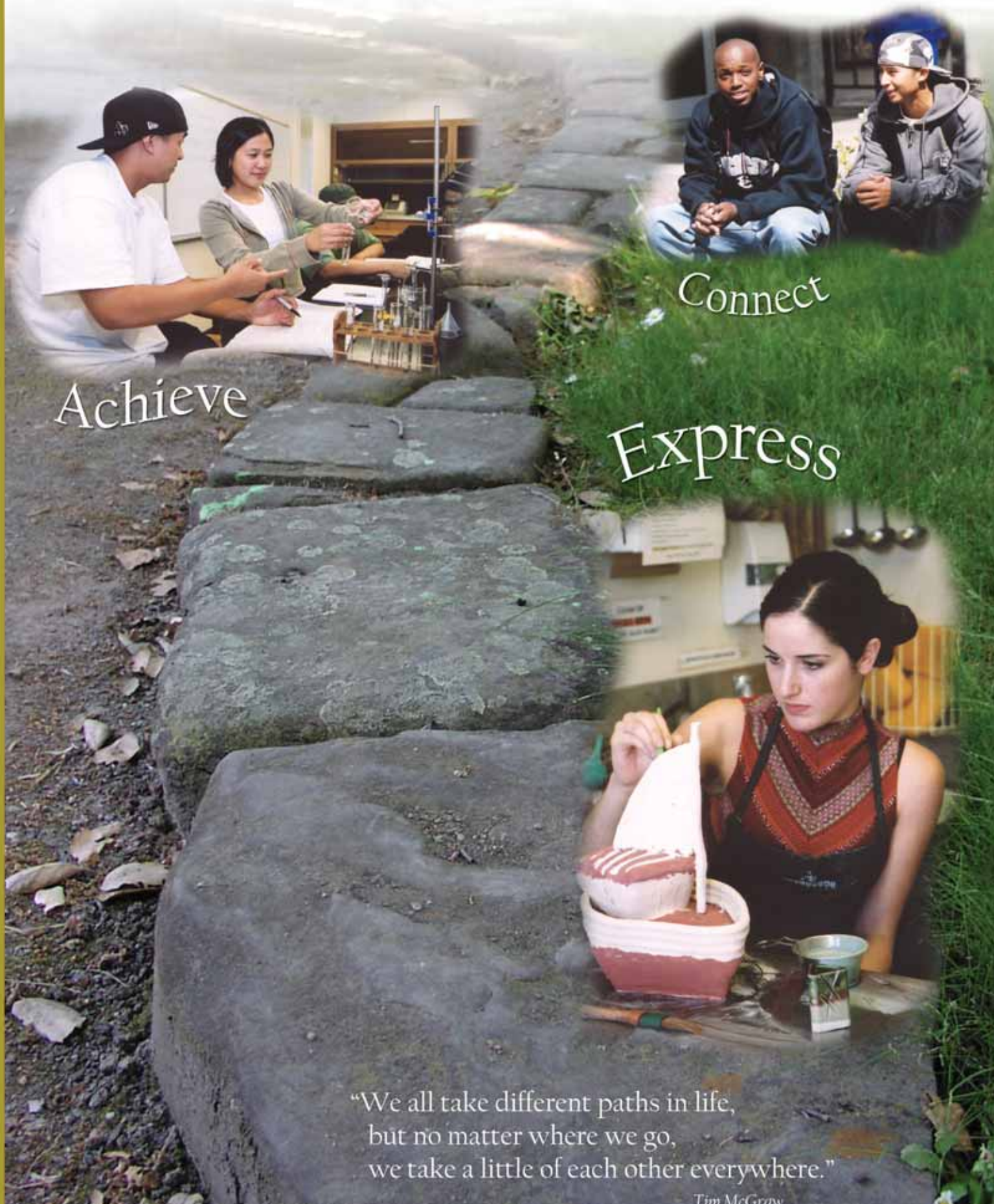


# NAPA VALLEY COLLEGE

2004 ~ 2006



Achieve

Connect

Express

"We all take different paths in life,  
but no matter where we go,  
we take a little of each other everywhere."

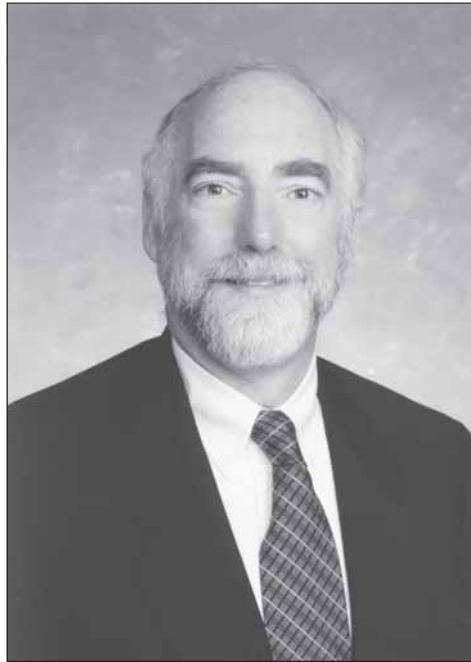
Tim McGraw



**NAPA VALLEY COLLEGE**  
**2004 · 2006 CATALOG**

This catalog is in effect from Fall 2004 through Summer 2006.  
Catalog Supplement printed in Summer 2005

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



## **PRESIDENT'S WELCOME**

*It is my pleasure to welcome you to Napa Valley College. Your decision to explore higher education is the first step on an educational journey. As the photograph on the cover of this catalog suggests, your educational path will provide opportunities to connect with others, express yourself in new ways, and achieve things you might never have thought possible.*

*You do not need to be sure about your educational goals prior to enrolling at Napa Valley College. Finding the path that feels right for you is part of the educational process that you will engage in at NVC, with the help of dedicated faculty and experienced college staff. Whether you decide to transfer to a four-year college, prepare for a career, or pursue your own personal development, there is a place for you at Napa Valley College.*

*As you read through the pages of the 2004 - 2006 Napa Valley College catalog, I encourage you to keep an open mind. There are no false starts or wrong turns when it comes to learning. Once you have mastered a difficult skill, felt liberated by a new idea, or seen the world through another's eyes, your life has been enriched. The most important thing is to seize the opportunity to learn.*

*I look forward to seeing you on our campus.*

*Sincerely,*

*Dr. Christopher McCarthy*

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*Special thanks to Betty Malmgren and Jerry Somerville*

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

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



## NAPA VALLEY COLLEGE BOARD OF TRUSTEES

Margaret Lee, President

Joan Bennett, Vice President

Thomas Andrews, Clerk

Michael Baldini

Sandra Ericson

Bruce Ketron

Charles Meng

Student Trustee

## Fall Semester 2004

Instructional Excellence Day .....	August 13
Classes Begin .....	August 16
Last Day to Add a Class .....	August 30
Last Day to Apply for a Refund .....	August 30
Labor Day .....	September 6
Last Day to Drop Without a "W" .....	September 3
Last Day to Request Credit/No Credit Grading .....	September 17
Last Day to Petition for Fall 2004 Graduation .....	October 15
Last Day to Petition for Spring 2005 Graduation .....	November 5
Veteran's Day .....	November 11
Last Day to Drop With a "W" .....	November 19
Thanksgiving Recess .....	November 25 - 27
Final Examinations .....	December 13 - 18
End of Semester .....	December 18

## Spring Semester 2005

Instructional Excellence Days .	January 14 and 18
Classes Begin .....	January 19
Last Day to Add a Class .....	February 1
Last Day to Apply for a Refund .....	February 1
Last Day to Drop Without a "W" .....	February 4
Lincoln's Day .....	February 11 (no classes; campus open)
Washington's Day .....	February 21 (no classes; campus closed)
Last Day to Request Credit/No Credit Grading .....	February 18
Last Day to Petition for Fall 2005 Graduation .....	May 3
Last Day to Drop With a "W" .....	April 29
Final Examinations .....	May 23 - 28
Commencement .....	May 27

## Fall Semester 2005

Instructional Excellence Day .....	August 12
Classes Begin .....	August 15
Last Day to Add a Class .....	August 29
Last Day to Apply for a Refund .....	August 29
Labor Day .....	September 5
Last Day to Drop Without a "W" .....	September 11
Last Day to Request Credit/No Credit Grading .....	September 18
Last Day to Petition for Spring 2006 Graduation .....	November 4
Veteran's Day .....	November 11
Last Day to Drop With a "W" .....	November 18
Thanksgiving Recess .....	November 24 - 26
Final Examinations .....	December 12 - 19
End of Semester .....	December 19

## Spring Semester 2006

Instructional Excellence Days .....	January 13 and 17
Classes Begin .....	January 18
Last Day to Add a Class .....	February 2
Last Day to Apply for a Refund .....	February 2
Last Day to Drop Without a "W" .....	February 12
Lincoln's Day .....	February 12 (no classes; campus open)
Washington's Day .....	February 20 (no classes; campus closed)
Last Day to Request Credit/No Credit Grading .....	February 17
Last Day to Drop With a "W" .....	April 28
Last Day to Petition for Fall 2006 Graduation .....	May 2
Final Examinations .....	May 22 - 27
Commencement .....	May 26

## **Credit Class Schedules Available on Campus**

Fall 2004 .....	End of June 2004
Spring 2005 .....	Middle of November 2004
Summer 2005 .....	End of April 2005
Fall 2005 .....	End of June 2005
Spring 2006 .....	Middle of November 2005

Dates for calendar and availability of  
schedules subject to change.

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

# Welcome to Napa Valley College!

*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.*

## **Napa Valley College Board of Trustees**

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

## **Academic Senate**

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

*- John Steinbeck.*

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

## **Associated Student Body**

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

## **Napa Valley College Foundation**

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

## **Administrative Senate**

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

## **Classified Professionals**

# A place so near . . .

## *She Loves to Study*

Brigitte Seidel was born in Germany and has lived in many places before she came to Napa. Now graduating from Napa Valley College, she is transferring to Humboldt State and will be moving again. Her journey is continuing.

Earning degrees in General Education, Humanities and Fine Arts, Natural Sciences and Mathematics, and Social and Behavioral Sciences, she loves Napa Valley College. "It is a joy to study. I love the inspiration you get in the classroom," she says, expressing appreciation to the faculty and staff who have encouraged her. "I found acceptance as an older person. I was even encouraged to apply for scholarships. People were so supportive."

She came to NVC in 2001 and says she needed to strengthen English and math skills. She started with testing to place her in the correct classes and appreciated extra help available to ESL (English As a Second Language) students and later in the Writing Lab. She had testing anxiety and found help in the Testing Center. She had trouble with math and used math tutors. She appreciates the interaction with faculty and other students.

Brigitte says she rarely missed a class. "I hate to leave. This worked so well for me. I love it here."

She says someday she wants to give back to the college by establishing a scholarship fund here to benefit other ESL students.



## *Learning Beyond Text Books*

Eric Anderson has been home schooled. He was participating in the Napa High School choir while he started taking classes at Napa Valley College. In addition to English and math, he is taking Machine Tool Technology. While he is undecided about his future goals, he is considering engineering or mechanical design. Eric was attracted to the Machine Tool Technology Program by word of mouth. He finds it challenging and says he has learned much. "It has taught and forced me to learn to plan ahead. You can't put metal back on. It's taught me discipline, to take your time and do things right the first time. I like perfection. I really like this class." Eric is, in fact, pictured on the cover of the Machine Tool Technology brochure. "It's a great environment for learning. The faculty know their subjects and enjoy their subjects. There are great teachers here. Their enthusiasm infects you."

Eric plans to transfer and continue his education and will be, he says, looking for new physical and mental challenges.



## *Student Works Against the Clock*

Ria Baylen started at Napa Valley College in 1998 after she completed Hogan High School in Vallejo. She graduates in May 2004 with a degree in Human Services. Why is her journey remarkable?

Ria Baylen suffers from a hearing impairment and is legally blind. She has a rare genetic disease called Ushers Syndrome, which can be progressive. The inherited disorder combines simultaneously both hearing impairment and loss of vision.

She discovered her vision loss in 1997. While her hearing loss is stable for now, she says, she could not have completed Napa Valley College without help from DSPS (Disabled Students Programs and Services) and specifically Prof. Terry Woodward, deaf specialist.

At first, Ria says, she did not want help. She took an ASL (American Sign Language) course and was referred for counseling and vocational rehabilitation.

“She has worked against the clock in living partially in silence and in darkness. She is legally blind and legally deaf, yet she sees and hears a bit,” says Terry. “She is an incredible young woman.”

Ria was interested in Digital Design Graphics but moved into Human Services. “I want to help people so I changed my major,” she says, adding she is still deciding her career path. She recently entered an independent living program.

Napa Valley College has a large DSPS program, which supports students with a variety of disabilities. Ria has had help from an interpreter, note taker, reader, and tutors. She has materials in large print and has used the technology the college has available. She has been able to obtain more time to take tests, get priority registration and obtain additional counseling services. Ria encourages other students or prospective students will learn more about the support services DSPS has to offer.

“With the passing of time I have acquired knowledge, understanding, and friendship. With the help of many, I am prepared to meet tomorrow’s challenges,” Ria says.



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## *Incredible Respiratory Care Program*



Jeffrey Thomas is from Shreveport, Louisiana. He has worked for the Veterans Administration for 31 years, currently working at the V.A. Outpatient Clinic in Oakland. The need for more Respiratory Care professionals, specifically in Pulmonary Function, led him to Napa Valley College. His employer supports his retraining from being a medical clerk doing administrative work to becoming a Respiratory Therapist thanks to Napa Valley College. “The Respiratory Care Program here is incredible. The instructors are single-minded. They want you to be the best Respiratory Therapist you can be. The whole focus is on your success,” he says, adding that students come from great distance to attend the program and that it is well respected and known in the health care field. “The individual attention is great.”

In addition, Jeffrey went from not owning a computer to being comfortable doing research on-line. He appreciates using the college Library.

“If I live to be 150, I’ll never forget what they (Respiratory Therapy faculty Robert Chudnofsky and Kate Bencoter) did for me. This program has opened doors for me.” The Vallejo resident is excited and confident about his new career.

## *Ready for Transfer*

Tony Arcudi's path to Napa Valley College has been a journey of self-discovery. From Massachusetts and what he describes as an "environment far from supportive of pursuing one's interests or education," he entered the Navy at age 17. He served as a Missile Navigation Supervisor on a ballistic missile submarine and also taught for the Navy.



After seven years of service, he successfully pursued a career in computer software. Tony traveled extensively and lived in Spain for a year. He began seriously thinking of a career change. "My interest in this field has its roots in a love for food and wine," he says.

He made a "leap of faith and moved to California to pursue a career in winemaking." His first stop was UC Davis but he needed academic preparation before being admitted. "It made sense to look at Napa Valley College. I felt welcomed right away. The small class environment and close rapport you have with professors makes a richer learning experience," he says.

He appreciates the instructors being accessible after class. He, in turn, tutors other students in math and chemistry. "You learn more. You can get help. That is the key," he says. Tony has been accepted to UC Davis and will go there on a full regent's scholarship in fall 2004. His goal, after earning a B.S. degree in Viticulture/Enology, is to become a winemaker.

---

## *Follow Your Dreams*

Tamara George did not graduate from Napa High School. She earned her G.E.D. and has been taking classes at the college since 1984.

A licensed esthetician, she went on to own her own business in Napa which provided spa services to area hotels before many of them had their own spas. After selling her business, she says it was a time to re-invent herself. She had many possibilities but kept hearing from her friends and others that she would make a great teacher. She decided to follow her heart and become an elementary school teacher. But she knew it would mean years of college. "I decided in four years, I would be four years older whether or not I finished college, so I decided to go for it," she says, on her decision to become a full-time student at Napa Valley College. Selected as one of the 2004 valedictory speakers, she is finishing Napa Valley College with honors and transferring to Sonoma State's Hutchins School of Liberal Studies. She is now dreaming of being in front of a classroom.

She appreciates Napa Valley College because it was convenient and close to home. "It's friendly. It's a great campus," she says of NVC. "You get a better education here. The professors here love to teach and are here for you, not doing research or being worried about getting published." She gave examples of faculty members who have "open doors for students" and are excellent teachers. She also appreciated the counseling and transfer services. Re-entry students are encouraged, she says. She cites statistics that community college transfer students do better at four-year universities.



Her advice to other students? "Follow your dreams."

## *A Good Foundation*

Angela Williams was in the honor society in high school. She graduated from high school in Fairfield and had friends who were going to attend Napa Valley College. She came here for summer session and liked the college. "It's not crowded. It's such a comfortable environment. There is lots of interaction with the teachers," she says. She appreciates having small classes and excelled academically.



Angela, who is active in community service through her church, became a note taker for Special Services at Napa Valley College and says she felt good about helping other students. "It also benefited me," she says.

She likened Napa Valley College to a hardware store, which gave her the tools she needed, which gave her a strong foundation in education, which gave her the basics she needed to transfer and be successful. "Without the nuts and bolts, the foundation would not be strong," Angela says.

She is now ready to transfer to UC Davis in communications. She may go into social work. "I'm glad I came here first," she says.

---

## *A Stepping Stone*

Joel Gutierrez went to work after graduating from Hogan High School in Vallejo; it was physical labor. He earned an associate's degree and took business classes at another community college with dreams of opening a restaurant. Then Joel found himself back working, operating a forklift and doing personal training. The work as a personal trainer developed into an interest in physiology and biology. Since he was working in Napa, he decided to major in biology at Napa Valley College. That was in the spring of 2001. He soon changed majors finally settling on physics. Joel became active in MESA (Mathematics Engineering Science Achievement) and participated in leadership retreats and club activities. After a summer 2002 internship at the University of Rochester in New York he made a presentation at a science conference with some 2,000 other students from around the country. That conference led to a second internship in the summer of 2003 at the University of Pennsylvania. The inspiration he received and role models he saw during those summers have given him a new goal, earning a Ph.D. Joel earned numerous scholarships to attend University of California, Davis, where he will transfer. He is interested in getting into research and teaching as a way to "give back." Joel has given back at Napa Valley College by tutoring others in math and science, just as he was tutored.

"There is a sense of family at Napa Valley College, a community. The teachers care that you learn something," he says, noting how his grade point average has gone up dramatically since high school. "It's a great stepping-stone on your way up. You have to learn to crawl before you walk and walk before you run. You get a good foundation here."



## *Financial Aid Makes College Possible*

Maui Oregon had graduated from Temescal, a continuation high school in Napa, and was working three low-paying jobs to support his family. In 2002 his life changed when he became a full-time student at Napa Valley College. His friends told him about NVC's Telecommunications Program and encouraged him, as did his family. His wife was finishing NVC in Human Services when he started and they attended college together for a semester. He is now graduating with degrees in Communications/CATV Technology, Electronics Technology and Telecommunications Technology. He is looking forward to a career as a video engineer or post house engineer and says his fellow Telecommunications graduates have become like a family. He called engineering professor Ernie Abbott, who is retiring, "fantastic" and says he helped change him from someone who was not good at math to someone who enjoys it. Personal attention and additional help made the difference.



With a high GPA, Maui was selected to be one of the Class of 2004 valedictory speakers. He stresses the value of education and says the support he received at the college made getting his degrees possible. When others ask him about college but are worried about the cost, he tells them about all the Financial Aid available. He was helped by EOPS (Extended Opportunity Programs and Services) and mentions BOG (Board of Governor) waivers, student loans and other special programs such as WorkAbility III. Maui says if there are obstacles in your path, they can be overcome.

---

## *So Much to Offer*



Megan Bruce graduated from Vintage High School and was accepted at four-year colleges but she felt that she was not ready to leave Napa. She came to Napa Valley College and got all-As in her first semester. Now Megan is graduating with a 4.0 GPA and a degree in Social and Behavioral Science. She will major in political science at UC Davis en route to law school.

"There are so many activities and such a variety of classes offered here," she says of Napa Valley College. "You can try different classes before you find your major."

She says she now feels ready to transfer and succeed. A member of Beta Beta Sigma, the college's honor society chapter, Megan also participated in the college dance show. Megan says she loved to dance since she was a little girl but never had time to take dance classes. She and a friend auditioned and were in a recent dance production. When asked about her favorite classes at the college, she mentions Glen Bell's sociology class and a political science class taught by Mike Kiraly. She would advise other students to try new things and not to fear failure. The college's supportive atmosphere, she says, is a good place in which to learn.

## *Connecting to the Community*

Ericka Apple saw friends go off to four-year colleges and universities only to see them return. The Napa High School graduate felt it was a good and affordable decision for her to attend Napa Valley College. Working full time and going to school has been challenging but Ericka has excelled. She is graduating with a degree in Social and Behavioral Sciences and high GPA.

"I feel I've gained confidence and grown. The support system here is wonderful," she says. Ericka gained an unexpected bonus by being involved in student government. She has been interested in the international issue of land mines. "But I never imagined I could get involved and make a difference," she says. Ericka organized a very successful event on campus to benefit the cause. "I was supported and given opportunities in ASB. I got more involved in the community and feel so good about it." The experience, she says, enforced the meaning of community college since the students reached out to the community and the community responded by supporting the event. She was also active in the September 11 remembrance and again saw the connection with the community.

Ericka is transferring to Humboldt State University and is exploring career options, perhaps in the medical field or research. She does not rule out medical school. "I'm so thankful. The community college is an environment focused on students," she says.



## *It's Her Time Now*



Maria Montanez is taking English As a Second Language at Napa Valley College. "I love it," she says. While she had attempted to take English classes at an adult school before, family responsibilities or other things always came up to prevent her from finishing a class. Maria, who was born in Mexico, has five children. The family business is Quinto Patio Restaurant in Napa. Now that her children are older, she decided the time was right for her to go to school and study English. Her oldest son is also attending Napa Valley College.

She is just starting her educational journey. Maria's goal is to speak and write English correctly. She is interested in the medical field. "First I need to learn English correctly," she says. Maria says she loves to study.

She appreciates her instructor Michael Conroy and likes the way he teaches and explains things. The encouragement and support is helpful, she says. She wanted to come to the college because, "it is more responsible here. It is more serious." She also says she feels comfortable since there are other older students.

### *Successful Transfer*

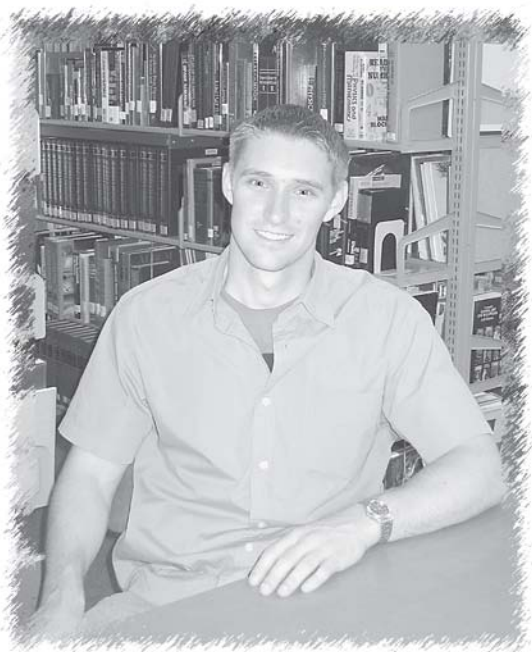
Dolores Flores-Chavez of St. Helena says that when she started college she was not ready to decide on a career. It was a counseling class at Napa Valley College that provided aptitude and interest testing which helped her find her direction. She graduated from Napa Valley College in 2003 and has transferred to Sacramento State University where she is earning a degree in social work. In fall 2004 she will intern as a peer counselor at Vintage High School.

She found NVC English classes to be extremely helpful and appreciates faculty members Denise Rosselli and Dr. Melody Seymour. Now that she has transferred on, she realizes "they were teaching at the university level. I was well prepared for transfer." Dolores also appreciates the math classes and the one on one attention. An SSS student, Dolores was working while she attended Napa Valley College and has continued in her part-time job at the college's Upper Valley Campus in St. Helena. Dolores, who was a member of the college honor society Phi Theta Kappa, says it was also a benefit to be able to live at home and attend Napa Valley College. "Napa Valley College helped me through. Everyone was helpful. They know your name."



---

### *Close to Home*



Stephen Wolfe's educational journey has taken him from Napa High School to the Master's College in Southern California and now from Napa Valley College to the U.S. Military Academy at West Point.

He served as an intern in Congressman Mike Thompson's office. Congressman Thompson says of him, "Stephen has the skills, desire and determination to succeed at West Point and as an Army officer. We are fortunate that he has chosen to serve our country through a military career."

Stephen will earn a bachelor's degree at West Point and be commissioned as a second lieutenant in the United States Army and serve on active duty. He is not sure about long range plans but may be interested in teaching, law or politics.

Stephen says he feels he grew and matured at Napa Valley College while he earned general education units. He appreciates the small classes and small campus. Stephen was active on campus with the new Conservative Club.

He says professors here were "the best...they care and know your name."

**...can take you so far**



# INTRODUCING THE COLLEGE

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

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

The serene, 180-acre main campus includes outstanding laboratories and technical facilities, fully accessible classrooms, and a six-acre vineyard. The Upper Valley Campus, in its picturesque valley setting in St. Helena, includes a professional teaching kitchen and a varietal collection vineyard. The atmosphere on both campuses is relaxed, informal and friendly. Faculty and staff share the belief that students do their best when they are both supported and challenged.



15

History  
Introduction  
Philosophy  
Mission  
Goals



- History
- Introduction
- Philosophy
- Mission
- Goals

## History

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

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

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

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

## Accreditation

Napa Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

## Board of Trustees

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

at least once each month, and agendas are posted in accordance with open meeting laws.

## Napa Valley College Foundation

The promise of the future depends on our commitment to our students today. The Napa Valley College Foundation welcomes donations to scholarships and other programs that contribute to "Student success...that's what we're all about." The resources available to Napa Valley College continue to increase thanks to the efforts of the college Foundation and its dedicated trustees.

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

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

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

# INTRODUCING THE COLLEGE

Have you provided for Napa Valley College in your will or estate plan? You can obtain substantial tax benefits and income enhancement opportunities during your lifetime by making a gift of stocks, property, or other appreciated assets using a variety of estate planning tools. Our Legacy Society honors those who have made any type of bequest to the NVC Foundation. Your friendship and support are important to us and can help provide quality education for the Napa Valley well into the 21st Century.

Foundation funds come from generous donations of community members. This generosity, at the personal level, transforms lives and inspires our youth to succeed. Call the Foundation and Resource Development Office at 253-3374 for ways you can help support the goals and aspirations of NVC students and enrich your local community.

## Napa Valley College Faculty

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

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

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

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

## The Napa Valley College Student

Napa Valley College's typical student has changed over the history of the college. Our first students entered after high school and stud-

ied full-time. Today's student body is diverse in age, ethnicity, family status, years elapsed since high school, and educational goals. Our students also have much in common: they are bright, inquiring and goal-oriented. They share a strong belief in education as a means of improving their lives.

Over 40 percent of our credit students are new majority. More than half are female and are under 30. More than 10 percent of NVC students are over 50. More than 70% of our students attend on a part-time basis. Approximately 5% have already earned an associate degree and 12% hold four-year degrees.

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

## Philosophy – What We Believe

Education at Napa Valley College is based upon our belief in people—in their worth as individuals and in their capacity to develop to their fullest potential. We believe that people have the ability to direct their own destinies and to participate in directing the affairs of society. We believe in creating an educational environment which supports the learning process, where curiosity, ethical behavior, openness, trust, helpfulness, respect, cooperation, and understanding flourish. We believe in cooperation between the college and the community. We believe in flexible and innovative approaches to learning that stimulate the aspirations of students, staff, and community.

## Mission – Our Purpose

Napa Valley College exists to provide high quality educational programs and services responsive to the needs and interests of individuals and organizations seeking educational opportunities. We strive to make our programs and services accessible, both financially and geographically. The college provides equality of opportunity to students, employees, and members of the community regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, gender, age, or sexual orientation.

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## Primary Goals and Functions

1. Transfer and General Education
  - Lower-division general education and major requirements for transfer.
  - Lower-division courses equivalent to the CSU and UC systems.
  - Articulation agreements with the CSU and UC systems to guarantee course transferability.
2. Career Education
  - Associate degree and certificate programs important to the local/regional economy.
  - Training that leads to employment, updates skills, and provides job advancement.
  - Retraining programs to meet the needs of students, business, industry, government, and non profit agencies.
3. Transitional Education
  - Equal opportunity to instruction/services for disabled or disadvantaged students.
  - Developmental courses to prepare students for college-level courses.
  - Tutorial services to supplement classroom instruction.
  - English as a Second Language.
4. Community Education and Community Services
  - Noncredit courses and community service classes responsive to the cultural, vocational, and personal development needs of the community.
  - Short courses, special seminars, and workshops in response to local needs.
  - Cultural and special events for the enrichment of students and community.

5. Student and Career Development
  - Support services that help students succeed, including counseling, financial aid, testing, health information, child/infant care, athletics, student activities, and recreational opportunities.
  - Career services to help students explore interests and skills in selecting educational programs best suited to individual needs.
  - Support services to promote positive self-image and outlook toward education and employment.
  - Special services for students with physical, educational, and psychological handicaps.
6. Economic Development
  - Programs and services to advance state and local economic growth and global competitiveness.
  - Education, training, and services that contribute to continuous workforce improvements.

## Our Policies

### Academic Freedom

Academic freedom in a free society is the right, indeed the obligation, of professionally qualified persons to inquire about and teach the truth as they see it. Exercised within a framework of academic discipline, it includes respect for the rights and opinions of others. The Board of Trustees of Napa Valley College Community College District policy 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.

### Shared Governance

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

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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 of Student Conduct

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

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

The Standards of Student Conduct provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these regulations shall relate specifically to an alleged violation of the established Standards of Student Conduct. Students may obtain more information on the Standards of Student Conduct by contacting the Office of Student Services, Room 210H, or phone 253-3110.

## Student Grievance and Complaint Procedure

The College believes that all students shall be afforded fair and equitable treatment in the application of all district procedures and regulations. Students who feel 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. For complaints of unlawful discrimination, please see section of catalog on the Non-Discrimination Policy.

The grievance/complaint must be filed during the semester in which the problem occurs. To file, see the Vice President, Student Services, located in Room 210H of the Administration Building. The grievant/complainant is asked to first address the concern directly to the person or office causing the grievance/complaint.

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

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

Complete clarification and explanation of the student grievance/complaint process can be obtained from the Office of Student Services in Room 210H.

## Non-Discrimination Policy

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

This nondiscrimination policy covers admission, access, and treatment in college programs and activities — including but not limited to academic admission, financial aid, educational services, and athletics — and

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application for and treatment in college employment. In conformance with the requirements of Title II of the Educational Amendments of 1976, amending the Vocational Education Act of 1963, the college is committed to overcoming gender discrimination and stereotyping in vocational education programs. The lack of English language skills will not be a barrier to admission and participation in career education programs.

Students, job applicants, and employees may complain of any action which they believe discriminates against them on these grounds. To file a complaint of unlawful discrimination, phone or visit the Office of Human Resources, Room 210J, phone 253-3366, which will identify the appropriate contacts. Complaints must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known the facts underlying the allegation of unlawful discrimination.

### Prohibition of Sexual Harassment

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

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

- a) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
- b) Submission to or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile, or offensive work or educational environment.

- d) Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Complaints of sexual harassment should be filed through the Office of Human Resources, Room 210J, phone 253-3366, which will identify the appropriate contacts. Complaints must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known the facts underlying the allegation of unlawful discrimination.

### Open Classes

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

### Alternate Media

In accordance with the Americans With Disabilities Act, Napa Valley College makes all written materials available in an alternate format. To make a request for an alternate format, contact the Office of Special Services, Room 210E or call 253-3080.

### Drug-Free Campus

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

### Smoking Policy

Napa Valley Community College District has designated the interiors of all campus buildings and all exterior areas as non-smoking areas. Smoking on the NVC campuses will be permitted only in designated outdoor areas at least 30 feet from doorways, windows, and ventilation systems that minimizes exposure to secondhand smoke and will not interfere with

# INTRODUCING THE COLLEGE

travel between buildings. If parking lots are used, smoking will not be permitted near the Child Care Center, athletic fields, or the health services clinic. The term smoking in this policy refers to the cigarette, cigar, pipe or other means of smoking tobacco.

## Student Right-to-Know Information

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

The campus safety information describes security procedures, laws in effect on campus, and crime statistics. For information on NVC campus safety and security, please go to <http://www.nvc.cc.ca.us/PS/CS/cs.htm> or call (707) 253-3330 to obtain a paper copy.

## Family Rights and Privacy Act

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

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

## Release of Student Information

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

Directory information includes: student's name, phone number, date and place of birth, major field of study, current enrollment, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent institution attended. The above categories of information will not be released if the college determines that such release is not in the best interests of the student. For more information on this policy, contact the Admissions and Records Office (707) 253-3000.

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 Records Retention and Destruction

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

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

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

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



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Community  
Education  
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## 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.

## Community Education

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

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

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

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

The college functions as a community center, a gathering place where campus facilities are made available for the use of authorized community groups whenever possible. The college also maintains such services as: 1) a speakers service which provides its faculty specialists for public programs, without charge; 2) a program of public events and cultural activities including lectures and forums, art exhibits, concerts, and art films; 3) a series of seminars, workshops, and conferences to meet special needs of diverse populations — business, industry, and the professions; 4) community recreational and athletic facilities; 5) campus tours; and 6) a public information service. The college program is extended to the community through citizens advisory committees which invite the participation of area residents.

Napa Valley College's Upper Valley Campus (UVC) offers credit, non-credit, and community service classes.

Community members interested in courses, programs, or services may contact the Upper Valley Campus at (707) 253-3070 or 967-2900. Requests for courses, programs, or services not currently offered may be submitted to the Upper Valley Campus. Current courses and programs are published in the Schedule of Classes available at the main campus or the UVC prior to each semester. It is also mailed to all county residents.

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

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

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Information on course offerings at the Upper Valley Campus may be found in the Napa Valley College Credit Program Schedule of Classes and the Community Education Schedule of Classes.

## Evening and Weekend College Classes

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

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

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

## Summer Session

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

## Small Business Development Center

The Small Business Development Center provides counseling, training, and information services to small business owners in the areas of business planning, business management, and access to capital. The Small Business Development Center works closely with Chambers of Commerce, government agencies, and Napa Valley College Business and Computer Studies Division to coordinate services. It functions as a clearing house for assistance and information for area businesses. The Small Business Center is located at 1556 First Street in Napa. For more information, call 253-3210 or online at [www.napasbdc.org](http://www.napasbdc.org).

## Bookstore

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

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

## Cafeteria

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

Breakfast is served until 10:15 a.m. Some items available are breakfast burritos, hot plate entrees, pancakes, donuts, muffins, bagels, cereals, fresh fruits, and beverages. Lunch is served at 10:30 a.m. Some items available are hot plate entrees, pizza, sandwiches, salads, Mexican bar, homemade soups and various other delicatessen items.

## Campus Parking and Traffic Regulations

### Guidelines

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

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

Semester parking permits may be purchased at the Business Office, Room 207, or a daily parking stamp can be purchased from the stamp dispensers in the parking lots. Parking stamps are valid on the day of purchase only.

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

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

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

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

### Speed Limits

- Parking Lots, 10 MPH
- Maximum, 25 MPH

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

### Accident Insurance

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

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

### 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.

# THE COLLEGE AT A GLANCE

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## Student Center

Student activities are centered in three buildings located adjacent to the Administration Building, housing the cafeteria, the bookstore, the student government, and the Financial Aid/EOPS offices. The courtyard, referred to as the Quad, is often used by students for planned and impromptu concerts, meetings, and speakers. Student activities and community events are announced on the bulletin boards in the Quad area. A student lounge is located in Room 104A in the northeast corner of the cafeteria. For information on Student Center activities, contact the Student Activities Office, 253-3060.

## Telephone Inquiries

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

The Information Booth is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. For information on specific programs, call the division chairperson (see page 211). For questions which require the services of one of our counselors, call the Counseling Department at 253-3040.

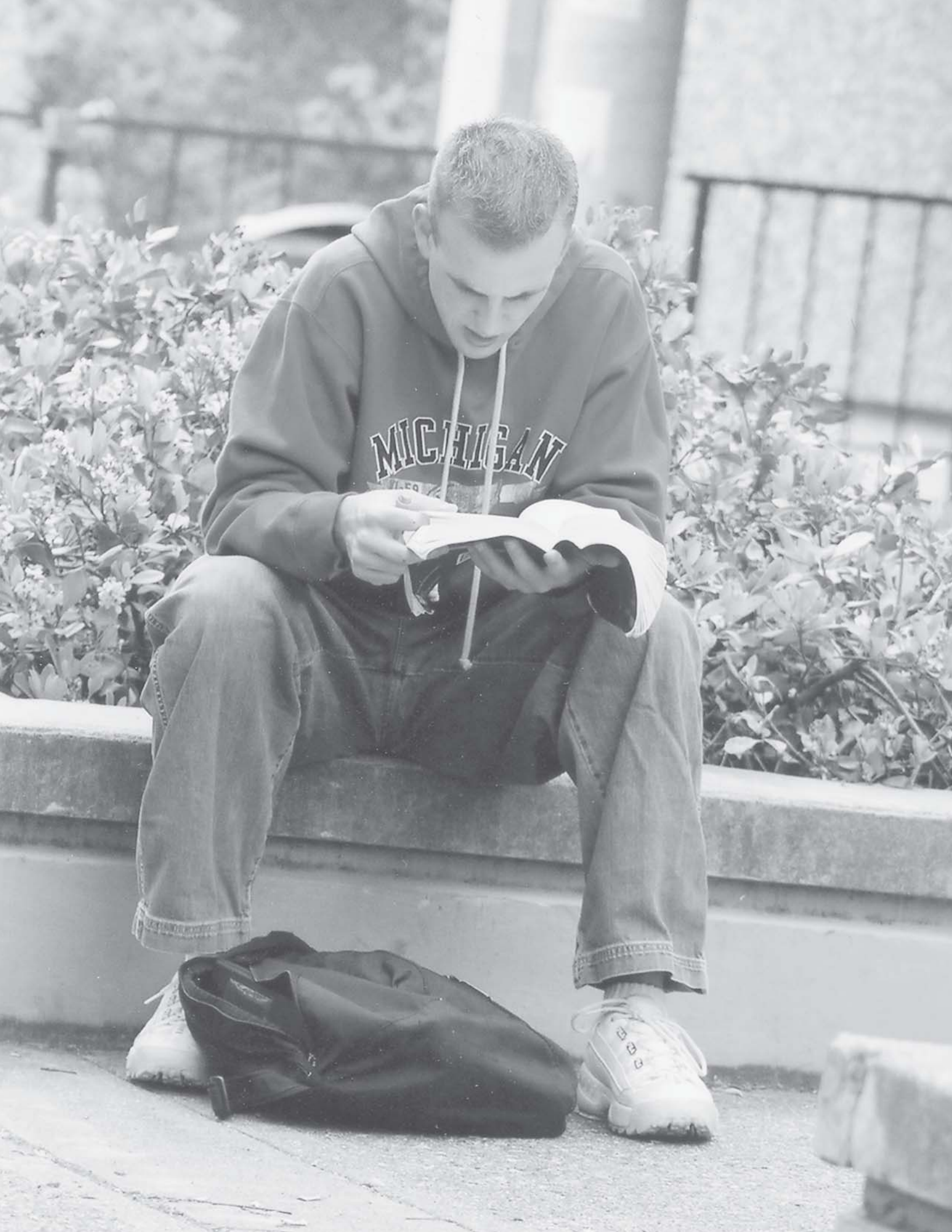
## Transportation

For students and faculty needing transportation to school, both the Napa Valley College main campus and upper valley campus are served by public transit. Both VINE Routes 5 and 10 serve the main campus. Route 5 provides service to the main campus from downtown Napa hourly, Monday to Saturday. Route 10 operates between Calistoga and the Vallejo Ferry Terminal with both northbound and southbound stops on campus. Route 10 operates between Calistoga and the Vallejo Ferry Terminal with both northbound and southbound stops on campus. Route 10 serves the main campus Monday to Saturday with 14 stops in each direction on weekdays and eight (8) stops in each direction on Saturday.

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

The upper valley campus is served by the St. Helena VINE Shuttle on weekdays between the hours of 7:48 am and 4:22 pm; there is no service between 12 noon and 1:30 pm. The St. Helena VINE Shuttle bus transfers with the VINE Route 10 in St. Helena.

The VINE and St. Helena VINE Shuttle buses are fully accessible and provide bicycle racks that will hold two bicycles. To obtain additional information about these services please contact the VINE Transit Center at 707-255-7631 or 1-800-696-6443; or visit [www.NapaValleyVINE.net](http://www.NapaValleyVINE.net).



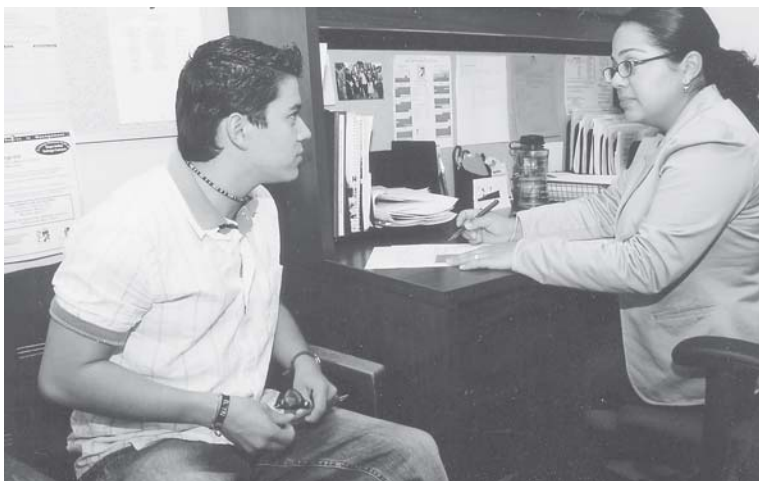
# THE ADMISSION PROCESS

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

At Napa Valley College, educational opportunity means that students of widely divergent educational backgrounds are welcomed. It also means that Napa Valley College makes a commitment to help each student admitted to the college to be successful. This commitment includes providing students with effective orientation, assessment, and counseling. We believe that these activities help students reach the educational goals they have set for themselves.

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



Eligibility  
Residence  
Matriculation  
Assessment  
Orientation/  
Advising

## 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 eleventh or twelfth grade may take college courses for college credit at Napa Valley College with permission from their high school counselor and a parent.

**Special Part-time Students:** Special part-time students in grades K through 10 will be admitted based upon the approval of the school or district and the approval of the college, including counselor evaluation.

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

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

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

## 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 475. In addition, they must demonstrate adequate financial resources to complete their education without outside employment.

International students must pay non-resident tuition, in addition to enrollment fees, and are required to have health and accident insurance. Approximate expenses for registration and fees are \$4620 per year; living expenses, insurance policies, books, etc., are \$13,968. Prospective students need to show financial resources of at least \$14,500 per year. There is no financial aid available for international students.

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.

## Residence Requirements

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

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

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

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

# THE ADMISSION PROCESS

## The Admission Process— Matriculation

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

All students are encouraged to participate in each of these activities. However, students who have earned an A.A./A.S. degree or higher are considered matriculated and are exempt from participating in matriculation activities.

Students may waive their right to participate in any of the matriculation activities. The waiver forms are available in the Admissions and Records. Students who waive the right to participate in matriculation will receive a lower registration priority.

### **Napa Valley College will:**

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

### **Napa Valley College students will:**

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

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

## Assessment

Assessment sessions gather vital student information using tests and other measures to help predict courses in which students will be successful. Assessment may include, but is not limited to, information about the student's math skills, reading and writing skills, study skills, English language proficiency, learning skills and aptitudes, educational goals, career aspirations, academic performance and need for special services. A college counselor or appropriate faculty member evaluates the assessment results and recommends appropriate course placement and support services. Students schedule assessment appointments in person in the Counseling Center (Bldg 200) or by phone through the Learning Skills and Testing Center.

## Orientation/Advising Sessions

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

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

## Matriculation Status

A student is matriculated when the student has:

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

**OR**

2. Completed orientation at NVC.

**AND**



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

In addition, students are exempt from participating in assessment and orientation if they are:

- high school students taking a class offered on a high school campus
- taking 5 units or less of non-math/non-english courses for personal development.

### Appeals

A student may appeal any portion of these procedures to the Vice President, Student Services. Appeals may be based on disputes over equivalent courses or tests, misapplication of these guidelines or other student concerns. For more information, contact the Office of Student Services, Room 210H, McPherson Administration Building.

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

### Admission Procedures

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

1. Submit an Application for Admission by completing the online application through CCC Apply link. The link is located at

[www.napavalley.edu](http://www.napavalley.edu). (Continuing students need not reapply each semester but should report changes of name, address, and other information to the Admissions and Records Office.)

2. Submit transcripts of all previous college and high school work if you plan to:
  - receive a degree
  - transfer to a four-year college
  - apply for Financial Aid, EOPS or Veterans Benefits
  - participate in sports
  - enroll as an international student.
3. Veterans should apply for education benefits at the time they apply for admission to the college. (See Veterans Benefits Section for details.)

