Jazz (Beg.Hip Hop)Teaching Assistant</b>  36-54 hours integrated lab; 36-54 hours total  <i>Recommended Preparation: DANS 135 with a minimum grade of B or better</i>  Course allows the more advanced Street Jazz / Hip-Hop student to experience basic dance pedagogy.  <b>CSU</b></p>	<p><b>DANS 138 B</b> <b>1-1.5 UNITS</b>  <b>Modern Dance II</b>  36-54 hours integrated lab; 36-54 hours total  <i>Recommended Preparation: Basic level modern dance experience</i>  The Beginning Modern dance course builds on the concepts, principles and techniques of the Basic Modern dance course. Students will advance their technical acuity, learn elementary improvisational techniques and begin to craft movement combinations. Students will begin to define the modern dance experience as “dance-as-self expression”.  <b>CSU, UC</b></p>
<p><b>DANS 136</b> <b>1-1.5 UNITS</b>  <b>Jazz Dance I</b>  36-54 hours integrated lab; 36-54 hours total  Jazz Dance I focuses on entry level techniques, vocabulary, center floor stretches, isolated movements, and combinations with different rhythmic patterns. Origins of Jazz Dance in America discussed.  <b>CSU, UC</b></p>	<p><b>DANS 138 D</b> <b>1-1.5 UNITS</b>  <b>Modern Dance Teaching Assistant</b>  36-54 hours integrated lab; 36-54 hours total  <i>Recommended Preparation: DANS 138 B with a minimum grade of B or better</i>  Course allows the advanced modern dance student to experience basic modern dance pedagogy.  <b>CSU</b></p>
<p><b>DANS 136 B</b> <b>1-1.5 UNITS</b>  <b>Jazz Dance II</b>  36-54 hours integrated lab; 36-54 hours total  Level II Jazz dance course is for advanced beginner and intermediate level jazz dancers. Class builds on dance level I techniques, center floor stretches, and movement and adds small choreographic assignments and level II floor work. This course explores important historical and contemporary figures in Jazz dance.  <b>CSU, UC</b></p>	<p><b>DANS 140</b> <b>1-1.5 UNITS</b>  <b>Dance Production</b>  36-54 hours integrated lab; 36-54 hours total  This course is an introduction to dance production and performance. It covers basic costuming, makeup, rehearsing and performing. Basic theater and stage terminology and etiquette are introduced. Students will participate in a faculty-choreographed dance production.  <b>CSU, UC</b></p>
<p><b>DANS 136 D</b> <b>1-1.5 UNITS</b>  <b>Jazz Dance Teaching Assistant</b>  36-54 hours integrated lab; 36-54 hours total  <i>Recommended Preparation: DANS 136 B with a minimum grade of B or better</i>  Course allows the advanced Jazz dance student to experience basic jazz dance pedagogy.  <b>CSU, UC</b></p>	



**DANS 140 C****Repertory Dance Company**

18-36 hours integrated lab; 18-36 hours total

Repertory Dance Production is a course with an emphasis on experiential learning from participation in the staging, rehearsing and performing of choreographic repertory works from established choreographers. Emphasis on traditional stage performance and community outreach performances. Audition may be required.

**CSU****0.5-1 UNIT****DIGITAL ART AND DESIGN****Division Offices****Arts and Humanities**

141B, Performing Arts Center, (707) 256-7509

**Staff**

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**Faculty**

Fain Hancock

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**Degree****Associate of Arts in Graphic Design**

This degree provides a comprehensive foundations program in Graphic Design with two areas of emphasis. To fulfill the requirements for this degree, students will complete the required courses for one of two areas of emphasis and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals. Lower division major preparation courses for students interested in pursuing transfer to a BA or BFA program in graphic design or digital art. Students pursuing this degree option must work with a counselor to develop an education plan that meets the current transfer requirements for the school of their choice.

**Program Level Outcomes**

- Outcome 1: Critically evaluate and understand the aesthetic, cultural, and political development of design in historical and contemporary cultures.
- Outcome 2: Create finished images and graphics for professional applications based on principles of effective design and communication.
- Outcome 3: Translate ideas into images and designs.
- Outcome 4: Present finished design products for peer, professional or academic review.
- Outcome 5: Evaluate and critique graphic design work and receive criticism from others.
- Outcome 6: Work collaboratively and communicate effectively with others on design projects.

**A. Required Core Courses (15 units)**

	<b>Units</b>
DART 120 Intro to Digital Art & Graphic Design	3
DART 130 Introduction to Digital Imaging	3
DART 140 Drawing & Typography	3
DART 150 Publication Layout & Design	3
ARTS 110 Fundamentals of Drawing	3

**B. Restricted Electives (6 units)**

	<b>Units</b>
ARTH 106 Art History: Renaissance to Contemporary	3
ARTH 110 History of Graphic Design	3
DART 160 Introduction to Flash	3
PHOT 150 Beginning Digital Photography	3

**Total Units****21**

## Course Descriptions

### **DART 120** **3 UNITS**

#### **Intro to Digital Art & Graphic Design**

36 hours lecture, 54 hours lab; 90 hours total

*Recommended Preparation: ARTS 101*

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

**CSU, UC**

### **DART 130** **3 UNITS**

#### **Introduction to Digital Imaging**

36 hours lecture, 54 hours lab; 90 hours total

*Recommended Preparation: DART 120*

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**

36 hours lecture, 54 hours lab; 90 hours total

*Recommended Preparation: DART 120*

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, UC**

### **DART 150** **3 UNITS**

#### **Publication Layout and Design**

36 hours lecture, 54 hours lab; 90 hours total

*Recommended Preparation: DART 120*

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**

### **DART 160** **3 UNITS**

#### **Introduction to Flash**

36 hours lecture, 54 hours lab; 90 hours total

*Recommended Preparation: CISA 130*

Introduction to Adobe Flash providing a foundation in streaming media, interactive principles, action scripting, and animation for creating rich media websites.

**CSU**

### **DART 170** **3 UNITS**

#### **Digital Video Editing**

108 hours integrated lab; 108 hours total

Introduction to non-linear editing on the computer. Includes historical development, digital video and audio formats, techniques and theory of editing, aspect ratios, organization of the edit, desktop environment, importing digital elements, project organization, video and audio files, non-linear editing skills, applying transitions, designing titles, applying filters, digital and time line effects, importing graphics, mixing audio and video elements, synchronize sound with video, and exporting digital video projects.

**CSU, UC**

### **DART 230** **3 UNITS**

#### **Advanced Digital Imaging**

108 hours integrated lab; 108 hours total

*Recommended Preparation: DART 130*

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.

**CSU**

## DIGITAL DESIGN GRAPHICS TECHNOLOGY

### Division Offices Career Technical Education

#### Division Dean

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#### Faculty

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## Degree

### Associate of Science 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.

#### Program Level Outcomes

- Outcome 1: Be Able to Manage and Create Digital Media/Data.
- Outcome 2: Be Able to Work Positively as a Team Member in an Office Environment
- Outcome 3: Be Able Perform Industry Specific Skills
- Outcome 4: Be Able to Develop Personal Traits Conducive to a Professional Environment
- Outcome 5: Be Able to Effectively apply technology learned/ keep current with technology

#### First Semester

	Units
DDGT 120 Digital Design Graphics Technology 1	7
TECH 92 Technical Mathematics 1	3
MACH 100 Machine Shop Practice	3
Physical Education *	1

#### Second Semester

	Units
DDGT 121 Digital Design Graphics Technology 2	7

TECH 107 Technical Mathematics II	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
Physical Education *	1

#### Third Semester

	Units
DDGT 230 Digital Architectural Drafting & Design	6
DDGT 240 Digital Design Graphics Technology 3	7
ENGL 120 Reading & Composition 1	4

#### Fourth Semester

	Units
DDGT 241 Digital Design Graphics Technology 4	7
Social Science General Ed****	3
Humanities General Ed ***	3
Physical Education *	1
Elective **	3
<b>Total Units</b>	<b>63</b>

#### 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

\*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

\*\*\*\*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.

requirements in Multicultural/Gender Studies and Humanities.

## Course Descriptions

**DDGT 110** **3 UNITS**  
**Technical Drawing Fundamentals**  
 36 hours lecture, 54 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**  
 90 hours lecture, 180 hours lab; 270 hours total  
*Recommended Preparation: MACH 100, TECH 92*

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.

**CSU**

**DDGT 121** **7 UNITS**  
**Digital Design Graphics Technology 2**  
 90 hours lecture, 180 hours lab; 270 hours total  
*Prerequisite: DDGT 120*  
*Recommended Preparation: TECH 107*

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. Development of graphics and graphical manipulation for web and print.

**CSU**

**DDGT 199** **1-3 UNITS**  
**Independent Study in Digital Design Graphics Technology**  
 54-162 hours lab; 54-162 hours total  
*Prerequisite: DDGT 121*

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.

**CSU**

**DDGT 230** **6 UNITS**  
**Digital Architectural Drafting & Design**  
 54 hours lecture, 108 hours lab; 162 hours total  
*Recommended Preparation: DDGT 121, TECH 107*

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 as relates to residential architecture and design.

**CSU**

**DDGT 231** **6 UNITS**  
**Architectural Design & Drafting 2**  
 54 hours lecture, 108 hours lab; 162 hours total  
*Recommended Preparation: DDGT 230*

A study of architectural design and drafting in the commercial building industry using Building Information Modeling (BIM) and sustainable analysis tools.

**CSU**

**DDGT 240** **7 UNITS**  
**Digital Design Graphics Technology 3**  
 90 hours lecture, 180 hours lab; 270 hours total  
*Prerequisite: DDGT 121*

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.

**CSU**

**DDGT 241** **7 UNITS**  
**Digital Design Graphics Technology 4**  
 90 hours lecture, 180 hours lab; 270 hours total  
*Prerequisite: DDGT 240*

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.

**CSU**

## EARTH SCIENCE

### Division Offices Science, Mathematics and Engineering

#### Division Chair

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#### Faculty

Dr. Richard Della Valle  
1834, (707) 256-7270  
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## Course Descriptions

### **EART 110** **4 UNITS**

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

54 hours lecture, 54 hours lab; 108 hours total

A general lab science course for the liberal arts student. Earth resources, earth-sun-moon relationships, weather and 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.

**CSU, UC**

## ECONOMICS

### Division Offices Social Sciences

#### Division Chair

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#### Staff

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#### Faculty

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## Course Descriptions

### **ECON 100** **3 UNITS**

#### **Principles of Macroeconomics**

54 hours lecture; 54 hours total

*Prerequisite: MATH 90 or MATH 97*

Introduction to principles of macroeconomic 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**

#### **Principles of Microeconomics**

54 hours lecture; 54 hours total

*Prerequisite: MATH 90 or MATH 97*

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.**

54 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

### Division Offices Career Technical Education

#### Division Dean

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#### Staff

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## Course Descriptions

### EDUC 100 3 UNITS

#### Teaching as a Profession

36 hours lecture, 54 hours lab; 90 hours total

This course explores teaching as a profession in K-12 education. Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 54 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certified classroom teacher.

**CSU, UC**

### EDUC 110 3 UNITS

#### African American Youth In Education

54 hours lecture; 54 hours total

This course explores the education system and issues specific to African American youth. This course will explore accessibility of educational opportunities and resources, African American urban youth culture, impact of media on perception of African American youth, institutional racism, teacher and school expectations, impact of economic structures and language, and effect of teacher & school perceptions on school success.

**CSU**

## EMERGENCY MEDICAL SERVICES

### Division Offices Health Occupations

#### Division Dean

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#### Staff

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Janet McCard, Division Secretary  
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#### Faculty

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## Degree

### Associate of Science in 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.

#### Program Level Outcomes

- Outcome 1: 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 .
- Outcome 2: Perform competently the roles and responsibilities outlined in the paramedic scope of practice (Title 22, §100145 (2004)).
- Outcome 3: Obtain employment as an entry-level paramedic with an EMS agency in the Napa or surrounding communities.

#### Prerequisites:

	Units
2000 hours of EMT work experience	
EMT 95 Emergency Medical Technician (Basic)	7
HEOC 100 Basic Anatomy & Physiology	3

or	
BIOL 218 Human Anatomy	5
and	
BIOL 219 Human Physiolog	5
<b>Required Courses: First and Second Semester</b>	<b>Units</b>
EMT 310 EMT-Paramedic I (Didactic)	24
<b>Required Courses: Third and Fourth Semester</b>	<b>Units</b>
EMT 311 EMT-Paramedic II (Clinical & Field Internship)	16

**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
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

**Total Units** **68-75**

**Notes:** 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.

**Certificate****EMT-P: Paramedic Certificate of Achievement**

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. The program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP): Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756.

<b>Prerequisite Courses</b>	<b>Units</b>
EMT 95 Emergency Medical Technician Basic	7
HEOC 100 Basic Anatomy & Physiology	3
or	
BIOL 218 Human Anatomy	5

and	
BIOL 219 Human Physiology	5
<b>Required Courses: First and Second Semester</b>	<b>Units</b>
EMT 310 EMT-Paramedic I (Didactic)	24
<b>Required Courses: Third and Fourth Semester</b>	<b>Units</b>
EMT 311 EMT-Paramedic II (Clinical & Field Internship)	16
<b>Total Units</b>	<b>40</b>

**Course Descriptions****EMT 90** **2 UNITS****First Responder**

36 hours lecture, 18 hours 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 response 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

**EMT 95** **7 UNITS****Emergency Medical Technician Basic**

100.8 hours lecture, 25.2 hours lab; 126 hours total

*Prerequisite: EMT 90*

The Emergency Medical Technician 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.

**EMT 97** **7 UNITS****EMT-Advanced**

54 hours lecture, 72 hours lab; 126 hours total

*Prerequisite: EMT 95*

*Recommended Preparation: One year of full-time EMT-B experience within a 911 EMS first responder or transporting agency*

The Emergency Medical Technician Advanced (EMT-A) course is designed to expand the scope of practice of an experienced EMT-Basic to include limited advanced life support measures. This course will prepare students to work in the advanced EMT role within an emergency medical service system.

**EMT 310****24 UNITS****EMT-Paramedic I (Didactic)**

360 hours lecture, 72 hours lab; 432 hours total

*Prerequisite: EMT 95 or equivalent, current EMT license in the state of California, current American Heart Association healthcare provider CPR card, HEOC 100: Anatomy & Physiology or equivalent with a "C" letter grade or better and 2000 hours of EMT work experience prior to admission to the Paramedic Academy.*

The Emergency Medical Technician-P (Paramedic) I course is the first class, two semesters in length, of a four-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 311: Emergency Medical Technician-P (Paramedic) II. Letter grade only. Pre-Requisites: EMT 95 or equivalent, current EMT license in the state of California, current American Heart Association healthcare provider CPR card, HEOC 100: Anatomy & Physiology or equivalent with a "C" letter grade or better and 2000 hours of EMT work experience prior to admission to the Paramedic Academy.

**EMT 311****16 UNITS****EMT-Paramedic II (Clinical & Field Internship)**

54 hours lecture 648 hours lab; 702 hours total

*Prerequisite: EMT 310 with a minimum grade of B*

This course provides paramedic students with direct patient care assessment and treatment experience in the hospital and 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.

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**Course Descriptions****ENGI 110****3 UNITS****Introduction to Engineering**

54 hours lecture; 54 hours total

This course introduces the major engineering disciplines, engineering decision-making and ethics, and factors for success in academic and professional settings. It provides general knowledge of engineering design, communications, problem solving, fundamental physical concepts, and computational engineering tools. Presents the relationship of engineering to materials, the environment, and mathematics. Speakers, field trips, and classroom activities expose students to the many ways engineering 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**

36 hours lecture, 108 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 199****1-3 UNITS****Independent Study in Engineering**

54-162 hours lab; 54-162 hours total

Study an area of engineering of special interest to student. May include advanced studies and projects begun in other engineering course or engineering related studies not normally included in formal course work.

**CSU**



**ENGI 240** **4 UNITS****Properties of Materials**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: CHEM 120, PHYS 140*

This is an introductory course on the properties of engineering materials and how their overall properties relate to internal structure. Topics include: atomic structure and bonding; crystal structure; phases and phase diagrams; properties (mechanical, electrical, magnetic, optical) and structure of metals, polymers, ceramics and composites; mechanical deformation and fracture; taxonomy systems; corrosion and processing methods.

**CSU, UC****ENGI 241** **3 UNITS****Engineering Mechanics: Statics**

36 hours lecture, 54 hours lab; 90 hours total

*Prerequisite: PHYS 140, MATH 121*

This course is a study of rigid bodies in static equilibrium when acted upon by forces and couples in two-dimensional and three-dimensional space. Topics include analysis of equilibrium of rigid bodies, trusses, frames, and machines, as well as the calculation of centers of mass, centroids, friction, distributed forces, beams, shear and moment diagrams, and moments of inertia.

**CSU, UC****ENGI 242** **4 UNITS****Circuits 1**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: MATH 221, PHYS 240*

An introductory course in the analysis of linear circuits containing resistors, inductors, capacitors, independent and dependent voltage, and current sources. Analysis techniques are developed from Kirchhoff's network theorems and include node and loop methods, superposition and source transformations. Thevenin's and Norton's theorems are applied to DC and AC circuits. Differential equations are used to find transient response. Periodic waveform analysis including evaluation of average and rms values. AC analysis techniques include sinusoids and phasors, the concept of impedance, frequency response, and resonance. Use of simulation software, ideal operational amplifiers and transformers, approximations at high and low frequencies, impedance matching, and three-phase circuits.

**CSU, UC****ENGI 298** **1-3 UNITS****Selected Topics in Engineering**

18-54 hours lecture, 54-162 hours lab; 72-216 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.

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**Degree****Associate Degree for Transfer in English (English AA-T)**

The purpose of the Associate of Arts Transfer Degree in English is to provide students with a foundation of knowledge in English which satisfactorily prepares them for transfer to the CSU/UC system for further study towards a baccalaureate degree in English

or a related field. The student will develop knowledge which will enable her to understand, evaluate, and apply writing, research and analysis skills. Students who complete the TMC in English prior to transfer will be prepared for upper division coursework in the major.

The following is required for all AA-T or AS-T degrees:

- Minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegment General Education Transfer Curriculum (IGETC) pattern.

#### Program Level Outcomes

- Outcome 1: Think, read, and write critically and/or creatively.
- Outcome 2: Write a unified, coherent, well supported, and grammatically correct document.
- Outcome 3: Demonstrate competent research and MLA documentation skills.
- Outcome 4: Demonstrate effective written analysis of issues and/or literary texts.

#### Required Core: 4-6 units

ENGL 120 Reading and Composition 1      **Units**  
4

#### Option 1 (6 units): Select two

ENGL 125 Critical Thinking & Composition      **Units**  
3

and  
ENGL 121 Reading & Composition 2      3

#### Option 2 (4 units): Select one

ENGL 123 Critical Thinking About Literature      **Units**  
4

#### List A (6 units): Select two

ENGL 215 Survey of American Literature 1      **Units**  
3

ENGL 216 Survey of American Literature 2      3

ENGL 213 Survey of British Literature 1      3

ENGL 214 Survey British Literature 2      3

#### List B:

**Select course based on option chosen in Required Core**

Option 1: 3 units

Option 2: 6 units

Courses:

ENGL 200 Introduction to Creative Writing 1      **Unit**  
3

or

Any course from LIST A not already used

or

Any English course articulated as lower division preparation in the

English major at a CSU

#### List C (3 units): Select one

ENGL 220 Shakespeare:Introduction      **Units**  
3

ENGL 224 Survey of Native American Literature      3

ENGL 225 Survey of African American Literature 1      3

or

Any course from List A not used above.

or

Any English course articulated as preparation for the English major at any CSU.

**Total Units**      **28**

## Course Descriptions

### ENGL 84

#### Supervised Writing Lab

27-162 hours lab; 27-162 hours total

**0.5-3 UNITS**

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.

### ENGL 85

#### Basic Reading & Writing

90 hours lecture; 90 hours total

**5 UNITS**

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.

### ENGL 90

#### Preparing for College Read & Writing 1

72 hours lecture; 72 hours total

**4 UNITS**

*Prerequisite: ENGL 85 or appropriate assessment score*

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.

<p><b>ENGL 91</b> <b>3 UNITS</b>  <b>Preparing For College Reading and Writing 2</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 90</i></p> <p>This course is designed to increase the student's skill level as a reader, writer, and critical thinker. It emphasizes the analysis of texts, vocabulary building, critical thinking and writing skills. The course is 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. A minimum of 5,000-6,000 words of writing is required.</p>	<p><b>ENGL 125</b> <b>3 UNITS</b>  <b>Critical Thinking &amp; Composition</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 120</i></p> <p>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 6,000 to 8,000 words of writing are required.</p> <p><b>CSU, UC</b></p>
<p><b>ENGL 120</b> <b>4 UNITS</b>  <b>Reading &amp; Composition 1</b>            72 hours lecture; 72 hours total  <i>Prerequisite: ENGL 90</i></p> <p>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 be instructed in a range of research methods and practices, including online research, evaluation and correct integration of sources, respect for academic ethics and avoidance of plagiarism. 6,000 to 8,000 words of writing are required.</p> <p><b>CSU, UC</b></p>	<p><b>ENGL 200</b> <b>3 UNITS</b>  <b>Introduction to Creative Writing 1</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 90 or equivalent</i></p> <p>An introductory course in the practice of creative writing, including work in creative nonfiction, short fiction, and poetry. 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.</p> <p><b>CSU, UC</b></p>
<p><b>ENGL 121</b> <b>3 UNITS</b>  <b>Reading &amp; Composition 2</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 120</i></p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>ENGL 201</b> <b>3 UNITS</b>  <b>Introduction to Creative Writing 2</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 200 or equivalent</i></p> <p>An intermediate course in the practice of creative writing, including work in creative nonfiction, short fiction, and poetry. Emphasis is placed on learning and practicing 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.</p> <p><b>CSU, UC</b></p>
<p><b>ENGL 123</b> <b>4 UNITS</b>  <b>Critical Thinking About Literature</b>            72 hours lecture; 72 hours total  <i>Prerequisite: ENGL 120</i></p> <p>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 6,000-8,000 words of argumentative essays; however, the course will emphasize the abilities to analyze, criticize and reason inductively and deductively.</p> <p><b>CSU, UC</b></p>	<p><b>ENGL 202</b> <b>3 UNITS</b>  <b>Introduction to Creative Writing 3</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 201 or equivalent</i></p> <p>An advanced course in the practice of creative writing, including work in creative nonfiction, short fiction and poetry. Emphasis is placed on learning and practicing 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.</p> <p><b>CSU, UC</b></p>

<p><b>ENGL 213</b> <b>3 UNITS</b>  <b>Survey of British Literature 1</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 120</i></p> <p>This course focuses on reading and analyzing major works of British literature from the Anglo Saxon and Medieval periods through the eighteenth century. Literature will be reviewed in relation to its historical, political, social, and artistic contexts and its relevance to our times. Written exams and critical papers are required.</p> <p><b>CSU, UC</b></p>	<p><b>ENGL 223</b> <b>3 UNITS</b>  <b>The Bible as Literature</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 120</i></p> <p>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.</p> <p><b>CSU, UC</b></p>
<p><b>ENGL 214</b> <b>3 UNITS</b>  <b>Survey British Literature 2</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 120</i></p> <p>This course focuses on reading and analyzing major works of British literature from the turn of the 19th Century through the present. Literature will be reviewed in relation to its historical, political, social, and artistic contexts and its relevance to our times. Written exams and critical papers are required.</p> <p><b>CSU, UC</b></p>	<p><b>ENGL 224</b> <b>3 UNITS</b>  <b>Survey of Native American Literature</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 120</i></p> <p>This course examines the unique literary contributions of Native American writers. Emphasis is placed on the living experience as expressed through Native works of nonfiction, fiction, poetry, and film, from pre-contact civilization to present day tribal cultures.</p> <p><b>CSU, UC</b></p>
<p><b>ENGL 215</b> <b>3 UNITS</b>  <b>Survey of American Literature 1</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 120</i></p> <p>This course offers a survey of American literature through the Civil War, including Pre-Colonial, Colonial, Enlightenment, and Romantic texts of diverse writers and all genres. Literary movements are explored as they reflect the social, historical, political, religious, philosophical, economic, cultural, and artistic issues of the United States past and present. Written exams and critical papers are required.</p> <p><b>CSU, UC</b></p>	<p><b>ENGL 225</b> <b>3 UNITS</b>  <b>Survey of African American Literature 1</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 120</i></p> <p>This course examines African American prose, poetry, and fiction of the early oral tradition through the Harlem Renaissance. It provides a basic understanding of the cultural, intellectual, artistic, political, historical, and economic trends this era embodies.</p> <p><b>CSU, UC</b></p>
<p><b>ENGL 216</b> <b>3 UNITS</b>  <b>Survey of American Literature 2</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 120</i></p> <p>This course offers a survey 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 are explored as they reflect social, historical, political, economic, religious, philosophical, and artistic issues of the United States past and present. Written exams and critical papers are required.</p> <p><b>CSU, UC</b></p>	<p><b>ENGL 226</b> <b>3 UNITS</b>  <b>Survey of African American Literature 2</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ENGL 120</i></p> <p>This course examines African American prose, poetry, fiction, and non-fiction of the Harlem Renaissance to the present. It provides a basic understanding of the cultural, intellectual, artistic, political, and economic trends these eras embody.</p> <p><b>CSU, UC</b></p>
<p><b>ENGL 220</b> <b>3 UNITS</b>  <b>Shakespeare: Introduction</b>            54 hours lecture; 54 hours total</p> <p>The course offers reading and discussion of representative Shakespearean comedies, tragedies, and histories, as well as other selected plays and poems. The class examines changing texts and performances of Shakespeare's plays from the sixteenth century through the present. Students review the literature in relation to its diverse social, historical, political, religious, cultural, artistic, and literary contexts as well as in relation to its contemporary influence.</p> <p><b>CSU, UC</b></p>	<p><b>ENGL 298</b> <b>1-3 UNITS</b>  <b>Selected Topics in English</b>            18-54 hours lecture; 18-54 hours total</p> <p>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.</p> <p><b>CSU</b></p>

**ENGLISH****Course Sequence Leading to College-Level Reading and Composition**

LRNS 12-19      Reading/Writing/Grammar      2-3 units each



ENGL 85      Basic Reading/Writing      5 units  
English Learning Community (add COUN 103 + ENGL 84)



ENGL 90      Prep for College Reading/Writing      4 units



ENGL 120      Reading/Composition I      4 units  
*Required for most AA/AS degrees & Transfer*

**Transferring for BA/BS Degree?**

*Take one of these:*

ENGL 121      Reading/Composition II      3 units

or

ENGL 123      Critical Thinking About Literature      4 units

or

ENGL 125      Critical Thinking and Composition      3 units

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**Certificate****Environmental Sciences Certificate of Achievement**

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. The courses are planned to give the student an awareness of:

- 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.
- This course of study can be completed in two semesters.

**Program Level Outcomes**

- Outcome 1:      Basic Biological Principles
- Outcome 2:      The basics of Ecology and how these principles can be applied to everyday life,
- Outcome 3:      Guidelines for sustainability and alternative energy sources
- Outcome 4:      The Physical Science of our planet
- Outcome 5:      Geospatial skills related to environmental problem solving.

**Required Core Courses (17 units)**

	<b>Units</b>
BIOL 110 Survey of Biology	4
BIOL 112 Introduction to Ecology	3
ENVS 115 Energy, the Environment & Sustainability	3
GEOG 110 Physical Geography	3
GEOL 110 Physical Geology	3
GEOL 111 Physical Geology Laboratory	1

**Total Units****17**

## Course Descriptions

### ENVS 115

#### Energy, the Environment & Sustainability

54 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

3 UNITS

## ENGLISH AS A SECOND LANGUAGE

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## Course Descriptions

### ESL 50

5 UNITS

#### Grammar/Writing 1

90 hours lecture; 90 hours total

*Recommended Preparation: Appropriate score on ESL Placement Test*

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.

### ESL 54

3 UNITS

#### Reading & Discussion 1

54 hours lecture; 54 hours total

*Recommended Preparation: Appropriate score on ESL Placement Test*

ESL 54 is the reading and discussions 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.

### ESL 60

5 UNITS

#### Grammar/Writing 2

90 hours lecture; 90 hours total

*Recommended Preparation: ESL 50, ESL 54, ESL 64 (recommended concurrently)*

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, descriptive, and expository paragraphs and short compositions, using present, past, and future tenses, and simple, compound, and complex sentences. They will learn to revise and edit their writing.

<p><b>ESL 64</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Reading &amp; Discussion 2</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: ESL 50, ESL 54, ESL 55, ESL 60 (recommended concurrently), ESL 66 (recommended concurrently); or appropriate score on ESL Placement Test (CELSA)</i></p> <p>ESL 64 is the reading component of the second level of the ESL Program. Students will build on basic reading and vocabulary skills from ESL 50,54, 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.</p>	<p><b>ESL 84</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Reading &amp; Discussion Level 4</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: ESL 70, ESL 74, ESL 80 Recommended concurrently; or appropriate score on ESL Placement Test (CELSA)</i></p> <p>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.</p>
<p><b>ESL 66</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Oral Communication 2</b>            54 hours lecture; 54 hours total  <i>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.</i></p> <p>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.</p>	<p><b>ESL 106</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Oral Communication 5</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: Concurrent or previous enrollment in ESL 80, ESL 84, and/or ESL 110; appropriate score on ESL Placement Test</i></p> <p>Advanced oral communication skills class in which students learn to listen actively, speak with clarity, and communicate effectively in English. Students will work collaboratively to make oral presentations and contribute to group and class discussions about topics of current interest. Concurrent or previous enrollment in ESL 80, 84, 110 or an appropriate score on the ESL placement test is recommended before taking this class.</p>
<p><b>ESL 70</b> <span style="float: right;"><b>5 UNITS</b></span>  <b>Grammar/Writing 3</b>            90 hours lecture; 90 hours total  <i>Recommended Preparation: ESL 60; ESL 64; or appropriate score on ESL Placement Test (CELSA)</i></p> <p>This is the grammar/writing component of Level 3 of the ESL program. Students will build on grammar/writing skills of Level 2, writing and revising paragraphs and short narrative and descriptive compositions with clear introductions, support and conclusions. Grammar will include review of all simple and progressive verb tenses and the construction of compound and complex sentences.</p>	<p><b>CSU</b></p> <p><b>ESL 110</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Writing 5</b>            54 hours lecture; 54 hours total  <i>Prerequisite: ESL 80, ESL 84; or appropriate score on ESL Placement Test (CELSA)</i></p> <p>This course is the most advanced class for English as a Second Language students, offering an integration of reading, composition, grammar, and critical thinking.</p> <p><b>CSU, UC</b></p>
<p><b>ESL 74</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Reading Level &amp; Discussion Level 3</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: ESL 60, ESL 64, ESL 70 Recommended concurrently; or appropriate score on ESL Placement Test (CELSA)</i></p> <p>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 and/or nonfiction and continuing to improve and expand reading comprehension, discussion and vocabulary skills, and overall fluency.</p>	
<p><b>ESL 80</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Grammar/Writing 4</b>            90 hours lecture; 54 hours total  <i>Recommended Preparation: ESL 70, ESL 74; or appropriate score on ESL Placement Test (CELSA)</i></p> <p>This course is the grammar/writing component of Level 4 of the ESL program. Students will build on grammar/writing skills of Level 3. They will write, revise, and edit paragraphs and short essays, summarize and respond to selected readings, and improve their ability to identify and correct common errors of grammar and syntax.</p>	

**FILM****Division Offices  
Arts and Humanities**

141B, Performing Arts Center, (707) 256-7509

**Staff**

M'Kormik T. Hamilton, Division Secretary  
141, Performing Arts Center, (707) 256-7502  
email: mhamilton@napavalley.edu

**Course Descriptions****FILM 100 3 UNITS****Survey and Appreciation of Film**

54 hours lecture; 54 hours total

This course is an introduction to the history and elements of film-making such as narrative, mise-en-scene, cinematography, acting, editing, and sound as well as approaches to film criticism.