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

4. Make an appointment for an Assessment Session through the Learning Skills and Testing Center or the Counseling Center. The reading and math assessments and the writing sample may be scheduled at the same time.
5. Make an appointment through the Counseling Office or the Learning Skills and Testing Center for an Orientation/Advising session. Sessions are offered at a variety of times.
6. Fill out a registration form at the session. Make sure it is **signed** by a counselor before you leave the session.
7. Register for classes. Submit your signed registration form and verify that you are matriculated when you register. Registration is complete when fees are paid.
8. During your first semester, make an appointment with a counselor for additional assistance in developing an educational plan.

# THE ADMISSION PROCESS

## Procedimientos de admisión

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

1. Llenar la solicitud de admisión completando la forma "CCC apply" en el internet. Esta forma se puede obtener a través de la pagina web del colegio ([www.napavalley.edu](http://www.napavalley.edu)). (No es necesario aplicar de nuevo si usted es un estudiante continuo, pero sí deben de reportar cambios de nombre, dirección, y especialización.)
2. Si planea continuar una carrera, usted necesita presentar sus certificados de estudios completados en otras instituciones.
3. Veteranos deben de aplicar para beneficios de educación al tiempo que apliquen para ser admitidos al colegio. (Para mas detalles, vean la sección de Beneficios para Veteranos.)

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

4. Hacer una cita en la oficina de Learning Skills Center para tomar el examen de "CELSA." Este examen le ayudará a encontrar el nivel apropiado de inglés.
5. Si necesita ver a un consejero, tendrá que hacer sus citas con esta oficina. Las citas pueden ser dadas a diferentes horas.
6. Cuando atienda su orientación su coordinador le dará su forma de registración. Llénela y asegúrese que el/ella firme antes de salir de orientación.
7. Regístrese para las clases y esté seguro de entregar su forma de registro firmada y los resultados del examen.
8. Durante su primer semestre, se recomienda hacer una cita con un consejero para obtener más asistencia en el desarrollo de su plan educativo.



# REGISTRATION INFORMATION

Once a student has submitted an application to the college and has participated in the admission process as described in the previous chapter, the next step is to officially register (enroll) in specific classes. Students make their selections from the courses listed in the Napa Valley College Schedule of Classes published prior to each semester and summer session. The schedule lists time, days, location, units, and instructor for each class offered. It is mailed to all Napa County households, and to all continuing students outside the county; it is also available in the Admissions and Records Office, and various locations throughout the community.

Students may register by mail, fax, or in person. Generally, registration occurs one and one-half months before the beginning of each semester. Complete registration dates and procedures are listed in the class schedule.

Students who choose to register in person do so in the Admission and Records Office in the lobby of the Administration Building. The Admissions and Records staff take pride in making the registration process efficient and pleasant. Don't be afraid to ask them for the help you need. Helping students is their number one priority.



## Adjustments to Schedule of Classes

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

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

## Study Load

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

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

## Fees

### Enrollment Fee

**All** students enrolling in credit classes are required to pay an enrollment fee when they submit their registration requests. The current enrollment fee is \$18 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, Room 101.

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

### Auditing Fee

Students may audit many classes offered by Napa Valley College. To audit a course, students must have an application for admission on file and an audit request form. The instructor must approve and sign the audit form. The audit form is submitted to the Business Office on or after the first day of classes of each semester. Students may not later change their enrollment status in any audited course to receive credit for the course.

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

### Tuition Fee

In addition to the enrollment fee, students who are non-residents of California are required to pay tuition of \$149 per unit. International students pay tuition of \$161 per unit. These fees are subject to change without prior notice. Check the current class schedule for more information.

# REGISTRATION INFORMATION

## Accident Insurance Fee

All students are required to pay an accident insurance fee of \$1 per semester when they register for courses. The policy provides secondary insurance coverage for injuries, not illnesses, sustained by a registered student while involved in a class or other college sponsored activity. A copy of the policy is available from Risk Management Services, 253-3340.

## Student Health Services Fee

Students taking more than 3 units are required to pay a semester health services fee of \$11. Students taking 3 or fewer units are required to pay a semester health services fee of \$5. 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.

Any student who wishes to appeal payment of the health services fee should complete an Admissions and Records special petition form. For more information, contact the Admissions and Records Office, 253-3000.

## Parking Fees

A semester parking fee is charged for vehicles using the parking lots at Napa Valley College. These fees (subject to change) are collected during registration. Daily parking is available by meter at one dollar per day. (See Parking and Traffic Regulations, page 26.)

## Appealing Your Fees

Students who wish to appeal fee decisions must file a Petition for Special Privileges by the end of the term in which the fee is charged. More information concerning these appeals can be obtained through the Admissions and Records Office, 253-3000.

## Refunds

### Enrollment, Accident Insurance, and Parking Fee Refunds

Enrollment and parking fees can be refunded during the first two weeks of classes; the accident insurance fee can only be refunded prior

to the start of classes. The enrollment fee will be refunded for all units a student drops during the first two weeks of the semester. Students must submit a drop card and not just stop attending class. Students who received fee waivers or Board of Governor's Waivers (BOGW's) will not receive a refund of their fees.

It is the student's responsibility to submit a completed refund request form prior to the established deadlines. Except in the case of BOGW's, fees will be refunded directly to the student regardless of who paid the fees.

To obtain a refund request form, contact the Admissions and Records Office before the deadline. Allow at least three to five weeks after the deadline to process a request for a refund.

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

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

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

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

## Other Ways To Earn College Credits

### Credit by Course Challenge

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

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

Students who are interested in challenging a course should contact the Office of Instruction, Administration Building, Room 204.

### Advanced Placement (AP)

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

## 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  
Evaluation Technician  
Admissions and Records Office  
2277 Napa-Vallejo Highway  
Napa, CA 94558**

The Admissions and Records staff 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 below for more information.

### Military Service Credit

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

In-service training and U.S.A.F.I. course scores are evaluated on an individual basis. Students should submit the appropriate papers during the first semester of enrollment to the Transcript Evaluator, Admissions and Records Office.

# REGISTRATION INFORMATION

## Prerequisites

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

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

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

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

- a. generally, courses listed together numerically (SPAN 120, 121) comprise a sequence, and unless specifically designated, must be taken in order.
- b. no student may receive credit for a course which is prerequisite to a course he/she has already completed.
- c. in order for a course to count as a prerequisite, a minimum grade of “C” must be earned. (Exceptions may be made only by instructor assessment of relevant background experience.)

## Challenging a Prerequisite

Prerequisites may be challenged for the following reasons:

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

Contact the Counseling Center regarding information and forms for challenging prerequisites.

## Waiting List

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



## Repeating a Course

Students may repeat certain classes offered by Napa Valley College. Specific courses that may be repeated are listed on page 207.

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

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

Special circumstances for repeating a course could include:

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

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

## Ordering a Transcript

A transcript can be ordered in the following ways:

1. complete a transcript request form in the Admissions and Records Office;
2. mail or FAX your request with the following information:
  - your name as it appeared when you were a student here
  - your social security or student I.D. number
  - your date of birth
  - approximately what semesters you attended Napa Valley College
  - your current address and telephone number
  - a complete address of where you want the transcript sent
  - your signature

## Independent Study

Students may earn up to a total of twelve units over the total period of student residency through independent study. Independent study is planned by the instructor and student together. The program includes weekly meetings to discuss the student's progress. In a typical program, 50 hours of work in a semester will earn one unit. The independent study option may not be used in lieu of existing credit courses which cover the same or similar subject matter. Independent study must be approved by the instructor, division chair, and the Vice President of Instruction. Independent study forms are available in the Office of Instruction, Room 204. Once the form is approved by the instructor and division chair, the student must enroll in the class.

# REGISTRATION INFORMATION

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## 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. Transcript request forms are available in the Admissions and Records Office or on the college website at [www.napavalley.edu](http://www.napavalley.edu). Transcripts will not be released for students with outstanding college debts.

The first two official copies of a student's transcript will be issued at no charge; each additional copy is \$2. Students should allow at least five to seven working days to process a transcript request. Students can request return receipt service for a \$5 fee. Students can also request rush (24 hour) transcripts by paying an additional \$10 fee. Occasionally, student transcripts cannot be processed within 24 hours, particularly if they are microfilmed. Certificates for UC and CSU (IGETC and GEC) are not available with a rush transcript.

## Withdrawal from Classes

A student who finds it necessary to leave school during the session must submit a drop card to the Admissions and Records Office. ***It is the student's responsibility to drop a class.***

Withdrawal from a class shall be authorized through 75% of the term. Students who do not drop before the deadline may receive a letter grade of "F" in a course. Deadlines for dropping a class will be published and available in Admissions and Records.



# ACADEMIC STANDARDS

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

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

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



Attendance  
Grading  
Program  
Changes  
Probation  
Academic  
Honesty

## Attendance

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

Students dropped from a class must submit a petition to the Vice President, Student Services in order to be reinstated. If a student is absent because of illness, a signed statement from a physician must be attached to the petition. It is important that the student contact the instructor as soon as possible after an absence has occurred. The Office of Student Services is located in Room 210H, McPherson Administration Building.

## Unit

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

## Classification of Students

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

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

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

**Full-time:** A student who is registered for 12 or more units per semester, six or more units per summer session. Veterans on full-time benefits, athletes, Social Security recipients, 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.

## Final Examinations Schedule

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

## Grading System

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

- A — excellent
- B — good
- C — satisfactory
- D — barely passing
- F — failed
- CR — satisfactory and credit awarded
- NC — no credit
- W — withdrawal and no credit
- I — incomplete
- IP — in progress
- RD — report delayed
- MW — military withdrawal

## Credit/No Credit Grading

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

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

# ACADEMIC STANDARDS

courses must be outside those required for a student's major, unless this is the only grading option for a course. There is no restriction on the number of units that may be taken for Credit/No Credit in non-degree applicable course work.

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

## 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 Agreement to Complete Course Requirements 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 "I" and the grade to be assigned in the event the conditions are not met.

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

## Grade Point Average

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

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

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

14 total units 33 grade points  
 $33 \text{ grade points} / 14 \text{ units} = 2.36 \text{ GPA}$

\*CR units are not used for GPA

## Satisfactory Progress

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

## Scholastic Honors

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

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

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

## Program Changes and Withdrawal from Courses

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

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

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

### Military Withdrawal

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

### Grade Change

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

### Academic Renewal

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

### Probation

#### Standards for Probation

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

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

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

#### Effects of Probation

The word "probation" shall be placed on the grade card and on the student's permanent grade card (PRC).

First semester probationary students are strongly encouraged to see a counselor but are not restricted from registering for the next semester/session. Second and successive semester, i.e., continuing-probationary students, must complete a Probation Status Form and Education Plan with a counselor, which must be enclosed with the credit registration form submitted during the next registration period.

# ACADEMIC STANDARDS

## Removal from Probation

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

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

## Dismissal

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

Students will be notified of their probation or dismissal status on the grade report card.

## Right of Appeal

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

## Reinstatement after Dismissal

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

## Academic Honesty

### Definition of Academic Honesty

Napa Valley College values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the faculty at Napa Valley College wishes to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student’s academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable

for his/her own work, whether it be individual or group assignments or tests. We recognize that most students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.

### Types of Academic Dishonesty

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

To avoid plagiarizing, one must:

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

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





# STUDENT SERVICES

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

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

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



Counseling  
Advising  
Re-Entry  
Services  
Resources for  
Students

## 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. Staff in the Counseling Division are available to assist students with a variety of academic, financial, career and personal needs that may affect their educational success. In order to meet the needs of our students and our community, we are committed to providing comprehensive support services that will enhance our students' educational experiences.

### Academic Counseling

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

### Career Counseling

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

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

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

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

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

# STUDENT SERVICES

**Career/Job Placement Center**  
Administration Building (Room 205)  
(707) 253-3050

**Counseling Center**  
Administration Building (200)  
(707) 253-3040 (VOICE or TTY) or (800)  
826-1077, ext. 3040 (VOICE or TTY)

**Financial Aid/EOPS Office**  
Room 102  
(707) 253-3020  
Note: Students enrolled in the EOPS, SSS, WIA and/or CalWORKS programs may schedule appointments in this office.

**Transfer Center**  
Library Building (300)  
(707) 253-3115

**Student Support Services**  
Student Support Services, South (1600A)  
(707) 259-8016  
Note: Students enrolled in the SSS program may schedule appointments in this office.

**WorkAbility III**  
Student Support Services, South (1600A)  
(707) 259-8911  
Note: Students participating in this program may schedule appointments in this office.

## Ensuring a Successful Counseling Appointment

### Student's Responsibility:

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

- Inform secretarial staff of special needs when scheduling your appointment (e.g. notetaker, interpreter, etc.).

### Counselor's Responsibility:

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

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

1. When a student signs a "Release of Information" form, information can be released to those persons/agencies/programs identified on the release.
2. The counselor or advisor/teacher is required by law to report if you indicate that you are in danger of harming yourself (or someone else) or injury has been inflicted on a child or elder by other than accidental means.

## Student Service Centers on Campus

- Campus Computer Lab
- Career/Re-Entry Center
- Child Development Center
- Counseling Department
- Diagnostic Learning Services
- Financial Aid/EOPS/SSS/Veterans
- Health Services
- Job Placement Center
- Learning Skills and Testing Center
- Library
- Media Services
- Office Skills Center
- Re-Entry Services
- Special Services
- Student Support Services (SSS)
- Transfer Center
- Women's Resource & Action Program
- Writing Center

### Career Center

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

### Career Services

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

### Off-Campus Employment

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

### Women's Resource and Action Program

The Women's Resource and Action Program, located in Counseling, provides a variety of services and programs designed to support, encourage and educate students on women's issues. Services include workshops, seminars, courses, counseling and advising.

### Learning Resources

Learning Resources includes the Library, Campus Computer Lab, Electronic Classroom and the Instructional Media Center.

### Library

The college library is a place of research, study, pleasure reading and browsing. It is open to students as well as the public, and users will find a wealth of information at their fingertips as they use the "SNAP" automated library system. In addition to having access to 50,000 books, 250 periodicals, and 13 newspapers currently available on the shelves at the col-

lege library, library users may borrow books, DVDs, videos, CDs and audiotapes from the libraries in Solano and Napa counties, all linked to one system. For online access to the catalog of these materials, go to [www.napavalley.edu](http://www.napavalley.edu) and click on the Library link.

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

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

The library is located in Building 300. Library hours are Monday through Friday 8:00 a.m. to check posted closing hours during the Fall and Spring semesters. Summer hours vary. Library Circulation Desk phone: 253-3011. Reference: 253-3067.

### Campus Computer Lab

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

### Electronic Classroom

Located in Room 1011, the Electronic Classroom is equipped with 30 computer stations with internet access and the latest software to support the technology needs of faculty and students. For a list of classes and open lab hours, consult the schedule posted outside Room 1011.

# STUDENT SERVICES

## Media Services or Instructional Media Center

Videotapes, audiotapes, LCDs, CDs, and various tutorial programs are available in the Instructional Media Center, Room 1028 of the Health Occupations Building. Here students can do independent and supplemental work with a variety of learning tools. For more information, call 253-3016.

## Learning Skills and Testing Center

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

The LSTC is located on the third floor of the Health Occupations Building, Room 1042, phone 253-3270. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. The LSTC is open until 8:00 p.m. Wednesday and Thursday evenings. Summer hours vary.

Any student in need of tutorial assistance should contact the Center in person to request a tutor. The service is free. The Tutorial Program employs qualified students who are recommended by instructors.

The General Education Development test battery (GED) is administered in the Learning Skills and Testing Center several times a year. A fee is charged. Information is available by calling the Center at 253-3270.

## Diagnostic Learning Services

The Diagnostic Learning Service was created to serve the educational needs of students who have experienced difficulties with learning, including those with dyslexia and other learning difficulties. Individualized educational programs are developed through diagnostic evaluations and are monitored closely by learning disability specialists. Evaluations and screening for dyslexia and other learning disabilities are available by appointment through Diagnostic Learning Services at 253-3284.

## Student Health Alert AIDS Information

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

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

Courses offered through the Diagnostic Learning Services may be found on pages 149 and 191.

## Writing Center

Students may make 30 minute appointments in the Writing Center, Room 1027, for up to four hours per semester to get feedback on essays and other writing projects. Those wishing to combine such feedback with more intensive work on their writing skills and on specific skill areas of grammar, sentence structure, punctuation, spelling, and vocabulary may enroll in the Writing Center class, English 84, which provides self-paced coursework individually tailored to students' needs. The class may be taken for .5 unit or 1 unit of credit.

The Writing Center's day and evening hours are posted on the door of Room 1027. When classes are in session, students may also call 253-3274 to hear a recording listing the hours.

## Office Skills Center

The Office Skills Center is located in Room 806. It provides an individualized learning environment for students in business lab classes to work at their own pace on the latest in office equipment. Instructors are available to guide students in these specialized classes.

## Child Development Center

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

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

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

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

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

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

## Special Services

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

Accommodations for verified students include, but are not limited to, notetakers, books on tape, and exam modifications. For questions regarding these accommodations, phone the Office of Special Services at 253-3080 or TDD 253-3085.

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

## WorkAbility III

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

WAllI is located at the Student Services South, 1600 A building, or call 259-8911 (Voice) or 253-3085 (TDD) for further information on WAllI services.

## Student Health Services

The College Health Services Clinic is located in Room 723. Services, which are supported by the Student Health Fee, include care for illness and injuries, reproductive healthcare, health education and information, anonymous HIV testing, stress reduction and weight reduction. When you come to College Health Services, you will be seen by a Family Nurse Practitioner, a nurse who has advanced education and specialized training in diagnosing

# STUDENT SERVICES

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and treating illnesses and injuries. Short-term and emergency psychological counseling is available with a licensed therapist. When necessary, you may be referred to services off-campus. To contact the Student Health Center, call 259-8005.

## Napa Valley College Blood Drives

The Napa Solano Community Center of the Irwin Memorial Blood Centers 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 visit the mobile unit to make donations whenever it is on campus. Information about the blood bank and donations should be directed to the Office of Human Resources, Room 210-J, 253-3367, (800) 479-4611 or 226-7334.

## Housing

There are no residence halls or dormitories on the campus. Students make their own arrangements for housing within the community. There is a Housing Board located in the Cafeteria. The Housing Board lists Rooms to Rent, Places to Rent, and Need a Roommate. If you would like to list a room or place to rent, call the ASB Office at 253-3060.

## Ombudsperson (Student Advocate)

The ombudsperson is a confidential source of information and assistance for students. The college has various methods to resolve complaints and appeal decisions at NVC. The ombudsperson does not interfere with these

established procedures but can help advise students who do not know what the procedures are or who have tried to solve a problem and are not satisfied with the results.

For more information, please make an appointment with the Chair of the Counseling Division in the lobby of the Administration Building, or telephone 253-3035.

## Articulation with Solano College

To provide comprehensive educational opportunities for area students, Napa Valley College works closely with its nearest neighbor, Solano College, to coordinate program offerings.

The two institutions offer a joint athletic program which permits students to take classes at one college and pursue sports at the other. Under this program, Solano offers football and track; Napa Valley offers soccer, golf, and men's and women's tennis; and both institutions offer volleyball, baseball, men's and women's swimming and diving, men's and women's basketball, and softball.

For more information, contact the Office of Instruction, Room 204.

## International Education Program

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





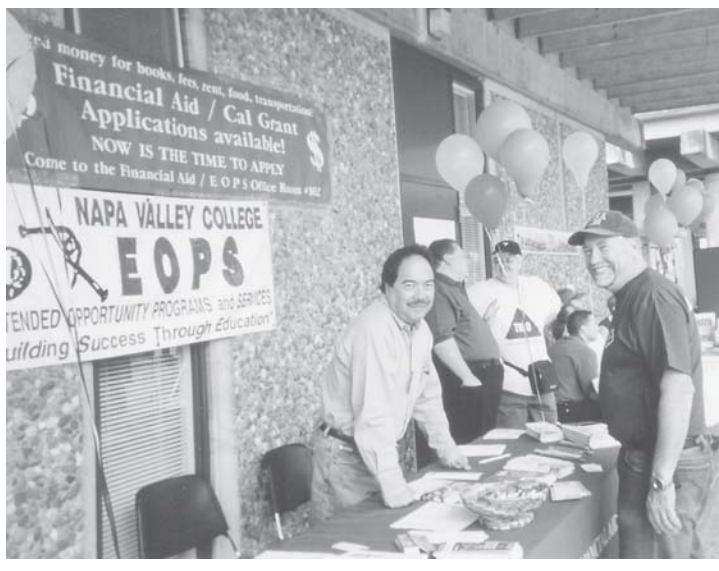
# FINANCIAL AID

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

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

If you are a new applicant, complete the Free Application for Federal Student Aid (FAFSA). You will be considered for the Federal Pell Grant, Cal Grants, Federal Supplemental Educational Opportunity Grant, Federal Work Study, State Work Study, Extended Opportunity Programs and Services, and Federal Direct Loan. The application period for each award year begins January 1 prior to the beginning of the Fall Semester. Check with the Financial Aid/EOPS Office, Room 102. A new application is required for each academic year. For more information, call 253-3020.

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Eligibility  
Jobs  
Refunds/  
Repayments  
Grants  
Veterans  
Benefits

- Eligibility
- Jobs
- Refunds/  
Repayments
- Grants
- Veterans  
Benefits

### Awards

Priority for financial aid funding is given to students who demonstrate the highest need. If your application is filed by March 2nd and your file is complete, it will be considered first priority. Aid will then be awarded by the order of need. Applications will be accepted throughout the academic year. Awards will be made throughout the year as long as funds are available.

### Qualifications

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

### Eligibility

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

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

You don't have to be poor to qualify, but you do have to show that you need aid. Need is the difference between what it costs to attend college and what you and your family can afford to pay toward the cost.

### Expenses

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

### Estimated 9-Month Standard Budget

Fees	\$511
Books and Supplies	\$1260
Room and Board	\$9468
Transportation	\$990
Miscellaneous	\$2250
Single, independent/dependent away from home (TOTAL)	\$14,479

Any student or parent who would like to discuss detailed expenses should contact the Financial Aid/EOPS Office, (Room 102) at 253-3020.

### Financial Aid Disbursements

Federal Pell Grant, Federal SEOG, EOPS Grant, CARE Grant, Cal Grant B, and Cal Grant C are disbursed twice each semester. Federal Direct Loans are disbursed in two payments during the eligible loan enrollment period. Loan payment dates vary by individual borrower eligibility and require supplemental documentation prior to each disbursement. Checks are mailed to the address on file in the Financial Aid/EOPS Office. Checks will not be forwarded. Federal and District Work Study checks are issued at the end of each month and are picked up in the Business Office, Room 207.

### Jobs

**Federal Work Study Jobs** are available to students who qualify for financial aid. These are positions on-campus and off-campus which pay \$6.75 to \$11.00 per hour for approximately 15 to 20 hours per week. Students must work to earn a Federal Work Study award.

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

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

# FINANCIAL AID

## International Education

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

## Financial Aid Repayments

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

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

## Grants

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

Number in Household	Total Family Income Last Year
1	\$13,470 or less
2	\$18,180 or less
3	\$22,890 or less

(Add \$4710 for each additional dependent.)

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

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

**Cal Grant Awards** are available to students who meet specific criteria and apply by March 2nd each year. Entitlement grants are awarded to high school seniors and students who graduated from high school the previous year. Competitive grants are awarded to students who are not eligible for an entitlement grant and who meet specific scoring criteria. California community college students who missed

the March 2nd deadline may apply for additional Cal Grant consideration. The deadline to apply is September 2. There are three types of awards available:

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

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

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

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

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

**Pell Grants** of up to \$4050 per academic year are available to qualified students. This federal aid program is designed to provide assistance to those who demonstrate a financial need while attending college.

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

## Scholarships

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

- Eligibility
- Jobs
- Refunds/  
Repayments
- Grants
- Veterans  
Benefits

## Loans

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

**William D. Ford Federal Direct Loans** are available to eligible students who have completed the financial aid application process. These loans have a low variable interest rate and are repayable six months after the borrower ceases to be a half-time student. Loan applications are available August 1 through April 1. For additional Direct Loan information, contact the Financial Aid/EOPS Office.

## Other Services

### Extended Opportunity Programs and Services (EOPS)

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

### Cooperative Agencies Resources for Education (CARE)

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

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

The CalWORKs program is a work/welfare program sponsored by the State Department of Social Services and is operated by each county's Welfare Department. Individuals who qualify for CalWORKs are referred by Social Services to the CalWORKs program and the

CalWORKs counselor on campus. CalWORKs students must be on TANF and enrolled in an approved vocational program.

### Student Support Services (TRIO Program)

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

### Talent Search (TRIO Program)

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

### Academic Progress Policy for Financial Aid/EOPS Students

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

The Academic Progress Policy for Financial Aid/EOPS students requires that each recipient, based on enrollment status at the time of the final payment for the semester, complete the minimum number of units as follows: full-time, 18 units/year; 3/4 time, 14 units/year; 1/2 time, 9 units/year; less than 1/2 time, at least 2 classes/year. Recipients must also maintain at least a 2.0 cumulative GPA. A recipient will be immediately suspended from financial aid if he/she withdraws from all units during the semester or completes all units with "F," "NC," and/or "W" grades AND may be

# FINANCIAL AID

required to repay all or part of the funds received. Students who have a cumulative GPA of less than a 2.0 may be denied financial aid. The complete Academic Progress Policy for Financial Aid/EOPS students is available in the Financial Aid/EOPS Office and on the college website at [www.napavalley.edu](http://www.napavalley.edu) in the financial aid section under forms.

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

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

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

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

## Repayment Regulations

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

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

## Veterans Benefits

The Office of Veteran Affairs, Room 102, exists to aid veteran students and dependents who receive educational benefits from the Veterans Administration. Students who intend to use VA educational benefits must contact the office each semester to complete all necessary forms. It takes the Veterans Administration a minimum of eight weeks to process the documents for benefits, and students should plan accordingly. Those seeking four-year degrees are advised to keep track of their entitlement and anticipate any funding limitations.

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

**Satisfactory Academic Progress:** Federal regulations state that Napa Valley College is required to report a termination of benefits for any veteran or eligible person who remains on academic or progress probation for more than two terms. Students on academic probation must improve their grade point average to a 2.0 minimum for graduation. Students on progress probation must receive grades "W", "I", or "NC" in less than 50% of their cumulative units to regain eligibility. Payment of educational assistance allowance to a student terminated for unsatisfactory progress may resume at Napa Valley College once the student has been removed from probation.



# Student Life

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A college education at Napa Valley College extends outside the classroom walls. Student Life also consists of a wide variety of activities, organizations, and shared governance. Students who decide to participate will enrich their own lives, and the life of the larger campus community. This important decision will make the college years more enriching, and improve the student's academic performance as well.

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

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



ASB  
Student Council  
Clubs  
Athletics  
Theatre and  
Music



## Associated Student Body

The Associated Student Body is the official organization of students enrolled at Napa Valley College. Students are encouraged to support the student body through the purchase of an ASB ID card and through active participation in student affairs.

With the purchase of an ASB ID card, students are entitled to discounts for ASB-sponsored events and college activities. An ASB card can be used as identification for athletic and physical education equipment and facilities. Discounts may be available at specific, off-campus stores, theaters, and restaurants. ASB ID cards are purchased for \$5.00 each semester or \$9.00 for a year (subject to change). The cards display the student's name, birth and expiration date, and a photograph. See the ASB Office for a list of local businesses offering a discount with your ASB ID card.

## ASB Executive Board

Student-elected officers serve on the Executive Board, which governs ASB. Members of the ASB Board include a President, Vice President, Secretary, Financial Officer, and several Senators representing each academic area of study. There is also an elected student trustee, who serves on the College Board of Trustees.

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

The ASB Executive 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 is carrying at least 6 units, who maintains a specific minimum GPA, and who follows other guidelines set by the ASB constitution and bylaws may run for office.

## Participation in Shared Governance

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

The Student Government office is located in Room 101, with posted hours. The ASB Executive Board holds regular meetings in the student lounge located in the cafeteria. Students are encouraged to attend and voice their opinions on campus and community-related issues.

## Leadership

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

## Clubs and Organizations on Campus

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

- Club Hispano Americano (CHA)
- Environmental Action Club
- Ethnic Success
- Gay Straight Alliance
- M.E.S.A. (Math, Engineering, and Sciences Achievement)

# STUDENT LIFE

- LVN Club
- Parent Care Club
- Phi Theta Kappa
- Potters Guild
- Psych Tech Club
- Respiratory Therapy Club
- RN Association
- SMPTE (Society of Motion Picture and Television)
- S.T.A.I.R (Students Taking Action In Recovery)

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

## Recreation

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

- Jogging Trails
- Six outdoor paddleball courts
- Outdoor volleyball courts
- Outdoor basketball courts
- Eight outdoor tennis courts
- Four indoor racquetball/hardball courts
- Weight rooms
- Golf hitting screens

## Intercollegiate Athletics

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

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

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

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

## Theatre

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

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

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

## Music

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

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



# THE ASSOCIATE DEGREE

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

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

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



Catalog Rights  
Degree  
Requirements  
NVC General  
Education  
Major for the  
AA Degree

## The Associate Degree

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

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

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

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

## Catalog Rights

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

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

Please Note: Catalog rights do not apply to modifications to entrance requirements for pro-

grams (e.g., ADN, Respiratory Therapy, etc.) or program prerequisites. Consult the catalog supplement and a counselor for any changes to these requirements.

## Associate Degree Requirements

The following are requirements for graduation with an Associate of Arts (A.A.) or an Associate of Science (A.S.) Degree from Napa Valley College. Requirement 7 applies only to the A.A. degree. Requirement 8, general education, is the same for both, with the exception of Area (e), Multicultural Requirement. Please refer to (e)Multicultural/Gender Studies on page 70 for an explanation of how this requirement differs for AS degrees and AA degrees.

1. **Unit Requirement:** 60 semester units in courses numbered between 90 and 399. Units from other colleges may be used if they are determined acceptable by the Admissions and Records Office.
2. **Scholarship Requirement:** Cumulative G.P.A. of 2.0 or better with a “C” or better in all classes in the major.
3. **Residence Requirement:** Completion of 12 semester units at NVC **and** attendance at NVC during the semester prior to graduation **or** 30 semester units completed at NVC.
4. **PE./Health Requirement:** 3.0 semester units of physical education classes or HELH 106. Exemptions: a) health occupations majors; b) veterans with six months service (form DD214 must be on file in the Admissions and Records Office); or c) Police Academy graduates.
5. **Competency Requirements:** Competency in reading, writing, mathematics: completion with grade of “C” or better: in courses from Area (d) “Language and Rationality” of NVC General Education pattern (see page 69).
6. **Petition for Graduation:** All candidates for graduation must file a petition in the Admissions and Records Office in the semester prior to the semester in which graduation is anticipated.

# THE ASSOCIATE DEGREE

7. **American History and Institutions:** (A.A. Degree only) Students must select one course from History 120, 121, 150 or 152 **and** one course from Political Science 120 or 121. The courses chosen to satisfy this requirement cannot be used to satisfy General Education Area (c): Social and Behavioral Sciences.

8. **General Education:** Completion of 21 semester units; one course of at least three units in each area. A course cannot be used to satisfy more than one area (except in the case of Area E for the A.S. Degree).

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

ANTH 120; ASTR 110, 111; BIOL 103, 105, 110, 112, 117, 120, 150, 218; CHEM 110, 111, 120; EART 110; GEOG 110, 114; GEOL 110, 112, 116\*; PHYS 105, 110, 120, 140.

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

ANTH 150; ART 110, 115, 116, 215; ASL 120, 121; CFS 145; DRAM 110, 114, 115, 203, 220; ENGL 121, 123, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 220, 221, 222, 223; FREN 120, 121; GERM 120, 121; HIST 122, 123; HUMA 100, 101, 104, 125, 170, 174, 175, 176, 178\*, 179, 180, 185, 186, 188, 190; ITAL 120, 121; LATI 120, 121; MUSI 110, 112, 114; PHIL 120, 121, 125, 130; 133, 134; PHOT 120, 180; RUSS 120; SPAN 111, 114, 116, 120, 121, 240, 241, 280, 281.

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

ADMJ 121, 122, 125; ANTH 121, 130, 131, 150, 180; CFS 120, 140, 180; ECON 100, 101, 120; ENGI 110; GEOG 101, 102; HIST 120+, 121+, 122, 123, 135, 140, 142, 145, 150+, 152+; HUMA 188; POLI 120+, 121+, 125, 130, 135, 140; PSYC 120, 123, 124, 125, 126, 128, 135, 158, 185, 186; SOCI 120, 122, 123, 135; SPEE 126.

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

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

BUSI 105, 111; ENGL 120.

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

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

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

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

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

ADMJ 123, 124; ANTH 150; ASL 120, ASTR 111; BIOL 103, 110, 112, 120, 150, 151, 219, 220, 240, 241; BUSI 103, 108, 110, 111, 143; CFS 123, 135, 140, 155, 160; CHEM 110, 111, 120, 121; COUN 100; DRAM 114, 116, 120, 150\*, 153\*, 170\*, 200, 203, 240, 244; EART 110; ECON 100, 101; ELEC 98, 109; ENGI 123; ENGL 121, 123, 125, 200, 201, 202, 203, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 220, 221, 222; HUMA 100, 101, 104, 125, 185, 186; ITAL 240; MATH 90, 92, 94, 97, 106, 107, 108, 115, 120, 121, 220, 221, 222, 232, 235; PHIL 120, 121, 125, 126, 130; PHYS 105, 110, 120, 121, 140, 240; POLI 125, 135, 140; PSYC 100, 124, 130, 135, 158, 186, 187; RESP 120; SOCI 122, 135; SPAN 240, 241, 280, 281; SPEE 120, 122, 124, 126, 128.

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

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

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

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

### 9. Completing a major:

**A.S. Degree** - Refer to the chapter called Occupational Education starting on page 73 for courses required to complete the major. For each program, major and general education courses are outlined in a suggested sequence. Both counselors and program coordinators can advise students to ensure that all requirements for the A.S. Degree are being met.

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

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

To complete a major for an A.A. degree, choose one or more of the six options below.

a) **Humanities and Fine Arts Major:** The study of cultural activities and artistic expressions of human beings. **Choose 18 units:**

ANTH 150; ART 110, 112, 115, 116, 120, 127, 129, 131, 135, 136, 137, 139, 140, 147, 154, 155, 157, 158, 180, 181, 215, 216, 240, 255, 258, 260; ASL 120, 121; CFS 145, 196; DRAM 110, 114, 115, 116, 120, 125, 135, 150, 151, 152, 153, 155, 160, 170, 190, 191, 200, 201, 203, 209, 240, 244; ENGL 121, 123, 125, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 220, 221, 222, 223; FREN 120, 121, 240, 241; GERM 120, 121, 240, 241; HIST 122, 123; HUMA 100, 101, 104, 125, 170, 174, 175, 176, 178, 179, 180, 185, 186, 188, 190; ITAL 120, 121, 240; LATI 120, 121; MUSI 110, 112, 114, 120, 121, 122, 130, 135, 137, 140, 145, 150, 155, 158, 160, 163, 164, 166, 170, 172, 185, 196, 221, 222, 230, 232, 240; PHIL 120, 121, 125, 126, 130, 133, 134; PHOT 120, 121; PHYE 134, 138, 142; RUSS 120; SPAN 114, 116, 120 (or SPAN 110 & 111, both must be taken), 121, 240, 241, 280, 281; SPEE 122, 128

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

ANTH 120; ASTR 110, 111; BIOL 103, 105, 110, 112, 117, 120, 150, 151, 218, 219, 220, 240, 241; BUSI 90; CHEM 110, 111, 120, 121, 240, 241, 242; EART 110; ELEC 98, 109; GEOG 110, 114; GEOL 110, 111, 112, 116; MATH 90, 92, 94, 96, 97, 104, 106, 107, 108, 115, 120, 121, 220, 221, 222, 232, 235; PHYS 105, 110, 111, 120, 121, 140, 240, 241.

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

ADMJ 120, 121, 122, 125; ANTH 121, 130, 131, 150, 180; CFS 120, 140, 180; ECON 100, 101, 120; ENGI 110; GEOG 101, 102, 114; HIST 120, 121, 122, 123, 135, 140, 142, 145, 150, 152; HUMA 100, 101, 104, 188; POLI 120, 121, 125, 130, 135, 140; PSYC 120, 123, 124, 125, 126, 128, 135, 158, 185, 186; SOCI 120, 122, 123, 135; SPEE 120, 126.

## THE ASSOCIATE DEGREE

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

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

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

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

i) California State University General Education requirements (see p. 97).

ii) IGETC (Intersegmental General Education Transfer Curriculum) which meets general education requirements for both CSU and UC systems (see p. 101).

iii) University of California Breadth Requirements for a specific college within one of the UC campuses (consult a counselor).

**Note:** Completion of general education/breadth requirements does not guarantee admission to the chosen four-year college. Students must meet entrance requirements for their transfer school. See pages 97-101 in the chapter on transfer and consult a counselor.





# OCCUPATIONAL EDUCATION

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

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

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



## Occupational Education Advisory Committees

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

## Program Requirements

Course requirements and sequences for occupational programs are shown in the following section. Students following sequences that have been changed may complete their studies under the new patterns (Also see graduation requirements shown on the preceding pages of this catalog). Brochures on the programs are available in the lobby of Admissions and Records. Interested students should see an advisor or program coordinator.

## Multicultural/Gender Studies Requirement

A multicultural/gender studies course is required to complete the A.S. Degree. To satisfy this requirement a student must take one course from AREA E of the Napa Valley College General Education (page 69 of the catalog). This requirement parallels the current requirement for the A.A. Degree with one major difference. Courses taken in AREA E for an A.S. Degree may double count for one other area of general education, where that particular course appears. All but one course for AREA E appears in at least one other area of Napa Valley College General Education. The one exception is COUN 124.

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

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

## Program Area                      Person To See

Accounting .....	David Angelovich
Administration of Justice .....	Glen Bell
Associate Degree Nursing ...	Margaret Craig
Basic Police Academy .....	Greg Miraglia
Biomedical Electronics Technology .....	TBA
Business and Commerce .....	Walt Unti
Child and Family Studies .....	Faye Smyle
Communications/	
CATV Technology .....	TBA
Computer Studies .....	Jeff Omodt
Cosmetology .....	Pam Strommen
Digital Design Graphics .....	Alan Skinner
Electronics Technology .....	TBA
Human Services .....	Lauralyn Bauer
Law Enforcement .....	Glen Bell
Machine Tool Technology .....	Dean Ehlen
Management & Business .....	Walter Unti
Office Administration .....	Debra Saunders
Paralegal Studies .....	Greg Miraglia
Photography Technology .....	Ron Rogers
Public Safety Dispatch .....	Ken Arnold
Psychiatric Technician .....	Robert Millay
Respiratory Care .....	Robert Chudnofsky
Telecommunications	
Technology .....	Steve Goze
Viticulture & Winery .....	Stephen Krebs
Welding Technology .....	Tom Smeltzer
Wildlife Law Enforcement .....	Greg Miraglia
Work Experience .....	Nadine Wade-Gravett

## Administration of Justice

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

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

## A.S. Degree in Administrative of Justice

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

# OCCUPATIONAL EDUCATION

## Certificate Options

### Law Enforcement

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

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

A certificate in law enforcement for academy graduates requires the successful completion of either CJT 200 or CJT 202, or the combination of CJT 203, 204 and 205.

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

### Public Safety Dispatch

A certificate in public safety dispatch requires 17 units. CJT 296 is required. An additional 3 units is required from CISA 160, CISA 165, CISA 170, CISA 186, or COMS 110. The remaining 6 units may be selected from the following: ADMJ 121, 122, 123, 151, 240, 241; CJT 302, (plus 2 units of Physical Education).

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

### Wildlife Law Enforcement

A certificate in wildlife law enforcement for non-academy graduates requires the successful completion of ADMJ 260 and 261.

A certificate in wildlife law enforcement for academy graduates requires the successful completion of CJT 202.

Courses required for the wildlife law enforcement certificate may be used as electives for the AS degree in Administration of Justice.

### Paralegal Studies

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

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

## Associate Degree Program in Nursing

The Associate Degree Program in Nursing (ADN) is a program approved by the California Board of Registered Nursing (BRN). It is designed to prepare qualified men and women to practice nursing in entry-level positions. Upon completion of the program, the student is awarded an A.S. Degree in Nursing and is eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). Opportunities are provided for advanced placement, transfer and challenge exam credit.

The Associate Degree Nurse is prepared to coordinate, plan and provide nursing care in hospitals and community settings. The Registered Nurse assists patients with personal care, provides teaching and counseling to prevent illness and promote health, and performs specialized treatments and procedures. Registered Nurses function as team leaders and direct the care provided by Licensed Vocational Nurses (LVN's) nursing assistants (aides), as well as unlicensed health-care workers.

### Admission Requirements:

1. Attend one of the required mandatory information meetings (Applications are only available at information meetings).
2. Submission of the program application once prerequisites are met.
3. Provide proof of your High School Graduation-by official transcript or official transcript of equivalent (For example, a GED certificate; CHSPE passing score; AA/AS or higher).
4. If your official high school or college transcripts are from other countries they must be evaluated by an International Evaluation service prior to submission of your application **or** you must provide Napa Valley College with an official certificate from an International Evaluator. Forms are available in the Admissions and Records Office or the Health Occupations Department.

<b>Prerequisites</b>	<b>Units</b>
BIOL 218 Human Anatomy .....	5
BIOL 219 Human Physiology.....	5
BIOL 220 General Microbiology .....	5
ENGL 120 Reading and Composition I..	3
	18

<b>First Semester</b>	<b>Units</b>
NURS 141 Introduction to Nursing (12 weeks) .....	7
NURS 142 Nursing in Health Alterations (6 weeks) .....	4
PSYC 125 Human Development .....	3
	14

<b>Second Semester</b>	<b>Units</b>
NURS 143 Nursing in Health Alterations II (9 weeks) .....	5.5
NURS 144 Mental Health in the Commu- nity (9 weeks).....	5
	10.5

<b>Third Semester</b>	<b>Units</b>
NURS 246 Nursing in Health Alterations III (9 weeks) .....	6.5
NURS 247 Maternal-Newborn Nursing (9 weeks) .....	4
NURS 248 Nursing in Community-Based Settings (4 weeks) ..	1
Social Science Elective (except PSYC 125) from approved A.S. Degree list.....	3
SPEE 124 Career Communications .....	3
	17.5

<b>Fourth Semester</b>	<b>Units</b>
NURS 249 Nursing in Health Alterations IV (12 weeks) .....	7
NURS 250 Nursing Preceptorship (6 weeks).....	3
* HUMA/Multicultural/ Gender Studies .....	3
	13
Total Units .....	68

\* 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.

Students transferring 4 unit, Anatomy & Physiology or Microbiology courses from other colleges may do so.

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.

Criminal Convictions: The California Board of Registered Nursing (BRN) may deny licensure to any person who has been convicted of a crime. If you have had such a conviction you should review the California Nurse Practice Act-Section 480, available at [www.rn.ca.gov](http://www.rn.ca.gov).

In addition, students must demonstrate proficiency in Math either by test or successful completion of MATH 90 or MATH 94 or higher.

Students planning to transfer to a four-year college should consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements. Most BSN programs require grades of A's and B's.

Effective Fall, 2001, students must also take an Area E, Multicultural/Gender Studies course to complete the A.S. Degree. Refer to page 70 for a complete listing.

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.

### Advanced Placement Program for Licensed Vocational Nurses (LVNs)

The Advanced Placement Program for LVNs is a program approved by the California Board of Registered Nursing (BRN). LVNs with a current valid California LVN license enter the ADN program in the second semester. Entry into the program is dependent upon the date they meet program prerequisites requirements and available space. Upon completion of the program, the student is awarded an A.S. Degree in Nursing and is eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). Opportunities are provided for transfer and challenge exam credit.

### Admission Requirements

1. Attend one of the required monthly **information meetings** (Application forms are only available at information meetings)
2. Submission of complete Program Application once prerequisites are met.

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3. Provide proof of your **High School Graduation** or a **GED Certificate**; **CHSPE** passing score.
4. If your official high school or college transcripts are from other countries they must be evaluated by an International Evaluation service prior to submission of your application or you must provide Napa Valley College with a certificate from the International Evaluator. Forms are available in the Admissions and Records office.
5. Current, valid California LVN license.

Prerequisites	Units
BIOL 218 Human Anatomy .....	5
BIOL 219 Human Physiology .....	5
BIOL 220 General Microbiology .....	5
ENGL 120 Reading & Composition I ...	3
PSYC 125 Human Development.....	3

Second Semester	Units
NURS 144 Mental Health Nursing in the Community.....	5

Third Semester	Units
NURS 245 Nursing Transition (Required for LVN's Advanced Placement).....	2
NURS 264 Nursing in Health Alterations IV (9 weeks) .....	6.5
NURS 248 Nursing in Community-based settings (4 weeks) .....	1
Social Science* elective (except PSYC 125) from approved A.S. Degree list .....	3
SPEE 124 Career Communications .....	3

Fourth Semester	Units
NURS 249 Nursing in Health Alterations IV (12 weeks) .....	7
NURS 250 Nursing Preceptorship (6 weeks) .....	3
Humanities* .....	3
	49.5

*\*Effective Fall, 2001, students must also take an Area E, Multicultural/Gender Studies course to complete the A.S. Degree. Refer to page 70 for a complete listing.*

*Refer to page 76 for policies regarding the Associate Degree Program.*

## Non-Degree 30 Unit Option For Licensed Vocational Nurses

The 30-unit option was created by the legislature for LVN's. Students entering this option must have a current valid California LVN license. LVN's complete 30 units of nursing & related sciences, but do not meet graduation requirements. They can take the NCLEX-RN

in California ONLY & will probably not be able to become licensed by endorsement in other states.

Physiology and Microbiology are the required prerequisites for the 30-unit option.

*Refer to page 76 for policies regarding the Associate Degree Program.*

Prerequisites	Units
BIOL 219 Human Physiology.....	5
BIOL 220 General Microbiology .....	5
	10

Course Work	Units
NURS 144 Mental Health Nursing in the Community .....	5
NURS 245 Nursing Transition .....	1.5
NURS 246 Nursing in Health Alterations III (9 weeks) .....	6.5
NURS 249 Nursing in Health Alterations IV (12weeks) .....	7
	20

## Business

The Associate of Science Degree in Business is a four-semester course of study designed to prepare students for a career in the business world. Students may earn the more generalized Associate of Science Degree in Business and Commerce or concentrate their study of business in any of the following programs: Accounting and Finance, Computer Studies, Office Administration or Management and Business.

The degree consists of the following components and must total at least 60 units. The General Education and Business Core components are the same for all program concentrations: General Education, 21 units; Business Core, 15-17; Concentration, 12-25; Electives, 0-12.

After completing the above requirements, the student will be awarded an A.S. Degree in Business with or without a specified program concentration. If the student continues his or her studies and completes the required coursework in an additional concentration, that program concentration designation will be added to his or her A.S. Degree; **a second, separate degree is not awarded.**

The Associate of Science Degree in Business can be part of a transfer program. Students planning to transfer to four-year institutions should consult a counselor regarding an Associate of Arts (A.A.) degree.

A number of certificate programs are also available in the Business and Computer Studies Division. After completing a selected group of courses (ranging from 20 to 42 units), it is possible to earn a certificate. The certificates available are: Bookkeeping, Computer Studies (Microcomputer Applications Specialist or Computer Studies), Management Information Systems, Networking Technology and Office Assistant Studies. After verifying that the appropriate classes have been completed with a grade of "C" or better, the Program Coordinator will grant your certificate.

### Concentration in Accounting

First Semester	Units
BUSI 90 Business Mathematics .....	3
BUSI 100 Intro. to Business .....	3
BUSI 176 Machine Calculations .....	2
CISA 170 Keyboarding 1 .....	1
ECON 100 Economics 1 .....	3
Physical Education .....	2
	<u>14</u>

Second Semester	Units
ACCT 125 Financial Accounting .....	5
ACCT 121 Payroll Accounting .....	2
BUSI 105 Business Communications .....	3
BUSI 185 Business English .....	2
COMS 110 Intro. to Microcomputers .....	3
Physical Education .....	1
	<u>16</u>

Third Semester	Units
ACCT 127 Computer Accounting .....	2
ACCT 122 Federal Income Tax for Individual .....	3
ACCT 126 Managerial Accounting .....	5
SPEE 124 Career Communications or SPEE 126 Intercultural Communications*** .....	3
Business Elective* .....	2
	<u>15</u>

Fourth Semester	Units
BUSI 103 Legal Environ. of Business .....	3
BUSI 242 Fundamentals of Finance .....	3
CISA 165 Spreadsheets .....	3
GEOG 114** California Geography .....	3
PHIL 125** Introduction to Ethics .....	3
	<u>15</u>

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

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

\*\*\* SPEE 126 satisfies both the Multicultural/Gender Studies Requirement and the Communication and Analytical Thinking Requirement for the A.S. Degree.

### Options

- One-year Bookkeeping certificate:** ACCT 120 (or 121), 125 (or 126), 127; BUSI 90, 100, 103, 105 or 111, 176; CISA 165; COMS 100 (or 110). All courses must be completed with a grade of "C" or better.
- A.S. Degree:** All courses as listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
- Transfer to a four-year college:** Consult the Napa Valley College Catalog, the catalog of the college or university of your choice, and a Napa Valley College counselor for specific requirements.

### Concentration in Business and Commerce

First Semester	Units
BUSI 90 Business Math .....	3
BUSI 100 Introduction to Business .....	3
BUSI 185 Business English .....	2
CISA 170 Keyboarding 1 .....	1
Concentration Requirement** .....	3
Physical Education .....	2
	<u>14</u>

Second Semester	Units
BUSI 105 Business Communications .....	3
ACCT 120 Intro. to Accounting or ACCT 125 Financial Accounting .....	3
COMS 110 Intro. to Microcomputers .....	3
Concentration Requirement** .....	6
	<u>15</u>

Third Semester	Units
BUSI 103 Legal Environ. of Business .....	3
ECON 100 Economics 1 .....	3
PHIL 125* Introduction to Ethics .....	3
Business Electives*** .....	3
Concentration Requirement** .....	3
Physical Education .....	1
	<u>16</u>

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Fourth Semester	Units
GEOG 114* California Geography .....	3
SPEE 124 Career Communications or SPEE 126 Intercultural Communications**** .....	3
Business Electives*** .....	9
	15

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

\*\* Select one three-unit class from each of the following four concentrations: Accounting & Finance, Computer Studies, Office Administration and Management & Marketing.

\*\*\* Select from any course with a "ACCT," "BUSI," "CISA," "CISN," "COMS," or "ECON" designation.

\*\*\*\* SPEE 126 satisfies both the Multicultural/Gender Studies Requirement and the Communication and Analytical Thinking Requirement for the A.S. Degree.

## Options

1. **A.S. Degree:** All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
2. **Transfer to a four-year college: THIS PROGRAM IS NOT INTENDED TO BE A TRANSFER PROGRAM.** Consult the catalog of the college or university of your choice and a NVC counselor for specific requirements.

## Concentration in Computer Studies

First Semester	Units
BUSI 100 Introduction to Business .....	3
BUSI 185 Business English .....	2
CISA 170 Keyboarding .....	1
COMS 110 Intro. to Microcomputers .....	3
MATH 90 Elem. Algebra (or higher) .....	5
Physical Education .....	2
	16

Second Semester	Units
ACCT 120 Intro. To Accounting or ACCT 125 Financial Accounting .....	3
BUSI 105 Business Communications .....	3
CISA 165 Spreadsheets .....	3
CISA 186 Beginning Word Processing ...	2
COMS 100 Intro. to Computer Systems ..	3
COMS 120 BASIC Programming .....	3
	17

Third Semester	Units
CISA 160 Database .....	3
CISA 284 Adv. Word Processing .....	2
COMS 121 Adv. BASIC Programming ...	3
ECON 100 Economics 1 .....	3
GEOG 114* California Geography .....	3
Physical Education .....	1
	15

Fourth Semester	Units
BUSI 103 Legal Environ.of Business .....	3
CISA 210 Computer Operating Sys. ....	3
COMS 215 Programming in "C" .....	3
PHIL 125* Introduction to Ethics .....	3
SPEE 124 Career Communications or SPEE 126 Intercultural Communications** .....	3
	15

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

\*\* SPEE 126 satisfies both the Multicultural/Gender Studies Requirement and the Communication and Analytical Thinking Requirement for the A.S. Degree.

## Options

1. **Certificate Program - Microcomputer Applications Specialist:** BUSI 105 or ENGL 120; CISA 160, 165, 170, 186, 210; COMS 100; MATH 90; SPEE 124. Courses must be completed with a grade of "C" or better.
2. **Certificate Program - Management Information Systems:** ACCT 120; BUSI 100, 103, 185; CISA 160, 165, 170, 186, 210, 284; COMS 100, 110, 120, 121, 215; MATH 90. Courses must be completed with a grade of "C" or better.
3. **Computer Networking Technology Certificate:** CISN 110, 120, 130, and two courses from the following: CISN 141, 145, 150, 165, 170, 171, 172, 190. 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 four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements. At most 4-year schools, Computer Science is a combination of basic science, electronics, and advanced mathematics.



6. A student who plans to obtain a 4-year degree in the field of computers should examine all the information regarding various programs that are available. Information about career opportunities and educational programs in this field is available at the Napa Valley College Career Center.

### Concentration in Management and Business

First Semester	Units
ACCT 125 Financial Accounting .....	5
BUSI 100 Introduction to Business .....	3
CISA 170 Keyboarding I .....	1
Restricted Computer Studies Elective* .....	3
Elective .....	3
	15

Second Semester	Units
BUSI 103 Legal Environ. of Business .....	3
ACCT 126 Managerial Accounting .....	5
Restricted Mathematics Elective** .....	3
Elective .....	3
Physical Education .....	1
	15

Third Semester	Units
BUSI 185 Business English .....	2
ECON 100 Macroeconomics .....	3
Restricted Mathematics Elective** .....	3
Physical Education .....	1
Elective .....	6
	15

Fourth Semester	Units
ECON 101 Macroeconomics .....	3
BUSI 105 Business Communications .....	3
Restricted Computer Studies Elective* .....	3
Physical Education .....	1
Elective .....	5
	15

\* Restricted Computer Studies Electives (must complete 2 classes): COMS 110, 120, 125; CISA 160, 165, 186

\*\* Restricted Mathematics Electives (must complete 2 classes): BUSI 90; MATH 94, 115, 120, 232, 235

#### Options:

- A.S. Degree:** All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
- Transfer to a four-year college:** This program may be used for meeting the transfer requirements of some university business schools. Consult the catalog of the

college or university of your choice and a NVC counselor for specific requirements.

### Concentration in Office Administration

First Semester	Units
BUSI 90 Business Math .....	3
BUSI 176 Machine Calculations .....	2
BUSI 185 Business English .....	2
CISA 170 Keyboarding 1 .....	3
COMS 110 Intro. to Microcomputers .....	3
COUN 110 Career/Life Planning .....	3
	16

Second Semester	Units
ACCT 120 Intro. To Accounting or ACCT 125 Financial Accounting .....	3-5
BUSI 105 Business Communications .....	3
BUSI 177 Records Management .....	2
CISA 171 Keyboarding 2 .....	3
CISA 186 Beginning Word Processing ...	2
	13-15

Third Semester	Units
BUSI 100 Introduction to Business .....	3
CISA 270 Keyboarding 3 .....	3
ECON 100 Economics 1 .....	3
PHIL 125* Introduction to Ethics .....	3
SPEE 124 Career Communications or SPEE 126 Intercultural Communications** .....	3
	15

Fourth Semester	Units
BUSI 103 Legal Environment of Business	3
BUSI 275 Machine Transcription .....	2
CISA 284 Advanced Word Processing ...	2
CISA 287 Desktop Publishing/or CISA 288 Presentation Software .....	1
GEOG 114* California Geography .....	3
WOEX 193 Vocational Work Experience	2
Physical Education .....	3
	16

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

\*\*SPEE 126 satisfies both the Multicultural/Gender Studies Requirement and the Communication and Analytical Thinking Requirement for the A.S. Degree.

#### Options

- One-year Office Assistant Studies Certificate:** All courses listed for the first year of the curriculum. Courses must be completed with a grade of "C". Consultation is required with the Program Coordinator.

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2. **A.S. Degree:** All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

## Biomedical Electronics Technology

As the world's population grows, the need for health care increases, and the marriage between medicine and engineering becomes stronger. The need for instrumentation to make proper and accurate measurement, to monitor, and to provide lifesaving functions has grown rapidly. This program provides training that allows repair of this instrumentation.

The courses required to complete the major are: all Electronics courses listed plus ELEC 98\*, 109\*; HEOC 100; BIOM 100, 101; ENGL 120.

\* If needed, based on preparation.

First Semester	Units
Humanities* .....	3
Natural Science .....	3
ELEC 98 Electronics Math 1 .....	3
ELEC 120 Basic Electronics 1 .....	4
Physical Education .....	2
	15

Second Semester	Units
HEOC 100 Basic Anatomy/Physiology ...	3
MACH 100 Machine Shop Practice .....	3
ENGL 120 Reading and Comp. 1 .....	3
ELEC 109 Electronics Math 2 .....	3
ELEC 121 Basic Electronics 2 .....	4
	16

Third Semester	Units
Social Science** .....	3
Physical Education .....	1
BIOM 100 Biophysics Measurement 1 ...	1
ELEC 220 Devices and Circuits 1 .....	4
ELEC 224 Microprocessor 1 .....	4
ELEC 243 Communications/Cable TV 1 .4	.4
	17

Fourth Semester	Units
BIOM 101 Biophysics Measurement 2 ...	1
ELEC 221 Devices and Circuits 2 .....	4
ELEC 225 Microprocessor 2 .....	4
ELEC 227 Troubleshooting .....	3
ELEC 244 Communications/Cable TV 2 .4	.4
	16

\*ANTH 150; DRAM 115; ENGL 217; HUMA 174, 186 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Humanities.

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

## Options

1. **Certificate Program:** All Electronics courses listed plus ELEC 98\*, 109\*; HEOC 100; BIOM 100, 101; ENGL 120, MACH 100. All courses must be completed with a grade of "C" or better.
2. **A.S. Degree:** All courses in the major must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required. All courses required to complete the major must be completed with a grade of "C" or better.
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

\* If needed, based on preparation.

## Child and Family Studies

The Napa Valley College Child and Family Studies Program prepares students to work as teachers with young children in public and private child care. The Child and Family Studies Program may also serve as a beginning for students planning to attend a four year college to obtain a Ryan Act Teaching Credential specializing in Early Childhood Education. Upon completion of the A.S. Degree in Child and Family Studies at Napa Valley College, the student is eligible for the California Child Development Teacher Permit available through the California Commission on Teacher Credentialing.

The courses required to complete the major are: CFS 120, 121, 122, 123, 130, 135, 140, 145, 165, 220, 222, 223 and a CFS elective.

First Semester	Units
CFS 120 (*PSYC 185) Child Growth and Development* .....	3
CFS 122 Int. E CH Theory and Practice .....	4
CFS 140 Child/Family/Community* .....	3
English Composition .....	3
Physical Education** .....	1
	14

Second Semester	Units
CFS 121 Health, Safety and Nutrition ....	3
CFS 123 Observing and Recording in Early Childhood .....	3
CFS 165 Curriculum and Environments in Early Childhood Programs .....	3
Mathematics .....	3-5
Physical Education** .....	1
	13-15

Third Semester	Units
CFS 130 Creative Process in Young Children .....	3
CFS 220 The Practical Application of Early Childhood Theory .....	3
CFS 222 Student Teaching I .....	7
CFS Elective*** .....	3
Physical Education** .....	1
	17

Fourth Semester	Units
CFS 135 Cognitive Development of Young Children .....	3
CFS 145 Language and Development and Early Literacy in the Young Child .	3
CFS 223 Student Teaching II .....	7
Natural Science .....	3
	16

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

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

\*\*\*CFS electives: CFS 150, 151, 155, 160, 161, 162, 170, 175, 180, 184, 196, 270, 271.

**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, 165, 220, 222, 223 and a CFS elective.
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 four-year college:** Consult the catalog of the college or university

of your choice and a Napa Valley College counselor for specific requirements.

**Communications/CATV Technology**

The demand for communications technicians and engineers has expanded greatly. Technicians may work in a broad range of fields, from telephone to satellite television relay, and voice and data transmission of all types. Community Antenna Television (CATV) is a field that requires the knowledge of television transmission and antennas, microwave relay, modulation and demodulation techniques as well as the design of complex distributions systems that cover many hundreds of miles with cable and equipment.

The courses required to complete the major are: all Electronics courses listed plus ELEC 98\*, 109\*; DDGT 110; ENGL 120; PHYS 105.

\* If needed, based on preparation.

First Semester	Units
Humanities** .....	3
DDGT 110 Technical Drawing Fundamentals .....	3
ELEC 120 Basic Electronics 1 .....	4
ELEC 98 Electronics Math 1 .....	3
Physical Education .....	2
	15

Second Semester	Units
PHYS 105 General Applied Physics .....	3
MACH 100 Machine Shop Practice .....	3
ENGL 120 Reading and Comp. 1 .....	3
ELEC 109 Electronics Math 2 .....	3
ELEC 121 Basic Electronics 2 .....	4
	16

Third Semester	Units
Social Science*** .....	3
Physical Education .....	1
ELEC 220 Devices and Circuits 1 .....	4
ELEC 224 Microprocessor 1 .....	4
ELEC 243 Communications/Cable TV 1 .....	4
	16

Fourth Semester	Units
ELEC 221 Devices and Circuits 2 .....	4
ELEC 225 Microprocessor 2 .....	4
ELEC 227 Troubleshooting .....	3
ELEC 244 Community/Cable TV 2 .....	4
	15

\*\*ANTH 150; DRAM 115; ENGL 217; HUMA 174, 186 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Humanities.

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

## Options

- Certificate Program:** All Electronics courses listed plus ELEC 98\*, 109\*; DDGT 110; ENGL 120; PHYS 105; MACH 100. All courses must be completed with a grade of "C" or better.
- A.S. Degree:** All courses as listed. Consultation with the Program Coordinator is required. All courses required to complete the major must be completed with a grade of C or better.
- 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.

\* If needed, based on preparation.

## Cosmetology

The Cosmetology program fulfills the minimum hours and operations set forth by the Department of Consumer Affairs. The program also prepares the student for State Licensing Examinations which must be taken in order to become a certified Cosmetologist in the State of California.

First Semester	Units
COSM 300 Beg. Cosmetology .....	16
	16

Second Semester	Units
COSM 301 Adv. Cosmetology .....	16
	16

## Options

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

## Digital Design Graphics Technology

This is a comprehensive four-semester program that enables a student to be employable as an entry level design drafter and three-dimensional (3D) artist with the versatility to work in a wide range of drafting and 3D graphic

fields. The Digital Design Graphics Technology program is also an Autodesk Premier Training Center (ATC) which ensures that students are always taught on the most current releases of the various Autodesk software programs used in their coursework.

No prerequisites are required, although students are advised to complete MACH 100, MATH 92, 107, PHYS 110, 111 in the first year of the program. ENGL 120 should be completed during the second year.

The courses required to complete the major are: DDGT 120, 121, 230, 240, 241; ENGL 120; MACH 100; MATH 92, 107; PHYS 110, 111.

First Semester	Units
DDGT 120 Digital Design	
Graphics Technology 1 .....	7
MATH 92 Technical Math 1 .....	3
MACH 100 Machine Shop Practice .....	3
Physical Education* .....	1
	15

Second Semester	Units
DDGT 121 Digital Design	
Graphics Technology 2 .....	7
MATH 107 Technical Math 2 .....	3
PHYS 110 Descriptive Physics .....	3
PHYS 111 Descriptive Physics Lab .....	1
Physical Education* .....	1
	15

Third Semester	Units
DDGT 230 Digital Architectural	
Drafting & Design .....	6
DDGT 240 Digital Design	
Graphics Technology 3 .....	7
ENGL 120 Reading and Composition .....	3
	16

Fourth Semester	Units
DDGT 241 Digital Design	
Graphics Technology 4 .....	7
Social Science**** .....	3
Humanities*** .....	3
Physical Education* .....	1
Elective** .....	3
	15

\* Students must complete HELH 106 or 3 units of physical education.

\*\* Students must complete a minimum of 60 units of coursework to complete the degree program.

\*\*\*ANTH 150; DRAM 115; ENGL 217; HUMA 174, 186 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Humanities.

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

**Options**

- Certificate Program:** Students will be awarded a certificate in Digital Design Graphics Technology upon satisfactory completion of DDGT 120, 121, 230, 240, 241; ENGL 120; MACH 100; MATH 92, 107; PHYS 110, 111.
- A.S. Degree:** All courses as listed. All courses required to complete the major must be completed with a grade of C or better. Consultation with the Program Coordinator is required.
- Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.
- Advanced Study:** DDGT 199

**Electronics Technology**

The Electronics Technology Program is designed to provide the necessary background in electronic theory, mathematics, solid state circuits and devices to enable the graduate technician to function in a comfortable and professional manner upon entering an industrial atmosphere. Electronic technical workers are employed by most industries performing electronic, nucleonic, and electric operations. Nearly all manufacturing and fabricating companies engaged in these and other activities that relate electronics to some mechanical function employ an increasingly large number of electronics technical workers. Research and development laboratories and government agencies provide additional opportunities for employment in this field.

The courses required to complete the major are: all Electronics courses listed plus ELEC 98\*, 109\*; DDGT 110; ENGL 120; PHYS 105.

\* If needed, based on preparation.

First Semester	Units
Humanities** .....	3
DDGT 110 Technical Drawing Fundamentals .....	3
ELEC 120 Basic Electronics 1 .....	4
ELEC 98 Electronics Math 1 .....	3
Physical Education .....	2
	15

Second Semester	Units
PHYS 105 General Applied Physics .....	3
MACH 100 Machine Shop Practice .....	3
ENGL 120 Reading and Comp. 1 .....	3
ELEC 109 Electronics Math 2 .....	3
ELEC 121 Basic Electronics 2 .....	4
	16

Third Semester	Units
Social Science*** .....	3
Physical Education .....	1
ELEC 220 Devices and Circuits 1 .....	4
ELEC 224 Microprocessor 1 .....	4
ELEC 243 Communications/Cable TV 1 .....	4
	16

Fourth Semester	Units
ELEC 221 Devices and Circuits 2 .....	4
ELEC 225 Microprocessor 2 .....	4
ELEC 227 Troubleshooting .....	3
ELEC 244 Communications/Cable TV 2 .....	4
	15

\*\*ANTH 150; DRAM 115; ENGL 217; HUMA 174, 186 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Humanities.

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

**Options**

- Certificate Program:** All Electronics courses listed plus ELEC 98\*, 109\*; DDGT 110; ENGL 120; PHYS 105; MACH 100. All courses must be completed with a grade of "C" or better.
- A.S. Degree:** All courses as listed. All courses required to complete the major must be completed with a grade of C or better. Consultation with the Program Coordinator is required.
- Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

\* If needed, based on preparation.

**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.

# OCCUPATIONAL EDUCATION

The courses required to complete the Human Services Certificate are: COUN 120, 122, 124, 126; SPEE 124; WOEX 190, 193 for a total of 18 units.

First Semester	Units
COUN 120 Introduction to Human Services .....	3
COUN 122 Helping Skills for Human Services .....	3
SPEE 124 Career Communications .....	3
English Requirement .....	3
HELH 106 Personal and Community Health .....	3
	15

Second Semester	Units
COUN 124 Working with Diverse Populations* .....	3
COUN 126 Case Management in Human Services .....	3
SOCI 122 Social Problems .....	3
SPEE 126 Intercultural Communications 3	3
WOEX 190 Work Experience Seminar.....	1
WOEX 193 Work Experience 1 .....	2
	15

Third Semester	Units
PSYC 186 or CFS 140 Child, Family, Community .....	3
SOCI or PSYC 123 Social Psychology ....	3
Math Requirement .....	3-5
Electives .....	6
	15-17

Fourth Semester	Units
Natural Science .....	3
Humanities .....	3
Electives .....	9
	15

\*Satisfies the Multicultural/Gender Studies A.S. Degree requirement.

### Recommended Electives (selection based on career focus):

- ADMJ 120 Introduction to Criminal Justice
- ADMJ 122 Criminal Procedure
- ADMJ 123 Justice Communications
- ADMJ 150 Interviewing/Counseling
- ADMJ 151 Juvenile Process
- ADMJ 153 Introduction to Probation/Parole
- ANTH 150 Cross Cultural Study of Sex Roles
- ANTH 180 or
- CFS 180 Childhood Cross-cultural Perspective
- CFS 155 Sensitive Issues In Early Childhood
- CFS 161 Working with Families
- CISA/COMS
- Computer Literacy: CISA 130, 170, COMS
- 110 CJT 296 Dispatch course
- CJT 100 Intro to Public Safety Professions
- COUN 128 Introduction to Substance Abuse

- HELH 100 Community First Aid/Safety
- PHYE Lifetime Fitness Activity, 3 unit max
- PSYC 124 Psychology of Adjustment
- SPANISH
- Spanish language courses: 110, 111, 120, 121, 240, 241, 280-281

### Options

1. **Certificate Program - Human Services Certificate (18 units):** COUN 120, 122, 124, 126; SPEE 124; WOEX 190, 193. Courses must be completed with a grade of "C" or better.
2. **A.S. Degree:** All courses listed. All courses required to complete the major must be completed with a grade of "C" or better.
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

### 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; MATH 92, 107; DDGT 110; WELD 100; PHOT 120; PHYS 110, 111.

First Semester	Units
MACH 110 Machine Technology 1 .....	7
MATH 92 Technical Math 1 .....	3
WELD 100 Welding Theory 1 .....	3
Elective* .....	1
	14

Second Semester	Units
MACH 111 Machine Technology 2 .....	7
MATH 107 Technical Math 2 .....	3
Social Science** .....	3
BUSI 111 Technical Report Writing .....	3
	16

Advisory  
Committee  
Program  
Requirements  
Programs

Third Semester	Units
MACH 210 Machine Technology 3 .....	7
DDGT 110 Technical Drawing Fundamentals .....	3
PHYS 110 Descriptive Physics .....	3
PHYS 111 Descriptive Physics Lab .....	1
Physical Education .....	1
	<u>15</u>

Fourth Semester	Units
MACH 211 Machine Technology 4 .....	7
PHOT 120 Intro. to Photography .....	3
Elective* .....	3
Physical Education .....	2
	<u>15</u>

\* Electives: 2-4 units of elective course work is required to complete the degree program.

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

**Options**

- Certificate Program:** MACH 110, 111, 210, 211; MATH 92, 107; DDGT 110; WELD 100; PHYS 110, 111.
- A.S. Degree:** All courses as listed . All courses required to complete the major must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required.
- Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

**Photography Technology**

Prepares students for a vocation in photography or upgrades their existing knowledge and skills in camera and studio techniques as well as darkroom procedures. Upon completion, students will have skills in photography for employment in retail sales, technical laboratory work, professional assisting, portrait and commercial free-lance work. Laboratory facilities and studio reflect actual work environments. Courses include training in black and white and color printing, studio lighting, medium and large format camera use, digital imaging and portfolio development. Commercial and fine art applications are emphasized.

Courses required to complete the major are: PHOT 120, 121, 123, 130, 226, 227, 240, 250, 260, 280 and two elective courses in Photography; Art (choice of 135, 136, or 137); COMS 110.

First Semester	Units
PHOT 120 Intro. to Photography* .....	3
PHOT 121 Basic Photography Lab* .....	3
Mathematics .....	3
COMS 110 Introduction to Microcomputers .....	3
HELH 106 Personal and Community Health or 3 units PE .....	3
	<u>15</u>

Second Semester	Units
PHOT 123 Advanced Photography .....	3
PHOT 130 Basic Photojournalism .....	3
ART (choice of 135, 136, 137) .....	2-3
Natural Science .....	3
Social Science*** .....	3
	<u>14-15</u>

Third Semester	Units
PHOT 226 Color Slide Printing .....	3
PHOT 240 Experimental Photography ....	3
PHOT 250 Portrait Photography .....	4
English Composition .....	3
Communication and Analytical Thinking (SPEE 124 recommended) .....	3
	<u>16</u>

Fourth Semester	Units
PHOT 227 Color Negative Printing .....	3
PHOT 260 Product Advertising Photo. ...	4
PHOT 280 Professional Portfolio .....	3
PHOT Elective** .....	4-5
	<u>14-15</u>

\* Students who feel they have already attained skills in these subjects should consult with the Program Coordinator.

\*\* PHOT 160, 180, or 199.

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

**Options**

- Certificate Program:** PHOT 120, 121, 123, 130 or 240, 226 or 227, 250 or 260, 280.
- A.S. Degree:** All courses as listed All courses required to complete the major must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required.
- Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

# OCCUPATIONAL EDUCATION

## Psychiatric Technician

The Psychiatric Technician Program is a three-semester program designed to prepare qualified men and women to practice as psychiatric technicians. The program provides two approaches to learning; coursework in the principles and methods of psychodynamics are combined with practical experience. Clinical training occurs in hospitals and health agencies.

A certificate in Psychiatric Technician is granted by the college after completion of the program, and the student is eligible to take the examination for licensure. The academic subjects for both the Certificate and A.S. Degree are offered at Napa Valley College.

### Admission Requirements

All prerequisite courses must be completed with a "C" or better AND all program requirements must be met before your application will be accepted. You will be certified eligible for entrance into the program.

1. Complete an application for admission to Napa Valley College.
2. Take the English and math placement exam in the Learning Skills & Testing Center for the PTEC Program. Call 253-3270 for an appointment. If you do not pass the test(s) the first time, you must make an appointment with Diagnostic Learning Services prior to taking the test(s) a second time. The tests can only be taken twice in a 2-year period. NO EXCEPTIONS.
3. Official high school transcript or equivalent (GED, CHSPE, AA/AS degree or higher). If your transcript is foreign you must have it evaluated by an international evaluation service and provide an official copy of the evaluation at time of application.
4. Once you have been accepted into the program, you must have the following: current healthcare provider or professional rescuer CPR ONLY; immunization records to include (tetanus, MMR, hepatitis B, varicella and PPD); take part in a mandatory orientation meeting.
5. All coursework must be completed within the last 5 years with a "C" or better as required by the BVNPT.

Prerequisites	Units
HEOC 100 Anatomy & Physiology .....	3
HEOC 101 Pharmacology .....	3
	6

First Semester	Units
PTEC 150 Nursing Science .....	13

Second Semester	Units
HEOC 172 Nutrition .....	2
PTEC 155 Developmental Disabilities ...	12
PSYC 125 Human Development .....	3
	17

Third Semester	Units
PTEC 156 Mental Health .....	12
PSYC 124 Psychology of Adjustment .....	3
	15

**Above courses complete PTEC Certification. For an Associate of Science Degree from (NVC) Napa Valley College a fourth semester is taken.**

Fourth Semester	Units
Natural Science .....	3
Humanities *(Choose from #2 below) ...	3
English Composition .....	3
Mathematics .....	3
Communication & Analytical Thinking ...	3
	15

### Options

1. **Certificate Program (51 Units):** PTEC 150; 155, 156; HEOC 100, 101, 172; PSYC 124 & 125. (Meets eligibility for State Board Examination)
2. **A.S. Degree:** All courses listed above - All four semesters (66 units - GPA 2.0) for required courses, see AA/AS Program planning sheet for AS Degree or see a counselor. (\*ANTH 150, DRAM 115, ENGL 217, HUMA 174, 186 meets both the multicultural /gender studies requirement and the Humanities requirement.)
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

## Psychiatric Technician Fast-Track Program

### Prerequisite for Admission:

All program requirements must be met before your application will be accepted. You will be certified eligible for entrance into the program.

1. Complete an application for admission to Napa Valley College.
2. Current certified nursing assistant license (CNA).



3. Take the English and math placement exam in the Learning Skills & Testing Center for the PTEC Program. Call 253-3270 for an appointment. If you do not pass the test(s) the first time, you must make an appointment with Diagnostic Learning Services prior to taking the test(s) a second time. The tests can only be taken twice in a 2-year period. NO EXCEPTIONS.
4. Official high school transcript or equivalent (GED, CHSPE, AA/AS degree or higher). If your transcript is foreign you must have it evaluated by an international evaluation service and provide an official copy of the evaluation at time of application.
5. Once you have been accepted into the program, you must have the following: current healthcare provider or professional rescuer CPR ONLY; immunization records to include (tetanus, MMR, hepatitis B, varicella and PPD); take part in a mandatory orientation meeting.
6. All coursework must be completed within the last 5 years with a "C" or better as required by the BVNPT.

**First Trimester** **Units**  
PTEC 160 Nursing Science ..... 18

**Second Trimester** **Units**  
PTEC 161 Developmental Disabilities ... 15

**Third Trimester** **Units**  
PTEC 162 Mental Health ..... 17

**Above courses complete PTEC Certification. For an Associate of Science Degree from Napa Valley College a fourth semester is taken.**

**Fourth Semester** **Units**  
Natural Science ..... 3  
Humanities \*(Choose from below) ..... 3  
English Composition ..... 3  
Mathematics ..... 3  
Communication & Analytical Thinking ... 3  

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15

**Options**

1. **Certificate Program** : PTEC 160; 161 162. (Meets eligibility for State Board Examination)
2. **A.S. Degree**: All courses listed above. All courses required to complete the major must be completed with a grade of C or better.

3. **Transfer to a four-year college**: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

\*ANTH 151, DRAM 115, ENGL 217, HUMA 174, 186 meets both the multicultural /gender studies requirement and the Humanities requirement.)

**Respiratory Care**

The Respiratory Care Program is four-semester and one six week summer session for the full-time track or six-semester and two six-week summer sessions for the part-time track program designed to prepare qualified men and women to practice as respiratory care practitioners (RCP). Upon completion of the program the student will be eligible to take the state licensing exam and the national registry examination. The program is accredited by the American Medical Association. Respiratory care is a healthcare specialty which deals with care and treatment of patients with respiratory cardiac disorders. RCPs usually work in both acute and subacute hospitals, clinics, and home care.

**Prerequisites for Admission:**

1. High School graduation or equivalent (CHSPE or GED).
2. BIOL 218, CHEM 110 and MATH 90 (or the equivalent) with minimum grades of "C."
3. Submission of application to the program (applications are accepted all year long). The courses required to complete the major are: BIOL 218, 219, 220; RESP 120, 130, 140, 150, 160, 170, 180, 190, 200, 210, 211, 220, 221, 230, 250, 260, 270, 280, 290, 292.

**NOTE:** To remain in the program, student must maintain a "C" grade or above in Respiratory Care and a satisfactory grade in clinical. It is highly recommended that BIOL 219 and 220 be taken prior to admission.

**Full-time Track Option**

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

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# OCCUPATIONAL EDUCATION

Second Semester	Units
RESP 150 Respiratory Care Theory II .....	3
RESP 160 Respiratory Care Pharmacology .....	3
RESP 170 Respiratory Clinical I .....	2
BIOL 220 General Microbiology* .....	5
PSYC 124 Psychology of Adjustment** ...	3
	16

Summer (6-weeks)	Units
RESP 180 Respiratory Care Lab II .....	1.5
RESP 190 Respiratory Care Clinical .....	2
	3.5

Third Semester	Units
RESP 200 Respiratory Care Theory III .....	2
RESP 210 Principles and Applications of Mechanical Ventilation .....	3
RESP 211 Mechanical Ventilation Lab .	0.5
RESP 220 Neonatal Pediatric Respiratory Care .....	3
RESP 221 Neonatal Pediatric Lab .....	0.5
RESP 230 Respiratory Care Topics I .....	1
RESP 250 Respiratory Care Clinical IV ...	5
	15

Fourth Semester	Units
RESP 260 Respiratory Care Theory IV .....	1
RESP 270 Advanced Respiratory Care Lab .....	1
RESP 280 Respiratory Care Topics II .....	2
RESP 290 Respiratory Care Clinical VI ...	6
RESP 292 Respiratory Care Preceptorship .....	2.5
HUMA/Multicultural Gender Studies** ...	3
	15.5

\* BIOL 219 and 220 must be completed prior to RESP 180.

\*\* ENGL 120, PSYC 124 and Humanities/Multicultural/Gender Studies may be completed anytime prior to graduation.

\*\* ANTH 150, DRAM 115, ENGL 217, HUMA 174 or HUMA 186 will double count for the AS Degree GE requirements for Humanities and Multicultural/Gender Studies.

## Part-time Track Option

First Semester	Units
RESP 120 Respiratory Care Theory I .....	6
RESP 130 Respiratory Care Laboratory .....	1.5
RESP 140 Preparation for Clinical .....	1.5
BIOL 219 Human Physiology* .....	5
ENGL 120 Reading and Comp. 1** .....	3
	17

Second Semester	Units
RESP 150 Respiratory Care Theory II .....	3
RESP 160 Respiratory Care Pharmacology .....	3
RESP 170 Respiratory Clinical I .....	2
BIOL 220 General Microbiology* .....	5
PSYC 124 Psychology of Adjustment** ...	3
	16

Summer Session I (6-weeks)	Units
RESP 180 Respiratory Care Lab II .....	1.5
RESP 190 Respiratory Care Clinical II .....	1
	2.5

Third Semester	Units
RESP 200 Respiratory Care Theory III .....	2
RESP 210 Principles and Applications of Mechanical Ventilation .....	3
RESP 211 Mechanical Ventilation Lab .	0.5
RESP 230 Respiratory Care Topics I .....	1
RESP 250 Respiratory Care Clinical IV .....	2.5
	9

Fourth Semester	Units
RESP 260 Respiratory Care Theory IV .....	1
RESP 270 Advanced Respiratory Care Lab .....	1
RESP 290 Respiratory Care Clinical VI ...	3
HUMA/Multicultural Gender Studies** ...	3
	8

Summer Session II (6 weeks)	Units
RESP 191 Respiratory Care Clinical III ...	1
	1

Fifth Semester	Units
RESP 220 Neonatal Pediatric Respiratory Care .....	3
RESP 221 Neonatal Pediatric Lab .....	0.5
RESP 251 Respiratory Care Clinical V .....	2.5
	6

Sixth Semester	Units
RESP 280 Respiratory Care Topics II .....	2
RESP 291 Respiratory Care Clinical VIII ..	3
RESP 292 Respiratory Care Preceptorship .....	2.5
	7.5

\*BIOL 219 and 220 must be completed prior to RESP 180.

\*\*ENGL 120, PSYC 124 and Humanities/Multicultural/Gender Studies may be completed anytime prior to graduation.

## Options

1. **A.S. Degree:** All courses as listed; meet math requirement by passing an approved test or designated course with a "C" grade. All courses required to complete the major must be completed with a grade of C or better.

**2. Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

### Telecommunications

This program trains students for well paid, technically diverse positions in the manufacture, operation, production, design and maintenance of professional television production systems. This program is certified by the Society of Broadcast Engineers, Inc. Students can join the student chapter of the Society of Motion Picture and Television Engineers.

The courses required to complete the major are: BUSI 111; PHYS 105; ELEC 98, 109, 120, 121, 220, 224, 243; TELE 120, 121, 240, 241, 260, 261. Desirable Electives: Welding, Machine Shop, Digital Design Graphics Technology (CAD/CAM), Computer Information Systems - Networks (CISN), Computer Studies, Photography, and other electronics courses.

First Semester	Units
TELE 120 TV Studio Techniques 1 .....	4
ELEC 120 Basic Electronics 1 .....	4
ELEC 98 Electronics Math 1 .....	3
English Composition* (BUSI 105, 111 or ENGL 120) .....	3
Physical Education .....	1
	<hr/> 15

Second Semester	Units
TELE 121 TV Studio Techniques 2 .....	4
ELEC 121 Basic Electronics 2 .....	4
ELEC 109 Electronics Math 2 .....	3
PHYS 105 General Applied Physics* .....	3
Physical Education .....	1
	<hr/> 15

Third Semester	Units
TELE 240 Television Systems .....	4
TELE 260 Operations/Maintenance 1 ....	2
ELEC 220 Devices and Circuits 1 .....	4
ELEC 224 Microprocessor 1 .....	4
ELEC 243 Community/Cable TV 1 .....	4
	<hr/> 18

Fourth Semester	Units
TELE 241 TV Systems Maintenance 1 ....	4
TELE 261 Maintenance Lab .....	2
Electronic Elective .....	2
Social Sciences*** .....	3
Humanities** .....	3
Physical Education* .....	1
	<hr/> 15

\* Meets General Education requirement.

\*\*ANTH 150; DRAM 115; ENGL 217; HUMA 174, 186 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Humanities.

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

### Options

- 1. Certificate Program:** Courses to complete major.
- 2. 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 the Program Coordinator is required.
- 3. Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.
- 4. Advanced Study:** TELE 199, and TELE 290.

### Viticulture and Winery Technology

The programs of the Viticulture and Winery technology department are designed to prepare students for careers in the North Coast wine industry. The one-year Certificate and two-year Associate of Science options provide students with the knowledge and skills essential for success.

The Certificate in Viticulture and Winery Technology consists of production-oriented courses in viticulture and winemaking. The Certificate in Wine Marketing and Sales is a mix of viticulture, winemaking and business courses. Certificate programs may be modified to meet the career goals of the individual student. The typical student will be able to earn a Certificate in one to two years.

Students who complete the Associate of Science in Viticulture and Winery Technology degree specialize in either Viticulture, Winemaking or Wine Marketing and Sales. The Associate of Science degree includes general education courses, basic science courses and core courses in the degree option. The typical student will be able to earn an Associate of Science degree in two to three years.

# OCCUPATIONAL EDUCATION

## Viticulture Option

First Semester	Units
WWT 130 General Viticulture .....	4
WWT 134 Vineyard Pruning .....	1
CHEM 110 Intro. to Chemistry* or EART 110 Earth Science .....	4
English Composition* .....	3
Mathematics* .....	3
Physical Education** .....	1
	16

Second Semester	Units
WWT 132 Vineyard Soils .....	3
WWT 135 Grapevine Propagation .....	1
Program Elective* .....	3
Social Science* .....	3
BIOL 110 Survey of Biology* .....	4
Physical Education** .....	1
	15

Third Semester	Units
WWT 180 Fundamentals of Enology .....	3
WWT 199 Independent Study in Agriculture or WWT 290 Work Experience*** ...	1-3
WWT 230 Fall Viticulture Operations .....	3
WWT 234 Integrated Pest Control for Grapes .....	4
Humanities Elective**** .....	3-5
	14-18

Fourth Semester	Units
WWT 199 Independent Study in Agriculture or WWT 291 Work Experience*** ..	1-3
WWT 231 Spring Viticulture Operations ..	3
WWT 232 Vineyard Management .....	3
Program Electives** .....	6
Physical Education .....	1
	14-16

## Winemaking Option

First Semester	Units
WWT 180 Fundamentals of Enology .....	3
WWT 172 Lab Analysis of Musts and Wines .....	3
CHEM 110 Intro. to Chemistry* .....	4
Mathematics* .....	3
Physical Education .....	1
	14

Second Semester	Units
WWT 137 Wines of California .....	3
WWT 173 Sensory Evaluation of Wine ....	2
BIOL 110 Intro. to Biology* .....	4
CHEM 111 Intro. to Organic & Biological Chemistry .....	4
Physical Education .....	1
	14

Third Semester	Units
WWT 136 Wines of the World .....	3
WWT 270 Advanced Winemaking .....	3
WWT 280 Fall Winery Operations .....	3
English Composition* .....	3
Social Science**** .....	3
	15

Fourth Semester	Units
WWT 130 General Viticulture .....	4
WWT 271 Winery Management .....	3
WWT 272 Fundamentals of Wine Chemis- try and Microbiology .....	3
WWT 281 Spring Winery Operations .....	3
Humanities**** .....	3
	16

## Wine Marketing and Sales Option

First Semester	Units
WWT 130 General Viticulture .....	4
WWT 136 Wines of the World .....	3
BUSI 100 Introduction to Business .....	3
English Composition .....	3
Mathematics* .....	3
Physical Education .....	1
	17

Second Semester	Units
WWT 137 Wines of California .....	3
Social Sciences* .....	3
Communications/Analytical Thinking* ...	3
Humanities**** .....	3
Natural Science* .....	3
Physical Education .....	1
	16

Third Semester	Units
WWT 140 Cultural Appreciation of Wine .....	3
WWT 199 Independent Study in Agriculture	
WWT 290 Agricultural Work Experience 1*** .....	1-3
WWT 180 Fundamentals of Enology .....	3
Program Elective** .....	6
	13-15

Fourth Semester	Units
WWT 173 Sensory Evaluation .....	3
WWT 199 Independent Study in Agriculture or WWT 291 Agricultural Work Experi- ence*** .....	1-3
WWT 241 Wine Marketing and Sales Practices .....	3
Business Elective .....	3
Program Elective** .....	3
	13-15

\* Satisfies General Education requirement

\*\* Program electives may be selected from the following: VWT 132, 134, 135, 136, 137, 138, 139, 170, 171, 172, 173, 199, 200, 201, 202, 203, 205, 206, 229, 230, 231, 232, 233, 234, 241, 245, 270, 271, 272, 290, 291, 298; any BUSI, FREN, SPAN or natural science course; WELD 100, 101.

\*\*\*Students must complete a minimum of 5 units in VWT 199, 290, 291.

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

\*\*\*\*\*ANTH 150; DRAM 115; ENGL 217; HUMA 174, 186 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Humanities.

### Options

1. **Certificate Program in Viticulture and Winery Technology:** VWT 130, 135, 170, 171, 172, 230, 231, 234, 270, 271.
2. **Certificate Program in Wine Marketing and Sales:** The courses required for the Wine Marketing and Sales Certificate are as follows: VWT 130, 136, 137, 170, 241; BUSI 100, 150, 251.
3. **A.S. Degree:** All courses listed. All courses required to complete the major must be completed with a grade of C or better. Consultation with Program Coordinator is required.
4. **Transfer to a four-year college:** Students are encouraged to coordinate their courses with those required by the four-year institution of choice, and to closely consult with a Napa Valley College counselor and the Program Coordinator.