**CSU, UC****FILM 105 3 UNITS****Film History: 1895-1949**

54 hours lecture; 54 hours total

This course will examine the evolution of film as a cultural medium, from its origins at the turn of the century, to its early development as a social force by the 1940's. Students will explore the history of film technology, its major social and political movements, seminal directors and performers, and the development of its narrative structure.

**CSU, UC****FILM 106 3 UNITS****Film History: 1950s-Present**

54 hours lecture; 54 hours total

This course will examine the evolution of film as a cultural medium, from the postwar 1950's to its current climate. Students will explore the history of film technology, its major social and political movements, seminal directors and performers, and the development of its narrative structure.

**CSU, UC****FILM 110 3 UNITS****Culture and Gender in Film**

54 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. Cross-listed with HUMA-186.

**CSU, UC****FILM 115 3 UNITS****World Cinema***Cross-listed with HUMA 115*

54 hours lecture; 54 hours total

This course will survey the historical, social, and artistic development of cinema around the globe, introducing a range of international films, movements, and traditions.

**CSU, UC****FILM 117 3 UNITS****Director's Cinema***Cross-listed with HUMA 117*

54 hours lecture; 54 hours total

This course examines the historical and artistic career of a seminal director in cinema history. Possible subjects include Martin Scorsese, Alfred Hitchcock, Francis Ford Coppola, and Woody Allen.

**CSU, UC****FILM 120 3 UNITS****Horror Film***Cross-listed with HUMA 120*

54 hours lecture; 54 hours total

This course offers an in-depth examination of the popular horror film through an analysis of its historical evolution, major theories, aesthetics and conventions, and the impact of its role as a reflection of culture & society.

**CSU, UC****FILM 121 3 UNITS****Film Comedy***Cross-listed with HUMA 121*

54 hours lecture; 54 hours total

This course offers an in-depth examination of the comedy film through an analysis of its historical evolution, major theories, aesthetics and conventions, and its role as a reflection of culture and society.

**CSU, UC****FILM 125A 3 UNITS****FILM GENRES: Film Noir***Cross-listed with HUMA 189A*

54 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.

**CSU, UC****FILM 125B 3 UNITS****FILM GENRES: Western***Cross-listed with HUMA 189B*

54 hours lecture; 54 hours total

This course covers the historical, social, and artistic development of the western film genre from 1903 to the present.

**CSU, UC**



**FILM 125C** **5 UNITS**  
**FILM GENRES: Drama**  
*Cross-listed with HUMA 189C*  
 54 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.  
**CSU, UC**

**FILM 125D** **5 UNITS**  
**FILM GENRES: Musical**  
*Cross-listed with HUMA 189D*  
 54 hours lecture; 54 hours total  
 This course covers the historical, social, and artistic development of the film musical from the 1920s to the present.  
**CSU, UC**

## FRENCH

### Division Offices Language and Developmental Studies

**Division Chair**  
 Maria Villagomez  
 1031-U, (707) 2256-7767  
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**Staff**  
 Gina Stofan, Division Secretary  
 1031-V, (707) 256-7726  
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**Faculty**  
 Mary Shea, Modern Languages Coordinator  
 1031-T, (707) 256-7734  
 e-mail: mshea@napavalley.edu

### Course Descriptions

**FREN 120** **5 UNITS**  
**First Semester French**  
 90 hours lecture; 90 hours total  
 The first part of a four semester sequence of UC/CSU transfer level French courses integrating listening, speaking, reading, and writing skills in real world contexts. Cultural perspectives and practices are also addressed.  
**CSU, UC**

**FREN 121** **5 UNITS**  
**Second Semester French**  
 90 hours lecture; 90 hours total  
*Prerequisite: FREN 120 or equivalent of two years of high school French*  
 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.  
**CSU, UC**

**FREN 199** **1-3 UNITS**  
**Independent Study in French**  
 54-162 hours lab; 54-162 hours total  
*Prerequisite: FREN 241 or permission of instructor*  
 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.  
**CSU**

**FREN 298****Selected Topics in French**

18-162 hours lab; 18-162 hours total

*Prerequisite: Varies with topic selected*

Topics in French 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****1-3 UNITS****GEOGRAPHY****Division Offices****Science, Mathematics and Engineering****Division Chair**

Dr. Stephanie Burns

2047, (707) 256-7293

e-mail: sburns@napavalley.edu

**Staff**

Hilary Wardlaw, Division Secretary

1031-V, (707) 256-7727

e-mail: hwardlaw@napavalley.edu

**Faculty**

Dr. Richard Della Valle

1834, (707) 256-7270

e-mail: rdellavalle@napavalley.edu

**Course Descriptions****GEOG 110****3 UNITS****Physical Geography**

54 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**

54 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 298****1-3 UNITS****Selected Topics in Geography**

54-162 hours lab; 54-162 hours total

Topics in geography not covered by regular catalog offering. 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**

**GEOG 300****Geographic Information Systems**

4.5 hours lecture, 40 hours lab; 44.5 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 ArcGIS desktop.

**1 UNIT****GEOLOGY****Division Offices****Science, Mathematics and Engineering****Division Chair**

Dr. Stephanie Burns

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e-mail: sburns@napavalley.edu

**Staff**

Hilary Wardlaw, Division Secretary

1031-V, (707) 256-7727

e-mail: hwardlaw@napavalley.edu

**Faculty**

Dr. Richard Della Valle

1834, (707) 256-7270

e-mail: rdellavalle@napavalley.edu

**Course Descriptions****GEOL 110****3 UNITS****Physical Geology**

54 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**

54 hours lab; 54 hours total

*Co-requisite: GEOL 110*

This is a laboratory course to supplement Geology 110. The course investigates minerals and rocks and includes the use of topographic maps and profiles as well as three-dimensional aerial photographs in analyzing landforms and geologic structures. The interpretation of geologic maps, cross sections and exercises on geologic processes are all included.

**CSU, UC****GEOL 199****1-3 UNITS****Independent Study in Geology**

54-162 hours lab; 54-162 hours total

*Prerequisite: One college level geology course; submission of a written proposal to be reviewed by two regular science/engineering faculty members.*

An opportunity to study any area of Geology of special interest to the student. The material may include continuation of knowledge and projects begun in other Geology courses or geological studies not normally included in formal course work.

**CSU**

**GEOL 298****Selected Topics in Geology**

54-162 hours lab; 54-162 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 as appropriate.

**CSU****1-3 UNITS****HEALTH****Division Office****Physical Education, Athletics, Health & Dance**

Room 610, 600 Building

(707) 256-7650 phone

(707) 253-3220 fax

**Associate Dean**

Robert Harris

Room 609, (707) 256-7655

e-mail: rharris@napavalley.edu

**Staff**

Lauren Lee, Division Secretary

Room 610, (707) 256-7651

e-mail: lalee@napavalley.edu

**Faculty**

Dr. Nadine Wade-Gravett, Program Coordinator

Room 608-C, (707) 256-7654

e-mail: ngravett@napavalley.edu

**Course Descriptions****HELH 100****3 UNITS****Community First Aid & Safety**

54 hours lecture; 54 hours total

This course involves the theory and detailed demonstration of the first aid care of the injured. The student will learn to assess the condition of a victim and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements

**CSU, UC****HELH 106****3 UNITS****Personal & Community Health**

54 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 in this course apply the basic principles of wellness and health science to develop an informed, personal approach to mental and physical health.

**CSU, UC****HELH 109****3 UNITS****Sport Nutrition & Weight Management**

54 hours lecture; 54 hours total

This course is designed to provide students with a foundation of optimal nutrition for health and fitness. Focus is 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. Appropriate for all skill levels.

**CSU, UC**

**HELH 298****Selected Topics in Health Occupations**

18-54 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****1-3 UNITS****HEALTH OCCUPATIONS****Division Offices  
Health Occupations****Division Dean**

Robert Harris (Acting)

Room 609, (707) 256-7655

e-mail: rharris@napavalley.edu

**Staff**

Sue W. Mc Nerney-Simich, Division Secretary

810, (707) 256-7602

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Janet McCard, Division Secretary

810, (707) 256-7601

e-mail: JMcCard@napavalley.edu

**Course Descriptions****HEOC 97****3 UNITS****Preparation for Healthcare Programs**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90*

This course introduces the fundamental study, test taking, and communication skills necessary to achieve success in the ADN, RT, or Paramedic programs. Skills on time management, study techniques and test taking strategies are among the areas to be covered.

**HEOC 100****3 UNITS****Basic Anatomy & Physiology**

54 hours lecture; 54 hours total

Introductory lecture course in Anatomy and Physiology. Required for Vocational Nursing, Psychiatric Technician and Paramedic Programs.

**CSU****HEOC 101****2 UNITS****Pharmacology**

54 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.

**CSU****HEOC 171****3 UNITS****Medical Terminology**

54 hours lecture; 54 hours total

Basic medical terminology used in the health professions.

**CSU**

**HEOC 172** 2 UNITS**Basic Nutrition**

36 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 298** 1-3 UNITS**Selected Topics in Health Occupations**

18-54 hours lecture; 18-54 hours total

Topics in Health Occupation not offered by regular catalog offerings. Course content and unit credit to be determined in relationship to community/student needs. May be offered as a seminar, lecture, or lecture/lab course.

**CSU****HEOC 370** 2 UNITS**Therapeutic Massage**

18 hours lecture, 36 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.

**HEOC 372** 1.5 UNITS**Intravenous Therapy**

24 hours lecture, 8 hours lab; 32 hours total

*Co-requisite: NURS 233 or NURS 249 or NURS 250 or current California LVN license or RN license*

This course is designed to prepare students to administer intravenous fluids using the fundamental principles and competencies required to begin, maintain, and discontinue intravenous therapy.

**HISTORY****Division Offices  
Social Sciences****Division Chair**

Dr. John Liscano

1030-C, (707) 256-7733

email: jliscano@napavalley.edu

**Staff**

Hilary Wardlaw, Division Secretary

1031-V, (707) 256-7727

e-mail: hwardlaw@napavalley.edu

**Faculty****James McGowan**

1031-B, (707) 256-7749

e-mail: jmcgowan@napavalley.edu

**Course Descriptions****HIST 120** 3 UNITS**United States History 1**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90*

Basic survey of the political, economic, intellectual, social and cultural history of the United States from the colonial era to 1865.

**CSU, UC****HIST 121** 3 UNITS**United States History 2**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90*

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.

**CSU, UC****HIST 122** 3 UNITS**World Civilization 1**

54 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.

**CSU, UC**

<p><b>HIST 123</b> <b>3 UNITS</b>  <b>World Civilization 2</b>            54 hours lecture; 54 hours total</p> <p>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 on an legacy to the contemporary world.</p> <p><b>CSU, UC</b></p>	<p><b>HIST 199</b> <b>1-3 UNITS</b>  <b>Independent Study in History</b>            54-162 hours lab; 54-162 hours total</p> <p>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.</p> <p><b>CSU</b></p>
<p><b>HIST 140</b> <b>3 UNITS</b>  <b>Modern Latin America</b>            54 hours lecture; 54 hours total</p> <p>A survey of the political, economic, social and intellectual evolution of post-colonial, 19th-20th Century Latin America.</p> <p><b>CSU, UC</b></p>	<p><b>HIST 298</b> <b>1-3 UNITS</b>  <b>Selected Topics in History</b>            54-162 hours lab; 54-162 hours total</p> <p>Topics in history no covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student nees and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.</p> <p><b>CSU</b></p>
<p><b>CSU, UC HIST 145</b> <b>3 UNITS</b>  <b>California History</b>            54 hours lecture; 54 hours total</p> <p>The course surveys California history from its earliest settlement to the present. It addresses political, economic, social, and cultural developments that accompanied the state's transformation from the Native American through the Spanish, Mexican, and American periods, and examines how national and global events influenced these developments.</p> <p><b>CSU, UC</b></p>	
<p><b>HIST 150</b> <b>3 UNITS</b>  <b>History of American Women 1600-1900</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: ENGL 90</i></p> <p>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.</p> <p><b>CSU, UC</b></p>	
<p><b>HIST 152</b> <b>3 UNITS</b>  <b>Women in Twentieth-Century America</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: ENGL 90</i></p> <p>The political, economic and cultural experiences of women of the United States from the late 19th to the 20th centuries. Includes oral histories of living citizens. Commonalities and differences of women (Native American, African American, Latina/Chicana, Asian American and Euro American backgrounds) will be contrasted and compared.</p> <p><b>CSU, UC</b></p>	

## HOSPITALITY

### Division Offices Career Technical Education

#### Division Dean

Gregory Miraglia  
1007, (707) 256-7710  
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#### Staff

Stacy Hitchcock, Division Secretary  
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## Degree

### Associate of Science in 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.

#### Program Level Outcomes

- Outcome 1: Demonstrate the ability to prepare a business plan related to the hospitality and tourism industry
- Outcome 2: Identify the area of liability associated with the hospitality and tourism industry
- Outcome 3: Identify career opportunities in the hospitality and tourism management industry and the required skills, knowledge and abilities of a successful employee in the industry

First Semester	Units
BUSI 90A Business Mathematics (Part 1)	1
BUSI 90B Business Mathematics (Part 2)	1
BUSI 90C Business Mathematics (Part 3)	1
BUSI 185 Business English	2
CISA 167 Intro Excel for Business Professionals	1
CISA 170A Keyboarding 1/Part 1	1
HIST 153 Napa-Vallejo Community History	3
HOSP 120 Intro to Hospitality Management	3
Physical Education	3
or	
HELH 106 Personal & Community Health	3
<b>Second Semester</b>	<b>Units</b>
BUSI 105 Business Communication	3
BUSI 251 Marketing	3
ECON 101 Principles of Microeconomics	3
HOSP 122 Principles of Hotel Administration	3
SPAN 120 Elementary Spanish I	5
<b>Third Semester</b>	<b>Units</b>
ACCT 120 Introduction to Accounting	3
BUSI 110 Human Relations in Organizations	3

GEOG 114 California Geography	3
HOSP 125 Food, Beverage & Restaurant Mgmt	3
Physical Education	3
or	
HELH 106 Personal & Community Health	3
SPCOM 126 Intercultural Communication	3

Fourth Semester	Units
Elective	3
HOSP 124 Hospitality Law	3
VWT 137 Wines of California	3
WOEX 190 Work Experience Seminar	1
WOEX 193 Vocational Work Experience	1 - 4

*Areas of Emphasis	Units
Winery Hospitality	
HOSP 123 Hospitality & Tourism Mgmt 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	Units
BIOL 103 Introduction to Nutrition	3
EART 110 Earth Science: Earth, Sea, and Sky	4
HEOC 370 Therapeutic Massage	2
PHYE 130 Yoga	1-1.5

**Total Units** **62-65**

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

## Certificates

### Hospitality and Tourism Management Certificate of Achievement

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.

#### Program Level Outcomes

- Outcome 1: Demonstrate the ability to prepare a business plan related to the hospitality and tourism industry
- Outcome 2: Identify the area of liability associated with the hospitality and tourism industry
- Outcome 3: Identify career opportunities in the hospitality and tourism management industry and the required skills, knowledge and abilities of a successful employee in the industry

Required Courses	Units
BUSI 90A Business Mathematics (Part 1)	1
BUSI 90B Business Mathematics (Part 2)	1
BUSI 90C Business Mathematics (Part 3)	1



## 122 College Programs

BUSI 105 Business Communication	3
BUSI 185 Business English	2
BUSI 251 Marketing	3
CISA 167 Intro Excel for Business Professionals	1
CISA 170A Keyboarding 1/Part 1	1
ECON 101 Principles of Microeconomics	3
HOSP 120 Intro to Hospitality Mgmt	3
HOSP 122 Principles of Hotel Administration	3
HOSP 123 Hospitality & Tourism Mgmt Sales	3
HOSP 124 Hospitality Law	3
HOSP 125 Food, Beverage & Restaurant Mgmt	3
WOEX 190 Work Experience Seminar and	1
WOEX 193 Vocational Work Experience	1-4
<b>Total Units</b>	<b>34</b>

### Hospitality Certificate of Achievement

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.

#### Program Level Outcomes

- Outcome 1: Demonstrate the ability to prepare a business plan related to the hospitality and tourism industry
- Outcome 2: Identify the area of liability associated with the hospitality and tourism industry
- Outcome 3: Identify career opportunities in the hospitality and tourism management industry and the required skills, knowledge and abilities of a successful employee in the industry

Required Courses	Units
BUSI 251 Marketing	3
HOSP 120 Intro to Hospitality Mgmt	3
HOSP 122 Principles of Hotel Administration	3
HOSP 124 Hospitality Law	3
HOSP 125 Food, Beverage & Restaurant Mgmt	3
WOEX 190 Work Experience Seminar	1
WOEX 193 Vocational Work Experience	1
<b>Total Units</b>	<b>17</b>

## Course Descriptions

**HOSP 120** **Intro to Hospitality Management** **3 UNITS**  
54 hours lecture; 54 hours total

A beginning course presenting 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** **Principles of Hotel Administration** **3 UNITS**  
54 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** **Hospitality & Tourism Management Sales** **3 UNITS**  
54 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** **Hospitality Law** **3 UNITS**  
54 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** **Food, Beverage & Restaurant Management** **3 UNITS**  
54 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**

## HUMANITIES

### Division Offices Arts and Humanities

141B, Performing Arts Center, (707) 256-7509

#### Staff

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#### Faculty

Janet Stickmon  
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## Degree

### Associate of Arts in Humanities and Philosophy

This degree focuses on studying and analyzing the interplay of significant philosophical, artistic, historical, political, religious, and cultural issues, preparing students for further study in Philosophy and Humanities Baccalaureate programs. Students will gain 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. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Level Outcomes

- Outcome 1: Critically assess political, cultural, and civic thought and the influence of diverse ethno-cultural groups on the development of American society.
- Outcome 2: Identify the area of liability associated with the hospitality and tourism industry

#### Core Courses (18 units total)

Students must complete nine units from each of the following areas, totaling eighteen units to complete the area of emphasis core course requirements.

A. Humanities (9 units)	Units
HUMA 100 The American Mind 1	3
HUMA 101 The American Mind 2	3
HUMA 104 Comparative Religion	3
HUMA 125 Introduction to Latin American Studies	3
HUMA 151 Women's Ethnic Heritage	3
HUMA 160 Filipina(o)-American Heritage	3

B. Philosophy (9 units)	Units
PHIL 120 Introduction to Philosophy 1	3
PHIL 121 Introduction to Philosophy 2	3
PHIL 125 Introduction to Ethics	3
PHIL 130 Introduction to Logic	3
PHIL 133 World Philosophy	3
PHIL 134 Philosophy of Religion	3

**Total Units** 18

## Course Descriptions

### HUMA 100 3 UNITS

#### The American Mind 1

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90*

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 1800s. 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.

**CSU, UC**

### HUMA 101 3 UNITS

#### The American Mind 2

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90*

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.

**CSU, UC**

### HUMA 112 3 UNITS

#### Introduction to Africana Studies

54 hours lecture; 54 hours total

This course explores African American identity by using an interdisciplinary approach, drawing upon the artistic, philosophical, religious, social, and historical aspects of African and African American heritage to understand the formation of the moral and aesthetic values of African American culture today. There will also be a particular focus on the interplay between African American cultural identity and gender, class, and sexual orientation.

**CSU, UC**

<p><b>HUMA 113</b> <b>3 UNITS</b>  <b>Introduction to Mexican-American and Chicana(o) Studies</b>            54 hours lecture; 54 hours total</p> <p>This course explores Mexican-American/Chicana(o) identity by using an interdisciplinary approach, drawing upon the artistic, religious, philosophical, social, and historical aspects of Mexican and Mexican-American heritage to understand the formation of the moral and aesthetic values of Mexican-American/Chicana(o) culture today. There is a particular focus on the interplay between Mexican-American/Chicana(o) cultural identity and gender, class, and sexual orientation.</p> <p><b>CSU, UC</b></p>	<p><b>HUMA 125</b> <b>3 UNITS</b>  <b>Introduction to Latin American Studies</b>            54 hours lecture; 54 hours total</p> <p>Introduction to Latin American Studies is an interdisciplinary course, drawing upon the artistic, philosophical, religious, social and historical aspects of Mexico, Central America, South America and the Caribbean to understand the moral and aesthetic values amongst various Latin American cultures from the Pre-Columbian era to the present. This course will also examine the relationship of Latin American and Caribbean communities in the United States with their countries/regions of origin.</p> <p><b>CSU, UC</b></p>
<p><b>HUMA 115</b> <b>3 UNITS</b>  <b>World Cinema</b>  <i>Cross-listed with FILM 115</i>            54 hours lecture; 54 hours total</p> <p>This course will survey the historical, social, and artistic development of cinema around the globe, introducing a range of international films, movements, and traditions.</p> <p><b>CSU, UC</b></p>	<p><b>HUMA 151</b> <b>3 UNITS</b>  <b>Women's Ethnic Heritage</b>            54 hours lecture; 54 hours total</p> <p>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 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.</p> <p><b>CSU, UC</b></p>
<p><b>HUMA 117</b> <b>3 UNITS</b>  <b>Director's Cinema</b>  <i>Cross-listed with FILM 117</i>            54 hours lecture; 54 hours total</p> <p>This course examines the historical and artistic career of a seminal director in cinema history. Possible subjects include Martin Scorsese, Alfred Hitchcock, Francis Ford Coppola, and Woody Allen.</p> <p><b>CSU</b></p>	<p><b>HUMA 160</b> <b>3 UNITS</b>  <b>Filipina(o)-American Heritage</b>            54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>
<p><b>HUMA 120</b> <b>3 UNITS</b>  <b>Horror Film</b>  <i>Cross-listed with FILM 120</i>            54 hours lecture; 54 hours total</p> <p>This course offers an in-depth examination of the popular horror film through an analysis of its historical evolution, major theories, aesthetics and conventions, and the impact of its role as a reflection of culture &amp; society.</p> <p><b>CSU, UC</b></p>	<p><b>HUMA 170</b> <b>3 UNITS</b>  <b>Introduction to Theater</b>  <i>Cross-listed with THEA 100</i>            54 hours lecture; 54 hours total</p> <p>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. Cross-listed with THEA-100.</p> <p><b>CSU, UC</b></p>
<p><b>HUMA 121</b> <b>3 UNITS</b>  <b>Film Comedy</b>  <i>Cross-listed with FILM 121</i>            54 hours lecture; 54 hours total</p> <p>This course offers an in-depth examination of the comedy film through an analysis of its historical evolution, major theories, aesthetics and conventions, and its role as a reflection of culture and society.</p> <p><b>CSU, UC</b></p>	

<p><b>HUMA 174</b> <b>3 UNITS</b>  <b>Diversity in American Drama</b>  <i>Cross-listed with THEA 105</i>            54 hours lecture; 54 hours total</p> <p>This course explores the contributions and perspectives of various cultural, ethnic and gender groups to contemporary American drama. Students in this course will study plays by African Americans, Latino Americans, Asian Americans and other cultural and gender groups. Cross-listed with THEA-105.  <b>CSU, UC</b></p>	<p><b>HUMA 189D</b> <b>3 UNITS</b>  <b>Film Genres: Musicals</b>  <i>Cross-listed with FILM 125D</i>            54 hours lecture; 54 hours total</p> <p>This course covers the historical, social, and artistic development of the film musical from the 1920s to the present.  <b>CSU, UC</b></p>
<p><b>HUMA 185</b> <b>3 UNITS</b>  <b>Survey &amp; Appreciation of Film</b>            54 hours lecture; 54 hours total</p> <p>This course is an introduction to the history and elements of film-making such as narrative, mise-en-scene, cinematography, acting, editing, and sound as well as approaches to film criticism.  <b>CSU, UC</b></p>	<p><b>HUMA 199</b> <b>1-3 UNITS</b>  <b>Independent Study in Humanities</b>            54-162 hours lab; 54-162 hours total  <i>Prerequisite: One prior Humanities course</i></p> <p>Independent study for students interested in specialized reading, research and/or special projects in humanities.  <b>CSU</b></p>
<p><b>HUMA 186</b> <b>3 UNITS</b>  <b>Culture &amp; Gender in Films</b>            54 hours lecture; 54 hours total</p> <p>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. Cross-listed with FILM-110  <b>CSU, UC</b></p>	<p><b>HUMA 298</b> <b>1-3 UNITS</b>  <b>Selected Topics in Humanities</b>            54-162 hours lab; 54-162 hours total</p> <p>Topics in Humanities 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.  <b>CSU</b></p>
<p><b>HUMA 189A</b> <b>3 UNITS</b>  <b>Film Genres: Film Noir</b>  <i>Cross-listed with FILM 125A</i>            54 hours lecture; 54 hours total</p> <p>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.  <b>CSU, UC</b></p>	
<p><b>HUMA 189B</b> <b>3 UNITS</b>  <b>Film Genres: Western</b>  <i>Cross-listed with FILM 125B</i>            54 hours lecture; 54 hours total</p> <p>This course covers the historical, social, and artistic development of the western film genre from 1903 to the present.  <b>CSU, UC</b></p>	
<p><b>HUMA 189C</b> <b>3 UNITS</b>  <b>Film Genres: Drama</b>  <i>Cross-listed with FILM 125C</i>            54 hours lecture; 54 hours total</p> <p>This course covers the historical, social, and artistic development of the drama film genre from 1940 to the present.  <b>CSU, UC</b></p>	

## ITALIAN

### Division Offices Language and Developmental Studies

#### Division Chair

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#### Staff

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#### Faculty

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## Course Descriptions

### ITAL 120 5 UNITS

#### First Semester Italian

90 hours lecture; 90 hours total

A beginning course in Italian with emphasis on listening, understanding, speaking, and writing. The basic structures of the language are covered. Italian is used exclusively. Reading of simple cultural material.

**CSU, UC**

### ITAL 121 5 UNITS

#### Second Semester Italian

90 hours lecture; 90 hours total

*Prerequisite: ITAL 120*

This course is 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 Culture.

**CSU, UC**

### ITAL 199 1-3 UNITS

#### Independent Study in Italian

54-162 hours lab; 54-162 hours total

*Prerequisite: ITAL 241 (Fourth Semester Italian) or permission of instructor*

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.

**CSU**

## LESBIAN, GAY, BISEXUAL AND TRANSGENDER STUDIES

### Division Offices Career Technical Education

#### Division Dean

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#### Staff

Stacy Hitchcock, Division Secretary  
1003-B, (707) 256-7703  
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## Certificate

### LGBT Studies Certificate

This certificate provides students with a concentrated study of lesbian, gay, bisexual, and transgender issues related to the family, education, and the community. Students will explore a wide range of topics related to how people identify their sexuality and gender and how those identities are impacted and influenced in the family, in schools, and throughout the community. Completion of this certificate can prepare students for work in a variety of social services and education. It can also prepare students for transfer to another institution offering a degree in LGBT Studies. To fulfill requirements for this certificate, students must complete the required courses and electives as outlined below.

#### Program Level Outcomes

- Outcome 1: Identify the major issues and vocabulary in the field of LGBT Studies.
- Outcome 2: Discuss the issues faced by sexual orientation and gender identity minorities in the family, education, and community.
- Outcome 3: Explain the differences in how people identify their sexual orientation and their gender identity.

#### Required Core Courses (12 Units)

	<b>Units</b>
LGBT 120 Introduction to LGBT Studies	3
In The Family, Education, and Community	
ANTH 150 Anthro of Sex, Gender, and Sexuality	3
PSYC 135 Human Sexuality	3
PHIL 137 Comparative Religions	3
or	
HUMA 186 Culture & Gender in Films	3

#### Electives (6 units)

	<b>Units</b>
CFS 140 The Child, Family and Community	3
COUN 124 Working With Diverse Populations	3
or	
PSYC 125 Human Development	3
or	
LGBT 190 LGBT Internship	3

**Total Units 18**

## Course Descriptions

**LGBT 120** **3 UNITS**  
**Introduction To LGBT Studies In The Family, Education, and Community**  
 54 hours lecture; 54 hours total

This introductory course examines a wide range of issues related to the lesbian, gay, bisexual, and transgender community and how those issues impact family, education and the community.

**CSU, UC**

**LGBT 190** **3 UNITS**  
**LGBT Internship**  
 18 hours lecture, 144 hours lab; 162 hours total

A service-learning course designed for LGBT program students to work as an intern with an LGBT specific serving organization. Students are evaluated by organization and college staff.

**CSU**

## LEARNING SKILLS

### Division Offices Language and Developmental Studies

#### Division Chair

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#### Faculty

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 e-mail: bkraig@napavalley.edu

## Course Descriptions

**LRNS 1** **0.5 UNIT**

**Differential Learning Diagnosis**  
 18 hours integrated lab; 18 hours total

Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

**LRNS 2** **0.5 UNIT**

**Differential Learning Diagnosis**  
 18 hours integrated lab; 18 hours total

*Prerequisite: LRNS 1*

Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

**LRNS 3** **0.5 UNIT**

**Differential Learning Diagnosis**  
 18 hours integrated lab; 18 hours total

*Prerequisite: LRNS 2*

Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

<p><b>LRNS 4</b> <b>0.5 UNITS</b>  <b>Differential Learning Diagnosis Course</b>            18 hours integrated lab; 18 hours total  <i>Prerequisite: LRNS 3</i></p> <p>Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.</p>	<p><b>LRNS 16</b> <b>2 UNITS</b>  <b>Computer Composition</b>            72 hours integrated lab; 72 hours total</p> <p>LRNS 16 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. Concurrent enrollment in CISA 170A Keyboarding I and LRNS 18 is recommended. Pass/No Pass Grading.</p>
<p><b>LRNS 10</b> <b>0.5 UNIT</b>  <b>Differential Learning Diagnosis</b>            27 hours lab; 27 hours total</p> <p>Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.</p>	<p><b>LRNS 17</b> <b>2 UNITS</b>  <b>Computer Composition</b>            72 hours integrated lab; 72 hours total  <i>Prerequisite: LRNS 16</i></p> <p>LRNS 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.</p>
<p><b>LRNS 12</b> <b>2 UNITS</b>  <b>Beginning Reading Skills</b>            72 hours integrated lab; 72 hours total</p> <p>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 in the English Placement Test.</p>	<p><b>LRNS 18</b> <b>3 UNITS</b>  <b>Beginning Writing</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: Concurrent enrollment in ENGL 17- LRNS 16</i></p> <p>LRNS 18 is a beginning level course in paragraph writing. This class is appropriate for students needing to develop skills for English 85 and above, and/or students who have scored in Category I of the English Placement Test. Concurrent enrollment in LRNS 17 is recommended.</p>
<p><b>LRNS 13</b> <b>2 UNITS</b>  <b>Beginning Reading Skills</b>            72 hours integrated lab; 72 hours total  <i>Prerequisite: LRNS 12</i></p> <p>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 in the English Placement Test.</p>	<p><b>LRNS 19</b> <b>3 UNITS</b>  <b>Intermediate Writing</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: Concurrent enrollment in ENGL 17</i></p> <p>LRNS 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 English 85 and above, and/or those who have scored in category 1 of the English Placement test. Concurrent enrollment in English 17 is recommended.</p>
	<p><b>LRNS 50</b> <b>1-2 UNITS</b>  <b>Basic Mathematics</b>            36-72 hours integrated lab; 36-72 hours total</p> <p>Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.</p>

<p><b>LRNS 51</b> <b>1-2 UNITS</b>  <b>Basic Mathematics</b>            36-72 hours integrated lab; 36-72 hours total  <i>Prerequisite: LRNS 50</i></p> <p>Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers and fractions. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.</p>	<p><b>LRNS 60</b> <b>3 UNITS</b>  <b>Study and Test-Taking Techniques</b>            54 hours lecture; 54 hours total  <i>Prerequisite: Minimum of Category 2 score on English placement test, or assessment by the instructor</i></p> <p>Students will learn skills necessary for success in college such as: reading textbooks; taking lecture notes; studying; taking tests; managing time; becoming familiar with the college resources; and reducing test anxiety. Grading for this class is Pass/No Pass Credit. This class is recommended for students with at least a score in Category 2 in reading.</p>
<p><b>LRNS 52</b> <b>1-2 UNITS</b>  <b>Basic Mathematics</b>            36-72 hours integrated lab; 36-72 hours total  <i>Prerequisite: LRNS 51</i></p> <p>Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions and decimals. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.</p>	
<p><b>LRNS 53</b> <b>1-2 UNITS</b>  <b>Basic Mathematics</b>            36-72 hours integrated lab; 36-72 hours total  <i>Prerequisite: LRNS 52</i></p> <p>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 and percents. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.</p>	
<p><b>LRNS 54</b> <b>1-2 UNITS</b>  <b>Basic Mathematics</b>            36-72 hours integrated lab; 36-72 hours total  <i>Prerequisite: LRNS 53</i></p> <p>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, and pre-algebra. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.</p>	
<p><b>LRNS 55</b> <b>1-2 UNITS</b>  <b>Basic Mathematics</b>            36-72 hours integrated lab; 36-72 hours total  <i>Prerequisite: LRNS 54</i></p> <p>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, percent, 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. Pass/no pass grading; open entry/open exit.</p>	



## MACHINE TOOL TECHNOLOGY

### Division Offices

#### Career Technical Education

#### Division Dean

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#### Faculty

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## Degree

### Associate of Science in 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; PHYS 110, 111; TECH 92, 107.

#### Program Level Outcomes

- Outcome 1: Demonstrate good work and safety habits, while using hand tools and power equipment.
- Outcome 2: Perform basic machining operations on lathes, mills, surface grinders and drill presses.
- Outcome 3: Perform basic measuring functions using precision measuring tools.
- Outcome 4: Read engineering drawing to accomplish required operations on machine tools.
- Outcome 5: Accomplish advanced lathe and mill processes, while working independently.
- Outcome 6: Understand tool geometry, carbide insert tooling.
- Outcome 7: Calculate all required math to accomplish machining processes.
- Outcome 8: Set-up, operate, and program basic CNC lathes and mills.