### Vocational Nursing

This is a three-semester program designed to prepare qualified men and women to practice vocational nursing. The program at Napa Valley College is a patient-centered course operated in cooperation with community hospitals.

The college grants a certificate in Vocational Nursing after completion of the program, and the student is eligible to take the examination for licensure. The student who completes the additional requirements may receive an Associate in Science Degree.

The **extended format program** is for students who are certified nurses aides (CNA) or equivalent (completion of one semester of an accredited psychiatric technician, respiratory care or nursing program with a "C" or better). The program is extended to nineteen months to accommodate the working student. Class meets two full days per week instead of the five-day per week schedule of the full-time program. The semesters for the program are longer and classes are held during the summer.

### Admission Requirements

All prerequisite courses must be completed with a "C" or better AND all program requirements must be met before your application will be accepted. You will be certified eligible for entrance into the program.

1. Complete an application for admission to Napa Valley College.
2. Take the English and math placement exam in the Learning Skills & Testing Center for the Vocational Nursing Program. Call 253-3270 for an appointment. If you do not pass the test(s) the first time, you must make an appointment with Diagnostic Learning Services prior to taking the test(s) a second time. The tests can only be taken twice in a 2-year period. NO EXCEPTIONS.
3. Official high school transcript or equivalent (GED, CHSPE, AA/AS degree or higher). If your transcript is foreign you must have it evaluated by an international evaluation service and provide an official copy of the evaluation at time of application.
4. Once you have been accepted into the program, you must have the following: current healthcare provider or professional rescuer CPR ONLY; immunization records to include (tetanus, MMR, hepatitis B, varicella and PPD); take part in a mandatory orientation meeting.
5. All coursework must be completed within the last 5 years with a "C" or better as required by the BVNPT.
6. In addition to the above requirements: Extended format students ONLY must have a current certified nursing assistant license (CNA) or equivalent.

### Prerequisites

Prerequisites	Units
HEOC 100 Anatomy & Physiology.....	3
HEOC 101 Pharmacology .....	3
	<hr/> 6

# OCCUPATIONAL EDUCATION

First Semester	Units
NURS 131 Vocational Nursing .....	13
HEOC 172 Nutrition .....	2
	15

Second Semester	Units
NURS 132 Vocational Nursing .....	14
PSYC 125 Human Development .....	3
	17

Third Semester	Units
NURS 233 Vocational Nursing .....	13
	13

**Above courses complete VN Certification**  
 For an Associate of Science Degree from (NVC) Napa Valley College, a fourth semester is taken.

Fourth Semester	Units
Natural Science .....	3
Humanities *(Choose from #2 below) ....	3
English Composition .....	3
Mathematics .....	3
Communication & Analytical Thinking ...	3
	15

## Options

1. **Certificate Programs (51 Units):** NURS 131, 132, 233; HEOC 100, 101, 172, and PSYC 125 (meets eligibility for State Board Examination).
2. **A.S. Degree:** All courses listed above - All four semesters (66 units - GPA 2.0) for required courses, see AA/AS Program planning sheet for AS Degree or see a counselor.  
  
 \*ANTH 151, DRAM 115, ENGL 217, HUMA 174, 186 meets both the Multicultural/Gender studies requirement and the Humanities requirement.
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

## 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; MATH 92, 107; MACH 110; DDGT 110; PHYS 110, 111.

First Semester	Units
WELD 120 Welding Technology 1 .....	7
MATH 92 Technical Math 1 .....	3
MACH 100 Machine Shop Practice .....	3
Physical Education .....	1
	14

Second Semester	Units
WELD 121 Welding Technology 2 .....	7
MATH 107 Technical Math 2 .....	3
BUSI 111 Technical Report Writing .....	3
PHOT 120 Intro. to Photography .....	3
	16

Third Semester	Units
WELD 240 Welding Technology 3 .....	7
DDGT 110 Technical Drawing Fundamentals .....	3
PHYS 110 Descriptive Physics .....	3
PHYS 111 Descriptive Physics Lab .....	1
Physical Education .....	1
	15

Fourth Semester	Units
WELD 241 Welding Technology 4 .....	3
Social Science** .....	3
Physical Education .....	1
Electives .....	8
	15

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

## Options

1. **Certificate Program:** WELD 120, 121, 240, 241; MATH 92, 107; PHYS 110, 111; DDGT 110; MACH 100
2. **A.S. Degree:** All courses as listed. All courses required to complete the major must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required.
3. **Transfer to a four-year college:** Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.



# TRANSFER INFORMATION

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

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

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



Counseling  
Transfer  
CSU System  
UC System  
Independent  
Colleges



## Counseling for Transfer Students

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

Counselors are located in four locations across campus: Counseling Center, Administration/200 Building; Career Center, Administration/Room 205; Transfer Center, Library/300 Building; and EOPS/Financial Aid Office, Room 102 (EOPS/Financial Aid counselors work specifically with students eligible for these programs.).

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

- **College Catalogs** - catalogs are available for review by students in the Transfer Center, the Counseling Office, the college library, the Career Center and online.
- **Articulation Agreements** - written agreements with colleges and universities in California specifying NVC courses comparable to courses at those colleges.
- **General Education Patterns** - worksheets to ensure completion of general education requirements for the UC and CSU systems (see pages 97-101 for additional information).
- **California Articulation Numbering (CAN) System** - a system of course numbering which ensures a particular NVC course is equivalent to a comparable course at another college (see pages 103-104 for a complete listing of CAN-qualified courses at NVC).
- **Individual Educational Plan** - written plan outlining the major and general education courses a student needs to complete at Napa Valley College prior to transfer.

- **Transfer Admission Agreements** - written agreements with select colleges developed by a counselor which guarantee admission to a four-year university. Contact the Counseling Office or Transfer Center for deadlines and requirements.

## Transfer Center

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

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

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

# TRANSFER INFORMATION

## Transfer Options

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

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

## The California State University System (CSU)

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

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

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

### Minimum Admission Requirements

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

- 60 transferable semester units with a minimum GPA of 2.0 (All NVC courses numbered between 100 and 299 are transferable to the CSU system), and
- complete at least 30 semester units of general education with grades of "C" or better, including areas A-1, A-2, A-3, and B-4 of the general education pattern on page 98.

## Transfer Services Available to NVC Students

- The Transfer Center
- Transfer Workshops
- 4 Year College Representative Appointments
- Articulation Agreements
- California Articulation Number System
- Guaranteed Transfer Admission Agreements with U.C. Davis, U.C. Riverside
- Transfer Opportunity Program with U.C., Davis
- Cooperative Admissions Program with U.C., Berkeley

### Special Notes:

- Students are advised to complete the lower division preparation for the major prior to transfer. High demand majors may require lower division preparation completion as a program entrance criteria.
- Students are encouraged to complete the entire general education pattern prior to transfer. Students who complete the CSU General Education pattern on page 98 or the IGETC pattern on page 101 will have their general education certified as complete. This means that no additional lower division general education courses will be required to graduate.
- Students who wish to transfer with freshman or sophomore standing must consult a counselor to determine entrance requirements.
- Students are advised to file their applications for the CSU system as follows for priority consideration:

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

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

### Major Requirements

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

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

### General Education Requirements: California State University

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

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

A new general education list is published each academic year since courses may be added

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

The list of courses approved for each of the following areas and sub-areas of the CSU General Education pattern is published each term in the schedule of classes. In addition, students may obtain a copy of CSU General Education pattern sheet from the Counseling Office, Transfer Center or Career Center.

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

**A-1. Oral Communication**

**A-2. Written Communications**

**A-3. Critical Thinking**

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

**B-1. Physical Science**

**B-2. Life Science**

**B-3. Laboratory Activity**

**B-4. Mathematics/Quantitative Reasoning**

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

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

# TRANSFER INFORMATION

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

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

D-1. Anthropology and Archaeology

D-2. Economics

D-3. Ethnic Studies

D-4. Gender Studies

D-5. Geography

D-6. History

D-7. Interdisciplinary Social or Behavioral Science

D-8. Political Science, Government and Legal Institutions

D-9. Psychology

D-10. Sociology and Criminology

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

Note: Students may complete the IGETC pattern on page 101 in lieu of the CSU General Education pattern. Students should consult a counselor to determine the best choice for them.

## Graduation Requirements

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

to count as part of CSU General Education. Consult a counselor for additional information.

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

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

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

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

## The University of California System (UC)

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

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

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

### Minimum Admission Requirements

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

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

### Special Notes:

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

### Term Priority

Fall Quarter or Semester\*

Winter Quarter

Spring Quarter

### Filing Period

November 1-30 of the previous year

July 1-31 of the previous year

October 1-31 of the previous year

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

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

### Major Requirements

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

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

### General Education/Breadth Requirements

Each UC campus is comprised of several colleges, or schools within the university. Each one of these colleges has its own general education or breadth pattern required for the bachelor's degree. Students should focus on

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completing their major classes and should consult with a counselor to determine general education/breadth requirements for their chosen major, college, and campus.

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

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

## Intersegmental General Education Transfer Curriculum

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

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

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

plete the IGETC pattern after transferring. Students should consult with a counselor for details regarding this option.

The list of courses approved for each of the following area and sub-areas of the IGETC pattern is published each term in the schedule of classes. In addition, students may obtain a copy of the IGETC pattern sheet from the Counseling Office, Transfer Center or Career Center.

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

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

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

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

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

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

5. **Physical and Biological Sciences;** 2 courses; 7 semester units. One course must come from the physical sciences and one from the biological sciences; at least one course must include a laboratory.
6. **Language other than English** (UC requirement only): 2 years of the same foreign language in high school with a grade "C" or better, or equivalent proficiency demonstrated by testing or college courses.

### Additional Graduation Requirements

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

### Independent Colleges and Universities

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

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

### Degree Completion/Extended Format Programs

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

### California Articulation Number (CAN)

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

The California Articulation Numbers are listed parenthetically after the course units and hours in this catalog. Most campuses throughout the state use CAN numbers. Check with counseling offices and academic advisors for lists of participating campuses and courses.

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

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## California Articulation Numbers

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



## California Articulation Numbers

CAN FREN 2	FREN 120, First Semester French	CAN MATH 22	MATH 221, Calculus 4
CAN FREN 4	FREN 121, Second Semester French	CAN MATH 24	MATH 222, Calculus 5: Differential Equations
CAN FREN 8	FREN 240, Third Semester French	CAN MATH 26	MATH 220, Calculus 3: Linear Algebra
CAN FREN 10	FREN 241, Fourth Semester French	CAN MATH 30	MATH 115, Applied Calculus
CAN FREN SEQ A	FREN 120 & 121, First & Second Semester French	CAN MATH SEQ B	MATH 120 & 121, Calculus 1 & 2
CAN FREN SEQ B	FREN 240 & 241, Third & Fourth Semester French	CAN MATH SEQ C	MATH 120, 121, & 221 Calculus 1, 2, & 4
CAN GEOG 2	GEOG 110, Physical Geography	CAN MUS 4	MUSI 122, Music Theory 2
CAN GEOG 4	GEOG 102, Human Geography	CAN MUS 8	MUSI 112 (HUMA 175), Survey and Appreciation of Music
CAN GEOL 2	GEOL 110 and 111, Physical Geology and Lab	CAN MUS SEQ A	MUSI 121 & 122, Music Theory 1 & 2
CAN GEOL 6	GEOL 110, Physical Geography	CAN PHIL 2	PHIL 120 (121), Introduction to Philosophy 1 or Introduction to Philosophy 2
CAN GERM 2	GERM 120, First Semester German	CAN PHIL 4	PHIL 125, Introduction to Ethics
CAN GERM 4	GERM 121, Second Semester German	CAN PHIL 6	PHIL 130, Introduction to Logic
CAN GERM 8	GERM 240, Third Semester German	CAN PHYS 2	PHYS 120, General Physics 1
CAN GERM 10	GERM 241, Fourth Semester German	CAN PHYS 4	PHYS 121, General Physics 2
CAN GERM SEQ A	GERM 120 & 121, First & Second Semester German	CAN PHYS 8	PHYS 140, Physics for Scientists and Engineers 1
CAN GERM SEQ B	GERM 240 & 241, Third & Fourth Semester German	CAN PHYS SEQ A	PHYS 120 & 121, General Physics 1 & 2
CAN GOVT 2	POLI 120, Introduction to the Principles of American Government 1	CAN PHYS SEQ B	PHYS 140 and 240 and 241, Physics for Scientists and Engineers 1+2+3
CAN HIST 8	HIST 120, United States History 1	CAN PSY 2	PSYC 120, General Psychology
CAN HIST 10	HIST 121, United States History 2	CAN SOC 2	SOCI 120, Introduction to Sociology
CAN HIST 14	HIST 122, Western Civilization 1	CAN SOC 4	SOCI 122, Social Problems
CAN HIST 16	HIST 123, Western Civilization 2	CAN SPAN 2	SPAN 120, First Semester Spanish
CAN HIST SEQ B	HIST 120 & 121, United States History 1 & 2	CAN SPAN 4	SPAN 121, Second Semester Spanish
CAN HIST SEQ C	HIST 122 & 123, World Civilization 1 & 2	CAN SPAN 8	SPAN 240, Third Semester Spanish
CAN ITAL 2	ITAL 120, First Semester Italian	CAN SPAN 10	SPAN 241, Fourth Semester Spanish
CAN ITAL 4	ITAL 121, Second Semester Italian	CAN SPAN SEQ A	SPAN 120 & 121, First & Second Semester Spanish
CAN ITAL 8	ITAL 240, Third Semester Italian	CAN SPAN SEQ B	SPAN 240 & 241, Third & Fourth Semester Spanish
CAN ITAL SEQ A	ITAL 120 & 121, First & Second Semester Italian	CAN SPCH 4	SPEE 122, Public Speaking
CAN MATH 8	MATH 108, Trigonometry	CAN SPCH 6	SPEE 128, Critical Thinking: Argumentation and Decision Making
CAN MATH 12	MATH 235, Finite Mathematics	CAN SPCH 8	SPEE 120, Interpersonal Communication
CAN MATH 18	MATH 120, Calculus 1	CAN STAT 2	MATH 232, Statistics
CAN MATH 20	MATH 121, Calculus 2		

# TRANSFER INFORMATION

## UC Transfer Agreement

### Napa Valley College 2003-2004

This is based on the 2003-2004 Napa Valley College UC Transfer Agreement. Students are strongly advised to check with a Napa Valley College counselor before planning a program. There may be both deletions from and additions to this list.

#### Course Title Semester Units

##### Accounting

125 Financial Accounting	5
126 Managerial Accounting	5

##### Administration of Justice

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

##### American Sign Language

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

##### Anthropology

120 Introduction to Physical Anthropology	3
121 Introduction to Cultural Anthropology	3
130 Introduction to Archaeology	3
131 Archaeology of Ancient Mexico	3
150 Gender: A Cross-Cultural Perspective	3
* 180 Childhood: A Cross-Cultural Perspective (Same as CFS 180)	3
199 Independent Study of Anthropology (See INDP Study)	1-3
298 Selected Topics in Anthropology (See INDP Study)	1-3

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

##### Art

110 Art Appreciation	3
115 Survey of Art History 1	3
116 Survey of Art History 2	3
120 Two Dimensional Design	3
121 Three Dimensional Design	3
127 Painting 1	3 ea
128 Painting 2	3 ea
137 Drawing 1	3
138 Drawing 2	3
140 Field Drawing Workshop	2
145 Sculpture	3 ea
147 Clay Sculpture	3 ea
154 Introduction to Clay	2
155 Beginning Ceramics	3 ea
157 Introduction to Glazes	3
170 Salt-Fired Pottery	1
171 Raku-Fired Pottery	1
172 Low Fire Clay Various Approaches	2
180 Printmaking	3
199 Independent Study in Art (See INDP Study)	1-3
216 Contemporary Art History	3
223 Color and Design 3	3
224 Color and Design 4	3
233 Painting Workshop	3
235 Painting Studio	1 ea
237 Life Drawing	3
241 Painting Studio II	1 ea
255 Intermediate Ceramics	3
256 Skill Building in Ceramics	2
257 Basic Glaze Theory	3
258 Ceramics Workshop	2 ea
259 Drawing and Painting on Clay	2 ea
298 Selected Topics in Art (See INDP Study)	1-3

105

Counseling  
Transfer  
CSU System  
UC System  
Independent  
Colleges

**Astronomy**

- 110 Descriptive Astronomy 3
- 111 Practical Astronomy 3

**Biology**

- \* 103 Nutrition Today 3
- \*# 105 Human Biology: Nutrition, Health & Disease 4
- \*\* 110 Survey of Biology (w/lab) 4
- 112 Introduction to Environmental Studies 3
- 117 Wildlife Biology 3
- \*\* 120 General Biology (w/lab) 4
- 199 Independent Study in Biology (See INDP Study) 1-3
- # 218 Human Anatomy (w/lab) 5
- # 219 Human Physiology (w/lab) 5
- 220 General Microbiology (w/lab) 5
- 240 General Zoology (w/lab) 5
- 241 General Botany (w/lab) 5
- 298 Selected Topics in Biology (See INDP Study) 1-3

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

\*\*BIOL 110 and 120 combined: maximum credit, one course

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

**Business**

- 100 Introduction to Business 3
- 103 Legal Environment of Business 3

**Chemistry**

- \* 110 Introduction to Chemistry (w/lab) 4
- \* 120 General Chemistry 1 (w/lab) 5
- 121 General Chemistry 2 (w/lab) 5
- 199 Independent Study in Chemistry (See INDP Study) 1-3
- 240 Organic Chemistry 1 (w/lab) 4
- 241 Organic Chemistry 2 (w/lab) 4
- 242 Quantitative Analysis (w/lab) 4
- 298 Selected Topics in Chemistry (See INDP Study) 1-3

\*No credit for 110 if taken after 120

**Child and Family Studies**

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

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

**Computer Science**

- 100 Introduction to Computer Science 3
- 110 Introduction to Microcomputers 3
- 120 BASIC Programming 3
- 121 Advanced BASIC Programming 3
- 199 Independent Study in Computer Studies (See INDP Study) 1-3
- 215 Programming in C /C++ 3
- 220 Assembly Language Programming 3
- 298 Selected Topics in Computer Studies (See INDP Study) 1-3

**Digital Design Graphics Technology**

- 110 Technical Drawing Fundamentals 3

**Drama**

- 110 Survey and Appreciation of Theatre (same as HUMA 170) 3
- 114 Introduction to Dramatic Literature (same as ENGL 208) 3
- 115 Diversity in American Drama (same as HUMA 174) 3
- 120 Techniques of Acting 3 ea
- 122 Improvisation Workshop 2 ea
- 150 Theatre Performance 1-3 ea
- 151 Touring Theatre Workshop 1-3 ea
- 153 Musical Theatre Production 1-3 ea
- 155 Theatre Dance Production 1-3 ea

# TRANSFER INFORMATION

161 Summer Theatre Workshop: Comedy	1-2 ea	123 Critical Thinking About Literature	3
162 Summer Theatre Workshop: Drama	1-2 ea	125 Critical Thinking and Composition	3
170 Technical Theatre Laboratory	1-3 ea	199 Independent Study in English (See INDP Study)	1-3
190 Stagecraft: Scenery and Props	3	200 Introduction to Creative Writing	1 3
191 Stagecraft: Costume and Make-up	3	201 Introduction to Creative Writing	2 3
199 Independent Study in Drama (See INDP Study)	1-3	202 Introduction to Creative Writing	3 3
203 Survey and Appreciation of Film (same as HUMA 185)	3	203 Poetry Workshop 1	3
220 Shakespeare on Stage	3	204 Poetry Workshop 2	3
240 Intermediate Acting I	3 ea	208 Introduction to Dramatic Literature (same as DRAM 114)	3
244 Acting Workshop	3	209 Introduction to Short Fiction	3
298 Selected Topics in Drama (See INDP Study)	1-3	210 Introduction to the Novel	3
		211 Introduction to Poetry	3
		212 Introduction to Literature by Women	3
		213 Survey of British Literature 1	3
		214 Survey of British Literature 2	3
		215 Survey of American Literature 1	3
		216 Survey of American Literature 2	3
		217 Literature of American Ethnic Diversity	3
		220 Shakespeare: Introduction	3
		221 Masterpieces of World Literature	1 3
		222 Masterpieces of World Literature	2 3
		223 The Bible as Literature	3
		298 Selected Topics in English (See INDP Study)	1-3
<b>Earth Science</b>			
110 Earth Science: Earth, Sea, and Sky (w/lab)	4		
<b>Economics</b>		<b>English as a Second Language</b>	
100 Economics 1	3	110 Writing 5	3
101 Economics 2	3		
120 The Economic History of the United States	3	<b>French</b>	
<b>Engineering</b>		120 First Semester French	5
110 Introduction to Engineering	3	121 Second Semester French	5
122 Engineering Graphics and Design (w/lab)	4	199 Independent Study in French (See INDP Study)	1-3
123 Scientific and Engineering Problem Solving Using Computers (w/lab)	4	240 Third Semester French	5
240 Properties of Materials (w/lab)	4	241 Fourth Semester French	5
241 Engineering Mechanics: Statics (w/lab)	3	298 Selected Topics in French (See INDP Study)	1-3
242 Circuits 1 (w/lab)	4		
298 Selected Topics in Engineering	1-3		
<b>English</b>			
120 Reading and Composition 1	3		
121 Reading and Composition 2	3		

<b>Geography</b>		123 World Civilization 2	3
101 World Regional Geography	3	135 Modern Asia History	3
102 Human Geography	3	140 Modern Latin American History	3
110 Physical Geography	3	142 History of Mexico	3
114 California Geography	3	145 California History	3
298 Selected Topics in Geography (See INDP Study)	1-3	150 History of American Women 1600-1900	3
<b>Geology</b>		152 Women in Twentieth Century America	3
110 Physical Geology	3	199 Independent Study in History (See INDP Study)	1-3
111 Physical Geology Laboratory (lab)	1	298 Selected Topics in History (See INDP Study)	1-3
112 Fossils, Time & Earth History	3	<b>Humanities</b>	
116 Geologic Hazards and Humanity	2	100 The American Mind 1	3
* 190 Special Field Trips in Geology and Natural History	.5-3 ea	101 The American Mind 2	3
199 Independent Studies in Geology (See INDP Study)	1-3	104 Comparative Religions	3
298 Selected Topics in Geology (See INDP Study)	1-3	125 Hispanic Civilizations	3
<i>*Credit given only if student has completed or is enrolled in GEOL 110 or 112 or GEOG 110</i>		170 Survey and Appreciation of Theatre (same as DRAM 110)	3
<b>German</b>		174 Diversity in American Drama (same as DRAM 115)	3
120 First Semester German	5	175 Survey and Appreciation of Music (same as MUSI 112)	3
121 Second Semester German	5	180 Survey and History of Jazz (same as MUSI 114)	3
199 Independent Study in German (See INDP Study)	1-3	185 Survey and Appreciation of Film (same as DRAM 203)	3
240 Third Semester German	5	186 Exploring Culture and Gender in Films	3
241 Fourth Semester German	5	* 188 Mass Communication in American Culture	3
298 Selected Topics in German (See INDP Study)	1-3	189 Film Genres	3 ea
<b>Health</b>		199 Independent Study in Humanities (See INDP Study)	1-3
100 Community First Aid and Personal Safety	3	298 Selected Topics in Humanities (See INDP Study)	1-3
106 Personal and Community Health	3	<i>*188 and JOUR 120 combined: maximum credit, one course</i>	
* 109 Sport Nutrition and Weight Management	3	<b>Italian</b>	
<i>*HELH 109, BIOL 103, and BIOL 105 combined receive maximum credit of one course</i>		120 First Semester Italian	5
<b>History</b>		121 Second Semester Italian	5
120 United States History 1	3		
121 United States History 2	3		
122 World Civilization 1	3		

# TRANSFER INFORMATION

199 Independent Study in Italian 1-3  
(See INDP Study)

240 Third Semester Italian 5

298 Selected Topics in Italian 1-3  
(See INDP Study)

## Independent Study

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

## Journalism

\* 120 Introduction to Journalism 3

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

## Latin

120 First Semester Latin 5

121 Second Semester Latin 5

## Mathematics

106 Pre-Calculus:  
Elementary Functions 5

+ 115 Applied Calculus 5

+ 120 Calculus 1 4

121 Calculus 2 4

199 Independent Study in  
Mathematics 1-3  
(See INDP Study)

220 Calculus 3: Linear Algebra 3

221 Calculus 4 3

222 Calculus 5: Differential Equations 3

232 Statistics 3

235 Finite Mathematics 3

298 Selected Topics in Mathematics 1-3  
(See INDP Study)

+115 and 120 combined: maximum credit, one course

## Music

110 Fundamentals of Music 3

112 Survey and Appreciation of Music 3  
(same as HUMA 175)

114 Survey and History of Jazz 3  
(same as HUMA 180)

120 Music Reading and Sight Singing 2

121 Music Theory 1 3

122 Music Theory 2 3

130 Beginning Voice Class 2 ea

134 Diction for Singers 3

135 Beginning Piano 2 ea

140 Beginning Guitar 2 ea

145 Beginning Wind and Brass 2 ea

150 Beginning Percussion 2 ea

155 Beginning String Instruments 2 ea

158 Instruments for Majors 1 ea

160 Concert Choir 1 ea

161 Vocal Ensemble, Prima Voce 1 ea

162 Gospel Choir 1 ea

163 Stage Choir 1 ea

164 Ensemble Movement .5 ea

165 International Vocal  
Performance 1-3 ea

166 Women's Chorale 1 ea

170 Musical Repertory  
Performance 1-3 ea

172 Musical Revue Workshop 1-2 ea

174 Rehearsal and Performance  
Lab: Strings 1 ea

176 Repertory Orchestra 1 ea

177 Rehearsal and Performance  
Lab: Winds 1 ea

179 Repertory Wind Ensemble 1 ea

181 Jazz Ensemble .5-1 ea

185 Stage Band .5-1 ea

199 Independent Study in Music 1-3  
(See INDP Study)

201 Summer Orchestra .5 ea

221 Music Theory 3 3

222 Music Theory 4 3

228 Jazz Improvisation 1 3

229 Jazz Improvisation 2 3

230 Intermediate Voice 2 ea

232 Advanced Voice 2 ea

235 Intermediate Piano 2 ea

240 Intermediate Guitar 2 ea

245 Intermediate Wind and Brass 2 ea

250 Intermediate Percussion 2 ea

255 Intermediate String Instruments 2 ea

258 Instruments for Majors	1 ea
298 Selected Topics in Music (See INDP Study)	1-3

**Philosophy**

120 Introduction to Philosophy 1	3
121 Introduction to Philosophy 2	3
125 Introduction to Ethics	3
126 Contemporary American Ethics	3
130 Introduction to Logic	3
133 World Philosophy	3
134 Philosophy of Religion	3
199 Independent Study in Philosophy (See INDP Study)	1-3
298 Selected Topics in Philosophy (See INDP Study)	1-3

**Photography**

120 Introduction to Photography	3
121 Basic Laboratory Photography	3
180 History of Photography	3

**Physical Education**

* 100 thru 133 Activities	1-1.5 ea
134 thru 140 Dance	1 ea
142 Dance Composition	2 ea
* 145 thru 160 Activities	1-1.5 ea
171 Care and Prevention of Athletic Injuries	3
+ 172 Modern Sports Officiating/Men	2
+ 173 Modern Sports Officiating/Women	1-2
* 176 Team Sports	1 ea
* 178 Pre-Season Conditioning	2 ea
** 199 Independent Study in Physical Education (See INDP Study)	1-3
204 American Red Cross Lifeguard Training	3
205 Water Safety Instructor	3
* 255 thru 297 Activities	1-2 ea
271 Sports Medicine Practicum	2 ea
272 Sports Medicine Training Lab	1

** 298 Selected Topics in Physical Education (See INDP Study)	1-3
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\*Any or all of these courses combined: maximum credit, 4 units

+ Any or all of these courses combined: maximum credit, 8 units

\*\*Depending upon course content, apply appropriate limitation

**Physics**

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

+No credit for 110 if taken after 120 or 140

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

**Political Science**

120 Introduction to the Principles of American Government 1	3
121 Introduction to the Principles of American Government 2	3
125 Introduction to Modern Political Ideologies: Today's "Isms"	3
135 Comparative Government	3
140 International Relations	3
199 Independent Study in Political Science (See INDP Study)	1-3
298 Selected Topics in Political Science (See INDP Study)	1-3

**Psychology**

120 General Psychology	3
123 Social Psychology (same as SOCI 123)	3
124 Psychology of Adjustment	3

# TRANSFER INFORMATION

125 Human Development	3
126 Abnormal Psychology	3
128 Cross-Cultural Psychology	3
135 Introduction to Human Sexuality (same as SOCI 135)	3
* 185 Introduction to Child Growth and Development (same as CFS 120)	3
186 The Child, Family and Community (same as CFS 140)	3
190 Special Projects (See INDP Study)	1-3
199 Independent Study in Psychology (See INDP Study)	1-3
298 Selected Topics in Psychology (See INDP Study)	1-3

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

## Russian

120 First Semester Russian	5
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## Sociology

120 Introduction to Sociology	3
122 Social Problems	3
123 Social Psychology (same as PSYC 123)	3
135 Introduction to Human Sexuality (same as PSYC 135)	3
199 Independent Study in Sociology (See INDP Study)	1-3
298 Selected Topics in Sociology (See INDP Study)	1-3

## Spanish

** 110 First Semester Spanish Part A	3
** 111 First Semester Spanish Part B	3
-- 114 Second Semester Spanish (Part A)	3

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

\*240 and 280 combined: maximum credit, 5 units  
+241 and 281 combined: maximum credit, 5 units  
\*\*110 and 111, must take both to receive transfer credit; maximum credit for both courses is 5 transfer units  
--114 and 116, must take both to receive transfer credit; maximum credit for both courses is 5 transfer units

## Speech

122 Public Speaking	3
126 Intercultural Communications	3
128 Critical Thinking: Argumentation and Decision Making	3
199 Independent Study in Speech	1-3
298 Selected Topics in Speech (See INDP Study)	1-3

## Viticulture and Winery Technology

130 General Viticulture	4
136 Wines of the World	3
199 Independent Study in Agriculture (See INDP Study)	1-3
298 Selected Topics in Agriculture (See INDP Study)	1-3





# COURSE ANNOUNCEMENTS

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

- **Course Number:** degree applicability and transferability.
  - 01-49: Non-transferable; not A.A./A.S. degree applicable; serves special populations.
  - 50-89: Non-transferable; not A.A./A.S. degree applicable, developmental, remedial, or basic skills.
  - 90-99: Non-transferable; A.A./A.S. degree applicable.
  - 100-199: Transferable to CSU; first year course.
  - 200-299: Transferable to CSU; second year course.
  - 300-399: Non-transferable skill credit courses; A.A./A.S. degree applicable
- **Unit Credit:** semester credit for the course.
- **Contact Hours:** the number of class hours.
- **California Articulation Number:** statewide designation of course equivalency across campuses. (see page 103).
- **Prerequisites:** designed to ensure a student's academic background is sufficient for success in the course (see page 38).
- **Course Description:** a brief statement of material covered in the course.
- **Transferability:** "CSU" means transferability to the California State University System; "UC" means transferability to the University of California System.

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

## Accounting

### ACCT 120

#### Introduction to Accounting

*3 units; 3 hours lecture*

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

**CSU**

### ACCT 121

#### Payroll Accounting

*2 units; 2 hours lecture*

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

**CSU**

### ACCT 122

#### Federal Income Tax for Individuals

*3 units; 3 hours lecture*

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

**CSU**

### ACCT 125

#### Financial Accounting

*5 units; 5 hours lecture*

*CAN BUS 2; CAN BUS SEQ A w/ ACCT 126*

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

**CSU, UC**

### ACCT 126

#### Managerial Accounting

*5 units; 5 hours lecture*

*CAN BUS 4; CAN BUS SEQ A w/ ACCT 125*

A comprehensive introduction to the principles and procedures involved in the preparation

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

**CSU, UC**

### ACCT 127

#### Computer Accounting

*2 units; 1 hour lecture, 2 hours lab*

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

**CSU**

### ACCT 298

#### Selected Topics in Accounting

*1 - 3 units; 1 - 9 hours lecture/lab*

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

**CSU**

## Administration of Justice

### ADMJ 120

#### Introduction to the Criminal Justice System

*3 units; 3 hours lecture*

*CAN AJ 2*

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

**CSU, UC**

# COURSE ANNOUNCEMENTS

## **ADMJ 121**

### **Introduction to Criminal Law**

*3 units; 3 hours lecture*

CAN AJ 4

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

**CSU, UC**

## **ADMJ 122**

### **Introduction to Criminal Procedures**

*3 units; 3 hours lecture*

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

**CSU**

## **ADMJ 123**

### **Introduction to Community Policing**

*3 units; 3 hours lecture*

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

**CSU, UC**

## **ADMJ 124**

### **Introduction to Investigation**

*3 units; 3 hours lecture*

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

**CSU**

## **ADMJ 125**

### **Introduction to Evidence**

*3 units; 3 hours lecture*

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

**CSU**

## **ADMJ 127**

### **Crime and the Media (cross-listed as SOCI 129)**

*3 units; 3 hours lecture*

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

**CSU**

## **ADMJ 143**

### **Crime Scene Investigations**

*3 units; 2 hours lecture, 2 hours lab*

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

**CSU**

## **ADMJ 154**

### **Criminology (cross-listed as SOCI 154)**

*3 units; 3 hours lecture*

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

**CSU**

## **ADMJ 190**

### **Administration of Justice Community Service Internship 1**

*3 units; 1 hour lecture, 8 hours lab*

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, 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 191**  
**Administration of Justice Community  
Service Internship 2**

*3 units; 1 hour lecture, 8 hours lab*

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, 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 students life experience opportunities which may benefit them as public employees in the future.

**CSU**

**ADMJ 199**  
**Independent Study in Administration of  
Justice**

*1 - 3 units; 9 hours lab*

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

**CSU**

**ADMJ 260**  
**Wildlife Law Enforcement 1**

*6 units; 5 hours lecture, 3 hours lab*

The first of a two-course sequence leading to a Certificate of Vocational Competency in Wildlife Law Enforcement. Law and jurisdiction, conservation, agencies, federal law, and California fish and wildlife species, patrol officer survival and commercial enforcement.

**CSU**

**ADMJ 261**  
**Wildlife Law Enforcement 2**

*6 units; 5 hours lecture, 3 hours lab*

The second of a two-course sequence leading to a Certificate of Vocational Competency in Wildlife Law Enforcement. Pollution, water-course protection, fish and wildlife importations, animal welfare, wildlife care centers, trapping, enforcement and hunter safety.

*Prerequisite: ADMJ 260*

**CSU**

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

*3 units; 1 hour lecture, 8 hours lab*

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish

and Game, 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**  
**Administration of Justice Community  
Service Internship 4**

*3 units; 1 hour lecture, 8 hours lab*

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, 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 298**  
**Selected Topics in Administration of  
Justice**

*1 - 3 units; 9 hours lecture*

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

*Prerequisites: Varies with topic selected*

**CSU**

**Agriculture**

**AGRI 298**  
**Selected Topics in Agriculture**

*1 - 3 units; 3 - 9 hours lecture*

A course studying topics not covered by regular catalog offerings. Course content and units of credit to be determined by area of study. May be offered by a lecture only, laboratory only or lecture/laboratory combination course.

**CSU**

# COURSE ANNOUNCEMENTS

## American Sign Language

### ASL 120

#### Elementary American Sign Language

5 units; 5 hours lecture

Emphasizes grammar and receptive and expressive skills. Overview of the culture of native signers. Independent study of supplemental video materials will require a minimum of two hours each week.

CSU, UC

### ASL 121

#### Second-Semester American Sign Language

5 units; 5 hours lecture

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

Prerequisite: ASL 120

CSU, UC

### ASL 130

#### Conversational American Sign Language

3 units; 3 hours lecture

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

Prerequisite: ASL 121

CSU

## Anthropology

### ANTH 120

#### Introduction to Physical Anthropology

3 units; 3 hours lecture

CAN ANTH 2

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

CSU, UC

### ANTH 121

#### Introduction to Cultural Anthropology

3 units; 3 hours lecture

CAN ANTH 4

This course provides an introduction to human cultural diversity and the methods used by anthropologists to account for it. Topics include family relations, economic activities,

politics, gender, and religion in a wide range of societies including non-Western groups worldwide and contemporary groups within the United States (i.e.: African-American, Native-American). Gender roles and women's contributions to culture will be emphasized.

CSU, UC

### ANTH 130

#### Introduction to Archeology

3 units; 3 hours lecture

CAN ANTH 6

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

CSU, UC

### ANTH 131

#### Archaeology of Ancient Mexico

3 units; 3 hours lecture

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

CSU, UC

### ANTH 150

#### Gender: A Cross-Cultural Perspective

3 units; 3 hours lecture

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

CSU, UC

### ANTH 180

#### Childhood: A Cross-Cultural Perspective (cross-listed as CFS 180)

3 units; 3 hours lecture

This course will include a comparative study of childhood as it is experienced in a variety of world and American ethnic cultures. The course explores different cultural patterns of child rearing, rates of development as they

are influenced by gender and environmental variables. The role of women as child bearers, caretakers, and providers will be emphasized. The effects of rapid culture change on children will be studied with particular emphasis on recent immigration experiences in America.

**CSU, UC**

**ANTH 199  
Independent Study in Anthropology**

*1 - 3 units; 9 hours lab*

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

**CSU, UC**

**ANTH 298  
Selected Topics in Anthropology**

*1 - 3 units; 9 hours lecture*

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

**CSU, UC**

**Art**

**ART 110  
Art Appreciation**

*3 units; 3 hours lecture*

A broad overview of the world's cultural heritage and current performance in the plastic arts. Covers architecture, painting, sculpture, crafts, and industrial design.

**CSU, UC**

**ART 115  
Survey of Art History 1**

*3 units; 3 hours lecture*

*CAN ART 2: CAN ART SEQ A w/ ART 116*

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

**CSU, UC**

**ART 116  
Survey of Art History 2**

*3 units; 3 hours lecture*

*CAN ART 4: CAN ART SEQ A w/ ART 115*

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

**CSU**

**ART 118  
International Art History**

*3 units; 2 hours lecture, 4 hours lab*

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

**CSU**

**ART 120  
Two Dimensional Design**

*3 units; 2 hours lecture, 4 hours lab*

*CAN ART 14*

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

**CSU, UC**

**ART 121  
Three Dimensional Design**

*3 units; 2 hours lecture, 4 hours lab*

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

**CSU, UC**

**ART 127  
Painting 1**

*3 units; 2 hours lecture, 4 hours lab*

*CAN ART 10*

This introductory studio course focuses on the basic techniques and materials of painting, employing a wide range of painting media and subject matter. Topics include color theory,

# COURSE ANNOUNCEMENTS

material applications, development of representational and abstract approaches, and strategies for intuitive, individual response to subject matter and materials in directed assignments. Designed for students with no prior experience with painting. Repeatable once for credit.

**CSU, UC**

## **ART 128 Painting 2**

*3 units; 2 hours lecture, 4 hours lab*

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

*Recommended Preparation: ART 127*

**CSU, UC**

## **ART 135 Commercial Art & Design 1**

*2 units; 1 hour lecture, 2 hours lab*

An introduction to computer graphics emphasizing basic techniques and theories of graphic design using leading design software. Appropriate for those interested in desktop publishing as well as art, design and photography majors. Repeatable once for credit.

**CSU**

## **ART 136 Commercial Art & Design 2**

*2 units; 1 hour lecture, 2 hours lab*

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

*Recommended Preparation: ART 135*

**CSU**

## **ART 137 Drawing 1**

*3 units; 2 hours lecture, 4 hours lab*

**CAN ART 8**

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

**CSU, UC**

## **ART 138 Drawing 2**

*3 units; 2 hours lecture, 4 hours lab*

Drawing 2 advances the skills learned in ART 137, with more complicated value drawings and the introduction of color media. Repeatable one time for credit.

*Recommended Preparation: ART 137*

**CSU, UC**

## **ART 140 Field Drawing Workshop**

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

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

**CSU, UC**

## **ART 145 Sculpture**

*3 units; 2 hours lecture, 4 hours lab*

**CAN ART 12**

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

**CSU, UC**

## **ART 147 Clay Sculpture**

*3 units; 2 hours lecture, 4 hours lab*

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

**CSU, UC**

## **ART 154 Introduction To Clay**

*2 units; 1 hour lecture, 3 hours lab*

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

**CSU, UC**



**ART 155**

**Beginning Ceramics**

3 units; 2 hours lecture, 4 hours lab  
CAN ART 6

Basic processes and technology in ceramics and appreciation of clay as a form of artistic expression. Introduction to a variety of handbuilding methods. Lectures on clay, glazes, kilns and firing. Appropriate for all art majors and minors as well as general interest students. Repeatable once for credit.

**CSU, UC**

**ART 157**

**Introduction To Glazes**

3 units; 2 hours lecture, 4 hours lab

Designed for the student who wishes to understand how glazes are developed, prepared and used. Included are history of ceramic glazes, methods of developing and applying glazes, materials used in glazes, and practical experience in glazing testing and evaluation.

**CSU, UC**

**ART 158**

**Kiln Design And Construciton**

3 units; 2 hours lecture, 4 hours lab

A course for the student who wishes to gain knowledge and experience in the principles, design, and construction of kilns. Included is an understanding of studio kilns through study and preparation of a construction plan, building a kiln, and experience in loading and firing different types of kilns. Repeatable once for credit.

**CSU**

**ART 170**

**Salt-Fired Pottery**

1 unit; 6 hours lab; 6 weeks

Introduction to salt-fired clay which involves considerations of form, surface, and kiln procedures.

*Recommended Preparation: ART 155*

**CSU, UC**

**ART 171**

**Raku-Fired Pottery**

1 unit; 2 hours lecture, 4 hours lab; 6 weeks

Introduction to direct involvement in the glazing and firing of ceramic ware through the Raku process.

*Recommended Preparation: ART 155*

**CSU, UC**

**ART 172**

**Low Fire Clay: Various Approaches**

2 units; 1 hour lecture, 3 hours lab

Introduce students to various aspects of working with clay at lower temperatures, including worldwide historical developments, natural earthenware clays, compounded clay bodies, methods and types of finishing and glazing, and pit firing, electric firing, and raku.

**CSU**

**ART 180**

**Printmaking 1**

3 units; 2 hours lecture, 4 hours lab

CAN ART 20

Tools, materials and techniques of printmaking. Some of the mediums used are woodcut, linocut, collograph and other introductory printmaking methods. Repeatable for credit two times.

**CSU, UC**

**ART 185**

**Mixed Media Practices 1**

3 units; 2 hours lecture, 4 hours lab

This is a studio course that focuses on the materials, techniques and applications of mixed media work in the two-dimensional arts, combining elements of painting, drawing and printmaking. Topics include an introduction to the basic principles of combining media--encaustics, monoprint, charcoal, oil paints, watercolor, ink, collage, etc., surface and support construction, paintmaking, and contemporary trends in mixed media practices. Designed for students who have successfully completed introductory courses in drawing, painting or printmaking.

**CSU**

**ART 186**

**Mixed Media Practices 2**

3 units; 2 hours lecture, 4 lab

This studio course is a continuation of the pictorial problems and material techniques of mixed media art introduced in Mixed Media Practices 1, focusing on more complex and varied subject matter and concepts. Additionally, this course will introduce students to 3-D mixed media practices such as found material sculpture, object collage, assemblage, and various combinations of 2-D and 3-D materials and principles. Designed for students who have successfully completed Mixed Media Practices 1.

*Recommended Preparation: ART 185*

**CSU**

# COURSE ANNOUNCEMENTS

## **ART 199**

### **Independent Study In Art**

*1 - 3 units; 3 - 9 hours lab*

Allows students to explore in depth an area of art theory, history or performance under the guidance of an instructor. History projects culminate in a paper; performance projects end in a final art work or body of work evaluated by an instructor.

*Prerequisite: ART 157 or equivalent*

**CSU, UC**

## **ART 216**

### **Contemporary Art History**

*3 units; 3 hours lab*

Survey of contemporary trends in the visual arts as they have developed since 1945. Emphasis on current art forms. Readings, class discussions, slides, and lectures by guest artists. Museum visits may be required.

**CSU, UC**

## **ART 223**

### **Color & Design 3**

*3 units; 2 hours lecture, 4 hours lab*

Advanced courses in design and color. Stresses advanced design problems in area of major. Individual study is emphasized. ART 224 can include two dimensional and three dimensional materials.

*Recommended Preparation: ART 120*

**CSU, UC**

## **ART 224**

### **Color & Design 4**

*3 units; 2 hours lecture, 4 hours lab*

Advanced courses in design and color. Stresses advanced design problems in area of major. Individual study is emphasized. ART 224 can include two dimensional and three dimensional materials.

*Recommended Preparation: ART 120*

**CSU, UC**

## **ART 231**

### **Mural Painting**

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

A short-term course designed to introduce students to the techniques of mural painting for beginning through advanced students. Topics include technique, materials and methods, color, composition, and subject. Repeatable once for credit.

**CSU**

## **ART 233**

### **Painting Workshop**

*3 units; 2 hours lecture, 4 hours lab*

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

*Recommended Preparation: ART 128*

**CSU, UC**

## **ART 235**

### **Painting Studio**

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

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

**CSU, UC**

## **ART 236**

### **Pastel Painting**

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

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

**CSU**

## **ART 237**

### **Life Drawing**

*3 units; 2 hours lecture, 4 hours lab*

*CAN ART 24*

Drawing of the human figure from life. Comparative anatomy and proportions of the human figure studies will be rendered in pencil, pastels, conte wash techniques, and pen and ink. Repeatable for credit three times.

*Recommended Preparation: ART 137 and ART 138*

**CSU, UC**

## **ART 241**

### **Painting Studio II**

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

A short term, intensive studio painting course tailored to the specific needs of student artists enrolled. Painting Studio II is a course of study

for further investigation of advanced visual problems in a focused environment. Repeatable for credit one time.

*Recommended Preparation:* ART 235  
**CSU, UC**

**ART 255**  
**Intermediate Ceramics**

*3 units; 2 hours lecture, 4 hours lab*  
Develops an understanding of clay as a form of artistic expression. Use of the potter's wheel and study of ceramic technology. Repeatable two times for credit.

*Prerequisite:* ART 155 or equivalent  
**CSU, UC**

**ART 256**  
**Skill Building in Ceramics**

*2 units; 1 hour lecture, 3 hours lab*  
For the advanced student to learn to appraise their present technical and aesthetic skill level, identify an area for improvement, and compose and employ a plan to accomplish it.

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

**ART 257**  
**Basic Glaze Theory**

*3 units; 2 hours lecture, 4 hours lab*  
The history of ceramic glazes. Lab experience in glaze testing and evaluation.

*Prerequisite:* ART 157 or equivalent  
**CSU, UC**

**ART 258**  
**Ceramic Workshop**

*2 units; 1 hour lecture, 3 hours lab*  
For students with basic skills in either handbuilding or wheelthrowing. Emphasis on developing areas of strengths and critical assessment of work. Contemporary developments in ceramic art included through slides, workshops and field trips. Repeatable two times for credit.

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

**ART 259**  
**Drawing and Painting on Clay**

*2 units; 1 hour lecture, 3 hours lab*  
Introduction to the methods of drawing and painting on clay as a form of artistic expression. Emphasis is on exploring images and ideas that are suitable for clay and to develop skills and techniques needed to execute them.

Repeatable for credit three times.  
*Recommended Preparation:* ART 155  
**CSU, UC**

**ART 260**  
**Art on the Computer 1**

*3 units; 2 hours lecture, 2 hours lab*  
Introduction to the use of the computer in graphic arts for layout and design. Exploration of the creative possibilities available through the manipulation of computer tools. Repeatable once for credit.

**CSU**

**ART 265**  
**Image Editing for Artists**

*2 units; 1 hour lecture, 2 hours lab*  
This course is an in-depth exploration of digital image editing using Adobe Photoshop with traditional artistic concepts to create original art work. Special attention is given to making informed, aesthetic choices to create complex, layered photo-compositions. This course is suitable for both commercial and fine artists.

**CSU**

**ART 298**  
**Selected Topics in Art**

*1 - 3 units; 1 - 9 hours lecture*  
Topics in art not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**CSU, UC**

**Astronomy**

**ASTR 110**  
**Descriptive Astronomy**

*3 units; 3 hours lecture, 0.5 hour lab*  
An introductory general education course on the formation, properties, evolution, and fates of celestial objects—from galaxies to planets to black holes. Group evening sky-observing is included.

**CSU, UC**

**ASTR 111**  
**Practical Astronomy**

*3 units; 3 hours lecture, 0.5 hour lab*  
An introductory general education course which emphasizes how to observe and understand the motions of the celestial objects, including the sun, moon, planets, comets, meteors, and stars. Evening group sky-observing is included.

**CSU, UC**

# COURSE ANNOUNCEMENTS

## Biology

### BIOL 103

#### Nutrition Today

3 units; 3 hours lecture

CAN FCS 2

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

CSU, UC

### BIOL 105

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

4 units; 3 hours lecture, 3 hours lab

A survey of human biology focusing on anatomy, physiology, cell development, tissues, organs and organ systems. The course also covers molecular biology, genetics, ecology, evolution and diversity. Specifically designed for health occupations students as a prerequisite to Human Anatomy and Human Physiology, but is also designed for the non-major as well. (Lecture 3 hours, laboratory 3 hours.)

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

CSU, UC

### BIOL 110

#### Survey of Biology

4 units; 3 hours lecture, 3 hours lab

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

CSU, UC

### BIOL 112

#### Introduction to Environmental Studies

3 units; 3 hours lecture

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

CSU, UC

### BIOL 117

#### Wildlife Biology

3 units; 3 hours lecture

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

CSU, UC

### BIOL 120

#### General Biology

4 units; 3 hours lecture, 3 hours lab

CAN BIOL 2; CAN BIOL SEQ A w/ BIOL 240 and 241

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

*Prerequisite: CHEM 120*

CSU, UC

### BIOL 150

#### Human Anatomy and Physiology

5 units; 3 hours lecture, 6 hours lab

An integrated anatomy and physiology course emphasizing the study of the normal structure and function of the human body: disease states, homeostasis, chemistry and metabolism. Includes theory, physiologic measurements and experience with cadavers. Primarily for nursing, respiratory therapy, or health field students.

*Prerequisites: BIOL 105 or BIOL 110*

*Recommended Preparation: CHEM 110*

CSU

### BIOL 151

#### Introduction to Medical Microbiology

5 units; 4 hours lecture, 3 hours lab

Introduction to microorganisms, particularly the morphologic, physiologic and immunologic characteristics of pathogenic bacteria, viruses, fungi and protozoa. Includes factors in infection, resistance, transmission, control and chemotherapy of infectious disease processes. Laboratory experiences are adapted to clinical and hospital methods of handling and identifying microorganisms. Primarily for nursing, respiratory therapy, or health field students.

*Prerequisites: At least one college level biology course. BIOL 150 or 219 is necessary for health occupations students.*

CSU

**BIOL 190**  
**Natural History/Selected Topics**

0.5 - 3 units; 9 - 36 hours lab  
The study of the flora, fauna, communities, ecosystems and biomes of selected geographical regions in the world. These are field oriented courses which may involve moderately demanding hiking and observations to be made in the field. The titles will change according to the topic studied. Repeatable 4 times for credit.

**CSU**

**BIOL 199**  
**Independent Studies in Biology**

1 - 3 units; 3 - 9 hours lab  
Study in area of biology of special interest to student. May include advanced studies and projects begun in other biology courses or biological studies not normally included in formal course work.

*Prerequisites:* Two college biology courses; submission of a written proposal to be assessed by two regular biology instructors.

**CSU, UC**

**BIOL 218**  
**Human Anatomy**

5 units; 3 hours lecture, 6 hours lab  
CAN BIOL 10; CAN BIOL SEQ B w/ BIOL 219  
An introduction to the principles of the gross and microscopic anatomy of the human body. Dissection of a human cadaver and a cat are supplemented by models, charts, and microscopic preparation of human structures. Primarily intended for students pursuing a B.A./B.S. degree.

*Prerequisites:* BIOL 110 or college equivalent, or BIOL 105

**CSU, UC**

**BIOL 219**  
**Human Physiology**

5 units; 3 hours lecture, 6 hours lab  
CAN BIOL 12; CAN BIOL SEQ B w/ BIOL 218  
An introduction to the biochemical and cellular mechanisms of the organ systems of the human body. Lab exercises include measurements taken on individual students and preserved specimens.

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

*Recommended Preparation:* BIOL 218

**CSU, UC**

**BIOL 220**  
**General Microbiology**

5 units; 3 hours lecture, 6 hours lab  
CAN BIOL 14  
Morphology, metabolism, molecular genetics and ecology of bacteria, fungi, viruses, helminths and protozoa. Extensive laboratory work include aseptic techniques, methods of cultivation, identification and enumeration of bacteria, examination of physiologic characteristics and recombinant DNA techniques using common bacteria. For students majoring in biological sciences, medicine, veterinary medicine, dental hygiene, nursing, public health.  
*Prerequisites:* BIOL 120, BIOL 150, or BIOL 219

**CSU, UC**

**BIOL 240**  
**General Zoology**

5 units; 3 hours lecture, 6 hours lab  
CAN BIOL 4; CAN BIOL SEQ A w/ BIOL 120 and 241  
An integrated course in classical zoology and current theories in evolution. Emphasis is on the anatomy, physiology, embryology, and natural history of all major phyla as well as the mechanisms of evolution governing all living organisms. Intended for Biology Majors.

*Prerequisite:* BIOL 120

**CSU, UC**

**BIOL 241**  
**General Botany**

5 units; 3 hours lecture, 6 hours lab  
CAN BIOL 6; CAN BIOL SEQ A w/ BIOL 120 and 240  
An integrated study of classical botany and ecological principles. The course includes the natural history, life cycles, anatomy, and evolution of the protista, fungi, and plant kingdom. Intended for Biology Majors.

*Prerequisite:* BIOL 120

**CSU, UC**

**BIOL 298**  
**Selected Topics in Biology**

1 - 3 units; 9 - 36 hours lab  
Topics in biology not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**CSU, UC**

# COURSE ANNOUNCEMENTS

## Biomedical Technology

### BIOM 100

#### Biophysical Measurements 1

1 unit; 1 hour lecture, 2 hours lab

Application, operation, calibration and use of medical electronic equipment.

*Prerequisite: Sophomore standing in Electronics Technology*

CSU

### BIOM 101

#### Biophysical Measurements 2

1 unit; 1 hour lecture, 2 hours lab

This course is a continuation of Biophysical Measurements I and presents the same information in more depth. Also includes calibration techniques.

*Prerequisite: BIOM 100*

CSU

## Business

### BUSI 90

#### Business Mathematics

3 units; 3 hours lecture

Application of arithmetic to practical problems encountered by clerical workers, secretaries, realtors, salespeople, mid-managers or bank employees. Mathematics of credit, marketing, payroll, insurance, business ownership depreciation, accounting ratios, investments and statistics.

*Recommended Preparation: MATH 10, or appropriate score on the Math Placement Test.*

### BUSI 100

#### Introduction to Business

3 units; 3 hours lecture

This course is an overview of contemporary American business. The course explores private enterprise, entrepreneurship, management, marketing, finance, securities, business law, and information systems.

CSU, UC

### BUSI 103

#### Legal Environment of Business

3 units; 3 hours lecture

CAN BUS 12

An overview of law and the legal system. Rule of law and its foundation in ethics; American legal process and institutions; selected areas of governmental regulation in employment, consumer transactions, competition and the environment. Private law concepts of tort, con-

tract, agency and business organizations. Public policy, ethical, and management concerns related to legal questions.

CSU, UC

### BUSI 105

#### Business Communications

3 units; 3 hours lecture

Written communication for business. Reviews punctuation, sentence structure, and style. Focuses on writing skills in letters, memos, and business reports. Introduces students to research methods and procedures. Written assignments total a minimum of 8,000 words.

*Recommended Preparation: Eligibility for ENGL 120, or successful completion of ENGL 100*

CSU

### BUSI 108

#### Financial Planning And Investing

3 units; 3 hours lecture

Methods of managing personal finances in the light of current and projected levels of income and expenditure. Financial considerations involving inflation, taxes, investments, insurance, securities, real estate, banking, savings, pension plans, IRA's, 401K's, borrowing funds, budgeting, social security and business ventures.

CSU

### BUSI 110

#### Human Relations in Organizations

3 units; 3 hours lecture

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

CSU

### BUSI 111

#### Technical Report Writing

3 units; 3 hours lecture

Practical application of correct written English in technical/occupational fields. Professional technical writing and presentation to technical audiences is stressed by introducing the students to technical report writing, letters, resumes, technical instructions, and related graphics and Internet Web pages. Investigating, planning, organizing, revising, and collaborating are emphasized in writing accu-

rately, clearly, and concisely while using correct grammar, spelling, and punctuation. Written assignments total a minimum of 8,000 words.

*Recommended Preparation: Eligibility for ENGL 120 or successful completion of ENGL 100*

**CSU**

**BUSI 142**  
**Principles of Management**

*3 units; 3 hours lecture*

Analysis of basic management theory and concepts. The primary functions of management (planning, organizing, coordinating, and controlling) are studied in depth.

**CSU**

**BUSI 143**  
**Small Business Management**

*3 units; 3 hours lecture*

The roles of entrepreneurs and small business in today's economy. Problems in buying or starting a new business: location, organization, staffing, record keeping, marketing, and financial/legal considerations.

**CSU**

**BUSI 150**  
**Sales**

*3 units; 3 hours lecture*

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

**CSU**

**BUSI 160**  
**Real Estate Principles**

*3 units; 3 hours lecture*

Overview of real property, property valuation, and basic legal instruments. Basic terminology, rights, responsibilities, codes and common forms, documents and procedures used in real estate transactions. Will assist those in preparing for the California Real Estate Examination.

**CSU**

**BUSI 161**  
**Real Estate Practice**

*3 units; 3 hours lecture*

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

**CSU**

**BUSI 176**  
**Machine Calculations**

*2 units; 1 hour lecture, 2 hours lab*

Fundamentals of operating an electronic printing calculator with practical application problems covered.

**CSU**

**BUSI 177**  
**Records Management**

*2 units; 1 hour lecture, 2 hours lab*

Study and practice in rules for indexing, filing, retrieving, and cross-referencing records; study of different types of equipment and noncorrespondence record storage; study of database records management concepts and procedures.

**CSU**

**BUSI 185**  
**Business English**

*2 units; 2 hours lecture*

Principles and application of business correspondence language skills; grammar and proper usage; punctuation, hyphenation and division of words, number rules, capitalization, abbreviations, contractions, and proof-reading.

**CSU**

**BUSI 199**  
**Independent Study in Business**

*1 - 3 units; 9 hours lab*

Opportunity for advanced students with special skills and interests in business to explore a particular topic in depth under the direction of a business instructor. Number of units granted will depend upon evaluation of project by a business instructor. Credit/No Credit grading.

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

**CSU**

**BUSI 242**  
**Fundamentals of Finance**

*3 units; 3 hours lecture*

A study of the basic elements of financial management with emphasis on financial planning, budgeting, and working capital management plus other areas of practical interest to small business owners and/or middle managers. *Recommended Preparation: ACCT 120, Introduction to Accounting, or equivalent.*

**CSU**

# COURSE ANNOUNCEMENTS

## **BUSI 251**

### **Marketing**

3 units; 3 hours lecture

Analysis of the social and economic implications of marketing in the business environment. Emphasis on marketing structure and behavior, marketing institutions, channels of distribution, and the ingredients that affect the market mix (product, place, price and promotion).

**CSU**

## **BUSI 275**

### **Machine Transcription**

2 units; 1 hour lecture, 2 hours lab

Operation and knowledge of transcription machines. Fundamentals of spelling, grammar, and correct letter styles are reinforced. Attention is given to typing manuscripts and reports in good form.

*Recommended Preparation: BUSI 185 and CISA 270*

**CSU**

## **BUSI 297**

### **Investments**

2 units; 2 hours lecture

An introduction to the nature and operation of the various stock markets. An overview of the theory of investing in various types of stock and in determining stock values. Emphasis is upon the interpretation and evaluation of available information to make decisions on acquiring and disposing of stock investments.

**CSU**

## **BUSI 298**

### **Selected Topics in Business**

1 - 3 units; 3 - 9 hours lab

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

**CSU**

## **Chemistry**

### **CHEM 110**

#### **Introduction to Chemistry**

4 units; 3 hours lecture, 3 hours lab

CAN CHEM 6; CAN CHEM SEQ B w/ CHEM 111

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 every-

day world for general education. Laboratory is included.

*Prerequisite: MATH 90*

**CSU, UC**

### **CHEM 111**

#### **Introduction to Organic and Biological Chemistry**

4 units; 3 hours lecture, 3 hours lab

CAN CHEM 8; CAN CHEM SEQ B w/ 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.

*Prerequisite: CHEM 110 or 120*

**CSU**

### **CHEM 120**

#### **General Chemistry 1**

5 units; 3 hours lecture, 6 hours lab

CAN CHEM 2; CAN CHEM SEQ A w/ CHEM 121

An introduction to principles of chemistry, with an emphasis on mathematical applications. Topics include atomic structure, stoichiometry, bonding, molecular structure, colligative properties, gas behavior, phase changes and spontaneity.

*Prerequisites: High school chemistry or its equivalent or CHEM 110 and two years of High School algebra or college equivalent.*

**CSU, UC**

### **CHEM 121**

#### **General Chemistry 2**

5 units; 3 hours lecture, 6 hours lab

CAN CHEM 4; CAN CHEM SEQ A w/ CHEM 120

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

*Prerequisite: CHEM 120*

**CSU, UC**



**CHEM 199**  
**Independent Study in Chemistry**

*1 - 3 units; 3 - 9 hours lab*

This course provides students the opportunity to study an area of special interest in chemistry. Projects include: developing a chemical analysis procedure, preparation of a computer project involving a chemical systems emulation or problem-solving technique, research paper on a topic of chemical interest, development of problem-solving skills. Credit/No Credit grading. Repeatable for credit 3 times. *Prerequisites: CHEM 120 and submission of a written proposal to be assessed by two full-time chemistry instructors.*

**CSU, UC**

**CHEM 240**  
**Organic Chemistry 1**

*4 units; 3 hours lecture, 3 hours lab*

The first course of a two-semester sequence designed for pre-professional programs such as chemistry, chemical engineering, medicine and biology. Introduction to organic synthetic pathways, mechanisms, and spectroscopy. Lab work includes qualitative analysis of organic compounds, extraction, separation and identification of compounds using spectral methods and synthetic chemical techniques.

*Prerequisite: CHEM 121*

**CSU, UC**

**CHEM 241**  
**Organic Chemistry 2**

*4 units; 3 hours lecture, 3 hours lab*

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

*Prerequisite: CHEM 240*

**CSU, UC**

**CHEM 242**  
**Quantitative Analysis**

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

*CAN CHEM 12*

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

*Prerequisites: CHEM 120 and 121*

**CSU, UC**

**CHEM 298**  
**Selected Topics in Chemistry**

*1 - 3 units; 9 hours lab*

Topics in chemistry not covered by regular catalog offerings. Course content and unit

credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**CSU, UC**

**Child and Family Studies**

**CFS 120**  
**Child Growth and Development**  
**(cross-listed as PSYC 185)**

*3 units; 3 hours lecture*

*CAN FCS 14*

The physical, cognitive and social-emotional development of children from pre-conception through adolescence will be covered. Typical development and atypical development are considered, and roles of the family and society are explored.

**CSU, UC**

**CFS 121**  
**Health, Safety and Nutrition**

*3 units; 3 hours lecture*

This course will study the development of activities and resources as the basis for an appropriate health, safety and nutrition curriculum that encompasses all aspects of the life of a young child; the attitudes and practices which promote a healthy lifestyle, will also be studied.

**CSU**

**CFS 122**  
**Introduction to Early Childhood Theory and Practice**

*4 units; 3 hours lecture, 3 hours lab*

This course is a combination of lecture and supervised field practice in an assigned early care and education setting. The philosophy, principles and practices of early childhood programs will be studied. In addition, the practical application of effective techniques for guiding behavior and facilitating learning will be discussed.

**CSU**

**CFS 123**  
**Observing & Recording in Early Childhood**

*3 units; 3 hours lecture*

This course explores the use of multiple techniques in observing, recording, and understanding the behavior of young children. Students will utilize observational techniques to increase the effectiveness of their teaching.

*Prerequisite: CFS 120 or PSYC 185*

**CSU**

# COURSE ANNOUNCEMENTS

## **CFS 130**

### **The Creative Process in Young Children**

*3 units; 3 hours lecture*

Students will explore techniques that support the creative abilities of young children in art, music, literature, drama, puppetry, cooking, and nutrition. This course emphasizes a developmental creative approach.

*Prerequisite: CFS 122 and CFS 123*

**CSU**

## **CFS 135**

### **The Cognitive Development of Young Children**

*3 units; 3 hours lecture*

Explore how young children think and develop theories and concepts. Students will gain knowledge about materials and environments to support young children's cognitive development, including math and science skills.

*Prerequisite: CFS 122 and CFS 123*

**CSU**

## **CFS 140**

### **The Child, Family and Community (cross-listed as PSYC 186)**

*3 units; 3 hours lecture*

This course is a multicultural examination of the effects of family and community on a child's development. Topics include the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on family behavior, values, morals, and attitudes.

**CSU, UC**

## **CFS 145**

### **Language Development and Early Literacy in the Young Child**

*3 units; 3 hours lecture*

The development of language in young children and the role of literature are examined, including a detailed exploration of quality children's literature. The practical use of language and literature in a variety of early childhood settings will be discussed.

*Recommended Prep: CFS 122 and CFS 123*

**CSU**

## **CFS 150**

### **Infant/Toddler Development & Education**

*3 units; 3 hours lecture*

This is an introductory course in the development and behavior of infants and toddlers, birth to three years of age. Curriculum and caregiving practices will be explored.

*Prerequisite: CFS 120 or PSYC 185*

**CSU**

## **CFS 151**

### **Environments for Infants and Toddlers**

*3 units; 3 hours lecture*

This course will study the impact of the physical and emotional environment of an infant/toddler classroom on the social, emotional and cognitive well being of infants and toddlers. The components of good quality early care and education for this age group will also be studied.

**CSU**

## **CFS 155**

### **Sensitive Issues in Early Childhood**

*3 units; 3 hours lecture*

This is an introductory course on issues in life that affect children: marriage, separation and divorce, death, sex and sexuality, self-acceptance, cultural and racial identity, hospitalization, and child abuse. This course is designed for parents, individuals in the helping professions, early childhood students, and other interested persons.

**CSU**

## **CFS 160**

### **Parenting (cross-listed as PSYC 187)**

*3 units; 3 hours lecture*

This course explores a wide range of parenting theories and techniques, utilizing a theoretical foundation with a practical approach. There is particular emphasis on building self-esteem, verbal and non-verbal communication, power, and control.

**CSU**

## **CFS 161**

### **Working with Families**

*3 units; 3 hours lecture*

This course explores the value of relationships between families and the staff within the school setting. Includes an in-depth exploration of key concepts on how to deal effectively with families.

**CSU**

## **CFS 162**

### **Overview of Special Education**

*3 units; 3 hours lecture*

History, recent laws, current local practice, and occupations in special education will be explored. Designed for parents of children with disabilities, employees in regular education programs, and those interested in a career in special education.

**CSU**

**CFS 165**  
**Curriculum and Environments in Early Childhood Programs**

*3 units; 3 hours lecture*

This is a theoretical and practical course to develop the skills and abilities that will meet the needs of children in childcare settings. Emphasis is on planning and structuring the curriculum and environment to be responsive to psychosocial and physical needs of children.

*Prerequisite: CFS 120 or PSYC 185; and CFS 122*

**CSU**

**CFS 168**  
**Early Childhood Workshop**

*0.5 unit; 9 hours lecture; 1 week*

A short course offered periodically on specialized topics in early childhood field. For current early childhood students, professionals, parents and other interested persons. Credit/No Credit grading. Repeatable for credit as topics change.

**CSU**

**CFS 170**  
**Studying the Reggio Emilia Approach**

*3 units; 3 hours lecture*

This is an introductory course in the theory, philosophy, and inspiration of Reggio Emilia approach to early childhood education. Students will explore an interpretation of the basic principles of this approach. Emphasis is on developing a new image of the child in connection with the role of adults (teachers and parents), developing relationships, interactions, and experiences based on "progettazione" (term used in Reggio Emilia for prediction, hypothesis, projections of emergent projects).

**CSU**

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

*3 units; 3 hours lecture*

The student will be exposed to the philosophy, principles and practices of school-age child care. Emphasis is on preparing students to work with children in a group setting. Students will learn techniques for guiding behavior, structuring program flow, and preparing environment to meet the needs of the school age child.

**CSU**

**CFS 180**  
**Childhood: A Cross-Cultural Perspective**

**(cross-listed as ANTH 180)**

*3 units; 3 hours lecture*

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

**CSU, UC**

**CFS 184**  
**Teaching to Diversity**

**(cross-listed as PSYC 184)**

*3 units; 3 hours lecture*

This course explores issues of diversity in the classroom. Teachers are challenged to alter teaching patterns and classroom environments to support the ethnic, racial, linguistic, and family diversity of children.

**CSU**

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

**(cross-listed as MUSI 196)**

*3 units; 3 hours lecture*

Introduction to teaching music and movement to young children. Basic elements such as beat, rhythm, timber, dynamics, form, and melody will be explored in developmentally appropriate and culturally sensitive ways. Song, games, finger plays, rhymes, dances, and playing instruments will be presented. Repeatable two times for credit.

**CSU**

**CFS 220**  
**The Practical Application of Early Childhood Theory**

*3 units; 3 hours lecture*

The philosophy and principles of early childhood education will be explored. This includes strategies for implementation of a developmentally appropriate program.

*Prerequisite: CFS 123 and CFS 165*

**CSU**

# COURSE ANNOUNCEMENTS

## **CFS 222**

### **Student Teaching I**

*7 units; 2 hours lecture, 15 hours lab*

This course is a supervised student teaching in a licensed childcare facility and a seminar on practical applications of early childhood theory. Emphasis is on observation as a means of understanding young children and developing curriculum.

*Prerequisite: CFS 123 and CFS 165*

**CSU**

## **CFS 223**

### **Student Teaching II**

*7 units; 2 hours lecture, 15 hours lab*

This course is an advanced supervised student teaching in a licensed childcare facility and an advanced seminar. Emphasis is on developing and evaluating curriculum and lesson plans based on the needs and interests of individual children and the needs of the group. The student will need to utilize information learned in prior child and family studies classes. The role of the parent and parent conferences will be addressed.

*Prerequisite: CFS 220 and CFS 222*

**CSU**

## **CFS 250**

### **The Mentor Teacher**

*2 units; 2 hours lecture*

Study of the methods and principles of supervising student teachers in early childhood classrooms. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff.

*Prerequisite: Completion of Child and Family Studies certificate program including a student teaching class, CFS 222 and/or CFS 223 or equivalent.*

**CSU**

## **CFS 270**

### **Administration & Supervision of Early Childhood Programs 1**

*3 units; 3 hours lecture*

An introduction to the principles and practices of supervision and administration of child-care centers. An in-depth examination of the regulations, including Title 5 and Title 22.

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

**CSU**

## **CFS 271**

### **Administration & Supervision of Early Childhood Programs 2**

*3 units; 3 hours lecture*

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

*Prerequisite: CFS 270*

**CSU**

## **CFS 298**

### **Selected Topics in Early Childhood**

*1 - 3 units; 1 - 9 hours lecture, 3 - 6 hours lab*

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

**CSU**

## **Computer Information Systems - Applications**

## **CISA 100**

### **Orientation for the Successful Online Student**

*1 unit; 9 hours lab; 4 weeks*

This course will provide the student with basic information necessary to take an online course via the Internet. Subjects will include connecting to the World Wide Web, sending e-mails with attachments, learning netiquette, participating in threaded discussion groups, chat rooms, group projects, and interactive asynchronous and synchronous methods utilized for online communication.

*Recommended Preparation: CISA 130 or COMS 110 or equivalent.*

**CSU**

## **CISA 130**

### **Computer Literacy**

*2 units; 1 hour lecture, 2 hours lab*

Designed to familiarize students with the basics of a current word processing program, database program, and World Wide Web. Students learn how to produce and format documents and tables; use graphic elements; navigate the Internet; receive e-mail; electronically manage a journal and calendar; and use a database to manage records electronically.

**CSU**

**CISA 134**  
**Internet Essentials**  
(cross-listed as ENGI 134)

*2 units; 1 hour lecture, 2 hours lab*

A course that emphasizes successful Internet resources usage. Learn how to confidently integrate the conductivity to Internet into your course work and major. Master electronic mail and browsing the World Wide Web of Internet. Become successful in locating and retrieving information. Other topics will include Gopherspace, UseNet, IRC, Telnet and FTP. Technical aspects of how Internet works, getting connected from home, and creating a WWW Home page are also covered.

**CSU**

**CISA 160**  
**Beginning Database**

*3 units; 3 hours lecture, 1 hour lab*

Provides an introduction and hands-on training in the use of microcomputer database software. The basic concepts of Structure as well as specific commands and functional capabilities will be covered. Files will be created, data manipulated, output formatted, and reports produced. Students will gain experience in modular programming techniques and constructing program loops. Specific applications will include batch mode, interactively finding and editing data, and simultaneously accessing two databases to isolate exception conditions or update files.

*Recommended Preparation: COMS 110*

**CSU**

**CISA 165**  
**Beginning Spreadsheets**

*3 units; 3 hours lecture, 1 hour lab*

Provides information and hands-on training in the use of microcomputer-based spreadsheet software. An introduction to the basic concepts of an electronic spreadsheet as well as the specific commands and functions will be covered. Advanced topics will include macros, business graphics, database, and interactive menus. Spreadsheet documents will be produced for a variety of applications for business use.

**CSU**

**CISA 170**  
**Keyboarding 1**

*1 - 3 units; 0.5 - 1.5 hours lecture, 1.5 - 4.5 hours lab*

An introduction to the basic operation of a microcomputer that emphasizes the mastery of the keyboard "by touch", correct posture, and correct keying techniques. As an intro-

duction to word processing, business correspondence, tables, reports and employment documents are covered.

**CSU**

**CISA 171**  
**Keyboarding 2**

*1 - 3 units; 0.5 - 1.5 hours lecture, 1.5 - 4.5 hours lab*

Course provides further development of basic keyboarding techniques. Introduces students to the basic operation of a microcomputer system. Specialized business projects are covered. *Recommended Preparation: CISA 170, or equivalent keying skill*

**CSU**

**CISA 172**  
**Keyboarding Skill Development**

*0.5 unit; 1 hour lecture, 2 hours lab; 9 weeks*

A short-term course that provides techniques and practice for increasing keyboarding speed and accuracy. Utilizes an individualized instructional approach in a laboratory setting. Repeatable three times for credit. Credit/No Credit grading.

*Recommended Preparation: CISA 170, or equivalent keyboarding skill*

**CSU**

**CISA 180**  
**Creating Web Pages With HTML**

*1.5 units; 3 hours lecture, 1 hour lab; 9 weeks*

This class will cover Hypertext Markup Language and its use in creating documents for the WorldWide Web. Related topics such as Uniform Resource Locators and Multimedia will be introduced.

*Recommended Preparation: Students should be familiar with a Web browser and a text editor or word processor for the Windows environment.*

**CSU**

**CISA181**  
**Enhancing Web Pages with DHTML**

*1.5 units; 3 hours lecture, 1 hour lab; 9 weeks*

DHTML or Dynamic Hyper Text Markup Language allows you to enhance your web pages to offer the web page viewer a better experience and give you greater control of WHAT and HOW the information is presented to the viewer. You, as the web page author can create documents that dynamically interact with the user. Examples include: animated text that moves AND changes in response to user action, Pop-up and Drop-down menus that provide users with quick access to other pages.

*Recommended Preparation: CISA 180*

**CSU**

# COURSE ANNOUNCEMENTS

## **CISA 182**

### **Javascript**

*1.5 units; 3 hours lecture, 1 hour lab; 9 weeks*

This class will introduce the enhancement of documents for the World Wide Web using JavaScript. This class builds on the Web pages with HTML class and will continue multimedia topics.

*Recommended Preparation: CISA 180 or equivalent.*

**CSU**

## **CISA 184**

### **Web Page Design using Microsoft Frontpage**

*1.5 units; 3 hours lecture, 1 hour lab; 9 weeks*

Design, construct, and publish pages for the World Wide Web using Microsoft FrontPage.

*Recommended Preparation: COMS 110*

**CSU**

## **CISA 186**

### **Beginning Word Processing**

*2 units; 1 hour lecture, 2 hours lab*

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.

*Recommended Preparation: CISA 170 or equivalent keying skill*

**CSU**

## **CISA 210**

### **Microcomputer Operating Systems**

*3 units; 3 hours lecture, 1 hour lab*

Introduction to microcomputer operating systems: comparison of windows and DOS (disk operating system), command structures, terminology, printer operation. Trouble-shooting the PC; comparison of operating commands in various applications of routine computer work functions.

*Recommended Preparation: COMS 110*

**CSU**

## **CISA 212**

### **Introduction to Unix**

*3 units; 3 hours lecture, 1 hour lab*

An introduction to the effective use of the Unix operating system. Both the single-user and multi-user capabilities of the system will be explored.

*Recommended Preparation: COMS 110*

**CSU**

## **CISA 270**

### **Keyboarding 3**

*3 units; 1 hour lecture, 4 hours lab*

An advanced office simulation course to develop keyboarding competency, editing, and document processing ability. Includes comprehensive review of rules covering written communication to develop proofreading skills for mechanical, format, content, and spelling errors.

*Recommended Preparation: CISA 171 or equivalent keying skill, CISA 186, and BUSI 185*

**CSU**

## **CISA 284**

### **Advanced Wordprocessing**

*2 units; 1 hour lecture, 2 hours lab*

A "hands-on" course covering the advanced features of one or more word processing programs. Material will include enhancing and manipulating documents with special features, using borders and frames with pictures, tables, charts, outlines, graphic features, formatting, styles, and designing of various types of documents. Emphasis is on developing advanced word processing skills and techniques for the workplace.

*Recommended Preparation: CISA 186, or equivalent keyboarding and word processing skills.*

**CSU**

## **CISA 287**

### **Desktop Publishing**

*1 unit; 1 hour lecture, 2 hours lab; 9 weeks*

A "hands-on" course covering features of the desktop publishing capabilities of a word processing program. Students will learn to prepare attractive business and personal documents, promotional documents, Web pages, and PowerPoint presentations.

**CSU**

## **CISA 288**

### **Presentation Software**

*1 unit; 1 hour lecture, 2 hours lab; 9 weeks*

A "hands-on" course designed to introduce the fundamentals of a current presentation software program. Emphasis is on developing presentation software skills for use in the workplace.

**CSU**

**CISA 289**

**Advanced Desktop Publishing**

*1 unit; 1 hour lecture, 2 hours lab; 9 weeks*

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

**CSU**

**CISA 298**

**Selected Topics in Computer Information Systems - Applications**

*0.5 - 3 units; 0.5 - 9 hours lecture, 1.5 - 9 hours lab*

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

**CSU**

**Computer Information Systems - Networks**

**CISN 110**

**Networking Fundamentals**

*3 units; 3 hours lecture, 1 hour lab*

This course provides a comprehensive overview of the fundamental concepts of computer networking. It is designed to make the student aware of the various elements, protocols and software within the networking environment. *Recommended Preparation: COMS 110 or equivalent.*

**CSU**

**CISN 120**

**Network Administration**

*3 units; 3 hours lecture, 1 hour lab*

This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day network administrative tasks in single-domain and multiple-domain networks on Windows NT, 2000, and XP.

*Recommended Preparation: CISN 110 or equivalent*

**CSU**

**CISN 130**

**Network Technical Support**

*3 units; 3 hours lecture, 1 hour lab*

This course provides students with the knowledge and skills necessary to install, configure,

customize, and troubleshoot Microsoft Windows NT, 2000, and XP in a single-domain network. In addition, students learn how to integrate Windows networks with other platforms such as Novell NetWare and UNIX networks.

*Recommended Preparation: CISN 110 or equivalent*

**CSU**

**CISN 141**

**Operating Systems, Windows 2000 Professional**

*3 units; 3 hours lecture, 1 hour lab*

This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Microsoft Windows 2000 Professional in a single-domain Microsoft Windows 2000 based network.

*Recommended Preparation: Completion of COMS 110 or equivalent.*

**CSU**

**CISN 142**

**Operating Systems, Windows XP**

*3 units; 3 hours lecture, 1 hour lab*

This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Microsoft Windows XP in a single-domain Microsoft Windows based network.

*Recommended Preparation: COMS 110 or equivalent*

**CSU**

**CISN 145**

**Active Directory Architecture**

*3 units; 3 hours lecture, 1 hour lab*

This course will prepare the student to install, configure, manage, monitor and troubleshoot Active Directory. Other topics covered include configuring DNS (Domain Name Services) for Active Directory, optimizing components, and security of Active Directory. Students will propose and implement various configurations and test them in hands-on lab case study assignments.

**CSU**

**CISN 150**

**Exchange Server Administration**

*3 units; 3 hours lecture, 1 hour lab*

This course will prepare the student to plan, deploy and configure electronic mail and messaging solutions utilizing Microsoft Exchange Server. Students will analyze communication and collaboration needs for several types of organizations then propose and imple-

# COURSE ANNOUNCEMENTS

ment appropriate solutions. These solutions will also be deployed and tested in hands-on lab work using a Windows Server Platform.

**CSU**

## **CISN 160**

### **Networking with TCP/IP**

*3 units; 3 hours lecture, 1 hour lab*

This course provides students with the knowledge and skills required to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT, 2000 and XP operating systems. *Recommended Preparation: CISN 110 or equivalent.*

**CSU**

## **CISN 165**

### **Network and Computer Security**

*3 units; 3 hours lecture, 1 hour lab*

This course will prepare the student to implement security measures on networked and stand-alone computer systems. Students will analyze security risks from a variety of sources including user authentication, file security, denial-of-service-attacks, viruses, and physical attacks. The proposed security solutions will be implemented and tested in hands-on lab work using Windows 2000. These security solutions are also applicable in Windows 9x, ME, NT, XP, and UNIX.

**CSU**

## **CISN 170**

### **Basic Router Configuration and Networking**

*3 units; 3 hours lecture, 1 hour lab*

This course builds on the concepts from the Networking Fundamentals (CISN 110). It provides a comprehensive overview of basic router configuration on a local area network (LAN). It is designed to provide students with the knowledge and skills needed to proceed to a course in router configuration on a wide-area network (WAN). This course is the second of a four-course sequence designed to prepare the student to successfully complete the CCNA (Cisco Certified Networking Associate) Certificate exam.

**CSU**

## **CISN 171**

### **Advanced Router Configuration and Networking**

*3 units; 3 hours lecture, 1 hour lab*

This course builds on the concepts from the Networking Fundamentals (CISN 110) and Basic Router Configuration and Networking (CISN 170). It provides a comprehensive over-

view of router configuration on a Wide Area Network (WAN). This course is the third of a four-course sequence designed to prepare the student to successfully complete the CCNA (Cisco Certified Networking Associate) certificate exam.

*Recommended Preparation: CISN 110*

**CSU**

## **CISN 172**

### **Router Configuration & Wide Area Networking**

*3 units; 3 hours lecture, 1 hour lab*

This course builds on the concepts from the Networking Fundamentals (CISN 110), Basic Router Configuration and Networking (CISN 170) and Advanced Router Configuration and Networking (CISN 170). It provides a comprehensive overview of router configuration on a Wide Area Network (WAN). This course is the fourth of a four-course sequence designed to prepare the student to successfully complete the CCNA (Cisco Certified Networking Associate) certification exam.

*Recommended Preparation: CISN 110*

**CSU**

## **CISN 190**

### **Web Hosting**

*3 units; 3 hours lecture, 1 hour lab*

This course teaches student how to support the various features of web hosting on the World Wide Web using Microsoft Internet Information Server (IIS). Students will learn how to install, configure, and implement all components that comprise an Internet web site.

*Recommended Preparation: CISN 110 or equivalent*

**CSU**

## **CISN 298**

### **Selected Topics in Computer Information System - Networks**

*0.5 - 3 units; 0.5 - 9 hours lecture, 1.5 - 9 hours lab*

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

**CSU**

## **Computer Studies**



**COMS 100**  
**Introduction to Computer Systems**

*3 units; 3 hours lecture*  
An introduction to the concepts of computer information systems and their application in problem solving and decision-making for business, science and industry. An overview of computer terminology, computer system components, system development and maintenance, programming languages, data communication, networking, the Internet, applications and systems software, and the computer's impact on society.

**CSU, UC**

**COMS 110**  
**Introduction to Microcomputers**

*3 units; 3 hours lecture, 1 hour lab*  
CAN CSCI 2  
An introduction to microcomputers and microcomputer applications. Important concepts for the effective use of the user interface, word processor, spreadsheet, database, and Internet will be introduced. These concepts will be reinforced by hands-on experience both inside and outside of the classroom.

*Recommended Preparation: CISA 170, or equivalent.*

**CSU, UC**

**COMS 120**  
**BASIC Programming**

*3 units; 3 hours lecture, 1 hour lab*  
An introduction to structured computer programming using the Visual Basic.NET language. Topics include numeric and character string manipulation using simple variables and arrays. Subprograms and functions are introduced. Program design and user interface design are introduced. Programs are written and run by students on microcomputers in the Visual Studio.NET environment.

*Prerequisite: Math 90, Beginning Algebra, or Math 97 Beginning Algebra Part B, or equivalent.*

**CSU, UC**

**COMS 121**  
**Advanced BASIC Programming**

*3 units; 3 hours lecture, 1 hour lab*  
Theory and application of advanced programming techniques with emphasis on sequential and random access data files. Programming project in the student's area of interest required.

*Prerequisite: COMS 120 or equivalent*

**CSU, UC**

**COMS 199**  
**Independent Study in Computer**

**Studies**

*1 - 3 units; 3 - 9 hours lab*  
An opportunity for advanced students with special skills and interests in computer studies to explore a particular topic in depth under the direction of a computer studies instructor. Credit/No Credit grading.

**CSU, UC**

**COMS 215**  
**Programming in C/C++**

*3 units; 3 hours lecture, 1 hour lab*  
CAN CSCI 16  
A course for the continuing programming student in elements and use of the C/C++ programming language. There will be discussion of design, coding, testing and debugging of programs using the C/C++ language and language support. The usefulness and application of this language will be explored.

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

**CSU, UC**

**COMS 220**  
**Assembly Language Programming**

*3 units; 0.3 hour lecture, 1 hour lab*  
CAN CSCI 10  
Functional organization of digital computers and low-level programming; internal representation of data, binary arithmetic, machine instructions, addressing modes, subroutine linkage, macros, and interrupts.

*Prerequisite: COMS 215, or COMS 120 or equivalent*

**CSU, UC**

**COMS 234**  
**Internet Programming**

*3 units; 3 hours lecture, 1 hour lab*  
This course will prepare the student to create dynamic websites. VBScript will be used to create Active Server Pages that respond to client requests. JavaScript will be used to prepare client requests. Programming principles, standards, and conventions will be studied and applied. The student will create a Database-driven website application.

**CSU**

**COMS 298**  
**Selected Topics in Computer Studies**

# COURSE ANNOUNCEMENTS

1 - 3 units; 3 - 9 hours lab

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

**CSU, UC**

## Cosmetology

### **COSM 300**

#### **Beginning Cosmetology**

16 units; 40 hours lab

Introduction to the basic techniques of Cosmetology. With the instructor during the first 200 hours, to learn all beginning procedures for a foundation to work on clients. Work on worksheets, and practice on dollheads, other students, and clients. Learn introductory procedures on the skin, hair and nail services. Students receive credit towards the minimum hours and operations set forth by the Barbering and Cosmetology Program under the Department of Consumer Affairs. Credit/No Credit grading only.

### **COSM 301**

#### **Advanced Cosmetology**

12 - 16 units; 40 hours lab

Using the basic techniques learned in COSM 300, the student goes on to an advanced level. The instructors facilitate the students step-by-step procedure on clients. As student nears graduation, they are expected to control more of the decisions to satisfy the client. Final decisions are made after a consultation with the instructor. Students continue to receive credit towards the minimum required operations set forth by the Barbering and Cosmetology Program under the Department of Consumer Affairs. Credit/No Credit grading only.

*Prerequisite:* COSM 300

### **COSM 310**

#### **Manicuring**

7 - 8 units; 20 hours lecture

A course of study defined by the State Department of Professional and Vocational Standards under the California Cosmetology Act. Theory, modeling, plain and hot oil manicures, pedicures, acrylic nails, nail tips, nail wraps and repairs, reception desk work, and miscellaneous studies. Credit/No Credit grading.

## Counseling

### **COUN 85**

#### **Success Strategies for Math (cross-listed as PSYC 50)**

1 unit; 3 hours lecture; 6 weeks

The class will investigate the causes of and solutions to "math anxiety," how to use math language, how to write about math, and how to develop problem solving skills. It includes discussion of various experiences with math and the development of skills that promote success in math classes.

### **COUN 88**

#### **Selected Topics in Counseling**

0.5 - 3 units; 0.5 hour lecture, 9 hours lab

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

### **COUN 90**

#### **Career Decision-Making**

1 unit; 3 hours lecture; 6 weeks

This course guides students through a short-term career and educational planning process to assist them in making a career decision. The course will include: self assessment of interests, skills, abilities, values, and personality style; assessment and research of the world of work; application of the career and educational decision-making process; and outlining the process of completing a career and/or educational goal.