MACH 110 Machine Technology 1	7
TECH 92 Technical Mathematics 1	3
Social Science General Ed**	3
Elective *	1

Second Semester	Units
MACH 111 Machine Technology 2	7
TECH 107 Technical Mathematics II	3
WELD 100 Welding Theory & Practice 1	3
English Composition (BUSI 105 or ENGL 120) *	3

Third Semester	Units
MACH 210 Machine Technology 3	7
DDGT 110 Technical Drawing Fundamentals	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
Physical Education	1

Fourth Semester	Units
MACH 211 Machine Technology 4	7
Humanities General Ed	3
Elective *	3
Physical Education	2

<b>Total Units</b>	<b>60</b>
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#### Options

1. One-year Certificate: MACH 110, 111.
2. Certificate Program: MACH 110, 111, 210, 211; DDGT 110; WELD 100; PHYS 110, 111; TECH 92, 107.
3. 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.
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.

\*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; SPCOM 126 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Social Science.

## Certificate

### Machine Tool Technology Certificate of Achievement

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.

First Semester

Units

**Program Level Outcomes**

- Outcome 1: Demonstrate good work and safety habits, while using hand tools and power equipment.
- Outcome 2: Perform basic machining operations on lathes, mills, surface grinders and drill presses.
- Outcome 3: Perform basic measuring functions using precision measuring tools.
- Outcome 4: Read engineering drawing to accomplish required operations on machine tools.
- Outcome 5: Accomplish advanced lathe and mill processes, while working independently.
- Outcome 6: Understand tool geometry, carbide insert tooling.
- Outcome 7: Calculate all required math to accomplish machining processes.
- Outcome 8: Set-up, operate, and program basic CNC lathes and mills.

**Required Courses**

	<b>Units</b>
MACH 110 Machine Technology 1	7
MACH 111 Machine Technology 2	7
MACH 210 Machine Technology 3	7
MACH 211 Machine Technology 4	7
DDGT 110 Technical Drawing Fundamentals	3
WELD 100 Welding Theory & Practice 1	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
TECH 92 Technical Mathematics 1	3
TECH 107 Technical Mathematics II	3

**Total Units** **44**

**Course Descriptions**

**MACH 100** **3 UNITS**  
**Machine Shop Practice**  
 36 hours lecture, 54 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.

**CSU**

**MACH 110** **7 UNITS**  
**Machine Technology 1**  
 54 hours lecture, 216 hours lecture; 270 hours total

This is a beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine, and surface grinder.

**CSU**

**MACH 111** **7 UNITS**

**Machine Technology 2**  
 54 hours lecture, 216 hours lecture; 270 hours total  
*Prerequisite: MACH 110*

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.

**CSU**

**MACH 120** **4 UNITS**

**Machine Tool Fundamentals**  
 54 hours lecture, 54 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.

**CSU**

**MACH 121** **3 UNITS**

**Machine Tool Fundamentals Lab**  
 162 hours lab; 162 hours total

*Prerequisite: MACH 120*

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.

**CSU**

**MACH 210** **7 UNITS**

**Machine Technology 3**  
 54 hours lecture, 216 hours lab; 270 hours total  
*Prerequisite: MACH 111*

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.

**CSU**

**MACH 211** **7 UNITS**

**Machine Technology 4**  
 54 hours lecture, 216 hours lab; 270 hours total  
*Prerequisite: MACH 210, MATH 107 or equivalent*

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.

**CSU**

## MATHEMATICS

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## Degree

### Associate Degree for Transfer in Mathematics (Mathematics AS-T)

This degree is intended for students who wish to transfer to a California State University to complete a bachelor's degree in mathematics or a related discipline.

The following are required for all AA-T and AS-T degrees:

- Completion of a minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all

CSU-transferable coursework.

Note: While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

- Completion of a minimum of 18 semester units with a "C" or better (or a "P" if the course is taken on a "pass-no pass basis") in all courses required as a part of an AA-T or AS-T major as identified by the college catalog. (Title 5 § 55063)
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern general education requirements.

Required Core Courses	Units
MATH 120 Calculus I	5
MATH 121 Calculus II	5
MATH 221 Multivariable Calculus	5

List A: Choose one	Units
MATH 220 Linear Algebra	3
or	
MATH 222 Differential Equations	3

List B: Choose one	Units
MATH 232 Statistics	4

<b>Total Units</b>	<b>22</b>
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### Associate in Science in Natural Science and Mathematics

The Natural Science and Mathematics emphasis focuses on the study of the physical universe, its life forms, and the relationship between science and other human activities. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Core Requirements

Students 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.

A. Mathematics	Units
MATH 94 Intermediate Algebra	5
MATH 99 Intermediate Algebra, Part B	3
MATH 106 Pre-Calculus: Elementary Functions	5
MATH 108 Trigonometry	3
MATH 115 Applied Calculus	5
MATH 120 Calculus I	5
MATH 121 Calculus II	5
MATH 220 Linear Algebra	3
MATH 221 Multivariable Calculus	5
MATH 222 Differential Equations	3
MATH 232 Statistics	4
MATH 235 Finite Mathematics	3

<b>B. Physical Sciences</b>	<b>Units</b>
ASTR 110 Descriptive Astronomy	3
ASTR 111 Practical Astronomy	3
CHEM 110 Introduction to Chemistry	4
CHEM 111 Intro to Organic & Biological Chemistry	4
CHEM 120 General Chemistry 1	5
CHEM 121 General Chemistry 2	5
CHEM 240 Organic Chemistry 1	4
CHEM 241 Organic Chemistry 2	4
CHEM 242 Quantitative Analysis	4
EART 110 Earth Science: Earth, Sea, and Sky	4
ENVS 115 Energy, the Environment & Sustainability	3
GEOG 110 Physical Geography	3
GEOG 114 California Geography	3
GEOG 120 Geographic Info Systems & Science 1	4
GEOG 121 Geographic Info Systems & Science 2	4
GEOL 110 Physical Geology	3
GEOL 111 Physical Geology Laboratory	1
GEOL 112 Fossils, Time and Earth History	3
GEOL 116 Geology, Hazards and Humanity	2
PHYS 105 General Applied Physics	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
PHYS 120 General Physics 1	4
PHYS 121 General Physics 2	4
PHYS 140 Physics for Scientists & Engineers 1	4
PHYS 240 Physics for Scientists & Engineers 2	4
PHYS 241 Physics for Scientists & Engineers 3	4
<b>C. Biology</b>	<b>Units</b>
BIOL 103 Introduction to Nutrition	3
BIOL 105 Human Biology	4
BIOL 110 Survey of Biology	4
BIOL 112 Introduction to Ecology	3
BIOL 117 Wildlife Biology	3
BIOL 120 General Biology	4
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5
BIOL 240 General Zoology	5
BIOL 241 General Botany	5
<b>D. Area of Emphasis Elective Courses</b>	<b>Units</b>
ANTH 120 Biological Anthropology	3
TECH 107 Technical Mathematics II	3
<b>Total Units</b>	<b>18</b>

## Course Descriptions

**MATH 55** **3 UNITS**  
**Pre Algebra**  
 54 hours lecture; 54 hours total  
*Prerequisite: Math 55 assumes that the student is comfortable with basic arithmetic operations with whole numbers.*  
 A course which provides students with the prerequisite skills necessary for success in Beginning Algebra (MATH 90). Students will solve practical problems from daily life, learn how to use their calculator, and prepare for a transition to algebra.

**MATH 90** **5 UNITS**

### Beginning Algebra

90 hours lecture; 90 hours total

*Prerequisite: MATH 55 or assessment test*

MATH 90 is the first course in the MATH 90-94 algebra sequence. It is a prerequisite for MATH 94 or MATH 98 and is equivalent to both MATH 96 and MATH 97. Content includes order of operations, linear equations, inequalities, graphing, polynomials, factoring, rational expressions and applications.

**MATH 92** **7 UNITS**

### Accelerated Pre- & Beginning Algebra

126 hours lecture; 126 hours total

*Recommended Preparation: Students should be competent with basic arithmetic operations on whole numbers (addition subtraction, multiplication and division). They should also have some experience with negative numbers and fractions.*

This course is designed to provide an accelerated option for students combining pre-algebra and beginning algebra into one semester. Course topics include arithmetic operations, order of operations, linear equations, inequalities, graphing, polynomials, factoring, rational expression and applications. Students will use real numbers, including fractions and decimals. Upon successful completion, students will be prepared to succeed in Intermediate Algebra (MATH 94).

**MATH 94** **5 UNITS**

### Intermediate Algebra

90 hours lecture; 90 hours total

*Prerequisite: MATH 90 or MATH 97 or qualification through the assessment process*

MATH 94 is the second course in the MATH 90-94 sequence. It is a prerequisite for MATH 106, MATH 232 and MATH 235 and is equivalent to both MATH 98 and MATH 99. Content includes introduction to functions, systems of equations, absolute value equations and inequalities, complex numbers, simplifying radicals, graphing quadratic and exponential functions, solving equations involving radicals, quadratics, exponentials, or logarithms, and applications.

**MATH 96** **3 UNITS**

### Beginning Algebra, Part A

54 hours lecture; 54 hours total

*Prerequisite: MATH 55 or assessment test*

MATH 96 is the first course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 97 and together with MATH 97 is equivalent to MATH 90. Content includes order of operations, linear equations, inequalities, graphing, polynomials and applications.

**MATH 97** **3 UNITS**

### Beginning Algebra, Part B

54 hours lecture; 54 hours total

*Prerequisite: MATH 96 or assessment test*

MATH 97 is the second course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 98 or MATH 94 and together with MATH 96 is equivalent to MATH 90. Content includes polynomials, factoring, rational expressions and applications.

**MATH 98** **3 UNITS**

### Intermediate Algebra Part A

54 hours lecture; 54 hours total

*Prerequisite: MATH 97 or assessment test*

MATH 98 is the third course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 99 and together with MATH 99 is equivalent to MATH 94. Content includes functions, systems of linear equations, compound inequalities and radicals.

**MATH 99** **3 UNITS**

**Intermediate Algebra, Part B**

54 hours lecture; 54 hours total

*Prerequisite: MATH 98 or equivalent*

MATH 99 is the fourth course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 106, MATH 232 and MATH 235 and together with MATH 98 is equivalent to MATH 94. Content includes complex numbers, quadratics, exponentials, logarithms, conic sections, series and applications.

**MATH 106** **5 UNITS**

**Pre-Calculus: Elementary Functions**

90 hours lecture; 90 hours total

*Prerequisite: MATH 94 or MATH 99*

This course provides part of a strong foundation leading to MATH 108, Trigonometry and MATH 120, Calculus I. From numerical, graphing, and analytical views, the course studies polynomial, rational, exponential, and logarithmic functions. Series, sequences and conic sections also included. A Graphing Calculator is required.

**CSU, UC**

**MATH 108** **3 UNITS**

**Trigonometry**

54 hours lecture; 54 hours total

*Prerequisite: MATH 106 or equivalent*

The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, polar coordinates, and introduction to vectors. A graphing calculator will be required.

**CSU**

**MATH 115** **5 UNITS**

**Applied Calculus**

90 hours lecture; 90 hours total

*Prerequisite: MATH 106 or equivalent*

Presents a study of the techniques of calculus with emphasis on applications in business, life sciences and social sciences. Topics include modeling, applications of derivatives and integrals for polynomial, rational, exponential and logarithmic functions, functions of several variables, and differential equations. Graphing calculator is required.

**CSU, UC**

**MATH 120** **5 UNITS**

**Calculus I**

90 hours lecture; 90 hours total

*Prerequisite: MATH 108*

The first semester of a three course sequence in differential and integral calculus. Topics include functions, limits and continuity,

techniques and applications of differentiation and integration, and the Fundamental Theorem of Calculus. Primarily for students majoring in mathematics, engineering or sciences. A Graphing Calculator is required.

**CSU, UC**

**MATH 121** **5 UNITS**

**Calculus II**

90 hours lecture; 90 hours total

*Prerequisite: MATH 120*

The second semester of a three-course sequence in differential and integral calculus. Topics include integration, techniques of integration, infinite sequences and series, polar and parametric equations, and applications of integration. Primarily for majors of mathematics, engineering, and sciences. Graphing calculator is required.

**CSU, UC**

**MATH 199** **1-3 UNITS**

**Independent Study in Mathematics**

18-54 hours lecture; 18-54 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.

**CSU**

**MATH**

**Course Sequence Leading to Calculus**

LRNS 50-55	Basic Math modules	1 unit each
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MATH 55	Pre-Algebra	3 units
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MATH 90	Elementary Algebra	5 units
or		
MATH 96 + 97	Elementary Algebra in 2 parts	3 + 3 units



MATH 94	Intermediate Algebra	5 units
or		
MATH 98 + 99	Int. Algebra in 2 parts	3 + 3 units

*Required for AA/AS degrees*



**Transferring for BA/BS Degree?**

*Check requirements for major before taking one of these after Intermediate Algebra:*

MATH 106	Pre-Calculus	5 units
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or

MATH 232	Elementary Statistics	4 units
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or

MATH 235	Finite Math	3 units
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<p><b>MATH 220</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Linear Algebra</b>            54 hours lecture; 54 hours total  <i>Prerequisite: MATH 121</i></p> <p>This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Properties of vectors are investigated in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included. Graphing calculator is required.</p> <p><b>CSU, UC</b></p>	<p><b>MATH 235</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Finite Mathematics</b>            54 hours lecture; 54 hours total  <i>Prerequisite: MATH 94 or MATH 99</i></p> <p>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.</p> <p><b>CSU, UC</b></p>
<p><b>MATH 221</b> <span style="float: right;"><b>5 UNITS</b></span>  <b>Multivariable Calculus</b>            90 hours lecture; 90 hours total  <i>Prerequisite: MATH 121</i></p> <p>The third semester of a three course sequence in differential and integral calculus. Topics include vector valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, and divergence theorem. Primarily for majors of mathematics, engineering, and science. A Graphing Calculator is required.</p> <p><b>CSU, UC</b></p>	<p><b>MATH 298</b> <span style="float: right;"><b>1-3 UNITS</b></span>  <b>Selected Topics in Mathematics</b>            18-54 hours lecture, 54-162 hours lab; 18-162 hours total</p> <p>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.</p> <p><b>CSU</b></p>
<p><b>MATH 222</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Differential Equations</b>            54 hours lecture; 54 hours total  <i>Prerequisite: MATH 221</i></p> <p>The course is an introduction to ordinary differential equations. Such equations are solved by both quantitative and qualitative methods while applications from a variety of disciplines are examined. The course introduces theoretical aspects of differential equations, including establishing criteria for existence of solutions, and techniques for obtaining solutions including, but not limited to, series representation, singular points, Laplace transforms and matrices.</p> <p><b>CSU, UC</b></p>	
<p><b>MATH 232</b> <span style="float: right;"><b>4 UNITS</b></span>  <b>Statistics</b>            72 hours lecture; 72 hours total  <i>Prerequisite: MATH 94 or MATH 99</i>  <i>Recommended Preparation: ENGL 90</i></p> <p>The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.</p> <p><b>CSU, UC</b></p>	

## MUSIC

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## Degrees

### Associate of Arts in Music - Instrumental Emphasis

This degree provides a basic foundation in music for students interested in pursuing a career in the musical entertainment industry. As part of this degree, students will have an Instrumental Emphasis in music. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Level Outcomes

- Outcome 1: Apply skills essential for instrumental performance in music.
- Outcome 2: Demonstrate proficiency through rehearsal and performance in solo and/or ensemble for peer, professional or academic review.
- Outcome 3: Show an aesthetic knowledge of music.

#### A. Required Core Courses (12 units)

	Units
MUSI 112 Survey & Appreciation of Music	3
MUSI 121 Music Theory I	3
MUSI 122 Music Theory II	3
MUSI 120A Musicianship I 1	2
MUSI 235 Class Piano III	2

#### B. Restricted Electives (13 Units)

	Units
MUSI 114 Survey & History of Jazz	3
MUSI 120B Musicianship II	1
MUSI 120C Musicianship III	1
MUSI 120D Musicianship IV	1
MUSI 135 Class Piano I	2
MUSI 138 Class Piano II	2
MUSI 140 Guitar I	2
MUSI 142 Guitar II	2
MUSI 145 Woodwind Methods	2
MUSI 146 Brass Methods	2
MUSI 150 Beginning Percussion Instruments	2

MUSI 152 Guitar Ensemble	1
MUSI 155 String Methods	2
MUSI 174 Rehearsal & Performance Strings	1
MUSI 176 Repertory Orchestra	1
MUSI 181 Jazz Ensemble	1
MUSI 185 Stage Band	1
MUSI 177 Rehearsal & Performance Winds	1
MUSI 179 Repertory Wind Ensemble	1
MUSI 238 Class Piano IV	2
MUSI 240 Guitar III	2
MUSI 242 Guitar IV	2
MUSI 280 Instrumental Performance Seminar	1

**Total Units** **25**

### Associate of Arts in Music - Vocal Emphasis

This degree provides a basic foundation in music for students interested in pursuing a career in the musical entertainment industry. As part of this degree, the students will select a vocal music emphasis. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Level Outcomes

- Outcome 1: Apply skills essential for vocal performance in music.
- Outcome 2: Demonstrate proficiency through rehearsal and performance in solo and/or ensemble for peer, professional or academic review.
- Outcome 3: Show an aesthetic knowledge of music.

#### A. Required Core Courses (14 units)

	Units
MUSI 112 Survey & Appreciation of Music	3
MUSI 121 Music Theory I	3
MUSI 122 Music Theory II	3
MUSI 120A Musicianship I	1
MUSI 238 Class Piano IV	2
MUSI 130 Voice I	2

#### B. Restricted Electives (11 unit)

	Units
MUSI 120B Musicianship II	1
MUSI 120C Musicianship III	1
MUSI 132 Voice II	2
MUSI 134 Lyric Diction for Singers	3
MUSI 135 Class Piano I	2
MUSI 138 Class Piano II	2
MUSI 160 College Chorale	1
MUSI 161 Vocal Ensemble, Prima Voc	1
MUSI 166 Women's Chorale	1
MUSI 169 Men's Chorale	1
MUSI 235 Class Piano III	2
MUSI 230 Voice III	2
MUSI 232 Voice IV	2
MUSI 260 Vocal Performance Seminar	1
MUSI 266 Women's Ensemble	1

**Total Unit** **25**

## Associate of Arts in 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. To fulfill the requirements for this degree, students will complete the required courses for one of three areas of emphasis and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

### Program Level Outcomes

- Outcome 1: Collaborate with others through rehearsal and performance of a musical theater production for peer, professional or academic review.
- Outcome 2: Apply skills essential for performing in a musical.
- Outcome 3: Show an aesthetic appreciation of musical theater.

A. Required Core Courses (12 units)	Units
THEA 100 Introduction to Theater	3
MUSI 121 Music Theory I	3
THEA 110 Technique of Acting	3
MUSI 170 Musical Theater Performance	0.5 - 3

B. Restricted Electives (9 Units)	Units
MUSI 110 Fundamentals of Music	3
MUSI 122 Music Theory II	3
MUSI 128 Audition Techniques	1.5 - 1
MUSI 133 Musical Theater Voice	2
MUSI 160 College Chorale	1
THEA 153 Musical Theater Prod: Repertory	0.5 - 3
THEA 155 Dance Theater Production	1 - 3
THEA 135 Stage Movement	2
THEA 220 Professional Acting	2
THEA 166 Musical Theater Prod: Young Audiences	0.5 - 3
THEA 167 Musical Theater Prod: Broadway	0.5 - 3
THEA 168 Musical Theater Prod: Contemporary	0.5 - 3
MUSI 143 Musical Theater Voice II	2
MUSI 223 Musical Theater Voice III	2
MUSI 243 Musical Theater Voice IV	2
MUSI 170 Musical Theater Performance	0.5 - 3
MUSI 183 Musical Theater Perf: Contemporary	0.5 - 3
MUSI 173 Musical Theater Perf: Young Audiences	0.5 - 3
MUSI 172 Musical Revue Perf	0.5 - 3

**Total Units** **21**

## Associate Degree for Transfer in Music (Music AA-T)

This degree option provides a comprehensive foundation in music preparation for transfer to Baccalaureate programs for instrumental or vocal music majors in the California State University system. To fulfill the requirements for this degree, students will complete lower division major preparation courses listed below and the appropriate general education pattern (CSU GE or IGETC). Additional NVC graduation requirements do not apply to this degree. Students must pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA. Additionally, students pursuing this degree

option must work with a counselor and faculty advisor to ensure appropriate elective course selections for their intended area of emphasis, e.g. Instrumental, Vocal.

Total Units in Area of Emphasis: 22-24 units (6 units double counted in CSU GE Area C-1.)

Total Units in GE: CSU=42, IGETC=39

The following is required for all AA-T or AS-T degrees:

- Minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units in an AA-T or AS-T major as detailed in the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

### Program Level Outcomes

- Outcome 1: Analyze and compose harmonic examples including and up to the use of 20th century techniques.
- Outcome 2: Sight read and aurally recognize music including and up to post-tonal melodies and distantly related keys.
- Outcome 3: Perform on designated major instrument/voice, integrating musical and technical skills, creative interpretation and professional performance practice.
- Outcome 4: Evaluate and critique musicality, stylistic interpretation and technique of musicians in rehearsal and performance.
- Outcome 5: Perform musically and with authority in large ensemble situations exhibiting pitch, rhythmic, intonation, balance and blending accuracy.
- Outcome 6: Integrate, wherever possible, digital technology into the process of learning and presenting music.

Theory Core Courses: 12 units	Units
MUSI 121 Music Theory I	3
MUSI 122 Music Theory II	3
MUSI 221 Music Theory III	3
MUSI 222 Music Theory IV	3

Musicianship Core Courses: 4 units	Units
MUSI 120A Musicianship I	1
MUSI 120B Musicianship II	1
MUSI 120C Musicianship III	1
MUSI 120D Musicianship IV	1

Applied Music Courses: 4 semesters for 2 - 4 units	Units
Student selects major instrument/voice for individual instruction:	
MUSI 116 Applied Music:	0.5 -1



Strings, Winds, Brass, Percussion, Piano, Voice

**Large Ensemble Required: 4 semesters/4 units**      **Units**

Student selects ensemble in alignment with major instrument/voice.

MUSI 160 College Chorale or	1
MUSI 176 Repertory Orchestra or	1
MUSI 179 Repertory Wind Ensemble or	1
MUSI 181 Jazz Ensemble	1
<b>Total Units</b>	<b>22-24</b>

## Certificates

### Music Technology Certificate

This certificate program provides students with a foundation in music technology. Studio and location recording terminology, equipment, and techniques are covered, along with computer-based sound capture, editing, and processing. Additionally, music scoring software for composition and arranging are covered. The program emphasizes the industry trend of using music software and hardware in the arranging, creation, sound management, and recording aspects of the music business. To earn a Certificate Of Achievement, students must complete all required courses with a "C" grade or higher.

#### Program Level Outcomes

- Outcome 1: Demonstrate professional behaviors required in the music industry.
- Outcome 2: Demonstrate apprentice-level knowledge in the field of digital recording techniques.
- Outcome 3: Integrate musical skills with technology to create, arrange and record performances.
- Outcome 4: Apply vocabulary and demonstrate technical skills used in the recording, arranging and creation of music.

Required Courses	Units
MUSI 124 Computer Applications in Music	3
MUSI 126 Intro to Sound Reinf & Recording	3
MUSI 147 Composing Music on the Computer	3
MUSI 148 Digital Sound Recording	3
<b>Total Units</b>	<b>12</b>

## Course Descriptions

**MUSI 90** **0.5-1 UNIT**  
**Supervised Music Lab**  
 27-54 hours lab; 27-54 hours total

Music 90 is a laboratory course which helps students of all levels strengthen their music skills. Students may enroll themselves or be referred by teachers who have analyzed specific problems.

**MUSI 110** **3 UNITS**  
**Fundamentals of Music**  
 54 hours lecture; 54 hours total

This course is an introduction to the notation and primary elements of tonal music, which incorporates the following concepts: staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. Suitable for music majors (as a pre-requisite for further music theory study) and non-majors, as general education requirement.

**CSU, UC**

**MUSI 112** **3 UNITS**  
**Survey & Appreciation of Music**  
 54 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 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.

**CSU, UC**

**MUSI 114** **3 UNITS**  
**Survey & History of Jazz**  
 54 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**

<p><b>MUSI 116</b> <span style="float: right;"><b>0.5-1 UNIT</b></span>  <b>Applied Music: Strings, Winds, Brass, Percussion, Piano, Voice</b>            9-18 hours lecture; 9-18 hours total  <i>Recommended Preparation: MUSI 130, MUSI 135, MUSI 140, MUSI 150, Concurrent participation in an ensemble to align with selected major instrument/voice: 1) Music 160--College Chorale (vocal emphasis) 2) Music 176--Repertory Orchestra (instrumental emphasis) 3) Music 179--Repertory Wind Ensemble (instrumental emphasis) 4) Music 181--Jazz Ensemble (instrumental emphasis)</i>  <i>Limitation on Enrollment: Audition required</i>            Individualized study of the appropriate techniques and repertoire for the specific instrument or voice. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.  <i>Repeatable for credit three times</i>  <b>CSU, UC</b></p>	<p><b>MUSI 121</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Music Theory I</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: MUSI 110</i>            This course, through guided composition and analysis, incorporates the following concepts: rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Development of skills in handwritten notation is expected. Required for music majors and minors.  <b>CSU, UC</b></p>
<p><b>MUSI 120A</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Musicianship I</b>            36 hours integrated lab; 36 hours total  <i>Recommended Preparation: MUSI 110</i>            This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory I through ear training, sight singing, analysis and dictation.  <b>CSU, UC</b></p>	<p><b>MUSI 122</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Music Theory II</b>            54 hours lecture; 54 hours total  <i>Prerequisite: MUSI 121 with a minimum grade of C</i>            This course incorporates the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and introduction to secondary/applied chords and modulation.  <b>CSU, UC</b></p>
<p><b>MUSI 120B</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Musicianship II</b>            36 hours integrated lab; 36 hours total  <i>Recommended Preparation: MUSI 121, MUSI 120A</i>            This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis and dictation.  <b>CSU, UC</b></p>	<p><b>MUSI 124</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Computer Applications in Music</b>            36 hours lecture, 54 hours lab; 90 hours total  <i>Recommended Preparation: MUSI 110</i>            This course is a study of computer and synthesizer applications in music. Applications studied include notation software, MIDI (Musical Instrument Digital Interface,) audio and sequencing technology for developing musicianship skills, arranging music, and for creating original musical compositions.  <b>CSU</b></p>
<p><b>MUSI 120C</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Musicianship III</b>            36 hours integrated lab; 36 hours total  <i>Recommended Preparation: MUSI 122, MUSI 120B</i>            Applies and develops the rhythmic, melodic, and harmonic materials of Music Theory III through ear training, sight singing, analysis and dictation.  <b>CSU, UC</b></p>	<p><b>MUSI 126</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Intro to Sound Reinforcement &amp; Recording</b>            36 hours lecture, 54 hours lab; 90 hours total  <i>Recommended Preparation: MUSI 110</i>            Music 126 is an introductory course in sound reinforcement and live and studio recording. It will explore the basic principles of acoustics, use and maintenance of the equipment used for sound reinforcement, and develop techniques for capturing and manipulating audio signals.  <b>CSU</b></p>
<p><b>MUSI 120D</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Musicianship IV</b>            36 hours integrated lab; 36 hours total  <i>Recommended Preparation: MUSI 221, MUSI 120C</i>            Applies and develops the rhythmic, melodic and harmonic materials of Music Theory IV through ear training, sight singing, analysis and dictation.  <b>CSU, UC</b></p>	<p><b>MUSI 128</b> <span style="float: right;"><b>1.5 UNITS</b></span>  <b>Audition Techniques</b>            54 hours integrated 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, musical or theatrical performers.  <b>CSU</b></p>

<p><b>MUSI 130</b> <b>2 UNITS</b>  <b>Beginning Voice</b>  36 hours lecture; 36 hours total</p> <p>This course teaches the basic practical techniques of singing: breath management, body alignment, pitch, rhythm, confidence and projection in vocal performance; while introducing a variety of musico-cultural repertoire and styles. For all students wishing to improve their vocal skills while expanding their knowledge of musico-cultural performance styles of singing.</p> <p><b>CSU, UC</b></p>	<p><b>MUSI 138</b> <b>2 UNITS</b>  <b>Class Piano II</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 135</i></p> <p>This course develops keyboard musicianship through the study of major and minor scales, arpeggios, and performance of beginning to intermediate-level piano repertoire. Designed for music majors requiring piano proficiency while also providing minors and non-majors an opportunity to study piano.</p> <p><b>CSU, UC</b></p>
<p><b>MUSI 132</b> <b>2 UNITS</b>  <b>Commercial Voice</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 130</i></p> <p>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.</p> <p><b>CSU</b></p>	<p><b>MUSI 140</b> <b>2 UNITS</b>  <b>Beginning Guitar</b>  36 hours lecture; 36 hours total</p> <p>This course teaches basic guitar technique, musicianship, chord and melody playing, strum patterns, accompaniments, learning the fingerboard, and counterpoint. Also discussed are practice and performance techniques.</p> <p><b>CSU, UC</b></p>
<p><b>MUSI 133</b> <b>2 UNITS</b>  <b>Musical Theater Voice</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 130</i></p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>MUSI 142</b> <b>2 UNITS</b>  <b>Guitar II</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 140</i></p> <p>This course expands on the concepts and skills from Guitar I including technique, musicianship, chord and melody playing, accompaniments, additional fretboard positions and introduction to basic counterpoint. Practice, rehearsal and performance techniques are refined.</p> <p><b>CSU</b></p>
<p><b>MUSI 134</b> <b>3 UNITS</b>  <b>Lyric Diction for Singers</b>  54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>MUSI 143</b> <b>2 UNITS</b>  <b>Musical Theater Voice II</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 133</i></p> <p>This course applies the techniques from Music Theater Voice I and focuses on expanding the resonating capabilities of the voice and expanding the vocal range. Music Theater songs concentrate on solo repertoire from productions up to 1950. The course is presented in a lecture/seminar environment.</p> <p><b>CSU</b></p>
<p><b>MUSI 135</b> <b>2 UNITS</b>  <b>Class Piano I</b>  36 hours lecture; 36 hours total</p> <p>This course is designed to teach basic piano skills to the student with no piano experience. It includes the fundamentals of music reading/notation, keyboard knowledge, piano techniques and musicianship, using a variety of styles and repertoire. Designed for music majors requiring piano proficiency while also providing non-majors an opportunity to study piano.</p> <p><b>CSU, UC</b></p>	<p><b>MUSI 145</b> <b>2 UNITS</b>  <b>Woodwind Methods</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 110</i></p> <p>This course is focused on developing fundamental performance skills and methods of instruction for woodwind instruments. Topics include challenges of woodwind playing, diagnostic techniques, teaching strategies, basic woodwind repair and other related subject matter for instruction in elementary/secondary school settings.</p> <p><b>CSU</b></p>