### **COUN 91**

#### **Job Search Strategies**

1.5 units; 3 hours lecture; 9 weeks

A course designed to assist students in developing skills for finding and keeping a job. Students will construct resumes and cover letters, learn and practice interview techniques, write job applications, and understand the steps for soliciting letters of recommendation. They will explore coping strategies for school-to-career transitions and learn job retention skills. Students will analyze job trends and learn to use Internet computer resources for conducting a job search in a rapidly evolving employment scene.

### **COUN 100**

#### **College Success**

*3 units; 3 hours lecture*

A course designed to assist students in obtaining the skills and knowledge necessary to reach their educational goals. Students will receive an extensive orientation to the college and its policies and programs. Students will also participate in career planning activities and be introduced to study skills in the areas of note-taking, reading skills, test-taking, and listening skills.

**CSU**

**COUN 101  
College Discovery**

*1 unit; 3 hours lecture; 6 weeks*

A short-term, intensive course designed to help students adjust to college by orienting them to college resources and teaching them how to network with others. Students will identify and address strengths and barriers related to college success, as well as discover their own learning style and attitude. Students will also learn effective college/classroom behaviors, including listening, concentration, note-taking, and academic honesty. Self-management skills will be addressed, along with motivation, personal responsibility, and self-discipline.

**CSU**

**COUN 102  
Strategies for Personal Development**

*1 unit; 3 hours lecture; 6 weeks*

A short-term, intensive course that provides students with exposure to successful strategies for college and life, including: communication skills, relationship development, priority management, and decision-making techniques. Through personality, interest, and value surveys, students will increase their self-awareness and confidence for life-style success, college success and workplace success.

**CSU**

**COUN 103  
Take Charge of Your Learning**

*1 unit; 3 hours lecture; 6 weeks*

A short-term, intensive course which emphasizes critical thinking strategies which can be applied across the curriculum to enhance academic, personal, and job success. The course is designed to make students more effective thinkers through the development of goals, environment, schedule, and approaches for learning. Students will also learn to analyze and evaluate issues from multiple perspectives and solve problems through critical analysis.

**CSU**

**COUN 105**

**Planning for Transfer Success**

*1.5 units; 1.5 hours lecture*

An introduction to the transfer process designed to assist students in planning their long-term educational goals. Students will gain an understanding of transfer requirements, the application of admission process, degrees offered, financial aid, scholarships, housing and supportive services, which will help the student choose the "right college."

**CSU**

**COUN 110  
Career/Life Planning**

*3 units; 3 hours lecture*

A comprehensive course designed to assist students in obtaining the necessary skills and resources for effective career and life planning. Students will gain an understanding of their skills, values, interests and personality style based on a variety of assessments and learn how to apply them to career decision-making and goal setting. Students will also learn job search techniques and learn how to gather educational planning, occupational, and labor market information.

**CSU**

**COUN 120  
Introduction to Human Services**

*3 units; 3 hours lecture*

An introduction to human services profession. The course explores the historical, cultural and societal aspects of the helping profession. The course will introduce the essential helping skills of human service workers. The broad career opportunities within human services will be examined and a candid look at the demands and strains of choosing a service career will be explored.

**CSU**

**COUN 122  
Helping Skills in Human Services**

*3 units; 3 hours lecture*

An introduction to helping skills and interview techniques necessary for paraprofessionals, volunteers and students working in the Human Services field. Students will learn basic communication skills to effectively support and guide persons who need assistance from social, educational and health service systems. Sensitivity and awareness of the client's diverse needs during an interview will be emphasized.

**CSU**

**COUN 124**

# COURSE ANNOUNCEMENTS

## **Working with Diverse Populations**

*3 units; 3 hours lecture*

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 American, Asian Americans, women and other minority groups. The perspective of women and minority groups will be emphasized. Critical issues in working with culturally different populations will be explored as they relate to the Human Service Specialist.

**CSU**

## **COUN 126**

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

*3 units; 3 hours lecture*

The course will provide training in case management skills to implement with clients in a variety of human service organizations. Students will learn the practical aspects of case management: intake interview skills, assessment, organization and design of a case plan, implementation and follow up. Advocacy skills will be reviewed and an overview of legal and ethical issues and professional development activities of human service specialists will be examined.

**CSU**

## **COUN 128**

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

*3 units; 3 hours lecture*

An introductory course in substance abuse that orients the learner to commonly abused substances and their physical and cognitive impact, addiction theory, problem identification and treatment modalities. This course emphasizes prevention and intervention strategies for helping professionals working in a variety of health and human service settings.

**CSU**

## **COUN 298**

### **Selected Topics in Guidance**

*1 - 3 units; 3 hours lecture*

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

**CSU**

## **COUN 398**

## **Selected Topics in Counseling**

*0.5 - 3 units; 0.5 - 9 hours lecture*

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

## **Criminal Justice Training**

### **CJT 100**

#### **Introduction to Public Safety Professions**

*3 units; 3 hours lecture*

This course will provide students with an overview of public safety careers including law enforcement, 9-1-1 dispatching, corrections, fire suppression, fire investigation, para-medicine, and the practice of law. Students will learn about the prerequisite training required, minimum qualifications, and typical job tasks associated with these public safety professions. The course will include job search and application strategies as well as pre-employment testing and interviewing techniques.

**CSU**

### **CJT 110**

#### **Community Service Officer Academy**

*3 units; 7 hours lab; 3 weeks*

Community Service Officers are civilian law enforcement employees that perform a variety of support functions including police report taking, evidence collection, traffic direction, and crime prevention. This course includes criminal law, report writing, professionalism, basic investigations, crime scene management, evidence collection, non-emergency driving, safety, first aid and CPR, and traffic accident scene management.

**CSU**

### **CJT 200**

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

*9 - 18 units; 18 - 41 hours lab*

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.

*Condition on Enrollment: 1. Complete a criminal history fingerprint check through the California Department of Justice (135)1.5*

PC). 2. Obtain clearance from a licensed physician indicating capacity to participate in intensive physical activity. The above prerequisites may be certified by an authorized law enforcement agency.

**CSU**

**CJT 202**

**Resource Academy**

20 units; 24.5 hours lecture, 18 hours lab

The Resource Academy consists of all the requirements of the P.O.S.T. Basic Police Academy, and is certified by the Commission on P.O.S.T., with up to 200 hours of additional Fish and Game specific topics. Attendance to the Resource Academy is required by the State Department of Fish and Game for employment as a Game Warden. Fish and Game specific topics include: patrol procedure, wildlife and fish identification classes, environmental laws, and the enforcement of hunting and fishing regulations.

*Condition on Enrollment:* 1. Pass entrance testing: reading, comprehension, writing samples, and physical agility. 2. Medical Verification: obtain clearance from a licensed physician indicating capacity to participate in intensive physical activity. 3. Fingerprint Clearance: obtain fingerprint clearance verifying nonconviction of felony from State of California or the FBI.

**CSU**

**CJT 203**

**Module 3 Arrest and Firearms**

1 - 4 units; 3 hours lecture

A course certified by the California Commission of Peace Officer Standards and Training to fulfill the requirements of section 832 PC and the training requirements for Level 3 Reserve Peace Officers. Includes laws of arrest, search and seizure, methods of arrest, discretionary decision-making, and firearms.

*Prerequisite:* Complete a criminal history fingerprint check through the California Department of Justice (13511.5 PC). Obtain clearance from a licensed physician indicating capacity to participate in intensive physical activity. The above prerequisites may be certified by an authorized law enforcement agency.

**CSU**

**CJT 204**

**Module 2 Reserve Officer**

6 units; 16 hours lab

A course certified by the California Commission on Peace Officer Standards and Training to fulfill the training requirements to be hired as

a Level 2 Reserve Peace Officer in California. This course includes advanced training in criminal law, laws of arrest, search and seizure, report writing, investigations, methods of arrest, and firearms. State mandates require that students successfully complete CJT 203 prior to enrolling in this course.

*Prerequisite:* Successful completion of a P.O.S.T. certified Module 3 course within the last three years (CJT 203) required by P.O.S.T. regulation D-1(2)(A).

**CSU**

**CJT 205**

**Module 1 Reserve Officer**

8 units; 24 hours lab

A course certified by the California Commission on Peace Officer Standards and Training that meets the basic training requirements to be hired as a Level 1 Reserve Peace Officer. This is an advanced course that includes patrol procedures, criminal investigations, arrest methods, discretionary decision-making, emergency vehicle operations, and firearms. State mandates require that students successfully complete CJT 203 and CJT 204 prior to enrolling in this course.

*Prerequisite:* Successful completion of a P.O.S.T. certified Module 3 course and Module 2 course within the last three years (CJT 203 and CJT 204) and passage of a P.O.S.T. constructed level 1 entrance examination. Required by P.O.S.T. regulation D-1(3)(A).

**CSU**

**CJT 280**

**Professional Security Officer Academy 1**

4 units; 2 hours lecture, 6 hours lab; 15 weeks

The first of a two-course sequence leading to a Certificate of Vocational Competency in Professional Security. Introduction to the security profession, crime prevention techniques, criminal law, First Aid/CPR, arrest techniques, use of force issues, professional behaviors on and off-duty, report writing and documentation are subjects that will be covered. The training will meet the requirements for the Department of Consumer Affairs Guard card, and Baton and Firearms certification. Repeatable two times for credit.

**CSU**

**CJT 281**

**Professional Security Officer Academy 2**

4 units; 2 hours lecture, 6 hours lab; 15 weeks

The second of a two-course sequence leading to a Certificate of Vocational Competency in professional security. Advanced topics such as

# COURSE ANNOUNCEMENTS

target hardening, protection of intellectual property, personal security, the identification and protection of physical evidence, use of communication devices, surveillance techniques, courtroom testimony, and the principles of safe vehicle operations will be presented.

**CSU**

## **CJT 296**

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

*6 units; 6 hours lecture, 2 hours lab*

Entry-level skills and knowledge to personnel who are interested in a job with law enforcement or public safety agency. Receiving calls for services and dispatching law enforcement personnel; and medical aid dispatching. Course is certified by the State Commission on Peace Officer Standards and Training.

**CSU**

## **CJT 297**

### **Basic Academy Recertification Course**

*6 units; 10 hours lecture, 10 hours lab; 8 weeks*

This course covers specific areas of instruction which have been identified by the Peace Officer's and Training Commission, as necessary for all Basic Academy graduates who have not been employed as a Peace Officer in the State of California within the prior three year periods in order that they may be recertified to be so employed.

**CSU**

## **CJT 298**

### **Selected Topics in Criminal Justice Training**

*1 - 5 units; 3 - 8 hours lecture*

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

**CSU**

## **CJT 302**

### **Criminal Justice Skills & Knowledge Modular**

*4 units; 8 hours lecture, 8 hours lab*

Advanced topics in law enforcement designed to enhance the job skills and to meet P.O.S.T. requirements for continuing professional training for peace officers and communications dispatchers. Classes are scheduled from 8 to 144 hours in length with course content taken from one of forty-one topical areas. Repeatable as topics change. Credit/No Credit

## **Digital Design Graphics Technology**

### **DDGT 110**

#### **Technical Drawing Fundamentals**

*3 units; 2 hours lecture, 3 hours lab*

An entry level course for students with little or no technical drawing experience. Topics covered include drafting standards, drawing scales, geometric constructions, orthographic projection, sectioning, computer-aided drafting (CAD) applications using the latest version of AutoCAD.

**CSU, UC**

### **DDGT 120**

#### **Digital Design Graphics Technology 1**

*7 units; 5 hours lecture, 10 hours lab*

The first of a four course series in the Digital Design Graphics Technology A.S. Degree program. Drafting fundamentals are covered that include national and international drafting standards, geometric constructions, orthographic projections, dimensioning, sectioning, auxiliary views, Computer-aided drafting fundamentals, and three-dimensional modeling. All coursework is done using the latest release of the AutoCAD software program.

*Recommended Preparation: MACH 100 and MATH 92*

**CSU**

### **DDGT 121**

#### **Digital Design Graphics Technology 2**

*7 units; 5 hours lecture, 10 hours lab*

The second of a four course series in the Digital Design Graphics Technology A.S. Degree program. Advanced study in computer-aided drafting (CAD) three-dimensional parametric solid modeling, Boolean operations, advanced lighting and scene layout for CAD rendered images, the study of descriptive geometry and lateral surface developments and creation of working drawing sets. Development of intranet web pages for communication of engineering documents across the internet.

*Prerequisite: DDGT 120*

*Recommended Preparation: MATH 107*

**CSU**

### **DDGT 199**

#### **Independent Study in Digital Design Graphics Technology**

*1 - 3 units; 3 - 9 hours lab*

A course for second-year Digital Design Graphics Technology degree track students wishing to pursue related special studies that are not included in the existing Digital Design

Graphics Technology/Autodesk Premier ATC curriculum.

*Prerequisite: DDGT 121*

**CSU**

**DDGT 201**

**Autocad for the Professional Level 1**

*1 unit; 5 hours lecture, 11 hours lab; 2 weeks*

This course teaches the beginning Computer-Aided Drafting (CAD) user the beginning fundamentals of using the latest release of the AutoCAD software program. The user interface, drawing aids, drawing & editing commands, layers, blocks, drawing annotation, dimensioning, and outputting drawing files to hard-copy are covered.

**CSU**

**DDGT 202**

**Autocad for the Professional Level 2**

*1 unit; 5 hours lecture, 11 hours lab; 2 weeks*

This course builds on knowledge and skills gained in DDGT 201, AutoCAD For the Professional Level 1. Topics covered include grips, object selection settings and filters, system variables, advanced linetype creation, block attributes, externally referenced files, working with raster images, dimension style families, editing dimensions, paperspace and printing, and introduction to customization and 3D drawing.

**CSU**

**DDGT 203**

**Autocad for the Professional Level 3**

*1 unit; 5 hours lecture, 11 hours lab; 2 weeks*

This course builds on topics covered in AutoCAD level 2 by incorporating various AutoCAD command structures into the output of drawing files by plotting and printing, create a continuous slide show, and work with paperspace.

**CSU**

**DDGT 205**

**Autocad 3D Drawing and Rendering**

*1 unit; 5 hours lecture, 11 hours lab; 2 weeks*

This course teaches the student how to use the latest release of AutoCAD for drawing three dimensional (3D) wireframe and solid models. Construction techniques including Boolean operations are taught as are rendering techniques including materials and lighting.

*Recommended Preparation: DDGT 202*

**CSU**

**DDGT 206**

**Autocad Architectural Desktop**

*1 unit; 5 hours lecture, 11 hours lab; 2 weeks*

This course is intended for students who are AutoCAD proficient and wish to optimize their architectural CAD capabilities by using the AutoCAD Architectural Desktop software program. Topics covered include showing the progression from schematic design to design development through the creation of construction documents. Also included are the development of 3D animated walk-throughs and fly-bys.

**CSU**

**DDGT 207**

**3D Studio Max, Level 1**

*1 unit; 5.5 hours lecture, 10.5 hours lab; 2 weeks*

A beginning level course in the use of the latest release of Kinetix 3D Studio Max, an industry leading three-dimensional modeling and animating software application that runs on the Windows NT platform. Topics covered include hardware requirements, user interface, 3D modeling, keyframes, lights and cameras, material application, and animating scenes.

*Recommended Preparation: DDGT 205*

**CSU**

**DDGT 208**

**3D Studio Max Level 2**

*1 unit; 5 hours lecture, 11 hours lab; 2 weeks*

This is the second in a two-course series in the study of 3D Studio MAX, an animating and rendering software program. Topics include review 3D Studio MAX Level 1, advanced shape editing, advanced modifier usage, animating materials, complex lofting techniques, video post, and adding audio to animations.

*Recommended Preparation: DDGT 207*

**CSU**

**DDGT 209**

**3D Studio Viz Level 1**

*1 unit; 5 hours lecture, 11 hours lab; 2 weeks*

This course teaches the architectural designer how to present to their clients realistically modeled, rendered and animated three dimensional walkthroughs and fly-bys of their architectural designs on a desktop computer platform using the 3D Studio VIZ software application.

*Recommended Preparation: DDGT 206*

**CSU**

# COURSE ANNOUNCEMENTS

## DDGT 230

### Digital Architectural Drafting and Design

6 units; 3 hours lecture, 6 hours lab

A study of the digital graphic representation used by the architectural field, building codes, symbology, floor plans, sectional views, foundation plans, roof framing plans, specifications, interior/exterior elevations, computer animated walk-throughs and fly-bys.

*Recommended Preparation:* DDGT 206

**CSU**

## DDGT 231

### Architectural Design and Drafting 2

6 units; 3 hours lecture, 6 hours lab

Design fundamentals and graphic representation used by the architectural drafter. The use of symbols, sectional views, details, elevations, floor plans and applications of building codes as they apply to commercial and advanced residential projects.

*Prerequisite:* DDGT 230

*Recommended Preparation:* DDGT 121

**CSU**

## DDGT 240

### Digital Design Graphics Technology 3

7 units; 5 hours lecture, 10 hours lab

A third of a four course series in the Digital Design Graphics Technology A.S. Degree program. Study of modeling, materials, lighting, and animation of three-dimensional (3D) models and scenes. Editing 3D objects, lofting objects, utilize particle systems, create cameras, perform video post operations, timing of multiple object animations within a scene. Study of traditional pictorial drawing types, and biped character animation.

*Prerequisite:* DDGT 121

**CSU**

## DDGT 241

### Digital Design Graphics Technology 4

7 units; 5 hours lecture, 10 hours lab

The last of a four course series in the Digital Design Graphics Technology A.S. Degree program. The study of civil drafting, geographic information systems (GIS) and their relationship to engineering documentation, utilization of electrical/electronic symbology and the development of various electronic diagrams.

*Prerequisite:* DDGT 240

**CSU**

## DDGT 298

### Selected Topics in Digital Design Graphics Technology

1 - 3 units; 1 - 9 hours lecture/lab

Topics in Digital Design graphics Technology not covered by regular catalog listings.

Course content and unit credit to be determined in relation to community/student needs and available staff. Offered as a seminar, lecture, or lecture/lab class.

**CSU**

## Drama

### DRAM 110

#### Survey & Appreciation of Theatre (cross-listed as HUMA 170)

3 units; 3 hours lecture

CAN DRAM 18

An introduction to theatre arts. Exploration of the range and magnitude of the theatrical experience, elements of a play, also the historical tradition's influence, its contents and forms.

**CSU, UC**

### DRAM 114

#### Introduction to Dramatic Literature (cross-listed as ENGL 208)

3 units; 3 hours lecture

CAN ENGL 22

Reading and comparison of plays and theories of drama from ancient Greece to the 20th century.

**CSU, UC**

### DRAM 115

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

3 units; 3 hours lecture

This course explores the contributions to contemporary American drama of African Americans, Asian Americans, Native Americans, Chicano/Latinos and other cultural ethnic or sub-cultural groups. A significant portion of the course of study is devoted to the perspectives and contributions of women.

**CSU, UC**

### DRAM 116

#### Script Writing 1

3 units; 3 hours lecture

This course will expose the student to the art of scriptwriting and will offer the opportunity to learn the craft of writing for stage, screen and television. From treatments, first draft, rewrites to a final draft, students will construct a one-act script.

**CSU**



**DRAM 117**  
**Script Writing 2**

*3 units; 3 hours lecture*

This course will expose the student to the art of scriptwriting and will offer the opportunity to learn the craft of writing for stage, screen and television. From treatments, first draft, rewrites to a final draft, students will construct a three-act script.

*Prerequisite: DRAM 116 - Scriptwriting 1*

**CSU**

**DRAM 120**  
**Technique of Acting**

*3 units; 2 hours lecture, 3 hours lab*

CAN DRAM 8

Introduction to the processes of acting and the creation of roles in plays: pantomime, improvisation, scenes from realistic and non-realistic plays for the beginning actor, etc. May be repeated one time.

**CSU, UC**

**DRAM 122**  
**Improvisation Workshop**

*2 units; 1 hour lecture, 2 hours lab*

This is a workshop class in which students learn and practice improvisational skills designed to support live performances. Repeatable for credit two times.

**CSU**

**DRAM 125**  
**Television Acting**

*1 unit; 1 hour lecture, 1 hour lab; 9 weeks*

Introduction to TV acting, movement and vocal techniques, awareness of the video medium from the performer's point of view, production of monologues, interviews, and group scenes.

**CSU**

**DRAM 135**  
**Commercial/On-Camera Acting**

*2 units; 1 hour lecture, 2 hours lab*

This course offers instruction in "on-camera", audition techniques as well as guidance for securing an agent, preparing photographs and resumes, and joining the entertainment unions. It also focuses on the difference between stage and on-camera performance skills. Appropriate for students interested in a career in acting, particularly in TV commercials and industrial programs. Repeatable once for credit.

**CSU**

**DRAM 140**  
**Introduction to Documentary Video Production**

*3 units; 2 hours lecture, 2 hours lab*

This course introduces the student to materials, techniques and artistic applications for creating video documentaries. Course topics include creating a documentary outline and artistic storyboard, basic camera and lighting technique, digital non-linear editing and augmentation with music soundtrack. Students should own or have access to a digital camcorder. Repeatable once for credit.

**CSU**

**DRAM 150**  
**Theatre Performance**

*1 - 3 units; 3 - 9 hours lab*

Theatre Performance is designed for the study, preparation and production of plays selected from world drama to be presented on stage before the campus and community. Each semester the course is offered, a different production will be presented. Appropriate for all drama majors. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**DRAM 151**  
**Touring Theatre Workshop**

*1 - 3 units; 1 - 3 hours lecture, 2 - 6 hours lab*

Touring Theatre Workshop is designed for the production of touring plays to be presented before the campus and community. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**DRAM 152**  
**Children's Theatre Workshop**

*1 - 3 units; 3 - 9 hours lab*

Children's Theatre Workshop is designed for the production of plays to be presented primarily before children's audiences and the general community. Appropriate for all drama majors. Repeatable for credit three times.

*Audition: Perform lines with emotional understanding*

**CSU**

**DRAM 153**  
**Musical Theatre Production**

*1 - 3 units; 3 - 9 hours lab*

Musical Theatre Production is designed for the production of musicals to be presented before the campus and community. Each semester the course is offered, a different production will be presented. Appropriate for all drama majors. Repeatable for credit three times.

*Limitation of Enrollment: By audition*

**CSU, UC**

# COURSE ANNOUNCEMENTS

## **DRAM 155**

### **Dance Theatre Production**

*1 - 3 units; 3 - 9 hours lab*

Theatre Dance Production is a course that emphasizes choreography for Broadway-style musicals and light opera and is performed with an orchestra. Each semester the course is offered, new choreography will be presented in conjunction with a specific musical production. Appropriate for all music and drama majors. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

## **DRAM 160**

### **Theatre Workshop**

*1 - 2 units; 6.5 - 13 hours lab; 10 weeks*

Workshop in all aspects of a theatre production including acting and technical theatre. Culminates in the performance of a play. Repeatable for credit three times.

*Limitation on enrollment: Assignment to role in production by audition*

**CSU**

## **DRAM 161**

### **Summer Theatre Workshop: Comedy**

*1 - 2 units; 6.5 - 13 hours lab; 8 - 10 weeks*

A focused performance course which emphasizes the techniques necessary to prepare and perform productions specifically in the comic genre. Repeatable for credit three times.

**CSU, UC**

## **DRAM 162**

### **Summer Theatre Workshop: Drama**

*1 - 2 units; 6.5 - 13 hours lab; 8 - 10 weeks*

A focused performance course which emphasizes the techniques necessary to prepare and perform productions specifically in the dramatic genre. Repeatable for credit three times.

**CSU, UC**

## **DRAM 163**

### **Musical Production: Opera/Operetta**

*1 - 2 units; 13 hours lab; 8 weeks*

Production of an opera or operetta. Appropriate for actors, singers, and technical state personnel.

**CSU**

## **DRAM 170**

### **Technical Theater Laboratory**

*1 - 3 units; 3 - 9 hours lab*

An introduction to the basic vocabulary, techniques, materials, and equipment of entertainment technology. Experience in working with sets, properties, costumes, lights, sound, and makeup.

Appropriate for all drama majors. Repeatable for credit three times.

**CSU, UC**

## **DRAM 190**

### **Stagecraft: Scenery and Props**

*3 units; 2 hours lecture, 4 hours lab*

*CAN DRAM 12*

Survey of all technical phases of scene and prop construction, painting, placement and manipulation. The student will study the aesthetics and practical applications of set and property design. Course is designed for the beginner.

**CSU, UC**

## **DRAM 191**

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

*3 units; 2 hours lecture, 4 hours lab*

Introduction to function of theatrical costume and makeup and the contribution to the total aesthetic effect of a dramatic production. Design research and principles, costume and makeup organization, pattern and construction techniques and makeup application are introduced.

**CSU, UC**

## **DRAM 199**

### **Independent Study in Drama**

*1 - 3 units; 3 - 9 hours lab*

Under instructor's supervision, student pursues a creative project or independent study. The academic study culminates in a paper; the creative project involves designing, directing, or writing a play.

**CSU, UC**

## **DRAM 201**

### **Producing and Directing for Television**

*1 - 3 units; 2 hours lecture, 3 hours lab*

Pre-production and production of television programs; laboratory experiences in both studio TV and field production, emphasizing message construction and solving artistic problems; coordination of script, image and sound, editing; also sets, lighting costumes, makeup. Repeatable 3 times.

**CSU**

## **DRAM 203**

### **Survey and Appreciation of Film (cross-listed as HUMA 185)**

*3 units; 3 hours lecture*

This is an introductory course to enhance the student's appreciation of film as an entertainment/information source, a technological development and an art form. This course utilizes the disciplines of history, film analysis,

(how films are made), film criticism and critical thinking techniques to achieve the course objectives.

**CSU, UC**

**DRAM 220**  
**Shakespeare on Stage**

*3 units; 3 hours lecture*

This course is designed to provide a basic approach to the creation of effective dramatic presentations of the plays of William Shakespeare. Students will study Elizabethan and contemporary stage technique; and develop skills dealing with interpretive, vocal and physical demands of contemporary Shakespearean performance. Repeatable once for credit.

**CSU, UC**

**DRAM 240**  
**Intermediate Acting 1**

*3 units; 2 hours lecture, 3 hours lab*

A continuation of the study of the processes of acting and the creation of dramatic roles on an intermediate level. Improvisation, scenes from realistic and non-realistic plays, etc. May be repeated 1 time.

*Recommended preparation: DRAM 120*

**CSU, UC**

**DRAM 244**  
**Acting Workshop**

*3 units; 1 hour lecture, 2 hours lab*

The exploration and development of acting skills through exercise and performance. Repeatable once for credit.

**CSU, UC**

**DRAM 298**  
**Selected Topics in Drama**

*1 - 3 units; 2 - 54 hours lab*

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

**CSU, UC**

**Earth Science**

**EART 110**  
**Earth Science: Earth, Sea, and Sky**

*4 units; 3 hours lecture, 3 hours lab*

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. Several field trips planned.

**CSU, UC**

**Economics**

**ECON 100**  
**Economics 1**

*3 units; 3 hours lecture*

*CAN ECON 2*

Introduction to principles of macro economic analysis, economic institutions, and the application of these concepts to public policy. Comprehension of the economic vocabulary, the conflicting economic theories, money and banking, national income accounting, the basis of economic growth, and the role of government in our economic lives.

**CSU, UC**

**ECON 101**  
**Economics 2**

*3 units; 3 hours lecture*

*CAN ECON 4*

This course focuses on the micro economics area. Demand and supply analysis will be emphasized. These will be applied to firms in different market structures. The impact of government intervention through laws and policies, i.e., anti-trust law, will be reviewed. We will examine the nature and source of wages, rents, interest and profits. International trade will be explored with regard to its scope and reasons for trade and how it is fostered or hindered.

**CSU, UC**

**ECON 120**  
**Economic History of the U.S.**

*3 units; 3 hours lecture*

A survey of the economic development of the United States from colonial times to the present, with emphasis on the relationship of economic activities to social and political development.

**CSU, UC**

**Education**

**EDUC 100**  
**Teaching as a Profession**

*3 units; 2 hours lecture, 3 hours lab*

This course explores teaching as a profession in K-12 education. Effective teaching, experi-

# COURSE ANNOUNCEMENTS

ence and expectations of a teacher, foundations of teaching, critical issues in education, student diversity and job options are emphasized. Students are required to complete 48 hours of field observation and field work.

**CSU**

## Electronics

### **ELEC 98**

#### **Electronics Math 1**

*3 units; 3 hours lecture*

This course is intended for those students enrolled in ELEC 120, Basic Electronics I. Content includes scientific notation, determinants, ratio-proportion, factoring, quadratic equations, functions, and graphs.

### **ELEC 109**

#### **Electronics Math 2**

*3 units; 3 hours lecture*

This course is intended for those students enrolled in ELEC 121, Basic Electronics II. Content includes trigonometric concepts such as basic functions, identities, laws of sines and cosines, complex arithmetic logarithms and numbering systems and logic.

*Prerequisite: ELEC 98*

**CSU**

### **ELEC 120**

#### **Basic Electronics I**

*4 units; 3 hours lecture, 3 hours lab*

A course for the beginning electronics student with very little or no previous experience in electronics. The course presents introductory information and training for electronic circuits and principles. Physical skills are acquired through the use of electronic circuits and equipment at an electronic laboratory station.

**CSU**

### **ELEC 121**

#### **Basic Electronics II**

*4 units; 3 hours lecture, 3 hours lab*

The second of a two-semester course sequence covering basic electronics. This course presents information on electronic components, AC circuits, AC circuit theorems, time and frequency domain and electronic relationships.

*Prerequisites: ELEC 120*

**CSU**

### **ELEC 199**

#### **Independent Study in Electronics Technology**

*1 - 3 units; 3 - 9 hours lab*

An opportunity for advanced students to explore a particular topic under the guidance and

direction of an electronics instructor. Credit/No Credit Grading. May be repeated 1 time.

**CSU**

### **ELEC 220**

#### **Devices & Circuits I**

*4 units; 3 hours lecture, 3 hours lab*

A third-semester course for the continuing electronics student. This course presents information on bipolar and field-effect transistors in the areas of biasing and small-signal analysis.

**CSU**

### **ELEC 221**

#### **Devices & Circuits II**

*4 units; 3 hours lecture, 3 hours lab*

A fourth-semester course for the continuing electronics student. This course presents information on transistor modeling and operational amplifiers.

*Prerequisite: ELEC 220*

**CSU**

### **ELEC 224**

#### **Microprocessor I**

*4 units; 3 hours lecture, 3 hours lab*

Digital and basic microprocessor theory and operation.

**CSU**

### **ELEC 225**

#### **Microprocessor II**

*4 units; 3 hours lecture, 3 hours lab*

Microprocessor theory and interfacing.

*Prerequisite: ELEC 224*

**CSU**

### **ELEC 227**

#### **Electronics Troubleshooting**

*3 units; 2 hours lecture, 2 hours lab*

The theory of measurement and the basic concepts and techniques of troubleshooting electronic equipment.

*Prerequisite: ELEC 220*

**CSU**

### **ELEC 243**

#### **Communications/Cable TV I**

*4 units; 4 hours lecture, 2 hours lab*

A course designed to provide broad coverage of subject matter pertaining to commercial communications from the standpoint of understanding and maintaining basic circuitry and complete systems.

**CSU**

Drama

Earth Science

Education

Electronics

**ELEC 244**

**Communications/Cable TV II**

*4 units; 3 hours lecture, 3 hours lab*

This course is designed to provide broad coverage of subject matter pertaining to commercial communications from the standpoint of understanding and maintaining basic circuitry and complete systems.

*Prerequisite: ELEC 243*

**CSU**

**ELEC 298**

**Selected Topics in Electronics**

*1 - 3 units; 9 hours lab*

Topics in Electronics 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**

**Engineering**

**ENGI 110**

**Introduction to Engineering**

*3 units; 3 hours lecture*

This course covers the ethics and decisions involved regarding the connection of new technology with human values and social goals. It provides knowledge of physical science and its applications surrounding the issues of technology and society. Speakers, field trips and classroom activities expose students to the many ways technology affects our lives and the variety of roles of engineers in society. Recommended for both technical and non-technical majors.

**CSU, UC**

**ENGI 122**

**Engineering Graphics & Design**

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

CAN ENGR 2

Introduction to the engineering design process and graphical communications tools used by engineers. The fundamentals of orthographic projection, pictorial sketching, dimensioning and tolerancing, and their application in the solution of engineering problems. Use of the computer-aid design package, and AutoCAD, as an analysis, design and documentation tool.

**CSU, UC**

**ENGI 123**

**Scientific & Engineering Problem Solving Using Computers**

*4 units; 3 hours lecture, 3 hours lab*

CAN CSCI 20

Using computers to solve scientific and engineering problems. FORTRAN 90 programming, variables, control structures, arrays and subprograms.

**CSU, UC**

**ENGI 124**

**Introduction to Computers & Methods**

*3 units; 2 hours lecture, 3 hours lab*

Fundamental concepts of computers, computer hardware, computer software, program development, networking, data communications, Internet access and operating systems. Computer methods in computations which includes the use of modern interactive symbolic and numerical computations packages, and includes an introduction to programming methods for problem solving. The use of graphical visualization methods and tools for output will be emphasized. Sample applications will be drawn from various applied science disciplines.

**CSU**

**ENGI 134**

**Internet Essentials  
(cross-listed as CISA 134)**

*2 units; 1 hour lecture, 2 hours lab*

A course that emphasizes successful Internet resources usage. Learn how to confidently integrate the conductivity to Internet into your course work and major. Master electronic mail and browsing the World Wide Web of Internet. Become successful in locating and retrieving information. Other topics will include Gopherspace, UseNet, IRC, Telnet and FTP. Technical aspects of how Internet works, getting connected from home, and creating a WWW Home page are also covered.

**CSU**

**ENGI 240**

**Properties of Materials**

*4 units; 3 hours lecture, 3 hours lab*

CAN ENGR 4

Introduction to engineering materials (metal, ceramics/glasses, polymers, composites) and the link between their microstructure and overall properties. Study of crystallography, phase diagrams, mechanical properties, and electrical (including semiconduction) properties.

*Prerequisites: CHEM 120, PHYS 140*

**CSU, UC**

# COURSE ANNOUNCEMENTS

## ENGI 241

### Engineering Mechanics: Statics

3 units; 2 hours lecture, 3 hours lab

CAN ENGR8

Solve two-and-three-dimensional engineering problems using vector mechanics. Study the equilibrium of rigid bodies, centroids, centers of gravity and forces on submerged surfaces. Analyze trusses, frames and machines. Understand forces in beams, including shear and moment diagrams and friction.

Prerequisites: PHYS 140, MATH 121

CSU, UC

## ENGI 242

### Circuits 1

4 units; 3 hours lecture, 3 hours lab

CAN ENGI 6

Basic electric circuit analysis techniques, including electrical quantities and elements, resistive circuits, network theorems, transient and steady-state responses of RLC circuits, ideal transformers and amplifiers, sinusoidal excitation and phasors, and complex frequency and network functions.

Prerequisites: PHYS 240, MATH 221

CSU, UC

## ENGI 298

### Selected Topics in Engineering

1 - 3 units; 1 - 3 hours lecture, 3 - 9 hours lab

Topics in General Engineering and various Engineering disciplines, such as Engineering Computer Science, Civil Engineering, Mechanical Engineering, Electrical Engineering, Environmental Engineering, Chemical Engineering, Biological Engineering etc., not covered by regular catalog offerings. Course offerings will be based on community/student or program interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture, or lecture/laboratory format as appropriate.

CSU, UC

## English

## ENGL 12

### Beginning Reading Skills

2 - 4 units; 1 - 3 hours lecture, 2 hours lab

An individualized reading course that focuses on acquisition and/or strengthening of the technical skills necessary for decoding, comprehending and interpreting reading material. Special emphasis will be placed on reading in the content areas and developing the ability to respond to assigned readings both in writing and oral discussion. A tutorial lab component

will provide individually prescribed self-paced supplemental instruction and skill development activities for all students enrolled in this course. Credit/No credit grading. Recommended for students scoring in category 1 in reading. Repeatable for credit three times or until four units are earned.

## ENGL 14

### Developmental Spelling

1 - 2 units; 1 hour lecture, 2 hours lab

An individualized developmental spelling course that focuses on spelling principles and rules. First-time students may be required to enroll in PSYC 10 at the same time. Variable unit; Credit/No Credit grading; Open Entry/Open Exit. Repeatable for credit three times or until four units are earned.

## ENGL 15

### Beginning English Grammar

3 units; 3 hours lecture

A beginning level course in grammar and sentence writing. Students will learn to write a grammatically correct sentence using rules of grammar, punctuation and spelling. Credit/No Credit grading. This class is appropriate for students needing skills necessary for English 85 and above, and/or those who have scored in category 1 of the English Placement Test.

## ENGL 16

### Intermediate English Grammar

3 units; 3 hours lecture

An intermediate course emphasizing the development of skills necessary for writing a grammatically correct sentence and paragraph. This class is appropriate for students needing skills necessary for English 85 and above, and/or those who have scored in category 1 of the English Placement Test. Credit/No Credit grading.

## ENGL 17

### Computer Composition

1 - 2 units; 0.5 - 1 hour lecture, 1.5 - 3 hours lab

An individualized lecture/laboratory course which prepares students to write compositions using the computer as required for higher level English classes. Students will learn keyboarding skills, beginning word processing, and Modern Language Association formatting. Credit/No Credit Grading. Repeatable for credit three times or until 1.5 units are earned.

**ENGL 54**

**Advanced Reading Comprehension**

*2 units; 2 hours lecture, 1 hour lab*

Discussion and application of advanced reading comprehension techniques. Skills include determining central focus/main idea, noting supporting points, improving vocabulary, reading critically and using techniques to improve comprehension of retention. Appropriate for students scoring in Category 3 of reading placement test. Credit/No Credit grading. May be repeated once for credit.

**ENGL 60**

**Study and Test-taking Techniques**

*1 - 3 units; 3 hours lecture*

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

**ENGL 84**

**Supervised Writing Lab**

*0.5 - 1 units; 1 - 2 hours lab*

A lab course which helps students of all levels strengthen their writing skills. Students may enroll themselves or be referred by teachers who have analyzed specific problems. Credit/No Credit grading; Open Entry/Open Exit. Repeatable as topics change.

**ENGL 85**

**Basic Reading and Writing**

*5 units; 5 hours lecture*

A course that introduces students to beginning academic reading and writing, stressing the relationship between reading, thinking, and writing. The course emphasizes the critical reading process, stressing reading comprehension, analysis, and evaluation. Writing is treated as a reflection of critical thinking; therefore, the course emphasizes the writing process, stressing paragraph and essay development, and using grammar as a tool to enhance coherence, clarity, and unity in the writing. Repeatable once for credit.

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

**ENGL 100**

**Preparing for College Reading and Writing 1**

*3 units; 3 hours lecture*

A class designed to build the student's skill level and confidence as reader and writer. Includes

instruction in writing, discussion and critical analysis of reading material, and review of grammar. A minimum of 5,000-6,000 words of writing required.

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

**CSU**

**ENGL 101**

**Preparing for College Reading and Writing 2**

*3 units; 3 hours lecture*

This course is designed to increase the student's skill level as a reader, writer, and critical thinker. Emphasizes the analysis of texts, vocabulary building, critical thinking and writing skills. Open to all students, but especially recommended to students desiring a second semester of preparation for ENGL 120. On its own, this course does not satisfy the prerequisite requirement for ENGL 120.

*Prerequisite: ENGL 100 with a grade of "C" or better or eligibility for ENGL 120.*

**CSU**

**ENGL 105**

**Collegiate Learning Strategies**

*3 units; 3 hours lecture*

Presentation and application of advanced learning strategies appropriate for degree and transfer students. Techniques include efficient time-management; learning styles applications; concentration and memory improvement; textbook reading, marking, and notetaking; effective listening and lecture notetaking; exam preparation; test-anxiety reduction; test analysis; test-taking strategies; and individualized academic tactics for the student's academic needs and plans.

**CSU**

**ENGL 120**

**Reading & Composition 1**

*3 units; 3 hours lecture*

*CAN ENGL 2; CAN ENGL SEQ A w/ ENGL 121*  
Expository, analytical, and argumentative writing based on reading and analysis of essays and other college-level texts. Emphasis on critical thinking and reasoned support of ideas. Practice in using research and documentation skills. A minimum of 8,000 words of writing required.

*Prerequisite: English 100, or appropriate skill level established through the English assessment process which consists of multiple measures.*

**CSU, UC**

# COURSE ANNOUNCEMENTS

## ENGL 121

### Reading & Composition 2

3 units; 3 hours lecture

CAN ENGL 4; CAN ENGL SEQ A w/ ENGL 120

Expository writing based on the reading of literary works from a variety of periods and genres: drama from the Ancient Greek, renaissance, and modern periods; poetry from the 16th to the 20th century; and fiction from the 19th and 20th centuries. Emphasis on critical analysis of texts and on revision of student writing. A minimum of 8,000 words of student writing required.

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

**CSU, UC**

## ENGL 123

### Critical Thinking About Literature

3 units; 3 hours lecture

This course develops critical thinking, reading, and writing skills through the study of logical reasoning, the analysis of literary texts and the generation of written arguments. Literature will provide subject matter for approximately 8,000 words of argumentative essays; however, the course will emphasize the abilities to analyze, criticize and reason inductively and deductively.

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

**CSU, UC**

## ENGL 125

### Critical Thinking and Composition

3 units; 3 hours lecture

This course develops logical reasoning skills through the analysis and generation of written arguments. It focuses on the relationship of language to logic; the abilities to analyze, criticize, advocate ideas; and to reason inductively and deductively. It includes both analysis and writing of argumentative essays to develop critical and creative thinking, reading, and writing skills. Progress in specific writing skills will be developed through instruction in the writing process—particularly revision—and instruction in building arguments, avoiding faulty reasoning, and using evidence effectively. Approximately 8,000 words of writing are required.

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

**CSU, UC**

## ENGL 199

### Independent Study in English

units; 3 - 9 hours lab

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

**CSU, UC**

## ENGL 200

### Introduction to Creative Writing 1

3 units; 3 hours lecture

CAN ENGL 6

An introductory course in the practice of creative writing, including work in creative nonfiction, short fiction, poetry, and drama, if desired by the student. The class is conducted in workshop format, and some class time is devoted to discussing the work of published writers.

*Prerequisite:* ENGL 100 or equivalent

**CSU, UC**

## ENGL 201

### Introduction to Creative Writing 2

3 units; 3 hours lecture

Continued study and practice in the writing of creative nonfiction, fiction, poetry, and drama, if desired by the student. Through frequent writing and review of student work, students improve skills developed in ENGL 200.

*Prerequisite:* ENGL 200

**CSU, UC**

## ENGL 202

### Introduction to Creative Writing 3

3 units; 3 hours lecture

Continued study and practice in the writing of creative nonfiction, fiction, poetry, and drama, if desired by the student. Through frequent writing and review of student work, students further improve skills developed in ENGL 201.

*Prerequisite:* ENGL 201

**CSU, UC**

## ENGL 203

### Poetry Workshop 1

3 units; 3 hours lecture

A course designed to give practical assistance to those who write poetry and those who would like to write poetry. Poets will meet in a workshop setting and exchange suggestions on work in progress. Written critiques of poems and instruction in poetic technique will be provided by the instructor.

**CSU, UC**



**ENGL 204**  
**Poetry Workshop 2**

*3 units; 3 hours lecture*

A class for those who have completed the basic class in poetry workshop. The format of the class includes lecture and laboratory workshop with work in progress the subject for consideration in the latter.

*Prerequisite: ENGL 203*

**CSU, UC**

**ENGL 208**  
**Introduction to Dramatic Literature**  
**(cross-listed as DRAM 114)**

*3 units; 3 hours lecture*

CAN ENGL 22

Reading and comparison of plays and theories of drama from ancient Greece to the 20th century.

**CSU, UC**

**ENGL 209**  
**Introduction to Short Fiction**

*3 units; 3 hours lecture*

The reading and discussion of short fiction, reflecting the chronological development of the short story as a genre and including narratives from diverse viewpoints, e.g., national, ethnic, sexual.

*Prerequisite: ENGL 100*

**CSU, UC**

**ENGL 210**  
**Introduction to The Novel**

*3 units; 3 hours lecture*

Reading and discussion of major novels from British, American and world literature. Emphasis on style and structure; on the history of the novel, and on social, political, and philosophical contexts.

*Prerequisite: ENGL 120*

**CSU, UC**

**ENGL 211**  
**Introduction to Poetry**

*3 units; 3 hours lecture*

CAN ENGL 20

An introduction to poetry through the diverse historical and worldwide range of poets writing in many languages and out of many cultures.

*Prerequisite: ENGL 120*

**CSU, UC**

**ENGL 212**  
**Introduction to Literature By Women**

*3 units; 3 hours lecture*

Survey of women writers in different periods, countries, and genres. Emphasis on authors of

the 19th and 20th centuries.

*Prerequisite: ENGL 100*

**CSU, UC**

**ENGL 213**  
**Survey of British Literature 1**

*3 units; 3 hours lecture*

CAN ENGL 8; CAN ENGL SEQ B w/ ENGL 214

Reading and discussion of major works of British literature from the medieval period through the eighteenth century. Review of the literature in relation to its historical, political, religious, social, and literary contexts and its influence upon and pertinence to our times.

*Prerequisite: ENGL 120*

**CSU, UC**

**ENGL 214**  
**Survey British Literature 2**

*3 units; 3 hours lecture*

CAN ENGL 10; CAN ENGL SEQ B w/ ENGL

213

Reading and discussion of major works of British literature from the nineteenth century through the present. Review of the literature in relation to its historical, political, religious, social, and literary contexts and its influence upon and pertinence to our times.

*Prerequisite: ENGL 120*

**CSU, UC**

**ENGL 215**  
**Survey of American Literature 1**

*3 units; 3 hours lecture*

CAN ENGL 14; CAN ENGL SEQ C w/ ENGL

216

Reading and discussion of American literature through the Civil War, including Pre-colonial, Colonial, Enlightenment, and Romantic texts of all genres. Literary movements explored as they reflect political, religious, philosophical, artistic, racial and socioeconomic issues of the United States past and present.

*Prerequisite: ENGL 120*

**CSU, UC**

**ENGL 216**  
**Survey of American Literature 2**

*3 units; 3 hours lecture*

CAN ENGL 16; CAN ENGL SEQ C w/ ENGL

215

Reading and discussion of American literature from the Civil War through the present, including 19th and 20th Century Realism, Naturalism, Modernism, and Post-Modernism, as represented in texts of all genres. Literary movements explored as they reflect political, religious, philosophical, artistic, racial, socioeconomic issues of the U.S. past and present.

*Prerequisite: ENGL 120*

**CSU, UC**

# COURSE ANNOUNCEMENTS

## ENGL 217

### Literature of American Ethnic Diversity

3 units; 3 hours lecture

A survey of American literature focusing on ethnic diversity in the American cultural experience with a special emphasis given to issues of gender and women writers. The literature is reviewed from literary, historical, political, social, artistic, and thematic perspectives.

CSU, UC

## ENGL 220

### Shakespeare: Introduction

3 units; 3 hours lecture

Reading and discussion of representative Shakespearean comedies, tragedies, histories, and tragi-comedies as well as selected sonnets and other poems. Focus on changing texts and performances of Shakespeare's plays from the sixteenth century through the present. Review of the literature in relation to its historical, political, religious, social, and literary contexts and its influence upon and pertinence to our times.

*Prerequisite: ENGL 120 or equivalent course with a grade of C or better; or Category 3 score on English Placement Test.*

CSU, UC

## ENGL 221

### Masterpieces of World Literature 1

3 units; 3 hours lecture

Reading and discussion of masterpieces of world literature beginning with the inventing of writing and the earliest literatures and continuing with the Renaissance in Europe and the meeting of Native American and European cultures in the New World. Great works of the Western tradition are studied alongside masterpieces from Africa, the Caribbean, China, India, Japan, the Middle east, and Native America. Literature is reviewed in relation to its historic, religious, political, social, and artistic settings and in connection to modern thought.

CSU, UC

## ENGL 222

### Masterpieces of World Literature 2

3 units; 3 hours lecture

Reading and discussion of world literature from 1650 to the present. Great works of the Western tradition are studied alongside masterpieces from Africa, the Caribbean, China, India, Japan, the Middle East, and Native America. Literature is reviewed in relation to significant historic, religious, political, social, and artistic settings and its connection with

modern thought.

*Prerequisite: ENGL 100*

CSU, UC

## ENGL 223

### The Bible as Literature

3 units; 3 hours lecture

Reading and discussion of The Bible, including texts from the Hebrew Bible and the New Testament. Particular emphasis on textual criticism and literary analysis as well as historical and cultural contexts. Focus on academic rather than theological exegesis.

*Prerequisite: ENGL 120*

CSU, UC

## ENGL 298

### Selected Topics in English

1 - 3 units; 2 - 9 hours lecture

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

CSU, UC

## English as a Second Language

### ESL 50

#### Grammar/Writing 1

5 units; 5 hours lecture

This course is the grammar/writing component of Level 1 of the ESL program. Students will study basic English grammar and writing process skills. They will write short paragraphs using simple and compound sentences.

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

### ESL 54

#### Reading and Discussion 1

3 units; 3 hours lecture

ESL 54 is the reading component of the first credit level in ESL. Reading skills developed include reading comprehension, vocabulary work, and guessing meaning from context. Class discussion is an important part of this course. Credit/No Credit grading.

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

### ESL 55

#### Oral Communication 1

3 units; 3 hours lecture

This course will improve speaking, pronunciation, and listening skills for high beginning ESL students through discussions, presentations, and a variety of oral and listening ac-

tivities.

*Recommended Preparation: Satisfactory score on the ESL placement test recommended. Concurrent enrollment in ESL 50 and 54 recommended.*

**ESL 60  
Grammar/Writing 2**

*5 units; 5 hours lecture*

This course is the grammar and writing component of Level 2 of the ESL program. Students will build on basic grammar and writing skills of Level 1, learning to write simple narrative and descriptive paragraphs, using present, past, and future tenses and simple, compound, and complex sentences. They will learn to revise and edit their writing.

**ESL 64  
Reading and Discussion 2**

*3 units; 3 hours lecture*

ESL 64 is the reading component of the second level of the ESL Program. Students will build on basic reading and vocabulary skills from Level 1 and improve skills such as reading comprehension and speed, vocabulary development (including vocabulary in context) summarizing written material, and overall language fluency. Class discussion is an important part of this course. Credit/No Credit grading.

**ESL 66  
Oral Communication 2**

*3 units; 3 hours lecture*

Intensive practice in the control of spoken American English, emphasizing pronunciation and fluency. Intensive practice in listening comprehension. Students will participate in a variety of exercises for pronunciation, intonation, oral expression, and listening comprehension. *Recommended Preparation: Satisfactory score on the ESL placement test or enrollment in any ESL level course below ESL 80, or prior enrollment in any ESL course. Concurrent enrollment in ESL level 60 or 70 recommended.*

**ESL 70  
Grammar 3**

*3 units; 3 hours lecture*

This is the grammar component of Level 3 of the ESL program. Students will build on grammar skills of Level 2, focusing on a review of all verb tenses and on sentence structure, particularly construction of compound and complex sentences. Intensive oral and written practice will accompany explanations.

**ESL 72  
Writing 3**

*3 units; 3 hours lecture*

This course is the writing component of Level 3 of the ESL program. Students will build on writing and reading skills of Level 2, writing and revising short narrative and descriptive compositions with clear introductions, support, and conclusions.

**ESL 74  
Reading Level & Discussion Level 3**

*3 units; 3 hours lecture*

This is the reading component of the third level of the ESL Program. Students will build on the reading and vocabulary skills of level 2, reading full-length works of fiction or nonfiction books and continuing to improve and expand reading comprehension, discussion, and vocabulary skills, and overall fluency.

*Recommended preparation: ESL 60, 62, and 64, or appropriate score on ESL placement test*

*Recommended concurrently: ESL 70 AND 72*

**ESL 75  
Listening 3**

*4 units; 3 hours lecture, 1 hour lab*

Acquisition of auditory sensitivity and assimilative capacity in English. Listening comprehension enhanced through audiotapes, films, music, storytelling, oral reading, dictation and other exercises. ESL 60, 62, and 64 or appropriate ESL placement test scores strongly recommended.

**ESL 80  
Grammar 4**

*3 units; 3 hours lecture*

This course is the grammar component of Level 4 of the ESL program. Students will build on grammar skills of Level 3, focusing on a high degree of grammatical correctness in writing and speech. Students will learn to identify and correct common errors through intensive oral and written practice. This course is the advanced grammar class of the ESL program.

**ESL 82  
Writing 4**

*3 units; 3 hours lecture*

This is the writing component of Level 4 of the ESL program. Students will build on writing and reading skills of Level 3. They will write, revise, and edit narrative, descriptive, comparison/contrast and problem/solution compositions, and summarize and respond to readings, including information from the Internet.

# COURSE ANNOUNCEMENTS

## ESL 84

### Reading & Discussion Level 4

3 units; 3 hours lecture

This is the reading component of the fourth level of the ESL Program. Students will build on reading skills of level 3, learning advanced skills for reading and understanding fiction, nonfiction, and textbooks including notetaking, summarizing, library skills, and vocabulary development

*Recommended preparation: ESL 70, 72, and 74 or appropriate score on ESL placement test.*

*Recommended concurrently: ESL 80, 82, and 86.*

## ESL 86

### Oral Communication 5

3 units; 3 hours lecture

Intensive practice in communication skills with emphasis on accent correction, pronunciation of consonant and vowel sounds, stress, intonation, phrasing, phrase reductions, and tone. Practice in communicating effectively in everyday, academic, and work situations through the use of dialogues, role-plays, improvisations, and plays. ESL 80 or beyond strongly recommended.

## ESL 88

### Selected Topics in English as a Second Language

1 - 3 units; 2 - 3 hours lecture

Topics in English as a Second Language not covered by regular catalog offerings. Course offerings will be based on community/student interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture, or lecture/laboratory format as appropriate.

## ESL 89

### Writing 5

3 units; 3 hours lecture

Intensive writing practice for the advanced ESL student who is making the transition to general composition courses.

## ESL 110

### Writing 5

3 units; 3 hours lecture

This course is the most advanced class for English as a Second Language students, offering an integration of reading, composition, grammar, and critical thinking.

CSU, UC

## Environmental Technology

### ENVT 199

#### Independent Studies in Environmental Technology

1 - 3 units; 3 - 9 hours lab

An opportunity to study any area of Environmental Technology of special interest to the student. The material may include continuation of knowledge and projects begun in other Environmental Technology courses or environmental technology studies not normally included in formal course work.

CSU

### ENVT 298

#### Selected Topics in Environmental Technology

1 - 3 units; 1 - 9 hours lecture/lab

Topics in environmental technology not covered by regular catalog offerings. Course offerings will be based on community/student interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture, or lecture/laboratory format as appropriate.

CSU

### ENVT 310

#### Current Issues in Environmental Technology

0.5 unit; 1 hour lecture

Examination and discussion of current issues relevant to environmental technology. Draws on current research and expertise to further student's knowledge and skills in the topic areas. Provides continuing education and in-service training for people employed in environmental and related fields.

## French - Academic

This series of courses fulfills the university requirements for language training.

### FREN 120

#### First Semester French

5 units; 5 hours lecture

CAN FREN 2; CAN FREN SEQ A w/ FREN 121

Introductory course emphasizing the development of skills in pronunciation, reading, intonation, basic conversation, listening, composition, and grammar. Life and culture of French Speaking countries are studied.

CSU, UC

**FREN 121**

**Second Semester French**

*5 units; 5 hours lecture*

*CAN FREN 2; CAN FREN SEQ A w/ FREN 120*

The second part of a four-semester sequence of transfer-level French courses. Continued work on language communication integrating listening, speaking, reading, and writing skills in real world contexts. Ongoing development of cultural awareness.

*Prerequisite: FREN 120 or two years of equivalent.*

**CSU, UC**

**FREN 199**

**Independent Study In French**

*1 - 3 units; 3 - 9 hours lab*

An independent study course for students interested in specialized French language study, reading or cultural research, or in completing a project that deals with an acceptable topic in French. May be repeated three times for credit.

**CSU, UC**

**FREN 240**

**Third Semester French**

*5 units; 5 hours lecture*

*CAN FREN 8; CAN FREN SEQ B w/ FREN 241*

The third part of a four-semester sequence of transfer-level French courses. This intermediate course is designed to consolidate and improve first-year skills through focused practice and synthesis. Course includes a variety of sustained reading selections for exposure to literature, culture, business, political and other terminologies practical to application for interdisciplinary education.

*Prerequisite: FREN 121 or equivalent.*

**CSU, UC**

**FREN 241**

**Fourth Semester French**

*5 units; 5 hours lecture*

*CAN FREN 10; CAN FREN SEQ B w/ FREN 240*

The final part of the four-semester sequence of transfer-level French courses. This intermediate course continues to consolidate and improve skills through focused practice and synthesis. Course includes a variety of sustained reading selections intended to enable the student to pursue his or her interests independently. Composition reading and discussions of current topics in French culture, business and politics. Possible reading and discussion of a novel and a play.

*Prerequisite: FREN 240 or three to four years of high-school French.*

**CSU, UC**

**FREN 298**

**Selected Topics In French**

*1 - 3 units; 9 hours lab*

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

*Prerequisite: Varies with topic selected.*

**CSU, UC**

**French - Spoken Language**

**FREN 130**

**First Semester Spoken French**

*3 units; 3 hours lecture*

This course provides the students with fundamental listening, comprehension and speaking skills to handle general questions required concrete information such as personal background, interests and needs, family, work, travels and limited social conventions.

**CSU**

**FREN 131**

**Second Semester Spoken French**

*3 units; 3 hours lecture*

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

*Prerequisite: FREN 130 or its equivalent*

**CSU**

**FREN 260**

**Third Semester Spoken French**

*3 units; 3 hours lecture*

Develops the student's ability to understand and communicate in French on abstract as well as concrete topics. Emphasis on vocabulary, idioms, grammar, and cultural studies.

*Prerequisite: FREN 131 Second-Semester spoken french of equivalent.*

**CSU**

**FREN 261**

**Fourth Semester Spoken French**

*3 units; 3 hours lecture*

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

*Prerequisite: FREN 260*

**CSU**

# COURSE ANNOUNCEMENTS

## Geography

### **GEOG 101**

#### **World Regional Geography**

*3 units; 3 hours lecture*

The world's major geographic regions, including their major internal geographic features and their external relations with other regions. Emphasis on understanding how the geographic systems of other areas differ from our own, and how geography relates to contemporary world problems. Cultural practices, political, economic, and religious characteristics for each region are surveyed. Focus is on place-name location.

**CSU, UC**

### **GEOG 102**

#### **Human Geography**

*3 units; 3 hours lecture*

CAN GEOG 4

Patterns of land use, settlement and movement developed by humans as a result of the interaction of cultural and geographical factors. An analysis of the nature and variety of the human impact on the earth.

**CSU, UC**

### **GEOG 110**

#### **Physical Geography**

*3 units; 3 hours lecture*

CAN GEOG 2

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**

#### **California Geography**

*3 units; 3 hours lecture*

An in-depth look at the physical and cultural regions of California. The emphasis is two-fold: 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**

#### **Selected Topics in Geography**

*1 - 3 units; 3 - 9 hours lecture/lab*

Topics in geography not covered by regular catalog offerings. Course content and unit

credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU, UC**

### **GEOG 300**

#### **Geographic Information Systems**

*1 unit; 8 hours lecture, 8 hours lab; 1 week*

This 16-hour course provides hands-on experience and the functional overview necessary to display, edit, perform queries, perform analyses, construct and plot a map using ArcView.

**CSU, UC**

## Geology

### **GEOL 110**

#### **Physical Geology**

*3 units; 3 hours lecture*

CAN GEOL 6 w/out GEOL 111; CAN GEOL 2 w/ GEOL 111

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**

#### **Physical Geology Laboratory**

*1 unit; 3 hours lab*

CAN GEOL 2 w/ GEOL 110

A laboratory course to supplement Geology 110. Investigates minerals and rocks. Includes use of topographic maps and profiles as well as three-dimensional aerial photographs in analyzing landforms and geologic structures. Interpretation of geologic maps and cross sections.

**CSU, UC**

### **GEOL 112**

#### **Fossils, Time, and Earth History**

*3 units; 3 hours lecture*

The evolution of plants and animals from inception of life to the present as evidenced by fossils. Major physical events, ancient landscapes, and processes in earth history that guided the evolution of life. Evolution/creation, causes of extinction, and glimpses of the geologic history of North America. Field trips required.

**CSU, UC**

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French  
Geography  
Geology

**GEOL 116**  
**Geology Hazards and Humanity**

*2 units; 2 hours lecture*  
Natural and man-imposed geologic hazards throughout history: earthquakes, landslides, floods, volcanic eruptions, shoreline erosion, subsidence, and disposal of wastes. Field trip required.  
CSU, UC

**GEOL 190**  
**Special Field Trip in Geology & Natural History**

*.5 - 3 units; 1 hour lecture, 2 hours lab; 2 weeks*  
One-day to two-week field trip to geological areas in the Western United States. Understanding and recognition of geological land forms and structures. Field trips amplify the highlights of GEOL 110 and 112. Credit/No Credit grading. Repeatable three times.  
*Prerequisite: GEOL 111, 112 or GEOG 110 concurrently*  
CSU, UC

**GEOL 199**  
**Independent Studies in Geology**

*1 - 3 units; 3 - 9 hours lab*  
An opportunity to study any area of Geology of special interest to the student. Material may include continuation of knowledge and projects begun in other Geology courses or geological studies not normally included in formal course work.  
*Prerequisite: College level geology course*  
CSU

**GEOL 298**  
**Selected Topics in Geology**

*1 - 3 units; 9 - 16 hours lab*  
Topics in geology not covered by regular catalog offerings. Course offerings will be based on community/student interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture or lecture/laboratory format.  
CSU, UC

**German**

This series fulfills the university requirements for language training.

**GERM 120**  
**First Semester German**

*5 units; 5 hours lecture*  
CAN GERM 2; CAN GERM SEQ A w/ GERM 121  
An introductory course emphasizing the development of skills in pronunciation, intona-

tion, basic conversation, listening, translation, composition, and grammar. Geography history, and culture of German speaking countries. Lab work is required. Upon completion of GERM 120, student may advance to GERM 121.

CSU, UC

**GERM 121**  
**Second Semester German**

*5 units; 5 hours lecture*  
CAN GERM 4; CAN GERM SEQ A w/ GERM 120  
Continued study of German through listening, speaking, reading, translation, composition, and grammatical analysis and application. Listening/conversational skills balanced with reading/writing skills. Lab work required. Upon completion of GERM 121, student may advance to GERM 240.  
*Prerequisite: GERM 120 or 2 years of high school German within the last 2 years.*  
CSU, UC

**GERM 199**  
**Independent Study in German**

*1 - 3 units; 9 hours lab*  
An independent study course for students interested in specialized German language study, reading or cultural research, or in completing a project that deals with an acceptable topic in German.  
CSU, UC

**GERM 240**  
**Third Semester German**

*5 units; 5 hours lecture*  
CAN GERM 8; CAN GERM SEQ B w/ GERM 241  
Reading, writing, listening and speaking skills. Grammar review, readings from German literature and cultural material. Discussions in German. Lab work required. Upon completion of GERM 240, student may advance to GERM 241.  
*Prerequisite: GERM 121*  
CSU, UC

**GERM 241**  
**Fourth Semester German**

*5 units; 5 hours lecture*  
CAN GERM 10; CAN GERM SEQ B w/ GERM 240  
An introduction to the literature of German-speaking peoples, stressing literary analyses and discussion in German. Lab work required.  
*Prerequisite: GERM 240 Third-Semster German.*  
CSU, UC

# COURSE ANNOUNCEMENTS

## **GERM 298**

### **Selected Topics in German**

*1 - 3 units; 9 hours lab*

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

**CSU, UC**

## **Health**

### **HELH 100**

#### **Community First Aid & Safety**

*3 units; 3 hours lecture*

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

**CSU, UC**

### **HELH 106**

#### **Personal & Community Health**

*3 units; 3 hours lecture*

Overview of health-related issues, attitudes and behaviors to help individuals take responsibility for their own health. Explore health science and the relationship between mind, body, emotions and the environment. Health goals and techniques for achieving these goals.

**CSU, UC**

### **HELH 109**

#### **Sports Nutrition and Weight Management**

*3 units; 3 hours lecture*

Course is designed to provide students with a foundation of optimal nutrition for health and fitness. Focus on importance of nutrients in a healthy diet for sports and weight management; appropriate "fueling" for increased endurance; basics of energy metabolism and maximizing body fat loss; and skills to identify nutrition quackery and fad diets.

**CSU, UC**

### **HELH 110**

#### **Stress Management & Health**

*3 units; 3 hours lecture*

Overview of how stress affects health. Identifying stress and techniques of stress management, the mind/body relationship and various effective relaxation skills.

**CSU**

## **HELH 298**

### **Selected Topics in Health Education**

*1 - 3 units; 3 - 9 hours lecture*

Selected topics in Health. Course content and unit credit to be determined by community/student needs and available staff.

**CSU**

## **Health Occupations**

### **HEOC 88**

#### **Selected Topics in Health Occupations**

*1 - 3 units; 1 - 3 hours lecture, 3 - 9 hours lab*

Topics in Health Occupations not covered by regular catalog offerings. Course offerings will be based on community/student interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture/laboratory format as appropriate.

### **HEOC 100**

#### **Basic Anatomy & Physiology**

*3 units; 3 hours lecture*

Lecture course in anatomy and physiology. Required for Vocational Nursing and Psychiatric Technician Programs.

**CSU**

### **HEOC 101**

#### **Pharmacology**

*3 units; 3 hours lecture*

Acquaints student with desirable and untoward effects of drugs used in therapy based on recent advances in pharmacology. Reviews body systems and related pharmacology. Requirement for students enrolled in vocational nursing and psychiatric technician programs.

**CSU**

### **HEOC 171**

#### **Medical Terminology**

*3 units; 3 hours lecture*

Basic medical terminology used in the health professions.

**CSU**

### **HEOC 172**

#### **Basic Nutrition**

*2 units; 2 hours lecture*

Proper nutrition for optimum health and well being. Enables the student to plan proper food selections in health and disease. Required for Vocational Nursing and Psychiatric Technician Program.

**CSU**



**HEOC 173**  
**Chinese Medicine**

*3 units; 2 hours lecture, 2 hours lab*  
Discussion of Chinese medicine concentrating on meridians, their acupressure points and related theories that explain how the system affects health. Acupressure techniques, which promote optimum health, are demonstrated. Covers internal body meridians and adjuncts to acupressure/acupuncture such as herbs, cupping, moxibustion and breathing techniques.

**CSU**

**HEOC 185**  
**Spanish for Health Professionals 1**  
(cross-listed as SPAN 100)

*2 units; 2 hours lecture*  
Spanish most useful in health fields. For students who work in health fields and need to communicate with clients in Spanish.

**CSU**

**HEOC 186**  
**Spanish for Health Professionals 2**  
(cross-listed as SPAN 101)

*2 units; 2 hours lecture*  
Continued study of Spanish for health professionals who work in health fields and need to communicate with clients in Spanish.

*Prerequisite: HEOC 185 or equivalent*

**CSU**

**HEOC 199**  
**Independent Study in Health Occupations**

*1 - 3 units; 3 - 9 hours lab*  
For the health occupations student who wishes to develop specialized skill in an area related to the profession; review selected course content in a special area; meet a licensing requirement; or meet an employment or related program need.

**CSU**

**HEOC 200**  
**Forensic Psychology**  
(cross-listed as PSYC 200)

*3 units; 3 hours lecture*  
Course covers major areas of mental health services within the practice of psychiatric care of people confined under criminal and civil commitment in California. It surveys statutory and case law related to mental health services in California courts, jails, prisons, mental hospitals, and community placements. The focus will be on D.S.M. - IV diagnoses frequently associated with criminality, with attention to assessment, intervention, treatment principles and

practices, and preparation for trial.

**CSU**

**HEOC 298**  
**Selected Topics in Health Occupations**

*1 - 18 units; 1 - 14 hours lecture*  
Health occupation topics not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.

**CSU**

**HEOC 360**  
**Emergency Medical Technician**

*4 units; 3 hours lecture, 2 hours lab*  
Course prepares individuals to render basic life support at the scene of an emergency and during transport of the sick and injured or during interfacility transfer within an organized EMS system.

*Prerequisite: CPR for the Health Care Provider (Professional Rescuer ONLY).*

*Recommended Preparation: Basic First Aid and HEOC 100*

**HEOC 364**  
**Emergency Medical Technician Refresher**

*1.5 units; 2 - 32 hours lab; 1 - 6 weeks*  
Course prepares individuals to render basic life support at the scene of an emergency and during transport of the sick and injured or during interfacility transfer within an organized EMS system. Refresher course to meet EMT-1 requirements of the State of California. Repeatable every 2 years for certification.

*Prerequisite: HEOC 360*

**HEOC 370**  
**Therapeutic Massage**

*2 units; 1 hour lecture, 2 hours lab*  
Holistic approach to provide an experimental basis for understanding the use and practice of therapeutic massage in the home, hospital or other clinical setting. Each class includes exercises, creative visualization, basic anatomy and massage practice as well as lecture.

**HEOC 372**  
**Intravenous Therapy**

*2 units; 2 hours lecture, 1 hour lab*  
Course designed to prepare students to administer intravenous fluids using the basic concepts and techniques of venipuncture, intravenous fluid and drug administration.

*Prerequisite: NURS 233, NURS 249*

# COURSE ANNOUNCEMENTS

## HEOC 376

### Skills Assessment

0.5 - 1 units; 3 - 6 hours lab

This assessment course is for the student who: possesses Health Occupations skills and has petitioned for advanced placement in one of the Health Occupations programs, is currently enrolled in a Health Occupations program and needs additional Nursing skills practice and assessment in the Nursing Lab. Repeatable once for credit.

*Prerequisite: Appropriate education or experience to meet advanced placement criteria for the program the student desires to enter.*

## History

### HIST 120

#### United States History 1

3 units; 3 hours lecture

CAN HIST 8; CAN HIST SEQ B w/ HIST 121

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

#### United States History 2

3 units; 3 hours lecture

CAN HIST 10; CAN HIST SEQ B w/ HIST 120

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

#### World Civilization 1

3 units; 3 hours lecture

CAN HIST 14; CAN HIST SEQ C w/ HIST 123

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

### HIST 123

#### World Civilization 2

3 units; 3 hours lecture

CAN HIST 16; CAN HIST SEQ C w/ HIST 122

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 a legacy to the contemporary world.

CSU, UC

### HIST 135

#### Modern Asian History

3 units; 3 hours lecture

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

CSU, UC

### HIST 140

#### Modern Latin America

3 units; 3 hours lecture

A study of the political, economic, social and intellectual evolution of post-colonial, 19th-20th Century Latin America. Case studies of Mexico, Brazil, Cuba, and selected Andean and Central American countries will be used to present an historical perspective of the region as a whole.

CSU, UC

### HIST 142

#### History of Mexico

3 units; 3 hours lecture

A survey of Mexico from pre-conquest to the present, with emphasis on political, cultural, economic, intellectual and social history. Topics covered include: indigenous population, Spanish conquest, independence and revolutions, reconstruction, and contemporary life.

CSU, UC

### HIST 145

#### California History

3 units; 3 hours lecture

A comprehensive approach to the historical development of California, from pre-Columbian era to the Spanish Exploration and settlement, the Mexican Revolution, the American conquest, the Gold Rush and expansion into and through the 20th century. In addition to exploring the political, geographic, cultural and social factors affecting the development of California, the course will also focus on the roles and interactions of Native American, Latino American, European American, and Asian American men and women within the larger context of California History.

CSU, UC

**HIST 150**  
**History of American Women 1600-1900**

*3 units; 3 hours lecture*

An in-depth study of the experiences and contributions of women in the political and social development of the U.S. from the pre-colonial period to the end of the 19th century. History, as experienced by the "common woman", will be traced using letters and diaries. This course will focus on the contributions of Native American, African American, Latina/Chicana, and Asian American Women contrasted to Euro American.

**CSU, UC**

**HIST 152**  
**Women in Twentieth Century America**

*3 units; 3 hours lecture*

The political, economic and cultural experiences of women of the United States from the late 19th to the 20th centuries. Includes oral histories of living citizens. Commonalities and differences of women (Native American, African American, Latina/Chicana, Asian American and Euro American backgrounds) will be contrasted and compared.

**CSU, UC**

**HIST 199**  
**Independent Study in History**

*1 - 3 units; 3 - 9 hours lab*

An independent study course for students interested in specialized reading or research, or in completing a project that deals with an acceptable topic in history.

**CSU, UC**

**HIST 298**  
**Selected Topics in History**

*1 - 3 units; 9 hours lab*

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

**CSU, UC**

**Humanities**

**HUMA 100**  
**The American Mind 1**

*3 units; 3 hours lecture*

Critical analysis is the major vehicle for the study of the development of American civilization from the Native American/Euro-American migration and settlement to the mid-1800's. Formal critical-thinking tools are ap-

plied to an examination of the origin and growth of key philosophical, religious, artistic, scientific, economic and political ideas that have shaped American society and will provide analytical approaches for comparing and contrasting diverse and conflicting arguments on the American experience. Dominant and minority cultural viewpoints are considered. This course addresses the state of civic culture in America and advocates for understanding and embracing our civic responsibilities.

**CSU, UC**

**HUMA 101**  
**The American Mind 2**

*3 units; 3 hours lecture*

Critical analysis is the major vehicle for the study of the development of American civilization from the mid-1800's to the present day. Formal critical-thinking tools are applied to an examination of the origin and growth of key philosophical, religious, artistic, scientific, economic and political ideas that have shaped American society and will provide analytical approaches for comparing and contrasting diverse and conflicting arguments on the American experience. Dominant and minority cultural viewpoints are considered. This course addresses the state of civic culture in America and advocates for understanding and embracing our civic responsibilities.

**CSU, UC**

**HUMA 104**  
**Comparative Religion**

*3 units; 3 hours lecture*

A study of religions in the contemporary world and their societal impact. Emphasis on comparison of Eastern and Western religions.

**CSU, UC**

**HUMA 125**  
**Hispanic Civilizations**

*3 units; 3 hours lecture*

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

**CSU, UC**

**HUMA 170**  
**Survey & Appreciation of Theatre**  
**(cross-listed as DRAM 110)**

*3 units; 3 hours lecture*

An introduction to theatre arts. Exploration of the range and magnitude of the theatrical experience, elements of a play, also the historical tradition's influence, its contents and forms.

**CSU, UC**

# COURSE ANNOUNCEMENTS

## HUMA 174

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

3 units; 3 hours lecture

This course explores the contributions to contemporary American drama of African Americans, Asian Americans, Native Americans, Chicano/Latinos and other cultural ethnic or sub-cultural groups. A significant portion of the course of study is devoted to the perspectives and contributions of women.

CSU, UC

## HUMA 175

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

3 units; 3 hours lecture

CAN MUSI 8

This course covers and provides the foundations, vocabulary and skills necessary for actively listening to and appraising music performances; with particular emphasis given to musical styles and music history. Also covered in the course are the origins of musical language in Western art music with explorations into musical practices, composers and repertoire of the Middle Ages, Renaissance, Baroque, Classical, Romantic, 20th Century and Contemporary styles. Recommended for all music majors. Attendance at assigned concerts required.

CSU, UC

## HUMA 180

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

3 units; 3 hours lecture

A history of jazz that offers the student an analysis and interpretation of jazz, both historical and musical. Incorporates research from the fields of sociology, cultural anthropology, and American history—as well as from music history.

CSU, UC

## HUMA 185

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

3 units; 3 hours lecture

This is an introductory course to enhance the student's appreciation of film as an entertainment/information source, a technological development and an art form. This course utilizes the disciplines of history, film analysis, (how films are made), film criticism and critical thinking techniques to achieve the course objectives.

CSU, UC

## HUMA 186

### Exploring Cultural And Gender in Films

3 units; 3 hours lecture

Introductory, survey course providing a comparative analysis of the perspectives and contributions of African Americans, Chicano/Latin Americans, Asian Americans, Native Americans and other cultural groups including Euro-Americans, Jewish Americans and Arab Americans to contemporary American life through the study of film. Issues concerning gender, sexual orientation, age, physical and mental challenges are cross-culturally explored. Women's perspectives and contributions occupy a significant part of the content.

CSU, UC

## HUMA 188

### Mass Communications in American Culture

3 units; 3 hours lecture

Critical survey of the role played by mass communication in shaping American culture through an examination of the history, social, economic, political and aesthetic factors of books, magazines, newspapers, recordings, movies, radio, television, the web, news, and advertising.

CSU, UC

## HUMA 189

### Film Genres

3 units; 3 hours lecture

Offers an in-depth analysis of a particular film genre (i.e. the Film Noir, the Musical, the Romantic Comedy, the Western, etc.): through history, methods of production, film style, evolution of aesthetics and conventions, noted actors and directors, and sociological implications. Repeatable three times for credit.

CSU, UC

## HUMA 199

### Independent Study In Humanities

1 - 3 units; 9 hours lab

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

CSU, UC

## HUMA 298

### Selected Topics in Humanities

1 - 3 units; 3 - 9 hours lab

Topics in Humanities not covered by regular catalog offerings. Content and unit credit to be determined in relation to Community Student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.

CSU

## Italian - Academic

This series of classes fulfills the university requirements for language training.

### ITAL 120

#### First Semester Italian

5 units; 5 hours lecture

CAN ITAL 2; CAN ITAL SEQ A w/ ITAL 121

Beginning course in Italian with emphasis on listening, understanding, speaking, and writing. Basic structures of the language are covered. Italian is used exclusively. Reading of simple cultural material.

CSU, UC

### ITAL 121

#### Second Semester Italian

5 units; 5 hours lecture

CAN ITAL 4; CAN ITAL SEQ A w/ ITAL 120

The second part of a four-semester sequence of transfer-level Italian courses. Continued work on language communication, integrating listening, speaking, reading and writing skills in real world contexts. Exposure to Italian art, music and customs.

Prerequisite: ITAL 120

CSU, UC

### ITAL 199

#### Independent Study In Italian

1 - 3 units; 3 - 9 hours lab

An independent study course for students interested in specialized Italian language study, reading or cultural research, or in completing a project that deals with an acceptable topic in Italian. Repeatable three times.

CSU, UC

### ITAL 240

#### Third Semester Italian

5 units; 5 hours lecture

CAN ITAL 8

Develops reading, writing, listening, and speaking skills in Italian. Includes in-depth grammar survey, reading and discussion of cultural and literary selections, and the writing of short essays.

Prerequisite: ITAL 121 or 3 years of high-school Italian

CSU, UC

### ITAL 298

#### Select Topics in Italian

1 - 3 units; 3 - 9 hours lecture

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

CSU, UC

## Italian-Spoken Language

### ITAL 130

#### First-semester Spoken Italian

3 units; 3 hours lecture

This course emphasizes and develops speaking and listening skills. Composition and grammar review and reading of short stories support the aural/oral aspects of the course.

Prerequisite: ITAL 120 or two years of high school Italian

CSU

### ITAL 131

#### Second Semester Spoken Italian

3 units; 3 hours lecture

A continuation of Italian 130, First Semester Spoken Italian, with a more advanced study of grammar, literary materials, and culture of Italy. Stress on useful, daily language skills.

CSU

## Journalism

### JOUR 120

#### Introduction to Journalism

3 units; 3 hours lecture

A survey of the field of journalism: newspapers, magazines, TV, radio, public relations, advertising. The rights and responsibilities of a journalist, the nature of news, theory and practices in writing for mass media.

Prerequisite: Eligibility for ENGL 120

CSU, UC

### JOUR 130

#### Newspaper Production Lab

3 units; 2 hours lecture, 2 hours lab

An introduction to newspaper production, principles of newspaper layout, design, desktop publishing, paste-up, advertising design and use of art/graphics. Hands-on experience working on the production of the college newspaper. Repeatable for credit two times.

CSU

## Latin

This series of classes fulfills the university requirements for language training.

### LATI 120

#### First Semester Latin

5 units; 5 hours lecture

Latin I, an introductory course based on ancient authors, designed to introduce students to the rudiments of elementary Latin grammar,

# COURSE ANNOUNCEMENTS

vocabulary, syntax and culture, with special emphasis placed on the study of English derivatives in order to enhance the grasp of English words.

**CSU, UC**

## LATI 121

### Second Semester Latin

5 units; 5 hours lecture

Further development of skills, grammar, syntax, and vocabulary.

*Prerequisites:* LATI 120

**CSU, UC**

## Machine Tool Technology

### MACH 100

#### Machine Shop Practice

3 units; 2 hours lecture, 3 hours lab

A basic course in machine tool technology that satisfies the degree requirement for welding, drafting, and electronics programs. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine and surface grinder.

**CSU**

### MACH 110

#### Machine Technology 1

7 units; 3 hours lecture, 12 hours lab

A beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine and surface grinder.

**CSU**

### MACH 111

#### Machine Technology 2

7 units; 3 hours lecture, 12 hours lab

An intermediate course in the machine tool technology degree program. Emphasis is placed on accuracy and efficiency of producing machined parts on conventional machine tools. Advanced lathe operations including various thread forms are a focus of the course.

*Prerequisite:* MACH 110

**CSU**

### MACH 120

#### Machine Tool Fundamentals

4 units; 3 hours lecture, 3 hours lab

An introductory course in the fundamentals of machining processes designed for the working student. The course is designed for machinists or engineers who need the depth of

study in this area but do not have the time that is required of regular students in the discipline. This course is part of the regular degree or certificate program.

**CSU**

### MACH 121

#### Machine Tools Fundamentals Lab

3 units; 9 hours lab

This course is the companion lab course for MACH 120. An introductory course in the fundamentals of machining processes designed for the working student. The course is designed for machinists or engineers who need the depth of study in this area but do not have the time to take MACH 110. This course and MACH 120 are the equivalent to MACH 110 leading degree or certificate in Machine Tool Technology.

*Prerequisite:* MACH 120

**CSU**

### MACH 130

#### Machine Technology 1A

4 units; 3.5 hours lecture, 4 hours lab

A beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine and surface grinder. This is the first of a two course sequence which covers the same material as MACH 110 (Machine Technology 1).

**CSU**

### MACH 131

#### Machine Technology 1B

3 units; 3 hours lecture, 4.5 hours lab

A beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine and surface grinder. This is the second of a two course sequence which covers the same material as MACH 110 (Machine Technology 1).

*Prerequisite:* MACH 130

**CSU**

### MACH 132

#### Machine Technology 2A

3.5 units; 1.5 hours lecture, 6 hours lab

This is the first course in a two course sequence covering the same material as MACH 111 (Machine Technology 2). Emphasis is placed on accuracy and efficiency of producing machined parts on conventional machine tools.

Advanced lathe operations including various thread forms are a focus of the course.

*Prerequisite:* MACH 131

**CSU**

**MACH 133**

**Machine Technology 2B**

*3.5 units; 1.5 hours lecture, 6 hours lab*

A second in a pair of courses offered as an equal to third semester course MACH 111. Emphasis is placed on accuracy and efficiency of producing machined parts on conventional machine tools. Advanced lathe operations including various thread forms are a focus of the course.

*Prerequisite:* MACH 132

**CSU**

**MACH 199**

**Independent Study/Machine**

*1 - 3 units; 9 hours lab*

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

**CSU**

**MACH 210**

**Machine Technology 3**

*7 units; 3 hours lecture, 12 hours lab*

An advanced course in the machine tool technology degree program. This course emphasizes advanced skills in the operation of horizontal and vertical milling machines. Advanced milling operations include gear cutting, gear calculations, and the use of rotary tables, index heads and dividing heads. This course is an introduction to CNC (computer numerical controlled) machines.

*Prerequisite:* Machine Technology 2

**CSU**

**MACH 211**

**Machine Technology 4**

*7 units; 3 hours lecture, 12 hours lab*

An advanced course in the machine tool technology degree program. This course emphasizes advanced skills in the operation and programming of CNC (computer numerical controlled) machines, utilizing skills developed in Machine Technology 1, 2, and 3.

*Prerequisites:* MACH 210 and MATH 107 or equivalent

**CSU**

**MACH 230**

**Machine Technology 3A**

*3.5 units; 1.5 hours lecture, 6 hours lab*

The first of a pair of courses which are offered as an equivalent to the third semester course,

Machine Technology 210. This course emphasizes advanced skills in operation of the horizontal and vertical milling machines. Advanced milling operations include gear cutting, gear calculations, and the use of rotary tables, index head and dividing heads.

*Prerequisite:* MACH 133

**CSU**

**MACH 231**

**Machine Technology 3B**

*3.5 units; 1.5 hours lecture, 6 hours lab*

The second of a pair of courses offered as an equivalent to the third semester course, Machine Technology 210. This course emphasizes advanced skills in the operation of the horizontal and vertical milling machines. Advanced milling operations include gear cutting, gear calculations, and the use of rotary tables, index heads and dividing heads.

*Prerequisite:* MACH 230

**CSU**

**MACH 232**

**Machine Technology 4A**

*3.5 units; 1.5 hours lecture, 6 hours lab*

This is the first in a pair of courses in the machine tool technology degree program offered as an equivalent for Machine Technology 4. This course emphasizes advanced skills in the operation and programming of CNC (computer numerical controlled) machines, utilizing skills developed in previous Machine Technology courses.

*Prerequisite:* MACH 231 and MATH 107 or equivalent

**CSU**

**MACH 233**

**Machine Technology 4B**

*3.5 units; 1.5 hours lecture, 6 hours lab*

This is the second in a pair of courses in the machine tool technology degree program offered as an equivalent for Machine Technology 4. This course emphasizes advanced skills in the operation and programming of CNC (computer numerical controlled) machines, utilizing skills developed in previous Machine Technology courses.

*Prerequisites:* MACH 232

**CSU**

**MACH 250**

**CNC Programming & Operation 1**

*3 units; 2.5 hours lecture, 2.5 hours lab*

A course in Machine tool technology covering the basic fundamentals of CNC (computer numerical control) operation and programming. This course prepares students who are

# COURSE ANNOUNCEMENTS

currently working as conventional machinists for entry level positions as CNC machinists. *Recommended Preparation: MACH 100, MACH 110, equivalent or current employment as a machinist*  
**CSU**

## Mathematics

### MATH 10

#### Basic Mathematics

*1 - 3 units; 0.5 - 1.5 lecture, 1.5 - 4.5 hours lab*  
Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions, decimals, ratio and proportion, percents, measurements, pre-algebra and pre-geometry. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment by instructor. Variable unit; credit/no credit grading; open entry/open exit. Repeatable for credit until 6 modules are completed or until taken 4 times.  
*Recommended Preparation: CISA 100*

### MATH 55

#### Pre Algebra

*3 units; 3 hours lecture*

A course which provides students with the prerequisite skills necessary for success in Beginning Algebra (MATH 90). Students will solve practical problems from daily life, learn how to use their calculator, and prepare for a transition to algebra.

### MATH 80

#### Math Success Strategies

*2 units; 2 hours lecture*

This class will help students obtain the skills and knowledge necessary to succeed in their math courses. Students will learn study skills specific to mathematics courses, they will develop a comfort with word problems and a strategy for approaching them, they will explore how learning styles and personality characteristics relate to their mathematics courses, and they will explore career options and advanced topics in mathematics from a non-mathematician's point of view.

### MATH 90

#### Beginning Algebra

*5 units; 5 hours lecture*

Math 90 is the first course in the Math 90-94 sequence. It is a prerequisite for Math 94. Content includes order of operations, linear equations, inequalities, and graphing. Also, polynomials, factoring, rational expressions

and applications such as the Pythagorean Theorem and proportion.

*Prerequisite: MATH 55 or assessment test*

### MATH 91

#### Elementary Algebra Computer/Tutorial Lab

*0.5 unit; 2 hours lab*

Lab supplement to MATH 90 or MATH 96 or MATH 97. Computer-assisted instruction and tutorial. Coordinated with instruction in MATH 90 or MATH 96 or MATH 97. Credit/No Credit grading. Repeatable once for credit.

*Recommended Preparation: MATH 90, MATH 96 or MATH 97*

### MATH 92

#### Technical Mathematics 1

*3 units; 3 hours lecture*

The first of a two-semester course involving the study of practical mathematics as applied to technical and trade work. It is particularly useful for those anticipating a career in an industrial environment.

### MATH 94

#### Intermediate Algebra

*5 units; 5 hours lecture*

Math 94 is the second course in the Math 90-94 sequence. This course provides a math basis for business and science courses. It is also a prerequisite for further mathematics study for statistics, finite math and applied calculus, precalculus: elementary functions and precalculus: trigonometry. Content includes complex numbers, graphing a variety of functions including exponential and logarithmic, word problem applications, and the Binomial Theorem.

*Prerequisite: Math 90 or 97, or equivalent, or qualification through the assessment process*

### MATH 95

#### Intermediate Algebra Computer/Tutorial

*0.5 unit; 2 hours lab*

A lab supplement to MATH 94. Computer-assisted instruction and tutorial. Coordinated with instruction in MATH 94. Credit/No Credit grading.

### MATH 96

#### Beginning Algebra, Part A

*3 units; 3 hours lecture*

MATH 96 and 97 is equivalent to MATH 90. It is taught over one year, at a slower pace than the full beginning algebra, MATH 90, and introduces students to graphing calculator



technology that they will need in advanced math and statistics courses. This course is the first half of the beginning algebra material which covers an introduction to algebraic expressions, order of operations, exponential notation, solving linear equations, inequalities, graphing and applications involving these concepts.

*Prerequisite: MATH 55*

**MATH 97**  
**Beginning Algebra, Part B**

*3 units; 3 hours lecture*

MATH 96 and 97 is equivalent to MATH 90. It is taught over one year, at a slower pace than the full beginning algebra, MATH 90, and introduces students to graphing calculator technology that they will need in advanced math and statistics courses. This course is the second half of the beginning algebra material which covers polynomials, factoring, rational expressions and applications such as Pythagorean Theorem and proportion.