<p><b>MUSI 146</b> <b>3 UNITS</b>  <b>Brass Methods</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 110</i></p> <p>This course is focused on the development of fundamental performance and teaching skills for brass instruments. Included in the course will be examination of student performance problems, diagnostic techniques, teaching strategies, basic brass repair and other specialized topics related to brass instruction in school settings.</p> <p><b>CSU</b></p>	<p><b>MUSI 155</b> <b>2 UNITS</b>  <b>String Methods</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 110</i></p> <p>The course is focused on developing fundamental performance skills and methods of instruction for the orchestral string family. Topics include challenges of string playing, diagnostic techniques, teaching strategies, basic string instrument/bow maintenance and other related subject matter for instruction in elementary/secondary school settings.</p> <p><b>CSU</b></p>
<p><b>MUSI 147</b> <b>3 UNITS</b>  <b>Composing Music on the Computer</b>  36 hours lecture, 54 hours lab; 90 hours total  <i>Recommended Preparation: MUSI 121, MUSI 124</i></p> <p>A study of music composition (songwriting, arranging, editing) using industry standard music software, the course will instruct students in the use of acoustic and digital tools to create and further develop their musical compositions. It builds on the skills acquired in Music 124 for an in-depth study of composition using digital technology.</p> <p><b>CSU</b></p>	<p><b>MUSI 160</b> <b>1 UNIT</b>  <b>College Chorale</b>  54 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required</i></p> <p>A choral group, composed of male and female voices, studies, rehearses, and performs music from the traditional choral repertoire dating from medieval through contemporary musical periods. The course emphasis is on the development of skills needed to perform within an ensemble, with different repertoire to be studied each semester.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>
<p><b>MUSI 148</b> <b>3 UNITS</b>  <b>Digital Sound Recording</b>  36 hours lecture, 54 hours lab; 90 hours total  <i>Recommended Preparation: MUSI 110, MUSI 126</i></p> <p>Music 148 is a course in sound recording (live and studio.) It will explore principles of acoustics, use and maintenance of the equipment used for digital sound recording, and develop techniques for capturing and manipulating audio signals.</p> <p><b>CSU</b></p>	<p><b>MUSI 161</b> <b>1 UNIT</b>  <b>Vocal Ensemble, Prima Voce</b>  36 hours integrated lab; 36 hours total  <i>Limitation on Enrollment: Audition required</i></p> <p>A small vocal ensemble, called "Prima voce", 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.</p> <p><b>CSU, UC</b></p>
<p><b>MUSI 150</b> <b>2 UNITS</b>  <b>Beginning Percussion Instruments</b>  36 hours lecture; 36 hours total</p> <p>Basic techniques of drumming and playing other non-tuned percussion instruments. Emphasis on snare, tenor and bass drums; note reading and stick techniques, including rudimentary patterns.</p> <p><b>CSU, UC</b></p>	<p><b>MUSI 162</b> <b>1 UNIT</b>  <b>Gospel Choir</b>  18 hours lecture, 36 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required</i></p> <p>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.</p> <p><b>CSU, UC</b></p>
<p><b>MUSI 152</b> <b>1 UNIT</b>  <b>Guitar Ensemble</b>  36 hours integrated lab; 36 hours total  <i>Recommended Preparation: MUSI 142</i>  <i>Limitation on Enrollment: Audition required</i></p> <p>This course is for the study, rehearsal, and public performance of guitar repertoire with emphasis on the development of skills needed to perform within a guitar ensemble. Different repertoire will be studied each semester.</p> <p><i>Repeatable for credit four times</i></p> <p><b>CSU</b></p>	<p><b>MUSI 164</b> <b>0.5-2 UNITS</b>  <b>Ensemble Movement</b>  18-72 hours integrated lab; 18-72 hours total  <i>Limitation on Enrollment: Audition required</i></p> <p>Ensemble Movement is designed to add essential synchronized movement and dance to choral and musical theater performances.</p> <p><b>CSU, UC</b></p>

<p><b>MUSI 166</b> <b>1 UNIT</b>  <b>Women's Chorale</b>  36 hours integrated lab; 36 hours total  <i>Limitation on Enrollment: Audition required</i>  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.  <b>CSU, UC</b></p>	<p><b>MUSI 174</b> <b>1 UNIT</b>  <b>Rehearsal &amp; Performance Strings</b>  18 hours lecture, 36 hours lab; 54 hours total  36 hours integrated lab; 36 hours total  <i>Limitation on Enrollment: Audition required</i>  A rehearsal, lecture and performance laboratory for strings or flexibly composed ensembles.  <b>CSU, UC</b></p>
<p><b>MUSI 169</b> <b>1 UNIT</b>  <b>Men's Chorale</b>  36 hours integrated lab; 36 hours total  <i>Limitation on Enrollment: Audition required</i>  A choral group that studies, rehearses, and performs music from the men's choral repertoire dating from medieval through contemporary musical periods and styles. Concerts are performed on campus, as well as on occasional off-campus venues.  <b>CSU</b></p>	<p><b>MUSI 176</b> <b>1 UNIT</b>  <b>Repertory Orchestra</b>  54 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required</i>  This course is for the study, rehearsal, and public performance of orchestral repertoire from the Baroque through the contemporary periods, with an emphasis on the development of skills needed to perform within an orchestra. Different repertoire will be studied each semester. Choice of ensemble is based on each student's identified major instrument.  <i>Repeatable three times for credit</i>  <b>CSU, UC</b></p>
<p><b>MUSI 170</b> <b>0.5-3 UNITS</b>  <b>Musical Theater Performance</b>  18-108 hours integrated lab; 18-108 hours total  <i>Limitation on Enrollment: Audition required</i>  Musical Theater Performance is designed for the performance of musicals, to be presented before the campus and community with full production and dance support. The course is appropriate for all music and musical theater majors.  <b>CSU, UC</b></p>	<p><b>MUSI 177</b> <b>1 UNIT</b>  <b>Rehearsal &amp; Performance Winds</b>  36 hours integrated lab; 36 hours total  <i>Limitation on Enrollment: Audition required</i>  A rehearsal, lecture and performance course for winds or flexibly composed ensembles.  <b>CSU, UC</b></p>
<p><b>MUSI 172</b> <b>0.5-3 UNITS</b>  <b>Musical Revue Performance</b>  18-108 hours integrated lab; 18-108 hours total  <i>Limitation on Enrollment: Audition required</i>  Musical Revue Performance is designed for the production of musical revues to be presented before the campus and community with full production and dance support.  <b>CSU, UC</b></p>	<p><b>MUSI 179</b> <b>1 UNIT</b>  <b>Repertory Wind Ensemble</b>  54 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required</i>  This course is for the study, rehearsal, and public performance of repertoire appropriate for a wind ensemble. The North Bay Wind Ensemble performs great works of wind ensemble and concert band repertoire with an emphasis on the development of wind instrumental skills needed to perform within a wind ensemble. Different repertoire will be studied each semester. Choice of ensemble is based on each student's identified major instrument.  <i>Repeatable for credit three times</i>  <b>CSU, UC</b></p>
<p><b>MUSI 173</b> <b>0.5-3 UNITS</b>  <b>Musical Theater Performance: Young Audiences</b>  18-108 hours integrated lab; 18-108 hours total  <i>Limitation on Enrollment: Audition required</i>  Musical Theater Performance: Young Audiences is designed for the rehearsal and performance of musicals for young audiences to be presented before the campus and community with full production support.  <b>CSU</b></p>	<p><b>MUSI 181</b> <b>1 UNIT</b>  <b>Jazz Ensemble</b>  54 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required</i>  This course is focused on the study, rehearsal, and public performance of the jazz ensemble repertoire, with an emphasis on the development of skills needed to perform within a jazz ensemble. Different repertoire will be studied each semester. Choice of ensemble is based on each student's identified major instrument. Assessment of proficiency on traditional jazz instrument: saxophone, trumpet, trombone, piano, bass, guitar, drums is required.  <i>Repeatable for credit three times</i>  <b>CSU, UC</b></p>

<p><b>MUSI 183</b> <b>0.5-3 UNITS</b>  <b>Musical Theater Performance: Contemporary</b>            18-108 hours integrated lab; 18-108 hours total  <i>Limitation on Enrollment: Audition required</i>            The objective of this course is to focus on musical theater productions from the contemporary genre (1950-present day.)  <b>CSU</b></p>	<p><b>MUSI 222</b> <b>3 UNITS</b>  <b>Music Theory IV</b>            54 hours lecture; 54 hours total  <i>Prerequisite: MUSI 221 with a minimum grade of C</i>            This course incorporates the concepts from Music Theory III. In addition, through writing and analysis, the course will include: Post-Romantic techniques such as borrowed chords/modal mixture; chromatic mediants; Neapolitan and augmented-sixth chords; ninths, elevenths and thirteenth chords; altered chords and dominants; and 20th century techniques such as Impressionistic harmony, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm.  <b>CSU, UC</b></p>
<p><b>MUSI 185</b> <b>1 UNIT</b>  <b>Stage Band</b>            36 hours integrated lab; 36 hours total  <i>Limitation on Enrollment: Audition required</i>            Rehearsal and performance of stage band works of the past 50 years. Proficiency on a traditional stage band instrument required for participation. Intermediate/advanced performance skills needed. Public performance required.  <b>CSU, UC</b></p>	<p><b>MUSI 223</b> <b>2 UNITS</b>  <b>Musical Theater Voice III</b>            36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 143</i>            This course applies the vocal skills from Music Theater Voice II, expanding the repertoire to include the contemporary era and duets. The focus is on the continued development of resonance, projection and intelligible articulation of the text. Class is presented in a lecture/seminar environment.  <b>CSU</b></p>
<p><b>MUSI 196</b> <b>3 UNITS</b>  <b>Music &amp; Movement in Early Childhood</b>  <i>Cross-listed with CFS-196</i>            54 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. Cross-listed with CFS-196.  <b>CSU</b></p>	<p><b>MUSI 230</b> <b>2 UNITS</b>  <b>Intermediate Voice</b>            36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 132</i>            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.  <b>CSU, UC</b></p>
<p><b>MUSI 199</b> <b>1-3 UNITS</b>  <b>Independent Study in Music</b>            54-162 hours lab; 54-162 hours total            Designed 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).  <b>CSU</b></p>	<p><b>MUSI 232</b> <b>2 UNITS</b>  <b>Advanced Voice</b>            36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 230</i>            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.  <b>CSU, UC</b></p>
<p><b>MUSI 221</b> <b>3 UNITS</b>  <b>Music Theory III</b>            54 hours lecture; 54 hours total  <i>Prerequisite: MUSI 122 with a minimum grade of C</i>            The course incorporates the concepts from Music Theory II. In addition, through writing and analysis, the course will include: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords.  <b>CSU, UC</b></p>	

<p><b>MUSI 235</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Class Piano III</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 138</i></p> <p>This course develops keyboard musicianship through the study of major and minor scales, arpeggios, diatonic chord progressions, harmonization of melodies, transposition and intermediate-level piano repertoire. Designed for music majors requiring piano proficiency while also providing non-majors an opportunity to study piano.</p> <p><b>CSU, UC</b></p>	<p><b>MUSI 260</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Vocal Performance Seminar</b>  18 hours lecture, 36 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required</i></p> <p>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.</p> <p><b>CSU, UC</b></p>
<p><b>MUSI 238</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Class Piano IV</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 235</i></p> <p>This course continues the systematic development of keyboard musicianship through the study of all diatonic scales, arpeggios, harmony and intermediate-level to advanced repertoire. Designed for music majors requiring piano proficiency while also providing non-majors an opportunity to study piano.</p> <p><b>CSU, UC</b></p>	<p><b>MUSI 266</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Women's Ensemble</b>  18 hours lecture, 36 hours lab; 54 hours total  <i>Recommended Preparation: MUSI 166</i>  <i>Limitation on Enrollment: Audition required</i></p> <p>A small vocal women's ensemble that rehearses and performs musical works from the serious choral literature dating from medieval through contemporary periods, including contemporary popular arrangements, focusing on "a cappella" performance. Concerts are performed regularly throughout the area as well as on occasional outside trips.</p> <p><b>CSU, UC</b></p>
<p><b>MUSI 240</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Intermediate Guitar</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 142</i></p> <p>Solo performance with particular emphasis on melodic techniques is stressed. Student performs advanced repertoire and learns advanced fingerings and fingerboard positions.</p> <p><b>CSU, UC</b></p>	<p><b>MUSI 280</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Instrumental Performance Seminar</b>  18 hours lecture, 36 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required</i></p> <p>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.</p> <p><b>CSU, UC</b></p>
<p><b>MUSI 242</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Guitar IV</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 240</i></p> <p>The course expands on the concepts and skills learned in Guitar III. Students continue to perform repertoire of increased difficulty including counterpoint. Ensemble playing is stressed throughout, with an emphasis on melodic techniques, including dynamics, articulation and phrasing.</p> <p><b>CSU</b></p>	<p><b>MUSI 298</b> <span style="float: right;"><b>0.5-3 UNITS</b></span>  <b>Selected Topics in Music</b>  27-162 hours lab; 27-162 hours total  <i>Prerequisite: Varies with topic selected</i></p> <p>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.</p> <p><b>CSU</b></p>
<p><b>MUSI 243</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Musical Theater Voice IV</b>  36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 223</i></p> <p>Musical Theater Voice IV applies the combined skills from Musical Theater Voice I-III. The course focuses on strengthening vocal technique, resonance, intelligibility of text, and intense character development and communication using solo, duet, and ensemble repertoire from Musical Theater productions. The class is presented in a lecture/seminar environment.</p> <p><b>CSU</b></p>	<p><b>MUSI 398</b> <span style="float: right;"><b>1-3 UNITS</b></span>  <b>Selected Topics in Music</b>  18-54 hours lecture; 18-54 hours total  <i>Prerequisite: Varies with topic selected</i></p> <p>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/laboratory class.</p>

## NURSING

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## Degrees

### Associate of Science in Nursing

The Associate Degree in Nursing (ADN) program is 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: (see [www.napavalley.edu/adn](http://www.napavalley.edu/adn) for more details)

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. Since 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(s). Applicants will need to take and pass the ATI TEAS V test with a 62% or better prior to submitting their application.

### Program Level Outcomes

- Outcome 1: Use the nursing process in various settings to assist individuals and groups to promote, maintain, and restore health.
- Outcome 2: Integrate ethical and legal guidelines from the Nurse Practice Act, ANA Code of Ethics and Nurse Practice Standards.
- Outcome 3: Collaborate with individuals, families, groups, and the health care team using therapeutic communication.
- Outcome 4: Evaluate theory and evidence-based knowledge for decision making to guide nursing practice.
- Outcome 5: Integrate leadership and management principles in the nursing care of individuals or groups with alterations in health.
- Outcome 6: Demonstrate consistent commitment to professional growth and self development.

Prerequisites	Units
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5
ENGL 120 Reading & Composition 1	4



First Semester	Units
NURS 141 Introduction to Nursing	7
NURS 142 Nursing in Health Alterations I	4-11
PSYC 125 Human Development	3
Second Semester	Units
NURS 143 Nursing in Health Alterations II	5.5 -8
NURS 144 Mental Health Nursing in the Community	5.5
Third Semester	Units
NURS 246 Nursing in Health Alterations III	6.5 -8
NURS 247 Maternal-Newborn Nursing	4
NURS 248 Nursing in Community-Based Settings	1
Social Science General Ed (except PSYC 125) from approved A.S. Degree list	3
SPCOM 124 Career Communication	3
Fourth Semester	Units
NURS 249 Nursing in Health Alterations IV	7
NURS 250 Nursing Preceptorship	3
HUMA/Multicultural/Gender Studies General Ed **	
<b>Total Units</b>	<b>74.5-85.5</b>

**Notes:** 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 Math and 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). Students must demonstrate proficiency in Math either by test and 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.

\*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.

### Associate of Science 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 col-

lege 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 of Science Degree. The extended format program is the only format currently being offered at this time, and is designed for students who are Certified Nurse's 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. Admission Requirements All coursework must be completed with a "C" or better within 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 29 or higher on the Elementary Algebra Test 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.)

### Program Level Outcomes

- Outcome 1: Qualify for and pass the state Vocational Nursing licensing exam.
- Outcome 2: Use the nursing process in various settings to assist individuals and groups to promote, maintain, and restore health.
- Outcome 3: Integrate ethical and legal guidelines from the Vocational Nurse Practice Act, ANA Code of Ethics and Vocational Nurse Practice Standards.
- Outcome 4: Collaborate with individuals, families, groups, and the health care team using

- therapeutic communication.
- Outcome 5: Utilize theory and evidence-based knowledge for decision making to guide nursing practice.
- Outcome 6: Integrate leadership and management principles in the nursing care of individuals or groups with alterations in health.
- Outcome 7: Demonstrate consistent commitment to professional growth and self development.

Prerequisites	Units
HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3

First Semester	Units
NURS 131 Vocational Nursing 1	13
HEOC 172 Basic Nutrition	2

Second Semester	Units
NURS 132 Vocational Nursing 2	14
PSYC 125 Human Development	3

Third Semester	Units
NURS 233 Vocational Nursing 3	13

Fourth Semester	Units
Natural Science	3
Humanities (Choose from #2 below) *	3
English Composition	3
Mathematics	3
Communication & Analytical Thinking	3

<b>Total Units</b>	<b>60</b>
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#### Options

- Certificate Programs (51 unit): NURS 131, 132, 233; HEOC 100, 101, 172, and PSYC 125 (meets eligibility for State Board Examination).
- A.S. Degree: All courses listed above - All four semesters (66 units - GPA 2.0) for required courses, see AA/ AS Program planning sheet for AS Degree or see a counselor.
- Transfer to a four-year college: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

\*ANTH 151, DRAM 115, ENGL 217, HUMA 174, 186 meets both the Multicultural/Gender studies

#### Associate of Science in Nursing -Advanced Placement Program for Licensed Vocational Nurses (LVNs) and Licensed Paramedics

The Advanced Placement Program for LVNs and Paramedics is a program approved by the California Board of Registered Nursing (BRN). This option is available only when grant funding is available. LVNs and Paramedics with a current valid California LVN license, after completing the advanced placement program, enter the ADN program in the second semester. Entry into the ADN 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. This option is available when grant funding is available. Admission Requirements are the same as they are for generic ADN program 1. Current, valid California LVN license or Paramedic license. 2. 4,000 hours of work experience as a LVN or Paramedic.

Prerequisites	Units
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5
ENGL 120 Reading & Composition 1	4
PSYC 125 Human Development	3

Bridge/Transition Course	Units
NURS 245 Nursing Transition (Required for LVNs and Paramedics)	6

Third Semester	Units
NURS 144 Mental Health Nursing in the Community	5.5
NURS 246 Nursing in Health Alterations III	6.5
Social Science General Ed*	3
(except PSYC 125) from approved A.S. Degree list	
SPCOM 124 Career Communication	3

Summer Semester	Units
NURS 247 Maternal-Newborn Nursing	4

#### Paramedics Only

NURS 248 Nursing in Community-Based Settings	1
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Fourth Semester	Units
NURS 249 Nursing in Health Alterations IV (12 weeks)	7
NURS 250 Nursing Preceptorship	3
Humanities General Ed*	3

<b>Total Units</b>	<b>42</b>
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#### Associate of Science in Nursing-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 prerequisite courses for the 30-unit option.) Work experience, etc., are the same requirements as other advanced placement students.

Prerequisites	Units
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5

Course Work Units	Units
NURS 245 Nursing Transition	6

NURS 144 Mental Health Nursing in the Community	5.5
NURS 246 Nursing in Health Alterations III	6.5 - 8
NURS 249 Nursing in Health Alterations IV	7

**Total Units** **35-36.5**

## Certificate

### Vocational Nursing Certificate of Achievement

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. The extended format program is the only format currently being offered at this time, and is designed for students who are Certified Nurse's 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.

**Admission Requirements:** (see [www.napavalley.edu/adn](http://www.napavalley.edu/adn) for more details)

- Attend one of the required mandatory information meetings (Applications are only available at information meetings).
- Submission of the program application once prerequisites are met.
- 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).
- 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.
- Since 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(s). Applicants will need to take and pass the ATI TEAS V test with a 62% or better prior to submitting their application.

#### Program Level Outcomes

- Outcome 1: Qualify for and pass the state Vocational Nursing licensing exam.
- Outcome 2: Use the nursing process in various settings to assist individuals and groups to promote, maintain, and restore health.
- Outcome 3: Integrate ethical and legal guidelines from the Vocational Nurse Practice Act, ANA

Code of Ethics and Vocational Nurse Practice Standards.

- Outcome 4: Collaborate with individuals, families, groups, and the health care team using therapeutic communication.
- Outcome 5: Utilize theory and evidence-based knowledge for decision making to guide nursing practice.
- Outcome 6: Integrate leadership and management principles in the nursing care of individuals or groups with alterations in health.
- Outcome 7: Demonstrate consistent commitment to professional growth and self development.

#### Prerequisites

HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3

#### First Semester

NURS 131 Vocational Nursing 1	13
HEOC 172 Basic Nutrition	2

#### Second Semester

NURS 132 Vocational Nursing 2	14
PSYC 125 Human Development	3

#### Third Semester

NURS 233 Vocational Nursing 3	13
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**Total Units** **45**

## Course Descriptions

### NURS 131 13 UNITS

#### Vocational Nursing 1

126 hours lecture, 324 hours lab; 450 hours total

*Prerequisite:* HEOC 100 with a minimum grade of C, HEOC 101 with a minimum grade of C, current Certified Nursing Assistant (C.N.A.) certificate from California Board of Registered Nursing

*Co-requisite:* HEOC 172 with a minimum grade of C, PSYC 125 with a minimum grade of C

*Limitation on Enrollment:* High School graduate or equivalent, CTEP-English Assessment Testing, MDTP Assessment Testing, Orientation Meeting

This is 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.

#### CSU

<p><b>NURS 132</b> <b>14 UNITS</b>  <b>Vocational Nursing 2</b>            144 hours lecture, 324 hours lab; 468 hours total  <i>Prerequisite: NURS 131, HEOC 172</i>  <i>Co-requisite: PSYC 125</i>            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.  <b>CSU</b></p>	<p><b>NURS 144</b> <b>5.5 UNITS</b>  <b>Mental Health Nursing in the Community</b>            54 hours lecture, 135 hours lab; 189 hours total  <i>Prerequisite: NURS 142 with a minimum grade of C, PSYC 125 with a minimum grade of C; 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); or successful completion of Advanced Placement Bridge course</i>  <i>Co-requisite: NURS 143 except for advanced placement students and foreign trained nurses with BRN approval</i>            This course provides an opportunity for students to apply the nursing process and health promotion concepts for client-centered groups and communities, and care for clients with actual and potential alterations in mental illness.  <b>CSU</b></p>
<p><b>NURS 141</b> <b>7 UNITS</b>  <b>Introduction to Nursing</b>            72 hours lecture, 168 hours lab; 240 hours total  <i>Prerequisite: BIOL 218, BIOL 219, BIOL 220, ENGL 120</i>  <i>Co-requisite: PSYC 125</i>            This course introduces Associate Degree Nursing students to the use of the nursing process, the legal and ethical standards, and the basic principles of effective and therapeutic communication.  <b>CSU</b></p>	<p><b>NURS 233</b> <b>13 UNITS</b>  <b>Vocational Nursing 3</b>            126 hours lecture, 324 hours lab; 450 hours total  <i>Prerequisite: NURS 132 with a minimum grade of C</i>            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.  <b>CSU</b></p>
<p><b>NURS 142</b> <b>4 UNITS</b>  <b>Nursing in Health Alterations I</b>            48 hours lecture, 72 hours lab; 120 hours total  <i>Prerequisite: This sequence is required by the California Board of Registered Nursing; NURS 141 with a minimum grade of C</i>            Introduces theory and practice to provide care to adults and children with selected stable alterations in health.  <b>CSU</b></p>	<p><b>NURS 245</b> <b>6 UNITS</b>  <b>Nursing Transition</b>            18-24 hours lecture, 54-72 hours lab; 72-96 hours total  <i>Prerequisite: BIOL 218, BIOL 219, BIOL 220, ENGL 120, NURS 144, PSYC 125, Current Valid California LVN License or Paramedic Certificate &amp; 4000 work hours</i>            Focus is on the application of the nursing process in caring for individuals with common alterations in health. The nurse functions in the roles of provider and manager of care in restoring and maintaining health.  <b>CSU</b></p>
<p><b>NURS 143</b> <b>5.5 UNITS</b>  <b>Nursing in Health Alterations II</b>            54 hours lecture, 135 hours lab; 189 hours total  <i>Prerequisite: NURS 142 with a minimum grade of C, PSYC 125 with a minimum grade of C; 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)</i>            Focus is on the application of the nursing process in caring for clients with common pathophysiologic alterations in health.  <b>CSU</b></p>	<p><b>NURS 246</b> <b>6.5 UNITS</b>  <b>Nursing in Health Alterations III</b>            72 hours lecture, 135 hours lab; 207 hours total  <i>Prerequisite: NURS 141 with a minimum grade of C, NURS 142 with a minimum grade of C, NURS 143 with a minimum grade of C, NURS 144 with a minimum grade of C, NURS 245 with a minimum grade of C</i>  <i>Co-requisite: SPCOM 124 or Social Science elective (except PSYC 125) from approved A.S. Degree list</i>            Focus is on the application of the nursing process in care for clients with complex alterations in health.  <b>CSU</b></p>

**NURS 247** **4 UNITS****Maternal-Newborn Nursing**

54 hours lecture, 108 hours lab; 162 hours total

*Prerequisite: NURS 143, NURS 144**Co-requisite: NURS 248*

Focus is on the use of the nursing process in caring for mother, newborn and the child-bearing family. Emphasis is placed on family-centered nursing care and client teaching.

**CSU****NURS 248** **1 UNIT****Nursing in Community-Based Settings**

9.2 hours lecture, 24 hours lab; 33.2 hours total

*Prerequisite: NURS 143, NURS 144, NURS 298**Co-requisite: NURS 247*

Focus is on the application of the nursing process in community-based settings.

**CSU****NURS 249** **7 UNITS****Nursing in Health Alterations IV**

72 hours lecture, 162 hours lab; 234 hours total

*Prerequisite: NURS 246, NURS 247, NURS 248, SPCOM 124, Social and Behavioral Science Elective (except PSYC 125-Human Development)**Co-requisite: Humanities Elective*

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.

**CSU****NURS 250** **3 UNITS****Nursing Preceptorship**

18 hours lecture, 108 hours lab; 126 hours total

*Prerequisite: NURS 249 with a minimum grade of C*

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.

**CSU****NURS 273** **2 UNITS****Basic Dysrhythmia & Lead Interpretation**

36 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.

**CSU****PHILOSOPHY****Division Offices****Arts and Humanities**

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**Degree****Associate of Arts in Humanities and Philosophy***See Humanities - Associate of Arts in Humanities and Philosophy***Course Descriptions****PHIL 120** **3 UNITS****Introduction to Philosophy 1**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 120 or above*

Introduces students to the ideas of major Western philosophers from pre-Socratic times to the end of the 16th Century and develops the students' critical-thinking and problem-solving skills.

**CSU, UC****PHIL 121** **3 UNITS****Introduction to Philosophy 2**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 120 or above*

Introduces students to the ideas of major Western philosophers from the early 17th Century to the present and develops students' critical thinking and problem-solving skills.

**CSU, UC****PHIL 125** **3 UNITS****Introduction to Ethics**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 120 or above*

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**

<p><b>PHIL 126</b> <b>3 UNITS</b>  <b>Contemporary American Ethics</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: ENGL 120 or above</i></p> <p>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 judgments and understanding diverse positions on any moral issue.</p> <p><b>CSU, UC</b></p>	<p><b>PHIL 130</b> <b>3 UNITS</b>  <b>Introduction to Logic</b>            54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>
<p><b>PHIL 127</b> <b>3 UNITS</b>  <b>Feminist Philosophy</b>            54 hours lecture; 54 hours total</p> <p>This course introduces students to the major themes in feminist philosophy examined through the lens of the historical development of the tradition and studied from the metaphysical, epistemological, ethical and philosophy-of-the-self areas of philosophical discourse. This course develops the students' critical-thinking and problem-solving skills.</p> <p><b>CSU, UC</b></p>	<p><b>PHIL 131</b> <b>3 UNITS</b>  <b>Introduction to Logic and Critical Thinking</b>            54 hours lecture; 54 hours total</p> <p>This course will introduce the major logical tools necessary for thinking critically about topics that require ordinary language as opposed to symbolic logic. Critical thinking will be applied to everyday topics found in politics, religion, ethics, family, relationships, and other crucial contemporary topics germane to our lives as individuals and as members of a community.</p> <p><b>CSU, UC</b></p>
<p><b>PHIL 128</b> <b>3 UNITS</b>  <b>Social and Political Philosophy</b>            54 hours lecture; 54 hours total</p> <p>This course investigates issues central to the question, "How can we best live together?" It addresses the philosophical underpinnings of the theories of justice, freedom, natural law, personal and civic responsibilities, social and political affiliation, cultural diversity vis-a-vis the aforementioned and the constitution of the good society. Students will also develop critical thinking and problem-solving skills.</p> <p><b>CSU, UC</b></p>	<p><b>PHIL 133</b> <b>3 UNITS</b>  <b>World Philosophy</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: ENGL 120 or above</i></p> <p>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 are presented on each issue. The course develops the students' critical-thinking and problem-solving skills.</p> <p><b>CSU, UC</b></p>
<p><b>PHIL 129</b> <b>3 UNITS</b>  <b>Introduction to Epistemology and Metaphysics</b>            54 hours lecture; 54 hours total</p> <p>Epistemology and metaphysics are central to the study of theoretical philosophy. Epistemology deals with how we can distinguish the differences between knowledge and mere opinion or belief. The epistemologist asks, "How do we know that we truly know something? How can we acquire genuine knowledge?" Metaphysics deals with the ultimate nature of reality. The metaphysician endeavors to acquire knowledge (as opposed to mere opinion or belief) of all things natural, human and divine. Metaphysicians ask, "Are we free or are all of our actions determined by past causes? Is there a God, and if so, what must God be like? What is the nature of evil?" This course will emphasize the established historical classical works that provide a foundation for understanding contemporary works in epistemology and metaphysics.</p> <p><b>CSU, UC</b></p>	<p><b>PHIL 134</b> <b>3 UNITS</b>  <b>Philosophy of Religion</b>            54 hours lecture; 54 hours total  <i>Recommended Preparation: ENGL 120 or above</i></p> <p>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. The course develops the students' critical-thinking and problem-solving skills.</p> <p><b>CSU, UC</b></p>
	<p><b>PHIL 137</b> <b>3 UNITS</b>  <b>Comparative Religions</b>            54 hours lecture; 54 hours total</p> <p>Comparative Religions offers a philosophical survey of the world's major religions, thereby providing a trenchant knowledge of avenues to spiritual growth, multicultural values and critical thinking skills.</p> <p><b>CSU, UC</b></p> <p><b>PHIL 199</b> <b>1-3 UNITS</b>  <b>Independent Study in Philosophy</b>            18-54 hours lab; 18-54 hours total</p> <p>Independent study for students interested in specialized reading, research or special projects in Philosophy.</p> <p><b>CSU</b></p>

**PHIL 298****1-3 UNITS****Selected Topics in Philosophy**

18-54 hours lecture; 18-54 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****Division Offices****Arts and Humanities**

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**Degree****Associate of Science in Photography**

This degree provides a comprehensive foundation in Photography that is appropriate for students interested in working in the Photography field. This program offers two options: traditional and digital.

**Program Level Outcomes**

- Outcome 1: Critically evaluate and understand the aesthetic, cultural, and political development of Photography in historical and contemporary cultures.
- Outcome 2: Create finished images for professional/fine art applications based on principles of effective design and communication.
- Outcome 3: Express ideas in visual terms.
- Outcome 4: Present finished design products for peer, professional or academic review.
- Outcome 5: Evaluate and critique photographic work and receive criticism from others.
- Outcome 6: Work collaboratively and communicate effectively with others on photographic projects.

**Traditional Option Core Courses: 18 units**

	<b>Units</b>
PHOT 121 Basic Darkroom Photography	3
PHOT 122 Intermediate Photography	3
PHOT 180 History of Photography	3
PHOT 280 Professional Portfolio	3
PHOT 123 Advanced Darkroom Photography	3
PHOT 181 Contemporary Issues in Photo	3

**Digital Option Core Classes: 18 units**

	<b>Units</b>
PHOT 150 Beginning Digital Photography	3
PHOT 151 Intermediate Digital Photography	3
PHOT 180 History of Photograph	3
PHOT 280 Professional Portfolio	3
PHOT 152 Advanced Digital Photography	3
PHOT 181 Contemporary Issues in Photo	3
<b>Electives: Select 9 units from the following</b>	<b>Units</b>
PHOT 123 Advanced Darkroom Photography	3
PHOT 152 Advanced Digital Photography	3
PHOT 153A Apple Aperture	1.5
PHOT 153B Adobe Lightroom	1.5
PHOT 155 The Digital Fine Print	1
PHOT 181 Contemporary Issues in Photo	3
PHOT 199 Independent Study in Photography	1 - 3
PHOT 250 Portrait Photography	3 - 4
PHOT 260 Product & Advertising Photography	4
PHOT 298 Selected Topics in Photography	1 - 3

**General Education Requirements (36-39 units minimum)****Suggested Sequence**

<b>Fall</b>	<b>Units</b>
GE requirements 1	2
PHOT 121 Basic Darkroom Photography or PHOT 150 Beginning Digital Photography	3

<b>Spring</b>	<b>Units</b>
PHOT electives	6
GE requirements	6
PHOT 121 Basic Darkroom Photography or PHOT 151 Intermediate Digital Photography	3

<b>Fall</b>	<b>Units</b>
PHOT 152 Advanced Digital Photography or PHOT 123 Advanced Darkroom Photography	3
PHOT electives	3
GE requirements	9

<b>Spring</b>	<b>Units</b>
PHOT 280 Professional Portfolio	3
GE requirements	9

**Total Units 63-66****Certificates****Photography Certificate of Achievement**

This certificate option provides a comprehensive foundation in the studio arts with two distinct areas of emphasis. This certificate is designed for students interested in participating in the local cultural community as studio artists, studio assistants, or in other arts-related positions through community and private arts organizations.

**Program Level Outcomes**

Outcome 1:	Critically evaluate and understand the aesthetic, cultural, and political development of Photography in historical and contemporary cultures.
Outcome 2:	Create finished images for professional/fine art applications based on principles of effective design and communication.
Outcome 3:	Express Ideas in visual terms
Outcome 4:	Present finished design products for peer, professional or academic review. Evaluate and critique graphic design work and receive criticism from others.
Outcome 5:	Work collaboratively and communicate effectively with others on photographic projects.

Courses	Units
PHOT 120 Introduction to Photography	3
PHOT 150 Beginning Digital Photography	3
PHOT 151 Intermediate Digital Photography	3
PHOT 152 Advanced Digital Photography	3
PHOT 153A Apple Aperture	1.5
PHOT 153B Adobe Lightroom	1.5
PHOT 180 History of Photography	3
PHOT 280 Professional Portfolio	3
<b>Total Units</b>	<b>21</b>

### Professional Photography Certificate of Completion

This certificate program provides a foundation in the basics of photography including digital imaging, printing, lighting, business practices, and visual literacy. Emphasis is placed on the photography techniques appropriate for those entering the industry today.

#### Program Level Outcomes

Outcome 1:	Create finished images for professional applications based on principles of effective design and communication.
Outcome 2:	Express ideas in visual terms
Outcome 3:	Present finished design products for peer and professional review.
Outcome 4:	Evaluate and critique graphic design work and receive criticism from others.
Outcome 5:	Demonstrate understanding of basic business principles and relevant industry practices
Outcome 6:	Communicate effectively in written and oral formats.

Core Classes	Units
PHOT 150 Beginning Digital Photography	3
PHOT 151 Intermediate Digital Photography	3
PHOT 153A Apple Aperture	1.5
PHOT 153B Adobe Lightroom	1.5
PHOT 270 Professional Practices	3
PHOT 280 Professional Portfolio	3

Select a minimum of three units:	Units
PHOT 152 Advanced Digital Photography or PHOT 250 Portrait Photography or PHOT 260 Product & Advertising Photography	3 3 4

**Total Units** 18

### Digital Asset Management Certificate

Digital Asset Management (DAM) is a term that refers to everything one does with image files from the point of creation onward. This includes transferring, renaming, attaching metadata, rating, adjusting, proofing, backing up, archiving and more. Understanding the principles of sound DAM practices will help you design a workflow that is both secure and efficient. The Digital Asset Management Certificate consists of course work in the two industry standard software programs, Apple Aperture and Adobe Lightroom. Upon completion students will be well prepared to take the optional Apple Certified Pro and/or Adobe Certified Expert exams.

Required Courses	Units
PHOT 153A Apple Aperture	1.5
PHOT 153B Adobe Lightroom	1.5
<b>Total Units</b>	<b>3</b>

### Course Descriptions

**PHOT 120** 3 UNITS

#### Introduction to Photography

54 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. Not intended for photography majors.

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**PHOT 121** 3 UNITS

#### Basic Darkroom Photography

108 hours integrated lab; 108 hours total

This beginning course in laboratory photography is designed to teach camera skills and basic skills in black & white printing. This course provides guidance in film processing, use of laboratory equipment and chemicals, traditional darkroom printing and presentation techniques.

**CSU, UC**

**PHOT 122** 3 UNITS

#### Intermediate Photography

108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 121*

Lectures, demonstrations and hands-on experimentation providing technical skills necessary for refining camera operations, exposure, film development, printing and presentation. Class emphasis will be on developing image content via a small body of work. A brief survey of the history of photography will be integrated with discussions and illustrations of contemporary practice and criticism.

**CSU**



<p><b>PHOT 123</b> <b>3 UNITS</b>  <b>Advanced Darkroom Photography</b>  108 hours integrated lab; 108 hours total  <i>Recommended Preparation: PHOT 122</i></p> <p>This course is an exploration of special processing and fine printing techniques. Topics include techniques associated with the Zone System and Alternative Processes. Appreciation of contributions by photographers of diverse backgrounds.</p> <p><b>CSU</b></p>	<p><b>PHOT 153B</b> <b>1.5 UNITS</b>  <b>Adobe Lightroom</b>  27 hours lecture; 27 hours total</p> <p>This course provides the basics of Adobe Lightroom. Topics include techniques to manage, adjust, and present large volumes of digital photographs. Prepares student for optional Adobe Certified Expert exam for industry certification.</p> <p><b>CSU</b></p>
<p><b>PHOT 150</b> <b>3 UNITS</b>  <b>Beginning Digital Photography</b>  108 hours integrated lab; 108 hours total</p> <p>Introduction to digital photography and digital imaging processes. Acquire tools for expressive communication, using Apple Aperture and Adobe Photoshop for scanning, manipulating, printing, and web publishing. Develop skills in a variety of outputs for both fine art and commercial applications. Explore the "digital darkroom," using both traditional photographic materials and digital input. Survey photography's role in society and culture, including the evolution of various photographic genre and the contributions to the development of digital photography by people of diverse ethnic and cultural backgrounds.</p> <p><b>CSU</b></p>	<p><b>PHOT 155</b> <b>1 UNIT</b>  <b>The Digital Fine Print</b>  36 hours integrated lab; 36 hours total  <i>Recommended Preparation: PHOT 150</i></p> <p>This course is an exploration of the process of consistently producing excellent digital prints. Students will explore the factors to produce high-quality, digital, archival, exhibition quality fine art prints.</p> <p><b>CSU</b></p>
<p><b>PHOT 151</b> <b>3 UNITS</b>  <b>Intermediate Digital Photography</b>  108 hours integrated lab; 108 hours total  <i>Recommended Preparation: PHOT 150</i></p> <p>A further exploration of digital photography and digital imaging processes, involving a deeper understanding of the technical and aesthetic issues of digitally created images. This course emphasizes personal creative expression in relation to artistic practice. Additional study of photography's role in society and culture, including the evolution of various photographic genre and the contributions to the development of digital photography by people of diverse ethnic and cultural backgrounds. Formal critique of images. Exploration of collaborative strategies involving Quicktime VR and alternative presentation of images.</p> <p><b>CSU</b></p>	<p><b>PHOT 180</b> <b>3 UNITS</b>  <b>History of Photography</b>  <i>Cross-listed with ARTH 180</i>  54 hours lecture; 54 hours total</p> <p>This course traces the history of still photography from the earliest investigations of the camera obscura to 21st Century electronic imaging. Emphasis will be on photography as social force and artistic practice. Required for photography majors. Cross-listed with ARTH-180.</p> <p><b>CSU, UC</b></p>
<p><b>PHOT 152</b> <b>3 UNITS</b>  <b>Advanced Digital Photography</b>  108 hours integrated lab; 108 hours total  <i>Recommended Preparation: PHOT 151</i></p> <p>PHOT 152 continues to refine and extend the skills of photographic seeing by exploring the role of the computer in personal studio practice as well as in contemporary culture.</p> <p><b>CSU</b></p>	<p><b>PHOT 181</b> <b>3 UNITS</b>  <b>Contemporary Issues in Photo</b>  54 hours lecture; 54 hours total</p> <p>This course will focus on contemporary trends in post-World War II photography. The diversity of photographic practice, both digital and traditional methods, will be explored as well as photography's role in modern and postmodern society.</p> <p><b>CSU, UC</b></p>
<p><b>PHOT 153A</b> <b>1.5 UNITS</b>  <b>Apple Aperture</b>  27 hours lecture; 27 hours total</p> <p>This course explores Aperture's photo-editing, image-retouching, proofing, publishing, and archiving features and prepares students for the option Apple Pro exam for industry certification.</p> <p><b>CSU</b></p>	<p><b>PHOT 220</b> <b>3 UNITS</b>  <b>Food and Architectural Photography</b>  108 hours integrated lab; 108 hours total  <i>Recommended Preparation: PHOT 150 with a minimum grade of C</i></p> <p>This course incorporates lectures, demonstrations, and a series of assignments to impart to students the necessary skill set for various lighting, compositional, and logistical demands of Food and Architectural photography genres.</p> <p><b>CSU</b></p>

<p><b>PHOT 250</b> <b>3 UNITS</b>  <b>Portrait Photography</b>  36 hours lecture, 72 hours lab; 108 hours total  <i>Recommended Preparation: PHOT 121 or PHOT 150</i></p> <p>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.</p> <p><b>CSU</b></p>	<p><b>PHOT 310</b> <b>0.5-2 UNITS</b>  <b>Photography Production Laboratory</b>  27-108 hours lab; 27-108 hours total</p> <p>Photography laboratory intended to augment concurrent enrollment in other darkroom, digital, and/or studio courses.</p>
<p><b>PHOT 260</b> <b>4 UNITS</b>  <b>Product &amp; Advertising Photography</b>  36 hours lecture, 72 hours lab; 108 hours total  <i>Recommended Preparation: PHOT 121 or PHOT 150</i></p> <p>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 35 mm camera. Training on professional studio cameras.</p> <p><b>CSU</b></p>	
<p><b>PHOT 270</b> <b>1-3 UNITS</b>  <b>Professional Practices</b>  18-54 hours lecture, 0-162 hours lab; 18-162 hours total</p> <p>This is a variable topic, variable units course that focuses on the professional aspects of the studio arts, digital art and design, and photography. Topics will vary for each course section and may include: resume development, artist's statements, portfolio development for both academic and professional review, exhibition preparation, marketing, advertising, and resources for finding exhibition opportunities.</p> <p><b>CSU</b></p>	
<p><b>PHOT 280</b> <b>3 UNITS</b>  <b>Professional Portfolio</b>  108 hours integrated lab; 108 hours total  <i>Prerequisite: PHOT 122 or PHOT 151 or presentation of portfolio</i></p> <p>This course will cover topics such as critical thinking in art, writing an artist statement, career options, preparing a resume and traditional and digital portfolio preparation both for transfer and exhibitions. Students will study how to promote themselves as artists through the study of various resources and strategies used by successful artists. This course is designed to help prepare students majoring in Studio Art to successfully transfer and earn a B.F.A. or B.A. in Art.</p> <p><b>CSU</b></p>	
<p><b>PHOT 298</b> <b>1-3 UNITS</b>  <b>Selected Topics in Photography</b>  36-108 hours integrated lab; 36-108 hours total</p> <p>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.</p> <p><b>CSU</b></p>	

## PHYSICAL EDUCATION & ATHLETICS

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## Degree

### Associate Degree for Transfer in Kinesiology (Kinesiology AA-T)

Kinesiology is the study of human movement. The curriculum offered at Napa Valley College is designed to prepare the student for transfer to the four-year level college. The Associate of Arts in Kinesiology for Transfer degree prepares students for advanced study in a number of exercise and movement related fields. Graduates will be prepared for further study or careers in teaching, coaching, adapted physical education, allied health fields, health and fitness industries, sport industries, or exercise and movement science. Students are required to complete a core of courses. The Associate of Arts in Kinesiology for Transfer (AA-T) degree is part of the Transfer Model Curriculum.

The following is required for all AA-T or AS-T degrees:

- 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the catalog. All courses in the major must be completed with a grade of C or better.
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern

### Program Level Outcomes

- Outcome 1: Students will use basic principles of health and wellness to develop an informed, personal approach to mental and physical health.
- Outcome 2: Students will understand the principles of lifetime fitness and will incorporate fitness activities into a healthy and active lifestyle.
- Outcome 3: Students will demonstrate and value knowledge of psychological and sociological concepts, principles, and strategies that apply to physical activity and sport.
- Outcome 4: Students will acquire knowledge and demonstrate skills to safely engage in physical activity.
- Outcome 5: Students will understand basic principles of anatomy, physiology, and/or biomechanics and apply the knowledge to movement activity.

Outcome 6: Students will acquire the personal skills and attitudes to function as a competitor and member of an athletic team.

Required Core Courses: Kinesiology	Units
PHYE 201 Introduction to Kinesiology	3
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5

and

Required Core Courses: Movement (3 units)	Units
PHYE 100 Swimming	0.5 - 1
PHYE 112 Golf	1 - 1.5
PHYE 113 Badminton	1 - 1.5
PHYE 118 Racquetball	1 - 1.5
PHYE 123 Tennis	1 - 1.5
PHYE 125 Volleyball	1 - 1.5
PHYE 130 Yoga	1 - 1.5
PHYE 131 Cardio Kickboxing	0.5 -1.5
PHYE 146 Fitness Flexibility	0.5 -1.5
PHYE 147 Swim for Fitness	1.5
PHYE 151 Weight Training	1.5
PHYE 154 Mat Pilates	0.5 -1.5
DANS 128 Salsa and Latin Social Dance	1 - 1.5
DANS 134 Ballet	1 - 1.5
DANS 135 Street Jazz (Beginning Hip Hop)	0.5 -1.5
DANS 136 Jazz Dance	1 - 1.5
DANS 137 Tap Dance	1 - 1.5
DANS 138 Modern Dance	1 - 1.5
DANS 126 Cardio Salsa	1 - 1.5

Restricted Electives: Choose two	Units
MATH 232 Statistics	4
BIOL 105 Human Biology	4
CHEM 120 General Chemistry 1	5
PHYS 120 General Physics 1	4
HELH 100 Community First Aid & Safety	3

**Total Units** **21-23**

## Course Descriptions

### PHYE 100 **Swimming** **0.5-1 UNIT**

18-36 hours integrated lab; 18-36 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.

**CSU, UC**

### PHYE 101 **Somatics 101: Maintenance for Movers** **0.5-1 UNIT**

*Cross-listed with DANS 101*

18-36 hours integrated lab; 18-36 hours total

The Maintenance for Movers course includes various techniques for athletes, dancers and anyone interested in strengthening the mind-body connection. This course will introduce different somatic (mind-body) modalities such as Feldenkrais, BMC, Bartenief and also include myofascial release techniques, proper core and flexibility concepts, basic bio-mechanics and alignment concepts, injury prevention and pre/post performance recovery techniques. The course teaches the athlete, dancer (or any mover) the proper maintenance of the body to ensure longevity and greater movement ability. Cross-listed with DANS-101.

**CSU, UC**

### PHYE 102A **Water Exercise-Beginning** **1.5 UNITS**

54 hours integrated 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.

**CSU, UC**

### PHYE 102B **Water Exercise (Deep Water)** **1-1.5 UNITS**

36-54 hours integrated lab; 36-54 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.

**CSU, UC**

### PHYE 103 **Fitness for Life** **1.5 UNITS**

54 hours integrated lab; 54 hours total

Online introductory fitness class designed to learn the fundamentals of an overall fitness program, including setting goals, strength and fitness evaluation, body composition, target heart rate, resistance training, flexibility training, relaxation training and dietary awareness. Students will be required to develop and evaluate an individualized exercise plan.

**CSU**

### PHYE 112 **Golf** **1-1.5 UNITS**

36-54 hours integrated 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. The course may be presented specifically to students of particular skill levels.

**CSU, UC**

<p><b>PHYE 112 B</b> <b>Intermediate Golf</b> 18-54 hours integrated lab; 18-54 hours total</p> <p>Continuation of fundamentals of golf. Increased refinement in stroke techniques for shots, strategy, and course management. Designed to improve the golfer's handicap and mental attitude.</p> <p><b>CSU, UC</b></p>	<b>0.5-1.5 UNITS</b>	<p><b>PHYE 123B</b> <b>Intermediate Tennis</b> 36-54 hours integrated lab; 36-54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<b>1-1.5 UNITS</b>
<p><b>PHYE 113</b> <b>Badminton</b> 18 hours lecture, 18-27 hours integrated lab; 36-45 hours total</p> <p>The course is designed for the beginning player. Basic skills will be developed and refined. Strategy, rules, etiquette and match tactics will be reviewed. Singles, doubles, and mixed doubles matches will be played.</p> <p><b>CSU, UC</b></p>	<b>1-1.5 UNITS</b>	<p><b>PHYE 125</b> <b>Volleyball</b> 36-54 hours integrated lab; 36-54 hours total</p> <p>Fundamentals of volleyball. Beginning: Instruction on the pass, set, spike, serve and block. Emphasis on rules, etiquette and strategy for six person team play. Text required.</p> <p><b>CSU, UC</b></p>	<b>1-1.5 UNITS</b>
<p><b>PHYE 113 B</b> <b>Intermediate Badminton</b> 18 hours lecture, 18-27 hours lab; 18-45 hours total</p> <p>The course is designed for the intermediate player. Basic skills will be developed and refined. Strategy, rules, etiquette, and match tactics will be reviewed. Singles, doubles, and mixed doubles matches will be played.</p> <p><b>CSU, UC</b></p>	<b>0.5-1.5 UNITS</b>	<p><b>PHYE 125B</b> <b>Intermediate Volleyball</b> 36-54 hours integrated lab; 36-54 hours total</p> <p>Intermediate skills and strategies and the introduction of techniques and team play. Emphasis on officiating and participation in tournament competition, as well as on six person team and introduction to two person play. Text required.</p> <p><b>CSU, UC</b></p>	<b>1-1.5 UNITS</b>
<p><b>PHYE 118</b> <b>Racquetball</b> 9-18 hours lecture, 27-36 hours lab; 36-54 hours total</p> <p>Fundamentals of racquetball. Beginning: Introduction to basic shots, strategy, serves, safe procedures for play and practice, rules necessary to play the game on beginning recreational level.</p> <p><b>CSU, UC</b></p>	<b>1-1.5 UNITS</b>	<p><b>PHYE 129</b> <b>Spinning</b> 18-54 hours integrated lab; 18-54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<b>0.5-1.5 UNITS</b>
<p><b>PHYE 118 B</b> <b>Intermediate Racquetball</b> 18-54 hours integrated lab; 18-54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<b>0.5-1.5 UNITS</b>	<p><b>PHYE 129B</b> <b>Intermediate Spinning</b> 18-54 hours integrated lab; 18-54 hours total</p> <p>This course is designed to provide students with a cardiovascular and muscle conditioning workout on a spin bicycle (stationary). Each workout begins with a warm-up, then an increasing level of workload and finishes with a cool-down. Intermediate students will learn more advanced concepts of metabolism as it pertains to exercise. This course will also include a core strengthening portion that is designed to increase the student's performance on the bike. This course provides a workout suitable for experienced spin cyclists.</p> <p><b>CSU, UC</b></p>	<b>0.5-1.5 UNITS</b>
<p><b>PHYE 123</b> <b>Tennis</b> 36-54 hours integrated lab; 36-54 hours total</p> <p>Fundamentals of tennis. Beginning: Rules, scoring, etiquette, and tactics for singles. Emphasis on forehand and backhand ground strokes, serve and volley. Text required.</p> <p><b>CSU, UC</b></p>	<b>1-1.5 UNITS</b>	<p><b>PHYE 130</b> <b>Yoga</b> 36-54 hours integrated lab; 36-54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<b>1-1.5 UNITS</b>

<p><b>PHYE 130 B</b> <b>1-1.5 UNITS</b>  <b>Intermediate Yoga</b>  36-54 hours integrated lab; 36-54 hours total</p> <p>This course is an intermediate yoga class. The class will build on the beginning yoga postures and poses and will focus on developing flow, energy, and strength.</p> <p><b>CSU, UC</b></p>	<p><b>PHYE 133B</b> <b>1-1.5 UNITS</b>  <b>Intermediate Body Sculpting</b>  36-54 hours integrated lab; 36-54 hours total</p> <p>This course is designed to provide students with a healthy environment for continued development in muscle strength, endurance, and flexibility. These three techniques will be developed through various free weights, bands, tubing, benches, and mat exercises.</p> <p><b>CSU, UC</b></p>
<p><b>PHYE 131</b> <b>0.5-1.5 UNITS</b>  <b>Cardio Kickboxing</b>  18-54 hours integrated lab; 18-54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>PHYE 139</b> <b>1-1.5 UNITS</b>  <b>Kickboxing with Jeet Kun Do Concepts - Level 1</b>  36-54 hours integrated lab; 36-54 hours total</p> <p>Entry level kickboxing course incorporating June Fan Jeet Kune Do boxing concepts. Level 1 focuses on conditioning, attribute training. Most techniques and practice drills will be from the kicking and punching range. Some basic trapping techniques will be discussed. No grappling techniques will be incorporated in level. This course will require student to purchase boxing gloves. Light contact focus mitts provided.</p> <p><b>CSU</b></p>
<p><b>PHYE 131B</b> <b>0.5-1.5 UNITS</b>  <b>Intermediate Cardio Kickboxing</b>  18-54 hours integrated lab; 18-54 hours total</p> <p>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 emphasizes proper execution of movements and body alignment. Flexibility, strength training, focus mitt training and muscular endurance activities may also be incorporated. This course is a non-contact workout appropriate for students with an intermediate level of fitness.</p> <p><b>CSU, UC</b></p>	<p><b>PHYE 145</b> <b>1 UNIT</b>  <b>Fitness Testing and Evaluation</b>  36 hours lab; 36 hours total</p> <p>Assessment and interpretation of individual fitness and health levels. The assessment series measures body composition, muscular strength, cardiorespiratory endurance and flexibility. Students repeating this course will be able to track their personal fitness level.</p> <p><b>CSU</b></p>
<p><b>PHYE 132</b> <b>0.5-1.5 UNITS</b>  <b>Aerobic Dance</b>  18-54 hours integrated lab; 18-54 hours total</p> <p>This course improves cardiovascular endurance utilizing basic dance sequences presented with music. It includes proper warm-up, toning and stretching exercises.</p>	<p><b>PHYE 146</b> <b>0.5-1.5 UNITS</b>  <b>Fitness Flexibility</b>  18-54 hours integrated lab; 18-54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>
<p><b>PHYE 133</b> <b>1-1.5 UNITS</b>  <b>Body Sculpting</b>  36-54 hours integrated lab; 36-54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>PHYE 146B</b> <b>0.5-1.5 UNITS</b>  <b>Intermediate Fitness and Flexibility</b>  18-54 hours integrated lab; 18-54 hours total</p> <p>This course is designed for students to achieve greater overall flexibility, strength, and muscle tone. Focus on intense abdominal conditioning for greater stability in the lower back and for optimal posture. Stability balls, stretch bands, and light weights will be used.</p> <p><b>CSU, UC</b></p>
	<p><b>PHYE 147</b> <b>1.5 UNITS</b>  <b>Swim for Fitness</b>  54 hours integrated lab; 54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>

<p><b>PHYE 148</b> <b>Walking for Fitness</b> 54 hours integrated lab; 54 hours total</p> <p>Instruction in this course is focused on improving cardiovascular endurance through a safe and effective exercise program of walking.</p> <p><b>CSU, UC</b></p>	<p><b>1.5 UNITS</b></p> <p><b>PHYE 151 C</b> <b>Olympic Weight Training</b> 54 hours integrated lab; 54 hours total</p> <p>This course is designed to provide an understanding of basic lift mechanics and considerations for ensuring proper preparations to perform Olympic lifts.</p> <p><b>CSU</b></p>
<p><b>PHYE 148 B</b> <b>Intermediate Walking for Fitness</b> 54 hours integrated lab; 54 hours total</p> <p>This course is designed to develop skills for advanced cardiovascular training using advanced walking and race walking.</p> <p><b>CSU, UC</b></p>	<p><b>1.5 UNITS</b></p> <p><b>PHYE 152</b> <b>Strength Training and Conditioning</b> 54 hours integrated lab; 54 hours total</p> <p>This course provides the student an individualized approach to achieving muscular strength and endurance, flexibility, and understanding the motivational and mental concentration techniques needed for proper conditioning.</p> <p><b>CSU, UC</b></p>
<p><b>PHYE 149</b> <b>Physical Fitness</b> 18 hours lecture, 36 hours lab; 54 hours total</p> <p>This course focuses on fundamental concepts of physical fitness. Aerobics, strength, flexibility, posture, nutrition and relaxation are discussed and incorporated into the program. A general program will be established with students eventually working into individualized programs.</p> <p><b>CSU, UC</b></p>	<p><b>1.5 UNITS</b></p> <p><b>PHYE 152 B</b> <b>Strength Training and Conditioning</b> 18 hours lecture, 36 hours lab; 54 hours total</p> <p>Students will apply scientific principles and concepts to develop and engage in a comprehensive, intermediate level strength training and conditioning program.</p> <p><b>CSU, UC</b></p>
<p><b>PHYE 149 B</b> <b>Intermediate Physical Fitness</b> 18 hours lecture, 27 hours lab; 45 hours total</p> <p>The purpose of this course is designed to further develop the physical fitness principles of cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition for the intermediate level student.</p> <p><b>CSU, UC</b></p>	<p><b>1.5 UNITS</b></p> <p><b>PHYE 153</b> <b>Sport Specific Training and Conditioning for Student Athletes</b> 18-27 hours lecture, 36-54 hours lab; 54-81 hours total</p> <p>In order to improve, succeed, and achieve in any sport, one must perform, practice, and compete in that sport. In addition to your specific sport training, a strength and conditioning program designed to compliment your sports needs will enhance your opportunity to reach your highest potential.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>
<p><b>PHYE 151</b> <b>Weight Training</b> 18 hours lecture, 36 hours lab; 54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>1.5 UNITS</b></p> <p><b>PHYE 154</b> <b>Mat Pilates</b> 18-54 hours integrated lab; 18-54 hours total</p> <p>Course will introduce students to the basic principles and mat exercise system developed by Joseph H. Pilates. Students will use mat exercises to develop strength, flexibility, balance, coordination and proper alignment.</p> <p><b>CSU, UC</b></p>
<p><b>PHYE 151 B</b> <b>Intermediate Weight Training</b> 18 hours lecture, 27 hours lab; 45 hours total</p> <p>The purpose of this course is to provide students with an intermediate level of muscular strength and fitness. Students will design and engage in intermediate level programs which apply the components of muscular strength, endurance and joint flexibility.</p> <p><b>CSU, UC</b></p>	<p><b>1.5 UNITS</b></p> <p><b>PHYE 154 B</b> <b>Intermediate Pilates Mat</b> 18-54 hours integrated lab; 18-54 hours total</p> <p>Intermediate course based on the work of Joseph H. Pilates. Students apply Pilates principles to intermediate level techniques, learn basic musculoskeletal anatomy and basic bio-mechanics relating to Pilates exercises to enhance the mind-body connections to core strength. Students will create a personalized Pilates regimen.</p> <p><b>CSU, UC</b></p>

<p><b>PHYE 160</b> <b>Adaptive Physical Education</b> 18 hours lecture, 36 hours lab; 54 hours total</p> <p>Designed to meet the needs of the physically limited student. The course will provide adaptations necessary to achieve muscular strength; cardiorespiratory endurance; and flexibility, each within the parameters of the student's ability.</p> <p><b>CSU, UC</b></p>	<p><b>1.5 UNITS</b></p>	<p><b>PHYE 176</b> <b>Team Sports</b> 36-54 hours integrated lab; 36-54 hours total</p> <p>This course is an introduction to the basic movements and skills necessary for participation in an athletic event. Instruction also identifies rules, team concepts, scoring, etiquette, safety, and conditioning for competitive situations. This course is designed for the beginning student who has never played varsity basketball and/or enrolled in a college team sport class. This course is open to all students.</p> <p><b>CSU, UC</b></p>	<p><b>1-1.5 UNITS</b></p>
<p><b>PHYE 162</b> <b>Adaptive Aquatics</b> 54 hours integrated lab; 54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>1.5 UNITS</b></p>	<p><b>PHYE 176B</b> <b>Intermediate Team Sports</b> 18-54 hours integrated lab; 18-54 hours total</p> <p>This course is a continuation in the development of the movements and skills necessary for participation in a team oriented athletic event. Instruction also identifies rules, team concepts, scoring, etiquette, safety, and conditioning for competitive situations. The course is designed for intermediate players who have experience playing the specified sport either on a high school team or in a college class. This course is open to all students.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>	<p><b>0.5-1.5 UNITS</b></p>
<p><b>PHYE 169</b> <b>Corrective Physical Education for T.A.'s</b> 54 hours integrated lab; 54 hours total</p> <p>This course is designed to train assistants in the field of corrective physical education and to provide these students with actual experience in working with a wide variety of handicaps and abilities. The student will gain an understanding of the physical, mental, and social effects of physical education on the exceptional individual. The course will provide experience and training for students interested in pursuing a career in Physical Education, Corrective Therapy and Rehabilitative Physical Education.. Open entry/open exit.</p> <p><b>CSU</b></p>	<p><b>1.5 UNITS</b></p>	<p><b>PHYE 178</b> <b>Pre-Season Conditioning</b> 27-162 hours lab; 27-162 hours total</p> <p>This course prepares students for a competitive season. It is a solid conditioning program that will prepare the student both mentally and physically through training and competition, decreasing injury potential. This class is a requirement for athletes who participate in the "non-traditional season." This class is available to all students.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>	<p><b>0.5-3 UNITS</b></p>
<p><b>PHYE 171</b> <b>Care &amp; Prevention of Athletic Injuries</b> 54 hours lecture; 54 hours total</p> <p>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.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>	<p><b>3 UNITS</b></p>	<p><b>PHYE 199</b> <b>Independent Study in Physical Education</b> 54-162 hours lab; 54-162 hours total</p> <p>Independent study course for students interested in specialized reading, research, or projects that deal with an acceptable topic in physical education.</p> <p><b>CSU</b></p>	<p><b>1-3 UNITS</b></p>
<p><b>PHYE 174</b> <b>Skills and Conditioning for Team Sports</b> 27-81 hours integrated lab; 27-81 hours total</p> <p>This course focuses on techniques and analysis of sport and conditioning used in preparing an student to compete at an advanced level. The course is available to all students.</p> <p><b>CSU, UC</b></p>	<p><b>0.5-1.5 UNITS</b></p>	<p><b>PHYE 200</b> <b>Coaching &amp; Athletic Administration</b> 18 hours lecture; 18 hours total</p> <p>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.</p> <p><b>CSU</b></p>	<p><b>1 UNIT</b></p>



<p><b>PHYE 201</b> <b>3 UNITS</b>  <b>Introduction to Kinesiology</b>            54 hours lecture; 54 hours total</p> <p>This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.</p> <p><b>CSU, UC</b></p>	<p><b>PHYE 286</b> <b>0.5-3 UNITS</b>  <b>Women's Basketball Team</b>            27-162 hours lab; 27-162 hours total</p> <p>A course designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>
<p><b>PHYE 255</b> <b>3 UNITS</b>  <b>Foundations of Physical Fitness</b>            54 hours lecture; 54 hours total</p> <p>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).</p> <p><b>CSU</b></p>	<p><b>PHYE 287</b> <b>0.5-3 UNITS</b>  <b>Baseball Team</b>            27-162 hours lab; 27-162 hours total</p> <p>This is a course designed for the competitive baseball player who will represent Napa Valley College in intercollegiate baseball games.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>
<p><b>PHYE 271</b> <b>2 UNITS</b>  <b>Sports Medicine Practicum</b>            72 hours integrated lab; 72 hours total</p> <p>This course is an introduction to the sports medicine field with hands-on experience in the practice of athletic training, physical therapy, massage therapy, and personal training.</p> <p><b>CSU</b></p>	<p><b>PHYE 290</b> <b>0.5-3 UNITS</b>  <b>Golf Team</b>            27-162 hours lab; 27-162 hours total</p> <p>This is a course designed for the competitive golfer who will represent Napa Valley College in intercollegiate play.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>
<p><b>PHYE 272</b> <b>1 UNIT</b>  <b>Sports Medicine Training Lab</b>            54 hours lab; 54 hours total  <i>Recommended Preparation: PHE 271</i></p> <p>This course is designed to provide students with experience through internship hours working directly in the athletic training room. The course also gives students interested in physical therapy, massage therapy and personal fitness training hands-on experience.</p> <p><b>CSU</b></p>	<p><b>PHYE 291</b> <b>0.5-3 UNITS</b>  <b>Soccer Team</b>            27-162 hours lab; 27-162 hours total</p> <p>This is a course designed for the competitive soccer player who will represent Napa Valley College in intercollegiate play.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>
<p><b>PHYE 285</b> <b>0.5-3 UNITS</b>  <b>Men's Basketball Team</b>            27-162 hours lab; 27-162 hours total</p> <p>This course is designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>	<p><b>PHYE 292</b> <b>0.5-3 UNITS</b>  <b>Softball Team</b>            27-162 hours lab; 27-162 hours total</p> <p>This is a course designed for the competitive softball player who will represent Napa Valley College in intercollegiate play.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>
	<p><b>PHYE 297</b> <b>0.5-3 UNITS</b>  <b>Women's Volleyball Team</b>            27-162 hours lab; 27-162 hours total</p> <p>This is a course designed for the competitive volleyball player who will represent Napa Valley College in intercollegiate matches.</p> <p><i>Repeatable for credit three times</i></p> <p><b>CSU, UC</b></p>

## PHYSICS

### Division Offices Science, Mathematics and Engineering

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### Course Descriptions

#### PHYS 110 3 UNITS

**Descriptive Physics**  
54 hours lecture; 54 hours total

A nonmathematical 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**  
54 hours lab; 54 hours total  
*Co-requisite: PHYS 110*

A nonmathematical descriptive physics laboratory that emphasizes concepts before computation, the same approach used for PHYS 110. Many experiments are observational activities only. Some experiments involve computers which are programmed to simplify and summarize quantitative measurements.

**CSU, UC**

#### PHYS 120 4 UNITS

**General Physics 1**  
54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: MATH 108*

This algebra-based physics course covers mechanics, fluids, wave motion, and heat. Biological and medical applications are emphasized.

**CSU, UC**

#### PHYS 121 4 UNITS

**General Physics 2**  
54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: PHYS 120*

This algebra-based physics course covers electricity, magnetism, optics, and modern physics. Biological and medical applications are emphasized in this course.

**CSU, UC**

#### PHYS 140 4 UNITS

**Physics for Scientists & Engineers 1**  
54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: MATH 120*

*Co-requisite: MATH 121*

This is a calculus-based introduction to the principles of mechanics and wave motion. Topics include measurements, vectors, linear and circular motion, gravitation, work and mechanical energy, conservation of energy, linear and angular momentum, rotational motion, static equilibrium, oscillations, and fluid mechanics.

**CSU, UC**

#### PHYS 199 1-3 UNITS

**Independent Study in Physics**  
54-162 hours lab; 54-162 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**

#### PHYS 240 4 UNITS

**Physics for Scientists & Engineers 2**  
54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: PHYS 140, MATH 121*

This is a calculus-based introduction to the principles of heat, electricity, and magnetism. Topics include temperature, kinetic theory of gases, heat, laws of thermodynamics, electric charge and electric field, Gauss's Law, electric potential, capacitance, resistance, electric current, DC circuits, magnetism, sources of magnetism, Faraday's Law, inductance, and AC circuits.

**CSU, UC**

#### PHYS 241 4 UNITS

**Physics for Scientists & Engineers 3**  
54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: PHYS 240*

This is a calculus-based introduction to electromagnetic waves, physical optics, relativity, and atomic and quantum physics. Topics include Maxwell's Equations and electromagnetic waves, light, lenses, diffraction and polarization, relativity, quantum mechanics, molecules and solids, nuclear physics and radioactivity, nuclear energy, elementary particles, and astrophysics and cosmology.

**CSU, UC**

**PHYS 298****Selected Topics in Physics**

18-54 hours lecture, 54-162 hours lab; 72-216 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****1-3 UNITS****POLITICAL SCIENCE****Division Offices  
Social Sciences****Division Chair**

Dr. John Liscano

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**Staff**

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**Degree****Associate Degree for Transfer in Political Science  
(Political Science AA-T)**

This Associate of Arts in Political Science for Transfer (AA-T) degree option provides a comprehensive foundation in Political Science in preparation for transfer to baccalaureate programs in the California State University (CSU) system in Political Science.

The following are required for all AA-T and AS-T degrees:

- Completion of a minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.  
Note: While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units with a "C" or better (or a "P" if the course is taken on a "pass-no pass basis") in all courses required as a part of an AA-T or AS-T major as identified by the college catalog. (Title 5 § 55063)
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern general education requirements.

**Program Level Outcomes**

- Outcome 1: Describe the fundamentals of specific political systems.
- Outcome 2: Understand and explain the foundations of specific government structures: the organization, powers, procedures, and patterns.
- Outcome 3: Evaluate and assess the ideas, interests, and institutions of specific political systems.

**Required Core Courses (3 units)**

	<b>Units</b>
POLI 120 Intro to the Principles of American Govt	3

**List A. Political Science Electives (9 units)**

	<b>Units</b>
POLI 125 Introduction to Modern Political Ideology	3
or	
POLI 135 Comparative Government	3
or	

POLI 140 International Relations	3
or	
MATH 232 Statistics	4
<b>List B: Electives (6 units)</b>	<b>Units</b>
ECON 100 Principles of Macroeconomics	3
or	
ECON 101 Principles of Microeconomics	3
or	
HIST 120 United States History 1	3
or	
HIST 121 United States History 2	3
or	
POLI 145 International Political Economy	3
or	
SOCI 120 Introduction to Sociology	3
<b>Total Units</b>	<b>18</b>

## Course Descriptions

**POLI 120** **3 UNITS**  
**Introduction to the Principles of American Government I**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90*

Introduction to American political processes and institutions. Topics include 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.

**CSU, UC**

**POLI 121** **3 UNITS**  
**Introduction to the Principles of American Government II**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90*

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.

**CSU, UC**

**POLI 125** **3 UNITS**  
**Introduction to Modern Political Ideology**  
 54 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**  
 54 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, UC**

**POLI 135** **3 UNITS**  
**Comparative Government**  
 54 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**  
 54 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**  
 54 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**  
 54-162 hours lab; 54-162 hours total

An independent study course for students interested in specialized reading, research, field work, or a project which deals with an acceptable topic in the area of political science.

**CSU**

**POLI 350** **2 UNITS**  
**Leadership Seminar**  
 18 hours lecture, 72 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.

## PSYCHOLOGY

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## Degrees

### Associate of Arts in 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 towards a baccalaureate degree at a transfer institution. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Level Outcomes

- Outcome 1:** Understand the major theoretical perspectives in psychology and analyze the implications of these theories
- Outcome 2:** Comprehend the findings of research in psychology and apply this understanding to everyday life

#### A. Required Core Courses (7units)

	Units
MATH 232 Statistics	4
PSYC 120 General Psychology	3

#### B. Elective Courses (12 – 13 units)

	Units
BIOL 110 Survey of Biology	4
or	
BIOL 120 General Biology	4
PSYC 123 Social Psychology	3
PSYC 125 Human Development	3
PSYC 126 Abnormal Psychology	3
PSYC 128 Cross-Cultural Psychology	3
PSYC 135 Human Sexuality	3
PSYC 175 Theories of Personality	3

**Total Units** **19-20**

### Associate Degree for Transfer in Psychology (Psychology AA-T)

The Associate of Arts in Psychology for Transfer degree option provides a comprehensive foundation in psychology in preparation for transfer to baccalaureate programs in the California State University system in Psychology.

The following are required for all AA-T and AS-T degrees:

- Completion of a minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.  
Note: While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units with a "C" or better (or a "P" if the course is taken on a "pass-no pass basis") in all courses required as a part of an AA-T or AS-T major as identified by the college catalog. (Title 5 § 55063)
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern general education requirements.

#### Program Level Outcomes

- Outcome 1:** Understand the major theoretical perspectives in psychology and analyze the implications of these theories.
- Outcome 2:** Comprehend the findings of research in psychology and apply this understanding to everyday life

#### Required Core Courses

	Units
MATH 232 Statistics	4
and	
PSYC 120 General Psychology	3
and	
PSYC 220 Research Methods in Psychology	3

#### List A: Choose one

	Units
BIOL 105 Human Biology	4
or	
BIOL 110 Survey of Biology	4

#### List B: Choose one

	Units
PSYC 123 Social Psychology	3
or	
PSYC 125 Human Development	3

#### List C: Choose one

PSYC 126 Abnormal Psychology	3
PSYC 135 Human Sexuality	3
PSYC 128 Cross-Cultural Psychology	3
PSYC 175 Theories of Personality	3

**Total Units** **20**

## Course Descriptions

### PSYC 120 3 UNITS

**General Psychology**  
54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 or equivalent*

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.  
**CSU, UC**

### PSYC 123 3 UNITS

**Social Psychology**  
*Cross-listed with SOCI 123*

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 or equivalent*

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Topics may include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group dynamics, gender roles, cultural norms, and social cognition.  
**CSU, UC**

### PSYC 124 3 UNITS

**Psychology of Adjustment**  
54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 or equivalent*

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.  
**CSU, UC**

### PSYC 125 3 UNITS

**Human Development**  
54 hours lecture; 54 hours total

*Recommended Preparation: PSYC 120*

This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems.  
**CSU, UC**

### PSYC 126 3 UNITS

**Abnormal Psychology**  
54 hours lecture; 54 hours total

*Prerequisite: PSYC 120*

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.  
**CSU, UC**

### PSYC 128 3 UNITS

**Cross-Cultural Psychology**  
54 hours lecture; 54 hours total

This course will address the way cultural contexts influence human behavior and mental processes. The focus will be on culture, broadly-defined, including concepts such as gender, race, age, ethnicity, sexual orientation, religion, and socioeconomic status, and examining the role of culture in psychological theories and research relevant to cognition, emotion, motivation, personality, and developmental processes. The course will enable the student to acquire an understanding of research methods in cross-cultural psychology, an awareness of current research and theories in the field, and a better comprehension of the way cultural contexts affect everyday life experiences.  
**CSU, UC**

### PSYC 135 3 UNITS

**Human Sexuality**  
54 hours lecture; 54 hours total

*Recommended Preparation: PSYC 120*

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.  
**CSU, UC**

### PSYC 175 3 UNITS

**Theories of Personality**  
54 hours lecture; 54 hours total

*Prerequisite: PSYC 120*

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.  
**CSU, UC**

### PSYC 199 1-3 UNITS

**Independent Study in Psychology**  
54-162 hours lab; 54-162 hours total

*Prerequisite: Any previous transferable, college-level course in psychology.*

Independent study courses for students interested in specialized reading or research in psychology.  
**CSU**

**PSYC 220****Research Methods in Psychology**

54 hours lecture; 54 hours total

*Prerequisite: MATH 232, PSYC 120**Recommended Preparation: ENGL 120*

This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the disciplines and subdisciplines in psychology.

**CSU, UC****3 UNITS****PSYC 298****Selected Topics in Psychology**

54-162 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.

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**Degrees****Associate of Science in Psychiatric Technician:  
Three-Semester 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 is combined with practical application. 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 Testing and Tutoring Center at (707) 256-7434 or the Counseling Center in person 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 55 or higher with a "C" or better c. Test scores are good for two years and equivalency coursework must be taken with the past five 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.)

<b>Prerequisites</b>	<b>Units</b>
HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3
<b>First Semester</b>	
PTEC 150 Principles & Practice for Psyc Tech 1	13
HEOC 172 Basic Nutrition	2
<b>Second Semester</b>	
PTEC 155 Principles & Practice for Psyc Tech 2	12
PSYC 125 Human Development	3
<b>Third Semester</b>	
PTEC 156 Principles & Practice for Psyc Tech 3	12
PSYC 124 Psychology of Adjustment	3
<b>Fourth Semester</b>	
Natural Science	3
Humanities (Choose from #2 below) *	3
English Composition	3
Mathematics	3
Communication & Analytical Thinking	3
<b>Total Units</b>	<b>60</b>

**Options**

1. 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.)
  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.
- \*ANTH 150, DRAM 115, ENGL 217, HUMA 174, 186 meets both the multicultural /gender studies requirement and the Humanities requirement.

**Associate of Science in Psychiatric Technician:  
Fast-Track Program****Program Level Outcomes**

- Outcome 1: Act ethically and respect the parameters of client privacy and confidentiality
- Outcome 2: Correctly perform basic physical and mental assessments and basic nursing skills
- Outcome 3: Advocate for patients with mental illness and developmental disabilities within and beyond the clinical setting
- Outcome 4: Accurately document all clinical assessments and interventions in a timely manner
- Outcome 5: Prioritize patient care and identify need for crisis intervention using least restrictive measures
- Outcome 6: Deliver age appropriate services
- Outcome 7: Supervise licensed and non-licensed health care workers; leadership management
- Outcome 8: Continue professional development in the health care field
- Outcome 9: Effectively participate in a therapeutic environment and communicate professionally with integrity, respect, with safety prevailing, dignity a priority
- Outcome 10: Pass state boards

<b>First Trimester</b>	<b>Units</b>
PTEC 160 Nursing Science	18
<b>Second Trimester</b>	
PTEC 161 Developmental Disabilities	15
<b>Third Trimester</b>	
PTEC 162 Mental Disabilities	17
<b>Fourth Semester</b>	
Natural Science	3
Humanities (Choose from below) *	3
English Composition	3
Mathematics	3
Communication & Analytical Thinking	3
<b>Total Units</b>	<b>65</b>

**Options**

1. A.S. Degree: All courses listed above. 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.
- \*ANTH 151, DRAM 115, ENGL 217, HUMA 100, 101, 151, 174, 186 meets both the multicultural/gender studies requirement and the Humanities requirement.)



## Certificates

### Psychiatric Technician: Three-Semester Program Certificate of Achievement

Required Courses	Units
PTEC 150 Principles & Practice for Psyc Tech 1	13
PTEC 155 Principles & Practice for Psyc Tech 2	12
PTEC 156 Principles & Practice for Psyc Tech 3	12
HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3
HEOC 172 Basic Nutrition	2
PSYC 124 Psychology of Adjustment	3
and	
PSYC 125 Human Development	3
<b>Total Unit</b>	<b>51</b>

**Notes:** Meets eligibility for State Board Examination

### Psychiatric Technician: Fast-Track Program Certificate of Achievement

First Trimester	Units
PTEC 160 Nursing Science	18
Second Trimester	Units
PTEC 161 Developmental Disabilities	15
Third Trimester	Units
PTEC 162 Mental Disabilities	17
<b>Total Units</b>	<b>50</b>

## Course Descriptions

### PTEC 150 13 UNITS

#### Principles & Practice for Psychiatric Technicians 1

126 hours lecture, 324 hours lab; 450 hours total  
*Prerequisite:* HEOC 100, HEOC 101; High School Transcript or Equivalent (GED, CHSPE, OR AA/AS or Higher). All foreign transcripts must be evaluated by an outside evaluation company. All transcripts and evaluations must be official; MDTP Math Assessment Testing with a score of 30 or higher (or MATH 55 or higher with a "C" or better); CTEP English Assessment Testing with a score of 59 or higher (or ENGL 85 or higher with a "C" or better); College Orientation Meeting; Program orientation meeting (once accepted)

*Co-requisite:* HEOC 172

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 Medical Records, Medical Terminology, Nursing Fundamentals, and Medical/Surgical Nursing.

**CSU**

### PTEC 155 12 UNITS

#### Principles & Practice for Psychiatric Technicians 2

108 hours lecture, 324 hours lab; 432 hours total

*Prerequisite:* PTEC 150, HEOC 172

*Co-requisite:* PSYC 125

A course designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes Psychopharmacology, Assessment and Interventions for a Client with Developmental Disabilities, Etiologies, Diseases Associated with Developmental Disabilities, Teaching and Training using a Developmental Model, Developmental Disabilities, Client's Rights, Tests and Measurements, Normalization, Behavior Modification, Autism, and Case Management.

**CSU**

### PTEC 156 12 UNITS

#### Principles & Practice for Psychiatric Technicians 3

108 hours lecture, 324 hours lab; 432 hours total

*Prerequisite:* PTEC 150, PTEC 155

*Co-requisite:* PSYC 124

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, Suicide, Substance Abuse, Domestic Violence, Personality Disorders, Eating Disorders, Mood Disorders, Organic Mental Syndrome and Leadership/Supervision.

**CSU**

### PTEC 160 18 UNITS

#### Nursing Science

224 hours lecture, 320 hours lab; 544 hours total

*Prerequisite:* MDTP - Mathematics Diagnostic Testing Project; CTEP - College Tests for English Placement; CNA-Current Certified Nursing Assistant; High School or Equivalent

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.

**CSU**

### PTEC 161 15 UNITS

#### Developmental Disabilities

160 hours lecture, 360 hours lab; 520 hours total

*Prerequisite:* PTEC 160

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 and group work.

**CSU**

**PTEC 162****17 UNITS****Mental Disabilities**

208 hours lecture, 320 hours lab; 528 hours total

*Prerequisite: PTEC 161*

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.

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**Degrees****Associate of Science in Respiratory Care - Full-time  
Track Option**

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. The program is 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 Commission on Accreditation for Respiratory Care. Respiratory care is a healthcare specialty which deals with care and treatment of patients with respiratory and cardiac disorders. RCPs work in a variety of settings, including acute and subacute hospitals, clinics, and home care.

**Program Level Outcomes**

- Outcome 1: Comprehend, apply, and evaluate clinical information relevant to their roles as advanced-level respiratory therapists (cognitive domain)
- Outcome 2: Be technically proficient in all the skills necessary to fulfill their roles as advanced-level respiratory therapists (psychomotor domain)
- Outcome 3: Exhibit professional behavior consistent with employer expectations as advanced-level respiratory therapists (affective domain)
- Outcome 4: Attempt RRT exam within one year of graduation

<b>Prerequisites for Admission</b>	<b>Units</b>
MATH 90 Beginning Algebra	5
CHEM 110 Introduction to Chemistry and	4
BIOL 218 Human Anatomy	5

## 172 College Programs

BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5

(or the equivalent) with minimum grades of "C".

**Notes:** 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.

First Semester	Units
RESP 120 Respiratory Care Theory I	6
RESP 130 Respiratory Care Laboratory I	4
RESP 140 Preparation for Clinical	1.5

Second Semester	Units
RESP 150 Respiratory Care Theory II	3
RESP 160 Respiratory Care Pharmacology	3
RESP 170 Respiratory Care Clinical I	2.5
RESP 175 Respiratory Care Laboratory II	1.5
ENGL 120 Reading & Composition 1	4

Summer (6-weeks)	Units
RESP 185 Respiratory Care Clinical II	2.5

Third Semester	Units
RESP 200 Respiratory Care Theory III	2
RESP 210 Prin & App of Mechanical Ventilation	3
RESP 211 Mechanical Ventilator Laboratory	1
RESP 220 Neonatal/Pediatric Respiratory Care	3
RESP 230 Respiratory Care Topics I	1
RESP 250 Respiratory Care Clinical IV	2.5 - 5

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	2 - 4
RESP 290B Comp Simulations in Respiratory Care	1
RESP 292 Respiratory Care Preceptorship	2.5

**Total Units** **49.5-54**

### Notes:

1. The courses required to complete the major are: RESP 120, 130, 140, 150, 160, 170, 175, 185, 200, 210, 211, 220, 230, 250, 260, 270, 280, 290, 290B, 292, PSYC 124 or 125

2. \*\*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.

## Associate of Science in Respiratory Care - Part-Time Track Option

### Program Level Outcomes

- Outcome 1: Comprehend, apply, and evaluate clinical information relevant to their roles as advanced-level respiratory therapists (cognitive domain)
- Outcome 2: Be technically proficient in all the skills necessary to fulfill their roles as advanced-level respiratory therapists (psychomotor domain)
- Outcome 3: Exhibit professional behavior consistent with employer expectations as advanced-level respiratory therapists (affective domain)
- Outcome 4: Attempt RRT exam within one year of graduation

### Prerequisites for Admission

Prerequisites for Admission	Units
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5
CHEM 110 Introduction to Chemistry and	4
MATH 90 Beginning Algebra	5

(or the equivalent) with minimum grades of "C."

**Notes:** 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.

First Semester	Units
RESP 120 Respiratory Care Theory I	6
RESP 130 Respiratory Care Laboratory I	4
RESP 140 Preparation for Clinical	1.5

Second Semester	Units
RESP 150 Respiratory Care Theory II	3
RESP 160 Respiratory Care Pharmacology	3
RESP 170 Respiratory Care Clinical I	2.5
RESP 175 Respiratory Care Laboratory 2	1.5

Summer Session I (6-weeks)	Units
RESP 185 RESP Care Clinical II	2.5

Third Semester	Units
RESP 200 Respiratory Care Theory III	2
RESP 210 Prin & App of Mechanical Ventilation	3
RESP 211 Mechanical Ventilator Laboratory	1 - 0.5
RESP 230 Respiratory Care Topics I	1
RESP 250 Respiratory Care Clinical IV	2.5 - 5

Fourth Semester	Units
RESP 260 Respiratory Care Theory IV	1
RESP 270 Advanced Respiratory Care Laboratory	1
RESP 290 Respiratory Care Clinical VI	2 - 4

Summer Session II (6 weeks)	Units
RESP 191 Respiratory Care Clinical III	1

<b>Fifth Semester</b>	<b>Units</b>
RESP 220 Neonatal/Pediatric Respiratory Care	3
RESP 251 Respiratory Care Clinical V	2.5

<b>Sixth Semester</b>	<b>Units</b>
RESP 280 Respiratory Care Topics II	2
RESP 290B Comp Sim in Respiratory Care	1
RESP 291 Respiratory Care Clinical VII	3
RESP 292 Respiratory Care Preceptorship	2.5

**Total Units** **48-56**

### 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. 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.

+As of Fall 2009, Intermediate Algebra is required for completion of an A.S. degree.

\*\*ENGL 120, PSYC 124 and Humanities/ Multicultural/Gender Studies may be completed anytime prior to graduation.

## Course Descriptions

**RESP 120** **6 UNITS**  
**Respiratory Care Theory I**  
 108 hours lecture; 108 hours total  
*Prerequisite: BIOL 218, CHEM 110, MATH 90, BIOL 219, BIOL 220*

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.

**CSU**

**RESP 130** **4 UNITS**  
**Respiratory Care Laboratory I**  
 54 hours lecture, 54 hours lab; 108 hours total  
*Co-requisite: RESP 120*

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.

**CSU**

**RESP 140** **1.5 UNITS**  
**Preparation for Clinical**  
 54 hours integrated lab; 54 hours total  
*Co-requisite: RESP 120, RESP 130*

This course prepares the student for entrance into the clinical portion of the Respiratory Care program. The course will cover patient and practitioner safety, infection control, and legal and ethical issues.

**CSU**

**RESP 150** **3 UNITS**  
**Respiratory Care Theory II**  
 54 hours lecture; 54 hours total  
*Prerequisite: RESP 130*

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.

**CSU**

**RESP 160** **3 UNITS**  
**Respiratory Care Pharmacology**  
 54 hours lecture; 54 hours total  
*Prerequisite: RESP 130*

Students will receive instruction in the pharmacology of respiratory care. The course will cover medication calculations, inhaled bronchodilators, steroids and aerosolized antimicrobials.

**CSU**

**RESP 170** **2.5 UNITS**  
**Respiratory Care Clinical I**  
 136 hours lab; 144 hours total  
*Co-requisite: RESP 150, RESP 160*

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.

**CSU**

**RESP 175** **1.5 UNITS**  
**Resp Care Laboratory II**  
 54 hours integrated lab; 54 hours total  
*Prerequisite: RESP 120*

The course will cover airway management, positive pressure ventilation, non-invasive ventilation, Introduction to mechanical ventilation and beginning critical care concepts.

**CSU**

**RESP 185** **2.5 UNITS**  
**Respiratory Care Clinical II**  
 132 hours lab; 160 hours total  
*Prerequisite: RESP 170*

Students will receive respiratory therapy supervised clinical experience. Full time students will spend 132 hours in clinical; part-time students will spend 66 hours in clinical.

**CSU**

**RESP 191** **1 UNIT**  
**Respiratory Care Clinical III**  
 66 hours lab; 66 hours total  
*Prerequisite: RESP 180*

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.

**CSU**

<p><b>RESP 200</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Respiratory Care Theory III</b>  36 hours lecture; 36 hours total  <i>Prerequisite: RESP 180</i>  <i>Co-requisite: RESP 210, RESP 211, RESP 250</i></p> <p>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.</p> <p><b>CSU</b></p>	<p><b>RESP 250</b> <span style="float: right;"><b>2.5-5 UNITS</b></span>  <b>Respiratory Care Clinical IV</b>  144-288 hours lab; 144-288 hours total  <i>Prerequisite: RESP 180</i></p> <p>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.</p> <p><b>CSU</b></p>
<p><b>RESP 210</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Principles &amp; Applications of Mechanical Ventilation</b>  54 hours lecture; 54 hours total  <i>Co-requisite: RESP 200, RESP 211, RESP 250</i></p> <p>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.</p> <p><b>CSU</b></p>	<p><b>RESP 251</b> <span style="float: right;"><b>2.5 UNITS</b></span>  <b>Respiratory Care Clinical V</b>  144 hours lab; 144 hours total  <i>Prerequisite: RESP 180</i></p> <p>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.</p> <p><b>CSU</b></p>
<p><b>RESP 211</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Mechanical Ventilator Laboratory</b>  54 hours lab; 54 hours total  <i>Co-requisite: RESP 200, RESP 210, RESP 250</i></p> <p>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.</p> <p><b>CSU</b></p>	<p><b>RESP 260</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Respiratory Care Theory IV</b>  18 hours lecture; 18 hours total  <i>Prerequisite: RESP 210, RESP 211, RESP 250, RESP 200</i>  <i>Co-requisite: RESP 290</i></p> <p>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.</p> <p><b>CSU</b></p>
<p><b>RESP 220</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Neonatal/Pediatric Respiratory Care</b>  54 hours lecture; 54 hours total  <i>Prerequisite: RESP 185</i></p> <p>Students will receive instruction in neonatal and pediatric respiratory care. The course will cover fetal lung development, circulatory changes in the newborn, and neonatal and pediatric diseases and treatment.</p> <p><b>CSU</b></p>	<p><b>RESP 270</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Advanced Respiratory Care Laboratory</b>  46 hours lab; 46 hours total  <i>Prerequisite: RESP 211</i></p> <p>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.</p> <p><b>CSU</b></p>
<p><b>RESP 230</b> <span style="float: right;"><b>1 UNIT</b></span>  <b>Respiratory Care Topics I</b>  18 hours lecture; 18 hours total  <i>Prerequisite: RESP 185</i></p> <p>Students will receive instruction in advanced concepts in respiratory care. The course will cover acute respiratory failure, chest x-ray interpretation, and specialty areas within the respiratory care profession.</p> <p><b>CSU</b></p>	<p><b>RESP 280</b> <span style="float: right;"><b>2 UNITS</b></span>  <b>Respiratory Care Topics II</b>  38 hours lecture; 38 hours total  <i>Prerequisite: RESP 200</i></p> <p>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.</p> <p><b>CSU</b></p>

**RESP 290** **2-4 UNITS****Respiratory Care Clinical VI**

112-224 hours lab; 112-224 hours total

*Prerequisite: RESP 250*

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, neonatal, and pediatric critical care areas of the hospital. Full-time students must complete the 4.0 unit option. Part-time students complete only 2.0 units.

**CSU****RESP 290B** **1 UNIT****Computer Simulations in Respiratory Care**

42 hours integrated lab; 42 hours total

*Co-requisite: RESP 290*

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**

216 hours lab; 216 hours total

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 adult, neonatal, and pediatric critical areas of the hospital. This course is for students enrolled in the part-time program.

**CSU****RESP 292** **2.5 UNITS****Respiratory Care Preceptorship**

128 hours lab; 128 hours total

*Prerequisite: RESP 260, RESP 290*

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.

**CSU****SOCIOLOGY****Division Offices  
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**Degree****Associate Degree for Transfer in Sociology  
(Sociology AA-T)**

The purpose of the Associates in Arts Transfer Degree in Sociology is to provide a student with a foundation of knowledge in the field sociology which satisfactorily prepares them for transfer to the CSU/UC system for further study towards a baccalaureate degree in sociology or related field. The student will develop knowledge and skills which enable them to understand, evaluate, and apply social science research and theories. Students who completed the TMC in Sociology prior to transfer would generally be prepared for upper division coursework in the major.

The following are required for all AA-T and AS-T degrees:

- Completion of a minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.  
Note: While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units with a "C" or better (or a "P" if the course is taken on a "pass-no pass basis") in all courses required as a part of an AA-T or AS-T major as identified by the college catalog. (Title 5 § 55063)
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern general education requirements.

**Program Level Outcomes**

- Outcome 1: Understand, evaluate, and apply social science research, methods and theories.
- Outcome 2: Identify how status is shaped by gender, race, ethnicity, age, social class, and sexual orientation.
- Outcome 3: Identify the major processes involved in social interaction.
- Outcome 4: Use a social science framework to examine and explain social situations and social behaviors

<b>Required Core Course</b>	<b>Units</b>	<b>SOCI 154</b>	<b>3 UNITS</b>
SOCI 120 Introduction to Sociology	3	<b>Sociology of Crime</b>	54 hours lecture; 54 hours total
<b>Two Courses from below</b>	<b>Units</b>	<i>Recommended Preparation: ENGL 90 or equivalent</i>	
SOCI 122 Introduction to Social Problems	3	Sociological analysis of crime, criminal behavior, and the criminal justice system using the structural-functional, conflict, and symbolic interactionist perspectives. Explores the history and social construction of crime and criminality, and examines violations, punishments, and methods used to control criminal behavior. The methods used to quantify and measure crime and criminality will be discussed.	
MATH 232 Statistics	4	<b>CSU, UC</b>	
<b>Electives within the Discipline</b>	<b>Units</b>	<b>SOCI 199</b>	<b>1-3 UNITS</b>
SOCI 123 Social Psychology	3	<b>Independent Study In Sociology</b>	54-162 hours lab; 54-162 hours total
SOCI 154 Sociology of Crime	3	Independent study for students interested in specialized reading, research, field work, or special projects.	
<b>Other Electives</b>	<b>Units</b>	<b>CSU</b>	
ANTH 121 Introduction to Cultural Anthropology	3		
<b>Total Units</b>	<b>19-20</b>		

## Course Descriptions

### **SOCI 120** **3 UNITS**

#### **Introduction to Sociology**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 or equivalent*

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. Course objectives include the ability to apply sociological ideas to everyday life.

**CSU, UC**

### **SOCI 122** **3 UNITS**

#### **Introduction to Social Problems**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 or equivalent*

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. Topics will vary based upon current events.

**CSU, UC**

### **SOCI 123** **3 UNITS**

#### **Social Psychology**

*Cross-listed with PSYC 123*

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 or equivalent*

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Topics may include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group dynamics, gender roles, cultural norms, and social cognition.

**CSU, UC**

### **SOCI 154** **3 UNITS**

#### **Sociology of Crime**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 or equivalent*

Sociological analysis of crime, criminal behavior, and the criminal justice system using the structural-functional, conflict, and symbolic interactionist perspectives. Explores the history and social construction of crime and criminality, and examines violations, punishments, and methods used to control criminal behavior. The methods used to quantify and measure crime and criminality will be discussed.

**CSU, UC**

### **SOCI 199** **1-3 UNITS**

#### **Independent Study In Sociology**

54-162 hours lab; 54-162 hours total

Independent study for students interested in specialized reading, research, field work, or special projects.

**CSU**

### **SOCI 220** **3 UNITS**

#### **Research Methods in the Behavioral Sciences**

54 hours lecture; 54 hours total

*Prerequisite: MATH 232, PSYC 120*

*Recommended Preparation: ENGL 120*

This course surveys various behavioral science research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the disciplines and subdisciplines in the behavioral sciences.

**CSU, UC**

## SPANISH

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## Degrees

### Associate of Arts in Spanish - Heritage Speakers and Non-Heritage Speakers Emphasis

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. Students may select from two areas of emphasis in this degree: Spanish for Non-Heritage Speakers and Spanish for Heritage Speakers. To fulfill the requirements for this degree, students will complete the required courses in one of two areas of emphasis. The student must meet with a full-time member of the Spanish Department to determine the appropriate emphasis for this degree.

#### Heritage Speakers Emphasis

##### Program Level Outcomes

- Outcome 1: Communicate orally and in writing in Spanish in real life situations.
- Outcome 2: Read and comprehend Spanish at levels commensurate with those of students seeking a degree in Spanish.
- Outcome 3: Understand the Hispanic cultures, through the study of their history, literature, arts, contributions of prominent figures, and foreign travel.

#### A. Required Core Courses (13 units)

	Units
SPAN 280 Spanish for Heritage Speakers I	5
SPAN 281 Spanish for Heritage Speakers II	5
SPAN 282 Introduction to Hispanic Literature	3

#### B. Area of Emphasis Electives (6 units)

*Students must select courses totaling at least six units from the following:*

ANTH 121 Introduction to Cultural Anthropology	3
ANTH 131 Mesoamerican Archaeology	3

ENGL 123 Critical Thinking About Literature	4
FREN 120 First Semester French	5
FREN 121 Second Semester French	5
HIST 142 History of Mexico	3
HUMA 125 Introduction to Latin American Studies	3
SPAN 130 First Semester Spoken Spanish	3
SPAN 131 Second Semester Spoken Spanish	3
SPAN 260 Third Semester Spoken Spanish	3
SPAN 261 Fourth Semester Spoken Spanish	3
ITAL 120 First Semester Italian	5
ITAL 121 Second Semester Italian	5

**Total Units** **19**

### Non-Heritage Speakers Emphasis

#### Program Level Outcomes

- Outcome 1: Communicate orally and in writing in Spanish in real life situations.
- Outcome 2: Read and comprehend Spanish at levels commensurate with those of students seeking a degree in Spanish.
- Outcome 3: Understand the Hispanic cultures, through the study of their history, literature, arts, contributions of prominent figures, and foreign travel.

#### A. Required Core Courses (20 – 21 unit)

	Units
SPAN 120 Elementary Spanish I	5
or	
SPAN 110 First Semester Spanish (Part A)	3
and	
SPAN 111 First Semester Spanish (part B)	3
and	
SPAN 121 Elementary Spanish II	5
and	
SPAN 240 Third Semester Spanish	5
or	
SPAN 280 Spanish for Heritage Speakers I	5
and	
SPAN 241 Fourth Semester Spanish	5
or	
SPAN 281 Spanish for Heritage Speakers II	5

#### B. Area Electives (3 units)

*Select one course from the following:*

SPAN 130 First Semester Spoken Spanish	3
SPAN 131 Second Semester Spoken Spanish	3
ANTH 131 Mesoamerican Archaeology	3
HIST 142 History of Mexico	3
SPAN 260 Third Semester Spoken Spanish	3
SPAN 261 Fourth Semester Spoken Spanish	3
ANTH 121 Introduction to Cultural Anthropology	3
SPAN 282 Introduction to Hispanic Literature	3
ANTH 200 Introduction to Linguistic Anthropology	3

**Total Units** **23-24**



## Associate Degree for Transfer in Spanish (Spanish AA-T)

This Associate of Arts in Spanish for Transfer (AA-T) degree option provides a comprehensive foundation in the Spanish language in preparation for transfer to baccalaureate programs in the California State University (CSU) system in Spanish. To fulfill the requirements for this degree, students will complete the required and elective courses in the area of emphasis and the appropriate general education pattern (either CSU GE or IGETC) totaling 60 semester CSU-transferable units.

The following is required for all AA-T or AS-T degrees:

- Minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

### Program Level Outcomes

- Outcome 1: Communicate orally and in writing in Spanish in real life situations.
- Outcome 2: Read and comprehend Spanish at levels commensurate with those of students seeking a degree in Spanish.
- Outcome 3: Understand the Hispanic cultures, through the study of their history, literature, arts, contributions of prominent figures, and foreign travel.

### Required Core Courses: 16 units

	Units
SPAN 120 Elementary Spanish I	5
or	
SPAN 110 First Semester Spanish (Part A)	3
and	
SPAN 111 First Semester Spanish (part B)	3
and	
SPAN 121 Elementary Spanish II	5
and	
SPAN 240 Third Semester Spanish	5
or	
SPAN 280 Spanish for Heritage Speakers I	5
and	
SPAN 241 Fourth Semester Spanish	5
or	
SPAN 281 Spanish for Heritage Speakers II	5

### Substitution Courses:

*Some students may need courses to substitute for units they placed out of, from Core Requirements. Course substitutions may come from List A or the Course Substitutions list below:*

	Units
ANTH 200 Introduction to Linguistic Anthropology	3
ANTH 121 Introduction to Cultural Anthropology	3
SPAN 130 First Semester Spoken Spanish	3
SPAN 131 Second Semester Spoken Spanish	3
SPAN 260 Third Semester Spoken Spanish	3
SPAN 261 Fourth Semester Spoken Spanish	3
FREN 120 First Semester French	5
FREN 121 Second Semester French	5
ITAL 120 First Semester Italian	5
ITAL 121 Second Semester Italian	5

### List A: Select one (3-5 units)

	Units
ASL 120 First Semester American Sign Language	5
ASL 121 Second Semester American Sign Language	5
ENGL 123 Critical Thinking About Literature	4
FREN 120 First Semester French	5
FREN 121 Second Semester French	5
HIST 142 History of Mexico	3
ITAL 120 First Semester Italian	5
ITAL 121 Second Semester Italian	5
SPAN 282 Introduction to Hispanic Literature	3

### Total Units

**19-21**

## Course Descriptions

### SPAN 110 3 UNITS

**Elementary Spanish I (Part A)**  
54 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).

### SPAN 111 3 UNITS

**Elementary Spanish I (Part B)**  
54 hours lecture; 54 hours total

*Prerequisite: SPAN 110*

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).

**CSU, UC**

<p><b>SPAN 120</b> <b>5 UNITS</b>  <b>Elementary Spanish I</b>            90 hours lecture; 90 hours total</p> <p>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 and cultural contexts. Cultural perspectives and practices are emphasized.</p> <p><b>CSU, UC</b></p>	<p><b>SPAN 241</b> <b>5 UNITS</b>  <b>Intermediate Spanish II</b>            90 hours lecture; 90 hours total  <i>Prerequisite: SPAN 240 or SPAN 280</i></p> <p>This intermediate level course is the fourth part of a four-semester sequence of transfer level Spanish courses. The class continues skill consolidation and improvement at the intermediate level through focused practice and synthesis. Students continue work at complex levels both orally and in writing. Readings include longer reading selections for further exposure to literature, culture, and other relevant topics.</p> <p><b>CSU, UC</b></p>
<p><b>SPAN 121</b> <b>5 UNITS</b>  <b>Elementary Spanish II</b>            90 hours lecture; 90 hours total  <i>Prerequisite: SPAN 111 or SPAN 120</i></p> <p>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 and cultural contexts. Ongoing development of cultural awareness and understanding continues to be emphasized.</p> <p><b>CSU, UC</b></p>	<p><b>SPAN 260</b> <b>3 UNITS</b>  <b>Third Semester Spoken Spanish</b>            54 hours lecture; 54 hours total</p> <p>The course further develops the student's ability to understand and communicate in Spanish on abstract as well as concrete topics. Emphasis is on development of vocabulary, idioms, grammar, and cultural studies.</p> <p><b>CSU</b></p>
<p><b>SPAN 130</b> <b>3 UNITS</b>  <b>First Semester Spoken Spanish</b>            54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU</b></p>	<p><b>SPAN 261</b> <b>3 UNITS</b>  <b>Fourth Semester Spoken Spanish</b>            54 hours lecture; 54 hours total</p> <p>An advanced course in the listening and speaking skills with emphasis on extemporaneous conversations, cultural studies, readings, grammar and letter writing.</p> <p><b>CSU</b></p>
<p><b>SPAN 131</b> <b>3 UNITS</b>  <b>Second Semester Spoken Spanish</b>            54 hours lecture; 54 hours total</p> <p>Pronunciation, vocabulary, listening, speaking, and grammar. Readings and conversations stress the culture and life of the Spanish speaking people.</p> <p><b>CSU</b></p>	<p><b>SPAN 280</b> <b>5 UNITS</b>  <b>Spanish for Heritage Speakers I</b>            90 hours lecture; 90 hours total  <i>Prerequisite: SPAN 121 or equivalent</i></p> <p>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 for Spanish majors.</p> <p><b>CSU, UC</b></p>
<p><b>SPAN 199</b> <b>1-3 UNITS</b>  <b>Independent Study in Spanish</b>            54-162 hours lab; 54-162 hours total</p> <p>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.</p> <p><b>CSU</b></p>	<p><b>SPAN 281</b> <b>5 UNITS</b>  <b>Spanish for Heritage Speakers II</b>            90 hours lecture; 90 hours total  <i>Prerequisite: SPAN 240, SPAN 280</i></p> <p>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 for Spanish majors.</p> <p><b>CSU, UC</b></p>
<p><b>SPAN 240</b> <b>5 UNITS</b>  <b>Intermediate Spanish I</b>            90 hours lecture; 90 hours total  <i>Prerequisite: SPAN 121 or equivalent</i></p> <p>This intermediate level course is the third part of a four-semester sequence of transferable Spanish courses. The class will consolidate and improve first-year skills. Students will work at an increasingly complex levels both orally and in writing. Readings include a variety of selections in literature, culture, and other relevant topics.</p> <p><b>CSU, UC</b></p>	

**SPAN 282****Introduction to Hispanic Literature**

54 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.

**CSU, UC****3 UNITS****SPAN 298****Selected Topics in Spanish**

36-108 hours integrated lab; 36-108 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****1-3 UNITS****SPEECH COMMUNICATION****Division Offices****Language and Developmental Studies****Division Chair**

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**Degree****Associate Degree for Transfer in Communication Studies (Communication Studies AA-T)**

The Associate of Arts in Communication Studies for Transfer degree provides students the knowledge and skills necessary to communicate effectively with diverse individuals in interpersonal, small group, and public speaking settings.

The following is required for all AA-T or AS-T degrees:

- Minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

**Required Core Courses****Units**

SPCOM 122 Public Speaking	3
SPCOM 120 Interpersonal Communication	3
SPCOM 130 Small Group Communication	3
SPCOM 126 Intercultural Communication	3
SPCOM 132 Oral Interpretation	3

Elective Courses	Units
<i>Choose one class from the following list:</i>	
ANTH 121 Introduction to Cultural Anthropology	3
ENGL 121 Reading & Composition 2	3
ENGL 125 Critical Thinking & Composition	3
PSYC 120 General Psychology	3
SOCI 120 Introduction to Sociology	3
<b>Total Units</b>	<b>18</b>

## Course Descriptions

### SPCOM 120 3 UNITS

#### Interpersonal Communication

54 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

### SPCOM 122 3 UNITS

#### Public Speaking

54 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

### SPCOM 124 3 UNITS

#### Career Communication

54 hours lecture; 54 hours total

This course covers a range of workplace communication concepts and skills related to interpersonal communication, public speaking and group dynamics. The course also will include topics such as developing resumes, interviewing, leadership, conflict resolution and critical thinking.

### SPCOM 126 3 UNITS

#### Intercultural Communication

54 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 worldviews, 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

### SPCOM 128 3 UNITS

#### Critical Thinking: Argumentation and Debate

54 hours lecture; 54 hours total

This course focuses on basic argumentation theory including research, methods of analysis, use and test of evidence, refutation, and the logical responsibilities of advocacy. It emphasizes the preparation and presentation of cases for and against propositions of Fact, Value and Policy through debate and public address.

CSU, UC

### SPCOM 130 3 UNITS

#### Small Group Communication

54 hours lecture; 54 hours total

This course focuses on the dynamics of small group interactions. Students will combine theory and practice to develop skills in running and participating in groups. Topics include group formation and development, roles and norms, leadership, decision-making and problem solving, running meetings, conflict resolution and effective verbal and nonverbal communication.

CSU, UC

### SPCOM 132 3 UNITS

#### Oral Interpretation

54 hours lecture; 54 hours total

This course covers a range of delivery concepts and skills for spoken and literary interpretations of text. Topics include literary analysis, vocal and physical delivery, group presentation, intellectual and emotional interpretations, and effective presentations. In addition, the course develops skills in articulation, reading, audience analysis, and presentation evaluation.

CSU, UC

### SPCOM 199 1-3 UNITS

#### Independent Study in Speech

54-162 hours lab; 54-162 hours total

A course for students wishing to pursue special speech topics not included in the regular curriculum.

### SPCOM 298 1-3 UNITS

#### Selected Topics in Speech

54-162 hours lab; 54-162 hours total

Topics in SPEECH 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.

## TECHNICAL

### Division Offices Career Technical Education

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#### Staff

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## Course Descriptions

### TECH 92 3 UNITS

**Technical Mathematics 1**  
54 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

### TECH 107 3 UNITS

**Technical Mathematics II**  
54 hours lecture; 54 hours total

*Prerequisite: TECH 92*

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.

#### CSU

## THEATER ARTS

### Division Offices Arts and Humanities

141B, Performing Arts Center, (707) 256-7509

#### Staff

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#### Faculty

Jennifer King, Program Coordinator  
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## Degree

### Associate of Arts in Theater Arts

This degree option provides a comprehensive foundation in theater preparation for transfer to Baccalaureate programs for theater majors in the California State University system. To fulfill the requirements for this degree, students will complete lower division major preparation courses listed below and the appropriate general education pattern (CSU GE or IGETC). Additional NVC graduation requirements do not apply to this degree. Students must pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA. Additionally, students pursuing this degree option must work with a counselor and faculty advisor to ensure appropriate elective course selections for their intended area of emphasis, e.g. Theater Arts.

#### Program Level Outcomes

- Outcome 1: Analyze dramatic literature.  
Outcome 2: Show a cultural and artistic appreciation of dramatic art.  
Outcome 3: Demonstrate basic performance and production skills.

### Acting Emphasis

A. Required Core Courses (15 units)	Units
THEA 100 Introduction to Theater	3
THEA 105 Culture and Gender in Theater	3
THEA 140 Technical Theater in Production	1 - 3
THEA 110 Technique of Acting	3

and

Three units from one of the following courses:	Units
THEA 152 Theater Production: Young Audiences	0.5 - 3
THEA 153 Musical Theater Production: Repertory	0.5 - 3
THEA 154 Theater Production: Repertory	0.5 - 3
THEA 156 Theater Production: Classical	0.5 - 3
THEA 166 Musical Theater Production: YA	0.5 - 3
THEA 167 Musical Theater Production: Broadway	0.5 - 3
THEA 168 Musical Theater: Contemporary	0.5 - 3
THEA 151 Theater Production: Contemporary	0.5 - 3

B. Restricted Electives (6 units)	Units
THEA 110 Technique of Acting	3

THEA 122 Improvisation	2
THEA 125 Voice, Speech and Text	2
THEA 130 Stage Combat	2
THEA 135 Stage Movement	2
THEA 151 Theater Production: Contemporary	0.5 - 3
THEA 152 Theater Production: Young Audiences	0.5 - 3
THEA 153 Musical Theater Production: Repertory	0.5 - 3
THEA 154 Theater Production: Repertory	0.5 - 3
THEA 215 Acting Shakespeare	2
THEA 220 Professional Acting	2
THEA 244 Fundamentals of Acting	3
THEA 156 Theater Production: Classical	0.5 - 3
THEA 166 Musical Theater Production: YA	0.5 - 3
THEA 168 Musical Theater Production: Contempo	0.5 - 3
THEA 155 Dance Theater Production	1 - 3
THEA 167 Musical Theater Production: Broadway	0.5 - 3

**Total Units** 21

### Technical Theater Emphasis

<b>A. Required Core Courses (15 units)</b>	<b>Units</b>
THEA 100 Introduction to Theater	3
THEA 105 Culture and Gender in Theater	3
THEA 140 Technical Theater in Production	1 - 3
THEA 244 Fundamentals of Acting	3

and

<b>Three units from one of the following courses:</b>	<b>Units</b>
THEA 152 Theater Production: Young Audiences	0.5 - 3
THEA 153 Musical Theater Production: Repertory	0.5 - 3
THEA 154 Theater Production: Repertory	0.5 - 3

<b>B. Restricted Electives (6 units)</b>	<b>Units</b>
THEA 140 Technical Theater in Production	1 - 3
THEA 141 Stagecraft	3
THEA 142 Intro to Stage Costume and Design	3
THEA 151 Theater Production: Contemporary	0.5 - 3
THEA 152 Theater Production: Young Audiences	0.5 - 3
THEA 153 Musical Theater Production: Repertory	0.5 - 3

**Total Units** 21

### Course Descriptions

#### THEA 89 0.5-3 UNITS

**Theater Arts Academy**  
18-108 hours integrated lab; 18-108 hours total

This course providing a broad introduction to educational opportunities and career pathways in theater arts. This course is designed for first-time college students and does not require any theater experience.

#### THEA 100 3 UNITS

**Introduction to Theater**  
*Cross-listed with HUMA-170*  
54 hours lecture; 54 hours total

This course focuses on the relationship of theatre to various cul-

tures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. Cross-listed with HUMA-170.

**CSU, UC**

#### THEA 105 3 UNITS

**Culture and Gender in Theater**  
*Cross-listed with HUMA-174*  
54 hours lecture; 54 hours total

This course explores the contributions and perspectives of various cultural, ethnic and gender groups to contemporary American drama. Students in this course will study plays by African Americans, Latino Americans, Asian Americans and other cultural and gender groups. Cross-listed with HUMA-174.

**CSU, UC**

#### THEA 110 3 UNITS

**Technique of Acting**  
54 hours lecture; 54 hours total

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text.

**CSU, UC**

#### THEA 115 3 UNITS

**Acting Shakespeare**  
54 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.

**CSU, UC**

#### THEA 122 2 UNITS

**Improvisation**  
18 hours lecture, 108 hours lab; 126 hours total

This interactive course is an exploration of improvisation through theater games and individual and group performance.

**CSU, UC**

#### THEA 125 2 UNITS

**Voice, Speech and Text**  
36 hours lecture; 36 hours total

This course introduces various physical, vocal, and breath techniques to aid the actor in the development and use of the voice on the stage.

**CSU, UC**

<p><b>THEA 130</b> <b>2 UNITS</b>  <b>Stage Combat</b>  36 hours lecture; 36 hours total  This course introduces the fundamental skills for unarmed combat and swordplay for theater rehearsal and performance.  <b>CSU, UC</b></p>	<p><b>THEA 151</b> <b>0.5-3 UNITS</b>  <b>Theater Production: Contemporary</b>  18-108 hours integrated lab; 18-108 hours total  <i>Limitation on Enrollment: Enrollment by audition</i>  Theater Production: Contemporary is designed for the rehearsal and performance of contemporary plays to be presented before the campus and community with full production support.  <b>CSU, UC</b></p>
<p><b>THEA 135</b> <b>2 UNITS</b>  <b>Stage Movement</b>  36 hours lecture; 36 hours total  Introduction to principles and techniques of theatrical stage movement. Designed to help actors make their bodies more flexible and efficient instruments of expression in performance.  <b>CSU, UC</b></p>	<p><b>THEA 152</b> <b>0.5-3 UNITS</b>  <b>Theater Production: Young Audiences</b>  18-108 hours integrated lab; 18-108 hours total  <i>Limitation on Enrollment: Enrollment by audition</i>  Theater Production: Young Audiences is designed for the rehearsal and performance of plays to be presented for young audiences and the general community with full production support.  <b>CSU, UC</b></p>
<p><b>THEA 140</b> <b>1-3 UNITS</b>  <b>Technical Theater in Production</b>  54-162 hours lab; 54-162 hours total  Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews.  <b>CSU, UC</b></p>	<p><b>THEA 153</b> <b>0.5-3 UNITS</b>  <b>Musical Theater Production: Repertory</b>  18-108 hours integrated lab; 18-108 hours total  <i>Limitation on Enrollment: Enrollment by audition</i>  Musical Theater Production is designed for the rehearsal and performance of musicals to be presented before the public with full production support.  <b>CSU, UC</b></p>
<p><b>THEA 141</b> <b>3 UNITS</b>  <b>Stagecraft</b>  36 hours lecture, 72 hours lab; 108 hours total  An introduction to technical theatre and the creation of scenic elements. Includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. May include stage management, lighting, and/or sound techniques. Lecture, reading, projects, and practical experience.  <b>CSU, UC</b></p>	<p><b>THEA 154</b> <b>0.5-3 UNITS</b>  <b>Theater Production: Repertory</b>  18-108 hours integrated lab; 18-108 hours total  <i>Limitation on Enrollment: Enrollment by audition</i>  Theater Production: Repertory provides performance, administrative and technical skills through the rehearsal and performance of different plays on stage for the campus and community. Different plays may be produced each semester.  <b>CSU, UC</b></p>
<p><b>THEA 142</b> <b>3 UNITS</b>  <b>Introduction to Stage Costume and Design</b>  36 hours lecture, 72 hours lab; 108 hours total  Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated.  <b>CSU, UC</b></p>	<p><b>THEA 155</b> <b>1-3 UNITS</b>  <b>Dance Theater Production</b>  36-108 hours integrated lab; 36-108 hours total  <i>Limitation on Enrollment: Enrollment by audition</i>  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.  <b>CSU, UC</b></p>
<p><b>THEA 143</b> <b>3 UNITS</b>  <b>Technical Theater and Design: Lighting and Sound</b>  36 hours lecture, 72 hours lab; 108 hours total  This course covers theory and techniques utilized in lighting and sound design and engineering for the stage.  <b>CSU, UC</b></p>	<p><b>THEA 156</b> <b>0.5-3 UNITS</b>  <b>Theater Production: Classical</b>  18-108 hours integrated lab; 18-108 hours total  <i>Limitation on Enrollment: Enrollment by audition</i>  Theater Production: Classical is designed for the rehearsal and performance of classical plays to be presented on stage before the campus and community with full production support.  <b>CSU, UC</b></p>
<p><b>THEA 144</b> <b>3 UNITS</b>  <b>Introduction to Production Management</b>  36 hours lecture, 72 hours lab; 108 hours total  Introduction to all aspects of Production Management including production coordination, stage management, run crew, and front of house staffing.  <b>CSU, UC</b></p>	

<p><b>THEA 161</b> <b>1-2 UNITS</b>  <b>Summer Theater Workshop: Comedy</b>  36-72 hours integrated lab; 36-72 hours total  <i>Limitation on Enrollment: Enrollment by audition</i></p> <p>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.  <b>CSU, UC</b></p>	<p><b>THEA 210</b> <b>3 UNITS</b>  <b>Intermediate Acting</b>  54 hours lecture; 54 hours total  <i>Prerequisite: THEA 110</i></p> <p>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.  <b>CSU, UC</b></p>
<p><b>THEA 162</b> <b>1-2 UNITS</b>  <b>Summer Theater Production: Drama</b>  36-72 hours integrated lab; 36-72 hours total  <i>Limitation on Enrollment: Enrollment by audition</i></p> <p>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.  <b>CSU, UC</b></p>	<p><b>THEA 215</b> <b>2 UNITS</b>  <b>Acting Shakespeare</b>  36 hours lecture; 36 hours total</p> <p>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.  <b>CSU</b></p>
<p><b>THEA 163</b> <b>1-2 UNITS</b>  <b>Summer Theater Production: Musical</b>  36-72 hours integrated lab; 36-72 hours total  <i>Limitation on Enrollment: Enrollment by audition</i></p> <p>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.</p>	<p><b>THEA 220</b> <b>2 UNITS</b>  <b>Professional Acting</b>  36 hours lecture; 36 hours total</p> <p>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.</p>
<p><b>THEA 166</b> <b>0.5-3 UNITS</b>  <b>Musical Theater Production: Young Audiences</b>  18-108 hours integrated lab; 18-108 hours total  <i>Limitation on Enrollment: Enrollment by audition</i></p> <p>Musical Theater Production: Young Audiences is designed for the rehearsal and performances of musicals for young audiences with full production support.  <b>CSU, UC</b></p>	<p><b>THEA 244</b> <b>3 UNITS</b>  <b>Fundamentals of Acting</b>  54 hours lecture; 54 hours total</p> <p>The exploration and development of acting skills through technique and performance.  <b>CSU, UC</b></p>
<p><b>THEA 167</b> <b>0.5-3 UNITS</b>  <b>Musical Theater Production: Broadway</b>  18-108 hours integrated lab; 18-108 hours total  <i>Limitation on Enrollment: Enrollment by audition</i></p> <p>Musical Theater Production: Broadway is designed for the rehearsal and performance of Broadway musicals with full production support.  <b>CSU, UC</b></p>	
<p><b>THEA 168</b> <b>0.5-3 UNITS</b>  <b>Musical Theater Production: Contemporary</b>  18-108 hours integrated lab; 18-108 hours total</p> <p>Musical Theater Production: Contemporary is designed for the rehearsal and performance of contemporary musical with full production support.  <b>CSU, UC</b></p>	



## VITICULTURE AND WINERY TECHNOLOGY

### Division Offices Career Technical Education

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### Degrees

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.

#### Program Level Outcomes

- Outcome 1: Viticulture—Lead our sustainable viticulture industry into the future and create a skilled workforce by applying local, regional and global methods.
- Outcome 2: 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.
- Outcome 3: Interpersonal Skills—Display an understanding of interpersonal relationships and the ability to develop effective relationships on both a personal and professional level.
- Outcome 4: Regulations—Create a vineyard/winery

development plan, and maintain operational compliance consistent with county-state federal regulations and land use policies.

Outcome 5: Research—Develop skills to access information and apply it effectively.

Outcome 6: 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.

Outcome 7: Work Skills—Display a basic range of professional habits and skills to meet the HR standards of the wine industry.

### Associate of Science in Viticulture and Winery Technology - Viticulture Option

First Semester	Units
VWT 130 General Viticulture	3
VWT 134 Vineyard Pruning	1
CHEM 110 Introduction to Chemistry	4
or	
EART 110 Earth Science: Earth, Sea, and Sky*	4
English Composition General Ed *	3
Mathematics 94 or higher *	3
Physical Education *	1

Second Semester	Units
VWT 132 Vineyard Soils, Fertilizers & Irrigation	3
VWT 135 Grapevine Propagation	1
VWT Program Elective ***	3
Social Science General Ed *	3
BIOL 110 Survey of Biology	4
Physical Education *	1

Third Semester	Units
VWT 180 Fundamentals of Enology	3
VWT 290 VWT Work Experience 3	3
VWT 199 Independent Study in VWT	1
or	
VWT 290 VWT Work Experience 3	3
VWT 230 Fall Viticulture Operations	3
VWT 234 Integrated Pest Control for Grapes	3
Multicultural/Gender Studies General Ed *	3

Fourth Semester	Units
VWT 199 Independent Study in VWT	1
or	
VWT 291 VWT Work Experience 4	3
VWT 231 Spring Viticulture Operations	3
VWT 232 Vineyard Management	3
VWT Program Electives ***	6

**Total Units** **59-63**

**Notes:** 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.

#### Options

1. 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

\*Satisfies General Education requirement

\*\*\*Students must complete a minimum of 5 units in VWT 190, 191, 199, 290, 291.

### Associate of Science Viticulture and Winery Technology -Winemaking Option

First Semester	Units
VWT 180 Fundamentals of Enology	3
VWT 172 Laboratory Analysis of Musts & Wines	3
CHEM 110 Introduction to Chemistry	4
Mathematics 94 or higher *	3
Physical Education *	1
<b>Second Semester</b>	<b>Units</b>
VWT 137 Wines of California	3
VWT 173 Sensory Evaluation of Wine	3 - 4
BIOL 110 Survey of Biology	4
CHEM 111 Intro to Organic & Biological Chemistry	4
Physical Education*	1
<b>Third Semester</b>	<b>Units</b>
VWT 136 Wines of the World	3
VWT 270 Advanced Winemaking	3
VWT 280 Fall Winery Operations	3
English Composition General Ed *	3
Social Science General Ed *	3
<b>Fourth Semester</b>	<b>Units</b>
VWT 130 General Viticulture	3
VWT 271 Winery Management	3
VWT 272 Fund of Wine Chemistry & Microbiology	3
VWT 281 Spring Winery Operations	3
Humanities General Ed *	3
Multicultural/Gender Studies General Ed*	3
<b>Total Units</b>	<b>62-64</b>

**Notes:** 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.

#### Options

1. 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.

\*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, 275, 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 190, 191, 199, 290, 291.

### Associate of Science Viticulture and Winery Technology -Wine Marketing and Sales Option

First Semester	Units
VWT 136 Wines of the World	3
BUSI 100 Introduction to Business	3
English Composition General Ed *	3
Mathematics 94 or higher*	3
Physical Education*	1
VWT 130 General Viticulture	3
<b>Second Semester</b>	<b>Units</b>
VWT 137 Wines of California	3
Social Sciences General Ed *	3
Communications/Analytical Thinking General Ed *	3
Humanities General Ed *	3
Natural Science General Ed *	3
Physical Education	1
<b>Third Semester</b>	<b>Units</b>
VWT 140 Cultural Appreciation of Wine	3
VWT 199 Independent Study in VWT	1
VWT 190 VWT Work Experience 1 or	2
VWT 290 VWT Work Experience 3	3
VWT 180 Fundamentals of Enology Program Elective **	3 3
<b>Fourth Semester</b>	<b>Units</b>
VWT 173 Sensory Evaluation of Wine	3
VWT 199 Independent Study in VWT	1
VWT 191 VWT Work Experience 2 or	2
VWT 291 VWT Work Experience 4	3
VWT 241 Wine Marketing Business Elective Program Elective **	3 3 3
<b>Total Units</b>	<b>56-61</b>

**Notes:** 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.

#### Options

1. 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.

\*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, 275, 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 190, 191, 199, 290, 291.

## Certificates

### Viticulture and Winery Technology: Viticulture Certificate of Achievement

Required Courses	Units
VWT 130 General Viticulture	3
VWT 132 Vineyard Soils, Fertilizers & Irrigation	3
VWT 172 Laboratory Analysis of Musts & Wines	3
VWT 180 Fundamentals of Enology	3
VWT 230 Fall Viticulture Operations	3
VWT 231 Spring Viticulture Operations	3
VWT 232 Vineyard Management	3
VWT 271 Winery Management	3
VWT 280 Fall Winery Operations	3
VWT 281 Spring Winery Operations	3
<b>Total Units</b>	<b>30</b>

### Viticulture and Winery Technology: Wine Marketing and Sales Certificate of Achievement

Required Courses	Units
VWT 130 General Viticulture	3
VWT 136 Wines of the World	3
VWT 137 Wines of California	3
VWT 140 Cultural Appreciation of Wine	3
VWT 173 Sensory Evaluation of Wine	3
VWT 180 Fundamentals of Enology	3
VWT 241 Wine Marketing	3
<b>Total Units</b>	<b>21</b>

## Course Descriptions

**VWT 130** **3 UNITS**  
**General Viticulture**  
 54 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**

**VWT 131** **1 UNIT**

**Cover Crops for Vineyards**  
 18 hours lecture; 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. Six-week course.

**CSU, UC**

**VWT 132** **3 UNITS**  
**Vineyard Soils, Fertilizers & Irrigation**  
 54 hours lecture; 54 hours total

Introduction to basic principles of soil science, mineral nutrition and plant/water relationships for North Coast grape production.

**CSU**

**VWT 133** **1 UNIT**  
**Phylloxera and Rootstocks**  
 18 hours lecture; 18 hours total

The selection of resistant rootstocks for grapes, including biology and control of soil pests, adaptation to soil types, effect on wine quality.

**CSU**

**VWT 134** **1 UNIT**  
**Vineyard Pruning**  
 15 hours lecture, 6 hours integrated lab; 21 hours total

Introduction to the theory and practice of pruning grapevines. Lecture stresses vine responses to pruning and introduces terminology. Laboratory consists of pruning and training field work.

**CSU**

**VWT 135** **1 UNIT**  
**Grapevine Propagation**  
 18 hours lecture; 18 hours total

An introduction to the theory and practice of grape vine propagation, including field budding; bench grafting; grafting to change varieties.

**CSU**

**VWT 136** **3 UNITS**  
**Wines of the World**  
 54 hours lecture; 54 hours total

*Limitation on Enrollment: Must be at least 21 years of age*

Introduction to world wine regions, including history; viticulture practices; winemaking styles. Sensory evaluation of representative wines. Laboratory materials fee. Student must be 21 years of age.

**CSU**

**VWT 137** **3 UNITS**  
**Wines of California**  
 54 hours lecture; 54 hours total

*Limitation on Enrollment: Must be at least 21 years of age*

Introduction to the wines of California, including history, viticulture practices and winemaking styles. Sensory evaluation of representative wines. Laboratory materials fee. Student must be 21 years of age.

**CSU**

<p><b>VWT 139</b> <b>1 UNIT</b>  <b>Introduction to North Coast Wines</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</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. Student must be at least 21 years of age.  <b>CSU</b></p>	<p><b>VWT 151</b> <b>1 UNIT</b>  <b>The Wines of France</b>  18 hours lecture; 18 hours total  A survey of the wines of France, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>
<p><b>VWT 140</b> <b>3 UNITS</b>  <b>Cultural Appreciation of Wine</b>  54 hours lecture; 54 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</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. Student must be at least 21 years of age.  <b>CSU</b></p>	<p><b>VWT 152</b> <b>1 UNIT</b>  <b>The Wines of Italy</b>  18 hours lecture; 18 hours total  A survey of the wines of Italy, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>
<p><b>VWT 145</b> <b>1 UNIT</b>  <b>The Greatest Wines of the World</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</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. Student must be 21 years of age.  <b>CSU</b></p>	<p><b>VWT 153</b> <b>1 UNIT</b>  <b>The Wines of Spain and Portugal</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</i>  A survey of the wines of Spain and Portugal, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>
<p><b>VWT 146</b> <b>1 UNIT</b>  <b>The Greatest Wines of the Old World</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</i>  A survey of the greatest wines of the old world, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>	<p><b>VWT 154</b> <b>1 UNIT</b>  <b>The Wines of Germany and Austria</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</i>  A survey of the wines of Germany and Austria, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>
<p><b>VWT 147</b> <b>1 UNIT</b>  <b>The Greatest Wines of the New World</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</i>  A survey of the greatest wines of the new world, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>	<p><b>VWT 155</b> <b>1 UNIT</b>  <b>The Wines of Eastern Europe</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</i>  A survey of the wines of Eastern Europe, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>
<p><b>VWT 150</b> <b>1 UNIT</b>  <b>The Wines of the Napa Valley</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</i>  A survey of the wines of the Napa Valley, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>	<p><b>VWT 156</b> <b>1 UNIT</b>  <b>The Wines of South Africa, Australia and New Zealand</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</i>  A survey of the wines of South Africa, Australia and New Zealand, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>

<p><b>VWT 157</b> <b>1 UNIT</b>  <b>The Wines of South America</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</i>  A survey of the wines of South America, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>	<p><b>VWT 190</b> <b>2 UNITS</b>  <b>Viticulture &amp; Winery Technology WOEX 1</b>  180 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.  <b>CSU</b></p>
<p><b>VWT 158</b> <b>1 UNIT</b>  <b>The Wines of North America</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</i>  A survey of the wines of North America, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>	<p><b>VWT 191</b> <b>2 UNITS</b>  <b>Viticulture &amp; Winery Technology WOEX 2</b>  180 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.  <b>CSU</b></p>
<p><b>VWT 159</b> <b>1 UNIT</b>  <b>The Wines of the Pacific Northwest</b>  18 hours lecture; 18 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</i>  A survey of the wines of the Pacific Northwest, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Must be at least 21 years of age.  <b>CSU</b></p>	<p><b>VWT 192</b> <b>1 UNIT</b>  <b>Viticulture and Winery Technology Internship</b>  36 hours integrated lab; 36 hours total  Student assists faculty member on a Viticulture and Winery Technology department project in viticulture, winemaking and/or wine marketing.  <b>CSU</b></p>
<p><b>VWT 172</b> <b>3 UNITS</b>  <b>Laboratory Analysis of Musts &amp; Wines</b>  54 hours lecture; 54 hours total  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></p>	<p><b>VWT 199</b> <b>1 UNIT</b>  <b>Indep Study in Viticulture &amp; Winery Tech</b>  54 hours lab; 54 hours total  Special project for advanced Viticulture and Winery Technology students. Student must meet with the Program Coordinator before enrolling.  <b>CSU</b></p>
<p><b>VWT 173</b> <b>3 UNITS</b>  <b>Sensory Evaluation of Wine</b>  54 hours lecture; 54 hours total  <i>Limitation on Enrollment: Must be at least 21 years of age</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. Student must be at least 21 years of age.  <b>CSU</b></p>	<p><b>VWT 229</b> <b>1 UNIT</b>  <b>Summer Viticulture Operations</b>  12 hours lecture, 12 hours lab; 24 hours total  Vineyard practices for the summer session. Class operates NVC Student Vineyard, with an emphasis on the practical applications of viticulture theory.  <b>CSU</b></p>
<p><b>VWT 180</b> <b>3 UNITS</b>  <b>Fundamentals of Enology</b>  54 hours lecture; 54 hours total  An introduction to the science of winemaking, including grape maturation, harvesting, fermentation, wine development, blending, filtration and preparation for bottling. Students learn the winemaking options available to create different wine styles.  <b>CSU</b></p>	<p><b>VWT 230</b> <b>3 UNITS</b>  <b>Fall Viticulture Operations</b>  36 hours lecture, 36 hours lab; 72 hours total  Vineyard practices for the fall and winter seasons. Class operates NVC Student Vineyard, with an emphasis on the practical applications of viticulture theory.  <b>CSU</b></p>

<p><b>VWT 231</b> <b>3 UNITS</b>  <b>Spring Viticulture Operations</b>  36 hours lecture, 36 hours lab; 72 hours total</p> <p>Vineyard practices for the winter and spring seasons. Class operates the NVC Student Vineyard, with an emphasis on practical applications of viticulture theory.</p> <p><b>CSU</b></p>	<p><b>VWT 272</b> <b>3 UNITS</b>  <b>Fundamentals of Wine Chemistry &amp; Microbiology</b>  54 hours lecture; 54 hours total</p> <p>Chemistry and microbiology of winemaking, including use of enzymes and yeasts; fermentation management; wine microorganisms; phenols; aging; flavor development.</p> <p><b>CSU</b></p>
<p><b>VWT 232</b> <b>3 UNITS</b>  <b>Vineyard Management</b>  54 hours lecture; 54 hours total</p> <p>Vineyard management practices, including annual plans and budgets; labor management and supervision; crop sale contracts, and legal compliance.</p> <p><b>CSU</b></p>	<p><b>VWT 273</b> <b>1 UNIT</b>  <b>Advanced Sensory Evaluation of Wine</b>  18 hours lecture; 18 hours total</p> <p><i>Limitation on Enrollment: Must be at least 21 years of age</i></p> <p>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. Student must be 21 years of age.</p> <p><b>CSU</b></p>
<p><b>VWT 234</b> <b>3 UNITS</b>  <b>Integrated Pest Control for Grapes</b>  54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU</b></p>	<p><b>VWT 275</b> <b>1 UNIT</b>  <b>Winery Compliance and Recordkeeping</b>  18 hours lecture; 18 hours total</p> <p>Introduction to federal, state and county laws and regulations for California wineries, including bonded winery establishment; winery operations recordkeeping; label compliance; government reporting.</p> <p><b>CSU</b></p>
<p><b>VWT 241</b> <b>3 UNITS</b>  <b>Wine Marketing</b>  54 hours lecture; 54 hours total</p> <p><i>Limitation on Enrollment: Must be at least 21 years of age</i></p> <p>Introduction to wine marketing methods, to basic approaches to packaging, and the advertising and promotion of wine. Student must be 21 years of age to participate in wine evaluation.</p> <p><b>CSU</b></p>	<p><b>VWT 280</b> <b>3 UNITS</b>  <b>Fall Winery Operations</b>  36 hours lecture, 36 hours lab; 72 hours total</p> <p><i>Limitation on Enrollment: Must be at least 21 years of age</i></p> <p>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. Student must be 21 years of age to participate in wine tasting.</p> <p><b>CSU</b></p>
<p><b>VWT 270</b> <b>3 UNITS</b>  <b>Advanced Winemaking</b>  54 hours lecture; 54 hours total</p> <p><i>Limitation on Enrollment: Must be at least 21 years of age</i></p> <p>Advanced course in winemaking, including development of wine-making style, experimentation in production practices and enhancement of wine quality. Course provides essential skills for a career in commercial winemaking. Laboratory materials fee. Student must be 21 years of age to participate in wine tasting.</p> <p><b>CSU</b></p>	<p><b>VWT 281</b> <b>3 UNITS</b>  <b>Spring Winery Operations</b>  36 hours lecture, 36 hours lab; 72 hours total</p> <p><i>Prerequisite: VWT 180</i></p> <p><i>Limitation on Enrollment: Must be at least 21 years of age</i></p> <p>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. Student must be 21 years of age to participate in wine tasting.</p> <p><b>CSU</b></p>
<p><b>VWT 271</b> <b>3 UNITS</b>  <b>Winery Management</b>  54 hours lecture; 54 hours total</p> <p>Fundamentals of winery management including the preparation of annual plans and budgets; labor management; legal compliance, and record-keeping.</p> <p><b>CSU</b></p>	

<b>VWT 282</b> <b>Summer Winery Operations</b> 12 hours lecture, 12 hours lab; 24 hours total <i>Limitation on Enrollment: Must be at least 21 years of age</i> 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. Student must be 21 years of age to participate in wine tasting. <b>CSU</b>	<b>1 UNIT</b>
<b>VWT 288</b> <b>Current Topics in Winemaking</b> 18 hours lecture; 18 hours total <i>Limitation on Enrollment: Must be at least 21 years of age</i> A presentation of current issues in winemaking. Course may include guest speakers and field trips to observe commercial practices. <b>CSU</b>	<b>1 UNIT</b>
<b>VWT 290</b> <b>Viticulture and Winery Technology WOEX 3</b> 270 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. <b>CSU</b>	<b>3 UNITS</b>
<b>VWT 291</b> <b>Viticulture &amp; Winery Technology WOEX 4</b> 270 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. <b>CSU</b>	<b>3 UNITS</b>
<b>VWT 298</b> <b>Selected Topics in VWT</b> 18-72 hours lecture; 18-72 hours total 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. <b>CSU</b>	<b>1-4 UNITS</b>

## WELDING TECHNOLOGY

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### Degree

#### Associate of Science in 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 Mathematics 1	3
Second Semester	Units
WELD 121 Welding Technology 2	7
English Composition* (BUSI 105 or ENGL 120)	3
PHOT 120 Introduction to Photography	3
TECH 107 Technical Mathematics II	3
Third Semester	Units
WELD 240 Welding Technology 3	7
DDGT 110 Technical Drawing Fundamentals	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
Physical Education	1
Fourth Semester	Units
WELD 241 Welding Technology 4	3
Social Science General Ed **	3
Physical Education	1
Electives	8

**Total Units** 60

**Notes:** 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.

#### Options

1. 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 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.

## Certificate

### Welding Technology Certificate of Achievement

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.

#### Program Level Outcomes

- Outcome 1: Work efficiently and safely in a variety of welding environments.
- Outcome 2: Exhibit good work habits while working independently and/or part of a team.
- Outcome 3: Identify, understand and apply appropriate welding processes and technologies to a planned end result.
- Outcome 4: Develop the knowledge base to accomplish the above outcome.

Required Courses	Unit
WELD 120 Welding Technology 1	7
WELD 121 Welding Technology 2	7
WELD 240 Welding Technology 3	7
WELD 241 Welding Technology 4	3
TECH 92 Technical Mathematics 1	3
TECH 107 Technical Mathematics II	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
DDGT 110 Technical Drawing Fundamentals	3
MACH 100 Machine Shop Practice	3

**Total Units** 40

## Course Descriptions

**WELD 100** 3 UNITS

### Welding Theory & Practice 1

36 hours lecture, 54 hours lab; 90 hours total

This is a basic welding course which provides an awareness of welding and cutting processes and develops or upgrades limited manipulative skills involving oxy-fuel and plasma cutting and stick and wire feed welding. It is designed to introduce welding to community members and students in other vocational areas, and upgrade welders already in industry. This course satisfies the degree requirement for Machine Tool and DDGT.

**CSU**

**WELD 101** 3 UNITS

### Welding Theory & Practice 2

36 hours lecture, 54 hours lab; 90 hours total

*Prerequisite:* WELD 100 or WELD 120 or WELD 130

*Recommended Preparation:* WELD 100

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 develop and upgrade manipulative skills, technical knowledge and an appreciation of welding.

**CSU**

**WELD 120** 7 UNITS

### Welding Technology 1

90 hours lecture, 180 hours lab; 270 hours total

This class provides a basis for all intermediate and advanced level courses. It is the first course of an extensive two-year program preparing the student for a skilled job in the field of welding. Beginning with trade safety, it provides training in manipulative skills in all phases of oxygen-fuel gas cutting, stick electrodes in various joints and positions, introduces GMAW, PAC, CAC-A, and related theory. Students will need to purchase some safety equipment.

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**WELD 121** 7 UNITS

### Welding Technology 2

90 hours lecture, 180 hours lab; 270 hours total

*Prerequisite:* WELD 100 or WELD 120 or WELD 130

*Co-requisite:* WELD 120 or equivalent coursework

*Recommended Preparation:* WELD 100

The second semester of Welding Technology advances into Gas Tungsten Arc Welding, SMAW electrode selection and the semi-automatic processes of hardwire and Flux core. Concepts and skills are developed with TIG, stick electrodes, core wire and Innershield in the vertical and overhead positions. Materials, preparation of joints and their design and related subjects will be covered.

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<p><b>WELD 130</b> <span style="float: right;"><b>3.5 UNITS</b></span>  <b>Welding Technology 1A</b>            54 hours lecture, 90 hours lab; 144 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. Students will need to purchase some safety equipment.  <b>CSU</b></p>	<p><b>WELD 151</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Metal Fabrication 2</b>            36 hours lecture, 54 hours lab; 90 hours total  <i>Prerequisite: WELD 100 or WELD 120 or WELD 130</i>            Second of a two-course sequence in metal fabrication techniques that will enhance the welding student's value to potential employers. Areas covered will include safety, the understanding and use of blueprints, use and care of tools, layout from blueprints, use of jigs and fixtures, use of materials handbooks, and hands-on fabrication of various projects. Students will need to purchase some safety equipment.  <b>CSU</b></p>
<p><b>WELD 131</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Welding Technology 1B</b>            54 hours lecture, 90 hours lab; 144 hours total  <i>Prerequisite: WELD 100 or WELD 120 or WELD 130</i>  <i>Recommended Preparation: WELD 130</i>            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.  <b>CSU</b></p>	<p><b>WELD 199</b> <span style="float: right;"><b>1-3 UNITS</b></span>  <b>Independent Study in Welding</b>            54-162 hours lab; 54-162 hours total  <i>Prerequisite: WELD 120, WELD 121, WELD 240, WELD 241 or equivalent coursework</i>            This course can be used by students to complete the requirements for a Certificate and to research, experiment or develop specific areas, methods, or techniques of welding or of a special interest.  <b>CSU</b></p>
<p><b>WELD 132</b> <span style="float: right;"><b>3.5 UNITS</b></span>  <b>Welding Technology 2A</b>            54 hours lecture, 90 hours lab; 144 hours total  <i>Prerequisite: WELD 100 or WELD 120 or WELD 130</i>  <i>Recommended Preparation: WELD 131, WELD 130</i>            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. Students will need to purchase some safety equipment.  <b>CSU</b></p>	<p><b>WELD 230</b> <span style="float: right;"><b>3.5 UNITS</b></span>  <b>Welding Technology 3A</b>            54 hours lecture, 90 hours lab; 144 hours total  <i>Prerequisite: WELD 100 or WELD 120 or WELD 130</i>  <i>Recommended Preparation: WELD 131, WELD 130, WELD 132, WELD 133 or equivalent</i>            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.  <b>CSU</b></p>
<p><b>WELD 133</b> <span style="float: right;"><b>3.5 UNITS</b></span>  <b>Welding Technology 2B</b>            54 hours lecture, 90 hours lab; 144 hours total  <i>Prerequisite: WELD 100 or WELD 120 or WELD 130</i>  <i>Recommended Preparation: WELD 130, WELD 131, WELD 132</i>            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. Students will need to purchase some safety equipment.  <b>CSU</b></p>	<p><b>WELD 231</b> <span style="float: right;"><b>3.5 UNITS</b></span>  <b>Welding Technology 3B</b>            54 hours lecture, 90 hours lab; 144 hours total  <i>Prerequisite: WELD 100 or WELD 120 or WELD 130</i>  <i>Recommended Preparation: WELD 130, WELD 131, WELD 132, WELD 133, WELD 230</i>            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.  <b>CSU</b></p>
<p><b>WELD 150</b> <span style="float: right;"><b>3 UNITS</b></span>  <b>Metal Fabrication 1</b>            36 hours lecture, 54 hours lab; 90 hours total  <i>Prerequisite: WELD 100 or WELD 120 or WELD 130</i>  <i>Recommended Preparation: TECH 102, TECH 107 or equivalent</i>            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, hand-on fabrication of various projects, and joining processes. Students will need to purchase some safety equipment.  <b>CSU</b></p>	

**WELD 240** 7 UNITS**Welding Technology 3**

90 hours lecture, 180 hours lab; 270 hours total

*Prerequisite: WELD 100 or WELD 120 or WELD 130*

*Recommended Preparation: WELD 120, WELD 121 or equivalent coursework*

The third semester of Welding Technology continues with the advancement of welding skills in all areas. The study of joint design, materials, layout, symbols, metallurgy, material identification is expanded; material preparation and finishing, including patination is introduced.

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**WELD 241** 3 UNITS**Welding Technology 4**

36 hours lecture, 99 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. This is the fourth semester in a series of Welding Technology courses leading to an A.S. Degree or Certificate. This class prepares the student for AWS Qualification Tests in the use of stick electrodes and inert gas processes. Students will need to purchase some safety equipment.

**CSU**

**WELD 298** 1-3 UNITS**Selected Topics In Welding**

18-162 hours integrated lab; 18-162 hours total

*Recommended Preparation: WELD 120, WELD 130, WELD 100*

Topics in welding not covered by regular course 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**

**WORK EXPERIENCE****Division Offices  
Career Technical Education**

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**Course Descriptions****WOEX 190** 1 UNIT**Work Experience Seminar**

18 hours lecture; 18 hours total

*Co-requisite: WOEX 191, WOEX 193*

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.

**CSU**

**WOEX 191** 1-3 UNITS**General Work Experience 1**

75-225 hours lab; 75-225 hours total

*Co-requisite: WOEX 190*

A course designed to provide 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.

**CSU**

**WOEX 193** 1-4 UNITS**Vocational Work Experience**

75-300 hours lab; 75-300 hours total

*Co-requisite: WOEX 190*

Provides learning opportunities of an occupational nature through employment (paid, unpaid or volunteer) in an occupation related to the student's major course of study. Work experience coordinates the practical on-the-job training with work maturity counseling and information and skills enrichment to enhance value and success in one's employment/employability.

**CSU**

## WOMEN'S STUDIES

### Division Offices Social Sciences

#### Division Chair

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#### Faculty

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## Certificates

### Integrative Studies in Women and Gender (ISWG) Certificate

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.

#### Program Level Outcomes

- Outcome 1: 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.
- Outcome 2: 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.
- Outcome 3: Be able to speak in public, assert herself when treated inappropriately, understand diverse communication styles between genders and among cultures.
- Outcome 4: 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.

Required Core Course (3 units)	Units
ANTH 150 Anthro of Sex, Gender, and Sexuality	3
HIST 150 History of American Women 1600-1900	3

HIST 152 Women in Twentieth-Century America	3
HUMA 151 Women's Ethnic Heritage	3

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

##### Civic and Artistic Expression (at least 3 units)

ENGL 212 Introduction to Literature by Women	3
HUMA 100 The American Mind 1	3
HUMA 101 The American Mind 2	3
POLI 120 Intro to the Principles of Amer Govt I	3
POLI 121 Intro to the Principles of Amer Govt II	3

##### Self and Community Care (at least 3 units)

ANTH 180 The Anthropology of Childhood or	3
CFS 180 The Anthropology of Childhood	3
CFS 140 The Child, Family and Community	3
CFS 160 Parenting	3
COUN 124 Working With Diverse Populations	3
HELH 106 Personal & Community Health	3
PSYC 128 Cross-Cultural Psychology	3
PSYC 135 Human Sexuality or	3
SOCI 135 Human Sexuality	3

##### Communication/Career (at least 3 units)

BUSI 108 Financial Planning and Investing	3
COUN 90 Career Decision-Making	1
COUN 110 Career/Life Plan	3
WOEX 190 Work Experience Seminar	1
WOEX 191 General Work Experience 1	1 - 3
WOEX 192 General Work Experience 2	1 - 3
SPCOM 120 Interpersonal Communication	3
SPCOM 122 Public Speaking	3
SPCOM 124 Career Communications	3
SPCOM 126 Intercultural Communication	3

**Total Units** **12-15**

## Course Descriptions

### WOMS 250 0.5 UNIT Gender and Sexuality Studies: Capstone Workshop 9 hours lecture; 9 hours total

A two-day capstone workshop for graduating students receiving the Gender and Sexuality Studies Certificate. Thematic focus varies annually and draws on current research and expertise in Gender Studies and cognate academic fields to further knowledge and skills in the thematic areas of the Certificate.

## NONCREDIT AND COMMUNITY EDUCATION

### Upper Valley Campus

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## Course Descriptions

### ABEN 600

#### Adult Basic Education

This basic skills course for adults will include foundation work and practice in listening, speaking, reading, writing, critical thinking and math. The class has an all-inclusive format of individualized instruction and study group work for improvement and increased proficiency in adult basic skills. The course objective is to prepare students for continuing education, GED, college and future careers.

### ABEN 650

#### GED Preparation

This course will prepare individuals to successfully complete the high school equivalency examination. The course materials covered in this class will be math, social science, English, natural science and literature.

### ABEN 651

#### High School Credit - Social Science

This course is designed to meet high school Social Science requirements. The course covers the sequence of four social science courses beginning with Survey of Western Civilization (Grade 9) through American Government (grade 12). This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors.

### ABEN 652

#### High School Credit - Leadership

This is a student government and leadership course. This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors.

### ABEN 653

#### High School Credit - ESL

This course is designed to meet high school ESL requirements. This course will cover listening, speaking, reading and writing skills. This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors.

**ABEN 654****High School Credit - Science**

This course is designed to meet high school science requirements. This course the sequence of three science courses beginning with La Comunidad Life science (Grade 9) and ending with Earth Science (Grade 12). This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for, high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors.

**ABEN 655****High School Credit - English**

This course is designed to meet high school English requirements. This course provided interrelated instruction in literature, composition and language. The focus is to improve oral and written communication of students by using diagnostic-prescriptive teaching, small group instruction and individualized learning materials. This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors.

**ABEN 656****High School Credit - Math**

This course is designed to meet high school math requirements. The focus is to improve problem solving, analysis and communication abilities in every day and work-related applications by utilizing diagnostic-prescriptive teaching, small group instruction and individualized learning materials. This course is designed as part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and where possible is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the 6 week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to appropriate high school counselors.

**ABEN 750****English as a Second Language**

This course is designed for students whose primary language is not English. The emphasis will be on understanding English both in conversation and writing.

**ABEN 751****ESL for Health Workers**

A practical course of study for those with limited English language skills who are employed or seeking employment in the health care field.

**ABEN 755****Preparation for College ESL**

This course is designed for non-English-speaking students who are interesting in eventually pursuing studies at a college level. The course will help prepare students for Napa College's credit ESL classes. The emphasis is on basic grammar and vocabulary which the student will need to begin to function in a college environment. Literacy in native language is recommended.

**ABEN 800****Citizenship**

This course is designed to help prepare you for the Immigration and Naturalization Services (INS) Interview/Exam. The class will cover topics on U.S. history, federal state and local government, and the structure of our political system. Students will also review frequently asked questions and practice reading and writing English.

**YEDD 800****Reading and Writing Skills**

This course includes instruction in pre-reading skills, word analysis, vocabulary development, reading comprehension, oral and silent reading handwriting and spelling with primary emphasis on the application of these skills to real life situations. Instruction is individualized according to the needs and abilities of each student and includes one- to-one sessions, group activities, independent study and occasional field trips to provide opportunities to apply survival reading skills to the real world.

**YEDD 820****Basic Math Concepts**

Following diagnostic testing each student is independently placed in an appropriate math unit. Once placed, the student works on an individual basis toward the goal of being able to use the math concepts to function and serve in society. Units include money management, time management and basic operational skills.

**YEMD 860****Basic Living Skills/Community Living Skills**

This course is designed to facilitate community adaptation for a group of chronically mentally ill adults. A range of topics will be presented in a discussion format. Topics will include such things as money management, cooking, using public transportation, basic communication skills, developing self-esteem and others.

**YEMD 870****Basic Cooking and Kitchen Management**

General Baking Instruction A. Following written instruction/recipes: 1. Proper measurements, 2. Proper equipment use, 3. Terminology; Generalized Baking Technique B. Proper kitchen procedure

**YEPL 954****Expressive Arts**

This course will explore the therapeutic value of self-expression through visual art experiences. A variety of media and techniques

will be used to increase self-awareness and self-esteem.

**YEPL 641****Expressive Movement**

This course is designed to promote integrated (physical, mental, emotional) health through expressive movements and exercises. Students will learn techniques of movement, relaxation, awareness and breath control that will aid Flexibility, balance, balance of pain and increased energy.

**YEPL 700****Creative Journey**

Topics & Issues regarding past, present, and future are brought to consideration thru the use of multi-media. Music, pictures and tapes (video) as well as actual materials will be used to generate expression of memories, ideas, and sense stimulation.

**YEPL 750****Singing Music Basic**

This class will provide an opportunity to experience and participate in a music setting through singing, movement and playing rhythm instruments. Music fundamentals and history of songs will be presented with discussion and reminiscence encouraged.

**YEPL 770****Current Events**

The major news stories will be described and analyzed by the class. Subsequent discussions on personalities in the news, trends, background, etc. will encourage students to do their own reading behind the headlines. Course is as varied as daily news events.

**YEPL 952****Art for the Physically Handicapped**

The goal of this course is to encourage, and facilitate, the student's introduction into the field of art. Emphasis will be placed on strengthening the student's self-confidence and self-expression through two basic modes. 1. Challenging the student to greater awareness and sensitivity to his/her individual processes. 2. Use of various art media in essentially non-goal oriented creative expression. The course will be experiential, and integrative of modes of perception, e.g. visual and verbal, mind and feeling.

**YNVS 760****Community Participation Skills**

This course is designed to aid students in vocational exploration and basic living skills. Each student is evaluated to determine the level at which they and work and participate in the community. A program is developed for each and student and might include piece work, cooking, cleaning, craft and music, living skills in activities at the facility or out in the community.



## FACULTY AND STAFF

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Director, Campus Planning and Construction

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VACANT  
Associate Dean, Associate Degree Nursing Program

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HOWARD WILLIS

Director, Student Support Services TRiO

VACANT

Vice President, Business and Finance

GLENNA AGUADA

Director, Fiscal Services

PATTY MCCART

Payroll Supervisor

## Categorically Funded Administrative Positions

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RAMON SALCEDA

Director, Talent Search

TODD DISCHINGER

Director, POST Instructional Skills Program

NANCY CHAPLIN

Regional Simulation Lab Coordinator

CHARLES MONAHAN

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Facilities Services

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M.S., California State University, Hayward

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M.A., Sonoma State University

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B.S.N., Sonoma State University;  
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B.S., Ohio State University;  
M.A., Ohio State University;  
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M.A., California State University, Sacramento

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M.A., CSU, Sonoma

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Director, Institutional Research  
B.A., Stanford University;  
M.A., University of Kansas;  
M.A., University of California, Los Angeles;  
Ph.D., University of California, Los Angeles

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B.A., Oberlin College;  
M.A., University of California, Davis;  
Ph.D., University of Houston

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Professor, Psychiatric Technician

B.S., St. Mary's College.

### Emeritus Faculty

CAROLYN BROADWELL  
AGAPITO DE LA GARZA  
CAROLE CHASSEREAU  
EMILY COSBY  
RICHARD DONOHOE  
CURT FROMKE  
HELEN M. ORTEGA  
JAN MOLEN  
JERRY SOMERVILLE  
JUDITH HEYS  
LAUREN COODLEY  
LORRAINE SEGAL  
NILES SEVERY  
RONALD RHYNO  
SABLE HOWARD-HUGHES  
TERRY WOODWARD  
WILLIAM WEDDINGTON  
ANDREW MCCONNELL  
BILL BLAIR  
GARY SILVA  
MARGO KENNEDY  
MELODY SEYMOUR  
RICHARD BREMER  
RON ROGERS  
OLGA TRAVIS  
RHODA STEWART  
GLEN BELL  
MICHAEL DOW

Academic Rank is earned under the specific requirements of the Academic Senate and is awarded under its authority. In addition to the faculty listed above, Napa Valley College employs many

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### Classified Professionals

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M.A., Sonoma State University

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B.A., University of California, Berkeley  
M.S.W. San Jose State University

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DEBRA BEECHTREE

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Secretary III, Learning Services

VALERIE BIBLE

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