*Prerequisite: MATH 96*

**MATH 106**  
**Pre-Calculus: Elementary Functions**

*5 units; 5 hours lecture*

Course provides part of a strong foundation leading to Trigonometry and Calculus I. From numerical, graphing, and analytical views, the course studies polynomial, rational, exponential, and logarithmic functions. Series and conic sections also included. Graphing calculator is required.

*Prerequisite: MATH 94, or equivalent*

**CSU, UC**

**MATH 107**  
**Technical Mathematics II**

*3 units; 3 hours lecture*

The second of a two-semester course involving the study of practical mathematics as applied to technical and trade work. It is particularly useful for those anticipating a career in an industrial environment.

*Prerequisite: MATH 92*

**CSU**

**MATH 108**  
**Trigonometry**

*3 units; 3 hours lecture*

CAN MATH 8

A study of the trigonometric functions, their graphs, identities, inverse trig functions, and the laws of sines and cosines. Graphing calculator is required.

*Prerequisite: MATH 106, or equivalent*

**CSU**

**MATH 115**  
**Applied Calculus**

*5 units; 5 hours lecture*

CAN MATH 30

One semester calculus with applications in business, life sciences and social sciences. Topics include modeling, applications of derivatives and integrals, Fundamental Theorem of Calculus, calculus of exponential and logarithmic functions, functions of several variables, differential equations, and numerical methods. Graphing calculator is required.

*Prerequisite: MATH 106*

**CSU, UC**

**MATH 120**  
**Calculus 1**

*5 units; 5 hours lecture*

CAN MATH 18; CAN MATH SEQ B w/ MATH 121; CAN MATH SEQ C w/ MATH 121 & 221

The first semester course of a five-course sequence of differential and integral calculus. Limits, derivatives, integrals, and the Fundamental Theorem. Applications involving rates of change, max/min, areas, transcendental functions and vectors in the plane. Primarily for majors of mathematics, engineering, and sciences. Graphing calculator is required.

*Prerequisite: MATH 108*

**CSU, UC**

**MATH 121**  
**Calculus 2**

*5 units; 5 hours lecture*

CAN MATH 20; CAN MATH SEQ B w/ MATH 120; CAN MATH SEQ C w/ MATH 120 & 221

The second course in the five-course calculus sequence. Vector functions in space, applications of integrals, techniques of integration, and series. Primarily for majors of mathematics, engineering, and sciences. Graphing calculator is required.

*Prerequisite: MATH 120*

**CSU, UC**

**MATH 199**  
**Independent Study in Mathematics**

*1 - 5 units; 3 - 15 hours lecture*

Independent study for students interested in specialized reading, research, or project on an acceptable topic in the area of mathematics at a lower division level. Repeatable for credit three times.

**CSU, UC**

**MATH 220**  
**Calculus 3: Linear Algebra**

*3 units; 3 hours lecture*

CAN MATH 26

An introductory course of linear algebra and matrix algebra. It provides students with use-

# COURSE ANNOUNCEMENTS

ful tools for MATH 221 (Calculus 4) and MATH 222 (Calculus 5: Differential Equations). Problem solving applications in linear systems, vector spaces, change of bases, and eigenvectors. Traditional manual techniques and technological methods. Should be taken concurrently with MATH 221 (Calculus 4). Graphing calculator is required.

*Prerequisite:* MATH 121 or equivalent

**CSU, UC**

## **MATH 221**

### **Calculus 4**

*3 units; 3 hours lecture*

CAN MATH 22; CAN MATH SEQ C w/ MATH 120 & 121

The fourth course in the five-course calculus sequence. May be taken concurrently in the fall semester with MATH 220 Linear Algebra. Partial derivatives; applications of double and triple integrals; applications of path and surface integrals; theorems of Green, Stokes, and Gauss. Primarily for majors of mathematics, engineering, and science. Graphing calculator is required.

*Prerequisite:* MATH 121

**CSU, UC**

## **MATH 222**

### **Calculus 5: Differential Equations**

*3 units; 3 hours lecture*

CAN MATH 24

The final course of the five course calculus sequence. Solutions of elementary DE by numerical approaches, graphical methods, computer algebra systems, series, and applications. Systems solutions with matrices and eigenvectors. Primarily for majors of mathematics, engineering and science. Graphing calculator is required.

*Prerequisite:* MATH 221

**CSU, UC**

## **MATH 232**

### **Statistics**

*3 units; 3 hours lecture*

CAN STAT 2

An introduction to important statistical concepts for liberal arts, business, and science majors. Significant topics include binomial, normal and distributions. Other topics include estimation via confidence intervals; hypothesis testing, correlation, linear regression, and Chi-square.

*Prerequisite:* MATH 94 or equivalent

**CSU, UC**

## **MATH 235**

### **Finite Mathematics**

*3 units; 3 hours lecture*

CAN MATH 12

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.

*Prerequisite:* MATH 94 or equivalent

**CSU, UC**

## **MATH 298**

### **Selected Topics in Mathematics**

*1 - 3 units; 1 - 3 hours lecture, 3 - 9 hours lab*

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.

*Prerequisite:* Varies with topic selected

**CSU, UC**

## **Music**

### **MUSI 110**

#### **Fundamentals of Music**

*3 units; 3 hours lecture*

Basic principles of music and musicianship for students with little or no theoretical background. Also appropriate for those intending to be music majors but lack basic skills in music reading and writing. Topics included are basic music terminology, pitch and rhythmic notation.

**CSU, UC**

### **MUSI 112**

#### **Survey and Appreciation of Music (cross-listed as HUMA 175)**

*3 units; 3 hours lecture*

CAN MUSI 8

This course covers and provides the foundations, vocabulary and skills necessary for actively listening to and appraising music performances; with particular emphasis given to musical styles and music history. Also covered in the course are the origins of musical language in Western art music with explorations into musical practices, composers and repertoire of the Middle Ages, Renaissance, Baroque, Classical, Romantic, 20th Century and Contemporary styles. Recommended for all music majors. Attendance at assigned concerts required.

**CSU, UC**

**MUSI 114**  
**Survey And History of Jazz**  
 (cross-listed as HUMA 180)

*3 units; 3 hours lecture*  
 A history of jazz that offers the student an analysis and interpretation of jazz, both historical and musical. Incorporates research from the fields of sociology, cultural anthropology, and American history, as well as from music history.  
**CSU, UC**

**MUSI 120**  
**Music Reading and Sight Singing**

*2 units; 2 hours lecture*  
 This course provides the basics of reading music: rhythmic notation, and the basic concept of intervals, scales and how they create a melody. In addition, it helps the student look at a piece of music and know how to sing the notes by sight. Second semester focuses on sight singing skills and simple dictation. Repeatable once for credit.  
**CSU, UC**

**MUSI 121**  
**Music Theory 1**

*3 units; 3 hours lecture*  
 CAN MUSI SEQ A w/ MUSI 122  
 Basic theoretical concepts of music. For song writers, performers, education majors, and the general student. Required for music majors and minors.  
*Recommended Preparation: MUSI 110 - Fundamentals of Music*  
**CSU, UC**

**MUSI 122**  
**Music Theory 2**

*3 units; 3 hours lecture*  
 CAN MUSI 4; CAN MUSI SEQ A w/ MUSI 121  
 Modulation, chromatic harmonies, augmented sixth chords. Neapolitan sixth chords, use of augmented chords, and other topics in beginning chromatic harmony.  
*Recommended Preparation: MUSI 121 - Music Theory*  
**CSU, UC**

**MUSI 128**  
**Audition Techniques**

*1 unit; 1 hour lecture, 2 hours lab*  
 The basic selection of material to perform. Stage presence, poise, handling the staff at an audition, and creating a good first impression. Focus, concentration, energy level, control of anxiety and nervousness. For singers or any musical or theatrical performer.  
**CSU**

**MUSI 130**  
**Beginning Voice**

*2 units; 2 hours lecture*  
 Basic concepts of singing: breath management, pitch, rhythm, and confidence in group performance during the first semester. Second semester focuses on expanding the range and repertoire, while enriching the tonal quality. For voice majors and minors, theatre majors and minors, education majors, and early childhood majors. Repeatable once for credit.  
**CSU, UC**

**MUSI 132**  
**Commercial Voice**

*2 units; 2 hours lecture*  
 Solo vocal performance with emphasis on healthy principles of vocal production, and style using commercial vocal literature. Presented in a lecture/seminar environment. Second semester focuses on expanding music selection, staging and audience communication. Repeatable once for credit.  
*Recommended Preparation: MUSI 130*  
**CSU**

**MUSI 134**  
**Diction For Singers**

*3 units; 3 hours lecture*  
 The study of diction for singing which uses the International Phonetic Alphabet (IPA) to develop skills in traditional and dialectic diction. Appropriate for students interested in improving their language skill for singing and especially useful for vocal music majors and minors. Repeatable once for credit.  
**CSU, UC**

**MUSI 135**  
**Beginning Piano 1**

*2 units; 2 hours lecture*  
 This course is designed to teach basic piano skills to the music major with no piano experience and/or the non-music major. It includes the basics of music reading, keyboard knowledge, piano techniques and basic musicianship. Second semester continues with basic skills and increases sight-reading. Repeatable once for credit.  
**CSU, UC**

**MUSI 137**  
**Introduction to Piano**

*1 unit; 1 hour lecture, 3 hours lab; 6 weeks*  
 Piano for the non-music major as well as for the music major needing to complete lower division piano requirements. This course is specifically designed to be offered as a short term course. Repeatable once for credit.  
**CSU**

# COURSE ANNOUNCEMENTS

## **MUSI 140**

### **Beginning Guitar**

*2 units; 2 hours lecture*

Guitar for all students. Guitar technique, musicianship, melody and chord reading, strum patterns and simple accompaniments. The second semester continues with movement along the fingerboard, two-part counterpoint, and more advanced accompaniment patterns. Repeatable once for credit.

**CSU, UC**

## **MUSI 145**

### **Beginning Winds and Brass**

*2 units; 2 hours lecture*

Basic playing technique and musicianship for performance on brass and wind instruments. Trumpet, trombone, french horn, tuba, flute, oboe, clarinet, bassoon and sax. Correct embouchure, fingerings, note reading and performance. The second semester continues with these skills and begins the teaching of ensemble performance. Repeatable once for credit.

*Recommended Preparation: MUSI 110*

**CSU, UC**

## **MUSI 150**

### **Beginning Percussion Instruments**

*2 units; 2 hours lecture*

Basic techniques of drumming and other percussion instruments from the non-tuned groups. Emphasis on snare drum, side and bass drums, note reading and stick techniques. Second semester includes rudimentary patterns and novelty instruments. Repeatable once for credit.

**CSU, UC**

## **MUSI 155**

### **Beginning String Instruments**

*2 units; 2 hours lecture*

Instruction on violin, viola, cello, or bass. Note-reading, hand positions in the first position on the fingerboard. Tuning the instrument and basic bowing. Second semester includes advanced work in reading, bowing, and some movement along the fingerboard. Repeatable once for credit.

*Recommended Preparation: MUSI 110*

**CSU, UC**

## **MUSI 158**

### **Instruments for Majors**

*1 unit; 1 hour lecture*

For musicians studying solo instruments. Strings, winds, percussion, and brass; for applied music requirements for transfer to four-

year schools. Jury performance at end of semester. Repeatable once for credit.

*Limitation on enrollment: By audition*

**CSU, UC**

## **MUSI 160**

### **Concert Choir**

*1 unit; 1 hour lecture, 3 hours lab*

A choral group that rehearses and performs music from the traditional choral literature dating from medieval to contemporary musical periods. Concerts are performed on campus, throughout the area, as well as on occasional outside trips. Repeatable for credit three times.

*Limitation on Enrollment: Assignment to vocal category by audition*

**CSU, UC**

## **MUSI 161**

### **Vocal Ensemble, Prima Voce**

*1 unit; 4 hours lab*

A vocal ensemble that rehearses and performs musical works from the serious choral literature dating from medieval through contemporary periods. Concerts are performed regularly throughout the area as well as on occasional outside trips. Repeatable for credit three times.

*Audition: ability to sing melodic choral harmonys*

**CSU, UC**

## **MUSI 162**

### **Gospel Choir**

*1 unit; 1 hour lecture, 3 hours lab*

A choral group that rehearses and performs traditional music in the African American gospel style. Concerts are performed regularly throughout the area as well as on occasional outside trips. Repeatable for credit three times.

*Limitation of Enrollment: By audition*

**CSU, UC**

## **MUSI 163**

### **Stage Choir**

*1 unit; 1 hour lecture, 3 hours lab*

A choral group, Uptempo!, that rehearses and performs popular and commercial music with stage movement. The musical emphasis is on contemporary and jazz harmonies. Concerts are performed on campus, throughout the area, as well as on occasional outside trips. Repeatable for three semesters.

*Limitation on Enrollment: Assignment to vocal category by audition*

**CSU, UC**

**MUSI 164**

**Ensemble Movement**

*0.5 unit; 2 hours lab*

Ensemble Movement is designed to add essential synchronized movement and dance to choral performances. Group concerts are performed on campus and throughout the area, as well as on occasional outside trips. Repeatable for credit three times.

*Limitation on Enrollment: Assignment to dance role subject to audition*

**CSU, UC**

**MUSI 165**

**International Vocal Performance**

*1 - 3 units; 1 - 3 hours lecture, 2 - 6 hours lab*

Choral/vocal group rehearses and performs music from the traditional choral/vocal repertoire at international sites. Students also study and perform the music of various composers representing particular cultures, genres and musical periods, which vary with course offerings. Course is repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**MUSI 166**

**Women's Chorale**

*1 unit; 1 hour lecture, 3 hours lab*

A choral group that rehearses and performs music from the traditional women's choral literature dating from medieval to contemporary musical periods. Concerts are performed on campus and throughout the area, as well as on occasional outside trips. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**MUSI 170**

**Musical Repertory Performance**

*1 - 3 units; 3 - 9 hours lab*

Designed for the performance of musicals to be presented before the campus and community with full technical support. Appropriate for all music and drama majors. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**MUSI 172**

**Musical Revue Workshop**

*1 - 2 units; 6 - 13.5 hours lab; 8 weeks*

Musical Revue Workshop is designed for the production of musical revues to be presented before the campus and community with full technical support. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**MUSI 174**

**Rehearsal And Performance Lab: Strings**

*1 unit; 1 hour lecture, 3 hours lab*

A rehearsal, lecture and performance laboratory for strings or flexibly composed ensembles. Repeatable for credit 3 times.

*Prerequisite: Limitation on Enrollment by audition*

**CSU, UC**

**MUSI 176**

**Repertory Orchestra**

*0.5 - 1 units; 3 - 4 hours lab*

Participation in an orchestra which performs works from standard chamber literature from the Baroque through the contemporary periods. Historical data about the composers and their works will be studied. Orchestra may be assigned to the musical production. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**MUSI 177**

**Rehearsal and Performance Lab: Winds**

*1 unit; 1 hour lecture, 3 hours lab*

A rehearsal, lecture and performance laboratory for winds or flexibly composed ensembles. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

**MUSI 179**

**Repertory Wind Ensemble**

*1 unit; 3 - 4 hours lab*

Participation in a wind ensemble which performs great works of band as well as transcriptions of orchestra literature. Historical data about the composers and their works will be studied. Ensemble performance may be assigned to the musical production. Repeatable for credit three times.

**CSU, UC**

**MUSI 181**

**Jazz Ensemble**

*0.5 - 1 units; 2 - 3 hours lab*

Study and performance of stage band and jazz ensemble literature is the focus of this course. Professional guest soloists are often engaged to add a high level of professionalism to the ensemble. Students have an opportunity to work with musicians who have spent years perfecting their skills. Assessment of proficiency on traditional stage band instrument is required. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

# COURSE ANNOUNCEMENTS

## **MUSI 185**

### **Stage Band**

0.5 - 1 units; 1.5 - 3 hours lab

Rehearsal and performance of great stage band works of the past 50 years. Proficiency on a traditional stage band instrument required for participation. Repeatable for credit three times.

*Limitation on Enrollment: By audition*

**CSU, UC**

## **MUSI 196**

### **Music and Movement in Early Childhood**

(cross-listed as CFS 196)

3 units; 3 hours lecture

Introduction to teaching music and movement to young children. Basic elements such as beat, rhythm, timber, dynamics, form, and melody will be explored in developmentally appropriate and culturally sensitive ways. Songs, games, finger plays, rhymes, dances, and playing instruments will be presented. Repeatable twice for credit.

**CSU**

## **MUSI 199**

### **Independent Study in Music**

1 - 3 units; 3 - 9 hours lab

For students wishing to pursue special topics not included in the regular curriculum. Projects include performance skills (requiring a recital); theory or composition study (which requires a composition); and history/literature (which requires a research paper). Repeatable for credit three times.

**CSU, UC**

## **MUSI 201**

### **Summer Orchestra**

0.5 units; 1 hour lecture; 4 hours lab

Participation in an orchestra which performs works of ensemble literature from all musical periods. Summer concerts will require student musicians. Orchestra may be assigned to an opera production.

*Limitation on Enrollment: By audition*

**CSU, UC**

## **MUSI 221**

### **Music Theory 3**

3 units; 3 hours lecture

Study and analysis of the classical period compositions, basic forms and styles. Analysis of a major composition of three or four movements, such as a Mozart piano sonata. Beginning work in instrumental writing.

*Recommended Preparation: MUSI 122*

**CSU, UC**

## **MUSI 222**

### **Music Theory 4**

3 units; 3 hours lecture

Analysis, composition, counterpoint introductions, and 19th and 20th century harmonic devices. A major composition is required.

*Recommended Preparation: MUSI 221*

**CSU, UC**

## **MUSI 228**

### **Jazz Improvisation 1**

3 units; 3 hours lecture

Analysis and performance of the art of jazz improvisation. Audio and videotapes provide examples, and exercises in jazz improvisation augment lectures. For the proficient college and community musician.

*Prerequisite: MUSI 110 or equivalent and proficiency on musical instrument by audition*

**CSU, UC**

## **MUSI 229**

### **Jazz Improvisation 2**

3 units; 3 hours lecture

Continuation of MUSI 228. Concentrates on advancing skills in the performance of jazz improvisation. Audio and video examples help provide in the analysis of jazz improvisation and augment the discussion of theory in lectures.

*Prerequisite: MUSI 228 or equivalent*

**CSU, UC**

## **MUSI 230**

### **Intermediate Voice**

2 units; 2 hours lecture

Solo vocal performance with emphasis on healthy principles of vocal production, and performance techniques, using traditional song literature including one foreign language selection. Presented in a lecture/seminar environment. Recital performance suggested for all students. Second semester focuses on expanding vocal range, tonal quality and difficulty of literature. Repeatable twice for credit.

*Recommended preparation: MUSI 130*

**CSU, UC**

## **MUSI 232**

### **Advanced Voice**

2 units; 2 hours lecture

Solo vocal performance with emphasis on expanding the vocal range, tonal quality and flexibility of voice using advanced traditional song repertoire, including two foreign language selections. Presented in a lecture/seminar environment. Recital performance required for

all students. Second semester focuses on expanding repertoire to include all traditional genre. Repeatable once for credit.

*Recommended Preparation: MUSI 230*  
**CSU, UC**

**MUSI 235**  
**Intermediate Piano**

*2 units; 2 hours lecture*

Piano for all students interested in continuing their studies in piano, or required study as part of a music major or minor. Advanced techniques including intermediate level literature and technique development. Repeatable once for credit.

*Recommended Preparation: MUSI 135*  
**CSU, UC**

**MUSI 240**  
**Intermediate Guitar**

*2 units; 2 hours lecture*

Solo performance with particular emphasis on melodic techniques is stressed. Student performs advanced literature and learns advanced fingerings and fingerboard positions. Repeatable once for credit.

*Recommended preparation: MUSI 140 or equivalent. Ability to read simple music and play basic chords.*

**CSU, UC**

**MUSI 245**  
**Intermediate Winds And Brass**

*2 units; 2 hours lecture*

Increased focus on solo playing with attention to style, interpretation, and tone. Second semester focuses on intonation, control, and a variety of advanced techniques. Repeatable for credit one time.

*Recommended Preparation: MUSI 145*  
**CSU, UC**

**MUSI 250**  
**Intermediate Percussion**

*2 units; 2 hours lecture*

Continued development of drumming and non-tuned percussion skills as well as tuned instruments. Second semester focuses on tuned percussions such as xylophone, marimba, glockenspiel and chimes. Repeatable once for credit.

**CSU, UC**

**MUSI 255**  
**Intermediate String Instruments**

*2 units; 2 hours lecture*

Ensemble and solo performance. Advanced fingerboard positions and musical skills. Second semester emphasizes ensemble, with quar-

ter playing required where possible. Repeatable once for credit.

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

**MUSI 258**  
**Instruments For Majors**

*1 unit; 1 hour lecture*

Advanced performance on a solo instrument with regular performances in public and the classroom. Repeatable once for credit.

*Limitation on Enrollment: By audition*  
**CSU, UC**

**MUSI 298**  
**Selected Topics in Music**

*0.5 - 3 units; 4 - 27 hours lab*

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

**CSU, UC**

**Nursing-Associate Degree**

**NURS 141**  
**Introduction to Nursing**

*7 units; 6 hours lecture, 15 hours lab; 12 weeks*

Focus is on the roles of the nurse to support adults and children from diverse backgrounds to achieve, maintain, and restore health. Emphasis is placed on nursing process, communication skills, the environment and assessment of body systems.

*Completion of the program admission requirements as identified in the Napa Valley College Catalog and the ADN Program information and application packet as required and approved by the California Board of Registered Nursing and recommended and approved by the State Chancellor's Office of the California Community Colleges (SCOCCC).*

*Prerequisites: BIOL 218, 219 and 220; ENGL 120*

*Corequisite: PSYC 125*

*Students must pass all nursing and required courses with a "C" or better.*

**CSU**

**NURS 142**  
**Nursing in Health Alterations I**

*4 units; 8 hours lecture, 13 hours lab; 6 weeks*

Introduces theory and practice to provide care to adults and children with selected stable alterations in health. The nurse functions at the beginning level in the roles of provider and

# COURSE ANNOUNCEMENTS

manager of care.

*This sequence is required by the California Board of Registered Nursing.*

*Prerequisite: Successful completion of NURS 141 with a "C" or better*

**CSU**

## **NURS 143**

### **Nursing in Health Alterations II**

*5.5 units; 6 hours lecture, 15 hours lab; 9 weeks*  
Focus is on the application of the nursing process in caring for patients with common alterations in health. The nurse functions in the roles of provider and manager of care in restoring and maintaining health.

*Prerequisite: NURS 142 and PSYC 125*

*Students must pass ALL nursing and required courses with a "C" or better*

**CSU**

## **NURS 144**

### **Mental Health Nursing in the Community**

*5.5 units; 6 hours lecture, 15 hours lab; 9 weeks*  
Provides theory and practice required to care for adults and children who are experiencing alterations in mental health. The focus is on the application of therapeutic communication skills and mental health concepts.

*Prerequisite: Completion of the program admission requirements as identified in the Napa Valley College Catalog and the ADN Program Information and Application packet as required and approved by the California Board of Registered Nursing and recommended and approved by the State Chancellor's office of the California Community Colleges (SCOCCC). Successful completion of NURS 142 – Nursing in Health Alterations I; PSYC 125 – Human Development Students must pass ALL nursing and required courses with a "C" or better.*

**CSU**

## **NURS 245**

### **Nursing Transition**

*1.5 - 2 units; 4.5 hours lecture, 6.5 - 13.5 hours lab; 4 weeks*

Assists the Advanced-Placement LVNs in developing a core of nursing knowledge so the transition to the second year of the program can occur. Areas are program philosophy and curriculum framework, role expectations, nursing process and care planning, teaching-learning principles, technical skills and pharmacology. Variable Unit Course: 3 units for A.S. Degree in Nursing and 1.5 units for the 30-unit-option student based on individual

learning plan.

*Completion of the program admission requirements as identified in the Napa Valley College Catalog and the ADN Program Information and Application packet as required and approved by the California Board of Registered Nursing and recommended and approved by the State Chancellor's office of the California Community colleges (SCOCCC)*

*Prerequisites: BIOL 218, 219, and 220; ENGL 120; PSYC 125; NURS 144; current valid California LVN License*

**CSU**

## **NURS 246**

### **Nursing in Health Alterations III**

*6.5 units; 8 hours lecture, 15 hours lab; 9 weeks*  
Focus is on the application of the nursing process in care for adults and children with complex alterations in health. The nurses role is expanded to include beginning team leadership for small groups.

*Prerequisite: NURS 143 and 144; Advanced Placement students must have successfully completed NURS 144 and NURS 245*

**CSU**

## **NURS 247**

### **Maternal-Newborn Nursing**

*4 units; 6 hours lecture, 12 hours lab; 9 weeks*  
Focus is on the use of the nursing process in caring for mothers, neonates and the child-bearing family. Emphasis is placed on family-centered nursing care and patient teaching.

*Prerequisites: NURS 143 and NURS 144*

**CSU**

## **NURS 248**

### **Nursing in Community-Based Settings**

*1 unit; 2.3 hours lecture, 6 hours lab; 4 weeks*  
Focus is on the application of the nursing process in community-based settings. Teaching, systematized lifelong learning and collaboration will be highlighted. Transfers to: CSU

*Prerequisites: NURS 144 AND NURS 143 or NURS 245 (for Advanced Placement LVN's only)*

**CSU**

## **NURS 249**

### **Nursing in Health Alterations IV**

*7 units; 6 hours lecture, 18 hours lab; 12 weeks*  
Focus is on the application of the nursing process for patients with multiple complex health alterations. The student functions in the roles of manager and provider of care with minimal supervision.

*Prerequisite: NURS 246 AND NURS 247 (LVN*



and Advanced Placement students are not required to take NURS 247); AND NURS 248; Social and Behavioral Science Elective (Except PSYC 125); SPEE 124

**CSU**

**NURS 250  
Nursing Preceptorship**

3 units; 3.6 hours lecture, 21.6 hours lab; 5 weeks

Provides a clinical environment for the student to integrate scientific principles and management skills. The student assumes increasing responsibilities under the direct supervision of a RN preceptor. This course allows the student to develop beginning levels of competence for the graduate nurse role.

*Prerequisite: NURS 249*

**CSU**

**Nursing - Vocational**

**NURS 131  
Vocational Nursing 1**

13 units; 7 hours lecture, 18 hours lab

The first course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Introduces role of Vocational Nurse, fundamental nursing skills, medical terminology, administration of medication including injections, lab values, Preoperative and Postoperative care, Pediatrics I, Gerontological nursing and care of the patient with Peripheral Vascular System Disorder I.

*Prerequisites: High School Graduate or equivalent, Orientation Meeting, HEOC 100, HEOC 371*

**CSU**

**NURS 132  
Vocational Nursing 2**

14 units; 8 hours lecture, 18 hours lab

This is the second course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Includes Fluids and Electrolytes I, Nursing Process II, Oncology, Immunology, Nursing Care for Maternal-Newborn, Peripheral Vascular II, Pediatrics II, Musculo-Skeletal, Gastrointestinal, Endocrine and Mental Health Disorders.

*Prerequisites: NURS 131*

**CSU**

**NURS 233**

**Vocational Nursing 3**

13 units; 7 hours lecture, 18 hours lab

This is the third course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Includes: Fluid and Electrolytes II, Leadership, Rehab and Home Health Nursing care of the patient with Cardiovascular, Respiratory, Urinary, Reproductive, Neurological and Dermatological Disorders.

*Prerequisites: NURS 132*

*Students must pass ALL nursing and required courses with a "C" or better.*

**CSU**

**Nursing - General**

**NURS 100  
Nursing Skills**

1 - 2 units; 6 hours lab

In independent study, students will learn and practice designated nursing procedures associated with concurrent course enrollment. Credit/No Credit grading. Repeatable for credit four times.

**CSU**

**NURS 270  
Basic Concepts in Coronary Care**

2 units; 2 hours lecture

A course designed to provide the students or graduate with additional knowledge and skill in caring for patients with coronary disease.

*Prerequisite: NURS 233, NURS 263, RESP 240 or equivalent*

**CSU**

**NURS 273  
Basic Dysrhythmia and Lead Interpretation**

2 units; 2 hours lecture

Introduces the basic concepts of cardiac rhythm interpretation for arrhythmia surveillance and 12 Lead EKG interpretations. Covers configuration and wave forms, diagnosis of dysrhythmia, clinical significance, therapeutic interventions, and current pharmacological considerations.

*Prerequisite: NURS 233 or RESP 241*

**CSU**

**NURS 274  
Critical Care Nursing**

2 units; 2 hours lecture

Introduces basic concepts of critical care nursing. Covers anatomy and physiology of the cardiovascular, pulmonary, renal, metabolic and

# COURSE ANNOUNCEMENTS

neurological systems, related pathophysiology, current therapeutic modalities and psychosocial interventions. Course content based on the American Association Critical Nursing core curriculum.

*Prerequisite:* NURS 263, NURS 233

**CSU**

## **NURS 278**

### **Mobile Intensive Care Nursing**

*4 units; 6 hours lecture, 2 hours lab; 8 weeks*

This course prepares the Registered Nurse for certification to practice as a Mobile Intensive Care Nurse by County Health Officers in the State of California.

*Prerequisites:* Current ACLS certification; valid California license to practice as an R.N. Six months experience in a critical care area in the past three years.

**CSU**

## **NURS 280**

### **Physical Assessment**

*2 units; 1 hour lecture, 3 hours lab*

Beginning concepts and skills of physical assessment of various body systems with relation to normal and abnormal findings. Introduction to history-taking, problem-oriented charting and psychological testing.

*Prerequisite:* NURS 143 or equivalent

**CSU**

## **Paralegal**

### **PLEG 190**

#### **Paralegal Internship**

*3 units; 1 hour lecture, 8 hours lab*

Designed to permit Paralegal Program students to work as interns inside various agencies and companies associated with the practice of law and the courts. Students are evaluated by the agency or company and college staff. Internships often lead to employment in the agency or company where assignments are made.

**CSU**

### **PLEG 270**

#### **Introduction to Law/Paralegal**

*3 units; 3 hours lecture*

An introduction to the various systems of law, court systems, and governmental functions in legislation. It also provides the student with an exposition of substantive and procedural law and examines business organization, contracts, torts, property law, and criminal law. Ethical practices within law-related organizations will be covered.

**CSU**

### **PLEG 271**

### **Legal Research and Writing 1**

*3 units; 3 hours lecture*

This course teaches the student familiarity with and utilization of various research tools in a law library, including codes, reports, encyclopedias, and legal dictionaries. Students will further their knowledge by utilizing such resources to analyze statutes and cases, and then apply that knowledge by preparing legal memoranda and case briefs.

**CSU**

### **PLEG 272**

#### **Legal Research and Writing 2**

*3 units; 3 hours lecture*

A continuation of PLEG 271. Students will draft legal documents, course pleadings, motions, memoranda, and communications with the public.

*Prerequisite:* PLEG 271

**CSU**

### **PLEG 273**

#### **Civil Procedure 1: Discovery**

*3 units; 3 hours lecture*

An exploration into the dynamics of noncriminal dispute resolution and the available remedies in both state and federal court systems. This course is the first of two parts focusing upon pre-trial and discovery procedures, including rules regulating the civil litigation process, legal jurisdiction, calendaring, ethics, client communication, case development, and motion practice.

**CSU**

### **PLEG 274**

#### **Contracts and Commercial Paper**

*3 units; 3 hours lecture*

This course provides the students with a working knowledge of basic contract law and familiarization with various forms of commercial paper. It also furnishes the student with practical information in order to draft valid contracts.

**CSU**

### **PLEG 275**

#### **Wills, Trusts, and Probate**

*3 units; 3 hours lecture*

Course teaches the student the role of a paralegal in drafting wills and trusts, and familiarizes the student with the different types of wills and trusts. Students will also learn the procedure for administration of a decedent's estate in California. Topics include: tax issues, real and personal property, information needed to probate an estate, and non-probate property.

**CSU**

### **PLEG 276**

**Family Law**

*3 units; 3 hours lecture*

Role of the paralegal in dissolving marriages in California. Preparing dissolution of marriage documents, motions, orders to show cause, judgements, marital settlement agreements. Domestic emergencies, adoptions, and paternity actions.

**CSU**

**PLEG 277**

**Torts**

*3 units; 3 hours lecture*

A survey course covering the concepts of tort law, the practice of law in personal injury litigation, the dynamics of liability law, and the importance of proper client interview techniques for future legal analysis.

**CSU**

**PLEG 278**

**Civil Procedures II - Trial Preparation**

*3 units; 3 hours lecture*

A continuation of Civil Procedure I (PLEG 273). This course focuses upon the legal analysis applicable to cases destined for trial, the evidence needed, handling the opponent's evidence, and the various motions and documents needed to prepare for trial. It also explores the types of pretrial settlements and arbitration, the trial itself, and various post-trial motions and appellate procedures.

**CSU**

**PLEG 279**

**Environmental Law**

*3 units; 3 hours lecture*

An in depth study of environmental law including all applicable federal and state statutes, federal and state case laws, and a survey of the responsibility that various state and federal agencies have for specific areas of environmental law.

**CSU**

**PLEG 298**

**Selected Topics in Paralegal**

*0.5 - 2 units; 8 hours lecture*

A short course offered periodically throughout the semester, usually on Saturdays, covering specialized topics in the Paralegal field.

**CSU**

**PLEG 300**

**Negotiations**

*0.5 - 2 units; 18 - 40 hours lecture; 1 week*

This class provides the pragmatic information necessary to be able to conduct interest-based negotiations. This course covers the legal aspects

of negotiating, ethical considerations in negotiations, the drafting and presentation of the agreements for review and approval, how to reach a consensus, and the role of a consulting attorney. Repeatable once yearly.

**PLEG 301**

**Mediation I**

*0.5 - 2 units; 40 hours lecture; 1 - 2 weeks*

This course provides the practical information necessary for conducting mediations. Specific topics covered include how to conduct mediations, ethical considerations associated with conducting mediations, how to identify the interests of the parties to a mediation, how to reach a consensus on the issues, and the role a mediator plays in various types of mediations. Repeatable once yearly.

**PLEG 302**

**Mediation II**

*0.5 - 2 units; 8 - 40 hours lecture; 1 week*

This course builds upon Mediation I by discussing the various legal aspects of conducting mediations, the legal requirements that must be met to represent oneself as a mediator, and when mediation is legally required before legal action can continue. This course also explains how to document mediations, and how to advertise one's services as a mediator. Repeatable once yearly.

**PLEG 303**

**Alternative Dispute Resolutions**

*0.5 - 2 units; 18 - 40 hours lecture; 1 week*

This course describes the various forms of Alternative Dispute Resolution, how to become an arbitrator/mediator, explores the ethics associated with dispute resolution, and examines the laws pertinent to alternative dispute resolution. Repeatable once yearly.

**Philosophy**

**PHIL 120**

**Introduction to Philosophy 1**

*3 units; 3 hours lecture*

CAN PHIL 2

Introduces students to the ideas of major Western philosophers from pre-Socratic times to the end of the 18th Century and develops the students' critical-thinking and problem-solving skills.

**CSU, UC**

**PHIL 121**

# COURSE ANNOUNCEMENTS

## **Introduction to Philosophy 2**

*3 units; 3 hours lecture*

CAN PHIL 2

Introduces students to the ideas of major Western philosophers from the early 19th Century to the present and develops the student's critical thinking and problem-solving skills.

**CSU, UC**

## **PHIL 125**

### **Introduction to Ethics**

*3 units; 3 hours lecture*

CAN PHIL 4

A survey of major ethical theories in Western thought with reference to questions of right, good and duty, combined with application of these theories to situations in our personal lives.

**CSU, UC**

## **PHIL 126**

### **Contemporary American Ethics**

*3 units; 3 hours lecture*

The critical examination of personal beliefs related to contemporary American moral issues such as abortion, drugs, capital punishment, euthanasia, privacy, etc. Attention is given to weighing issues, making judgements and understanding diverse positions on any moral issue.

**CSU, UC**

## **PHIL 130**

### **Introduction to Logic**

*3 units; 3 hours lecture*

CAN PHIL 6

A study of common logical fallacies in everyday use, deductive and inductive arguments, and the logical uses of language. Emphasis will be upon the development of clear and critical thinking.

**CSU, UC**

## **PHIL 133**

### **World Philosophy**

*3 units; 3 hours lecture*

Introduces students to the major themes in philosophy such as metaphysics, epistemology ethics, determinism and freedom, and ontology. Major philosophers from every continent of the globe will be presented on each issue. The course develops the students' critical-thinking and problem-solving skills.

**CSU, UC**

## **PHIL 134**

## **Philosophy of Religion**

*3 units; 3 hours lecture*

Introduces the student to the major themes such as the existence of God, faith and reason, evil, death, fate, mysticism and the role of logic in religious language. Major philosophers from every continent of the globe will be presented. The course develops the students' critical-thinking and problem-solving skills.

**CSU, UC**

## **PHIL 199**

### **Independent Study in Philosophy**

*1 - 3 units; 3 - 9 hours lab*

Independent study for students interested in specialized reading, research or special projects in Philosophy.

**CSU**

## **PHIL 298**

### **Selected Topics in Philosophy**

*1 - 3 units; 9 hours lab*

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

**CSU, UC**

## **Photography**

## **PHOT 120**

### **Introduction to Photography**

*3 units; 3 hours lecture*

A non-darkroom, lecture/demo course on the operation of modern cameras, film and accessories. Exposure, composition, care of equipment and use of commercial laboratories. Student must provide 35mm camera and commercial processing of film. Prerequisite to all courses in the photo-technology program.

**CSU, UC**

## **PHOT 121**

### **Basic Laboratory Photography**

*3 units; 2 hours lecture, 4 hours lab*

Introduction to basic black and white photographic processes and techniques. Film exposure testing and processing, printing, using lab equipment; print presentation techniques.

*Prerequisite: PHOT 120*

**CSU, UC**

## **PHOT 123**

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Paralegal  
Philosophy  
Photography

**Advanced Photography**

3 units; 2 hours lecture, 4 hours lab

Advanced lab and camera techniques in black and white photography. Infrared photography, high contrast films, portable and studio flash, medium and large format cameras, basic photographic chemistry and introduction to the zone system.

Prerequisite: PHOT 121

CSU

**PHOT 130**

**Documentary Photography**

3 units; 2 hours lecture, 4 hours lab

Photographing for reproduction in newspapers and magazines. History of photojournalism and contemporary trends in the field. Freelancing and use of stock agencies are also discussed. Wide variety of shooting situations and assignments. Guest speakers and field trips.

Prerequisite: PHOT 121

CSU

**PHOT 150**

**Digital Imaging for Photographers**

3 units; 2 hours lecture, 4 hours lab

This course acquaints the student with methods of digital imaging commonly used by photographers. The emphasis is on retouching and adjusting photos for reproduction, web site application and high quality print output. Adobe Photoshop software is an industry standard and the primary tool for this course. Additionally, students will learn techniques of scanning, file selection, color calibration and various output options that will enhance their photographic capabilities.

Prerequisite: PHOT 121

Recommended preparation: COMS 110

CSU

**PHOT 160**

**International Travel & Documentary Photography**

3 units; 2 hours lecture, 4 hours lab

Photojournalism, editorial, stock and travel photography. Photographing/communicating within various cultures at international sites which vary with course offerings. Provides useful experience and insights for the student considering this type of career. Repeatable for credit three times.

CSU

**PHOT 180**

**History of Photography**

3 units; 3 hours lecture

A general survey of the history of photography from 1800 to the present. Examines the development of aesthetic trends within the medium and related developments in science and art. Reviews photography as an influential medium in journalism, advertising and the fine arts. Required for photography majors.

CSU, UC

**PHOT 199**

**Independent Study in Photography**

1 - 3 units; 3 - 9 hours lab

A study option that allows students to investigate a specialized area of photography or refine specific skills. Project may assume one of three forms: 1) research paper, 2) research paper and example work, 3) specific photographic work and an exhibition of the results.

CSU

**PHOT 226**

**Color Slide Printing**

3 units; 2 hours lecture, 4 hours lab

A course designed to introduce the student to the concepts and processes of color printing. Emphasis is on color theory, processing of color slide films, color print (including Cibachrome and Ektachrome) materials and presentations.

Prerequisite: PHOT 121

CSU

**PHOT 227**

**Color Negative Printing**

3 units; 2 hours lecture, 4 hours lab

Course investigates the theory and practice of color printing as it applies to color negative materials. Course focuses on advanced color techniques, materials and processes. Commercial color labs and professional services will be explored.

Prerequisite: PHOT 121

CSU

**PHOT 240**

**Experimental Techniques**

3 units; 2 hours lecture, 4 hours lab

Explores various processes of image production in photography. Silver, non-silver, black and white and color imaging techniques are covered. Students independently select, research and explore interest areas then share results with entire group. Emphasis is on non-traditional image making processes and individual experimentation.

Prerequisite: PHOT 121

CSU

# COURSE ANNOUNCEMENTS

## PHOT 250

### Portrait Photography

3 units; 2 hours lecture, 4 hours lab

A course designed to familiarize students with fundamentals of portrait photography. Topics include commonly used films and materials, available and location lighting, studio lighting, individual and group portraits, fashion photography. Student must provide 35mm camera. Training on professional medium format cameras in studio situations. Field trip required.

*Prerequisite:* PHOT 123

*Recommended Preparation:* PHOT 226 or PHOT 227

CSU

## PHOT 260

### Product and Advertising Photography

4 units; 3 hours lecture, 3 hours lab

An advanced course in successful product and advertising materials and equipment, studio and location lighting, organizational and planning techniques, layout/design, use of professional labs, and career possibilities. Assignments include food, fashion, glassware, architecture, large and small products. Student provides 35mm camera. Training on professional studio cameras.

CSU

## PHOT 280

### Professional Portfolio

3 units; 2 hours lecture, 4 hours lab

An advanced photography course to design and develop a professional portfolio. Emphasis will be on commercial and fine art portfolios. Studio operation, gallery exhibition and business practices are covered.

*Prerequisite:* PHOT 123

CSU

## PHOT 298

### Selected Topics in Photography

1 - 3 units; 3 - 9 hours lab

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

CSU

## PHOT 300

### The Expressive Print

1 unit; 3 hours lecture, 3 hours lab; 6 weeks

This course is a hands-on exploration of the process of producing expressive black and white prints. The student will learn the affec-

tive qualities in fine printing, specialized dark-room techniques and archival processing. Equipment selection, the evolution of photographic papers and developing chemistry will also be covered. Students will propose and produce a black and white portfolio project.

*Prerequisite:* PHOT 123

## PHOT 301

### Location Lighting for Portraiture

1 unit; 3 hours lecture, 3 hours lab; 6 weeks

A lecture/demonstration and field laboratory course designed for advanced photography students who want to learn practical techniques of location lighting. Course covers choice of camera equipment, films, filters and portable lighting equipment. There will be a number of lighting demonstrations both on and off campus. Assignments will reflect real photographic working situations and practical lighting solutions.

*Prerequisite:* PHOT 121

## PHOT 302

### Visual Literacy for Photographers

1 unit; 3 hours lecture; 6 weeks

Learning to see creatively is the first step toward taking better photographs. This course offers exercises and field trips to teach perception, photographic interpretation and personal expression. Frequent critiques of student work. Useful for any photographer or artist. Student must provide camera and commercial processing of film.

*Prerequisite:* PHOT 120

## PHOT 303

### Zone System Workshop

1 unit; 3 hours lecture, 3 hours lab; 6 weeks

A lecture/laboratory course designed for more advanced photography students who wish to learn the Ansel Adams Zone System. The course provides students with instruction, assignments and methodology for establishing a personal exposure, developing and printing calibration. Students will become familiar with film and developer selection, testing, time-temperature development techniques and sensitometry as applied to making properly exposed and developed negatives.

*Prerequisite:* PHOT 121

## PHOT 304

### Professional Strategies in Photography

1 unit; 3 hours lecture; 6 weeks

A lecture course designed for more advanced photography students who wish to learn more about professional business techniques in photography. The course will provide students

with challenging assignments that mirror actual working situations in photography. There will be a number of guest speakers and field trips to professional studios.

*Prerequisite: PHOT 226 or PHOT 227*

## Physical Education

### PHYE 100

#### Swimming

*0.5 - 1 units; 2 hours lab*

Fundamentals of swimming. Repeatable for credit three times to improve proficiency. The following levels of instructions will be offered: 1) Beginning - Water safety skills, back and front float, prone glide, flutter kick on front and back, arm stroke both front and back, rhythmic breathing and drown proofing. Emphasizes mental and physical adjustment to water. Text required. 2) Intermediate - Improvement of basic skills. Emphasis on combined strokes, crawl stroke, elementary back stroke, side stroke and breast stroke. Safety and survival skills, artificial respiration and personal rescue. Text required. 3) Advanced - Review of the elementary back stroke, back crawl, breast, side, and crawl strokes. Introduction to inverted breast, overarm, side, trudgen and butterfly strokes. Racing starts and turns. Text required.

**CSU, UC**

### PHYE 102

#### Water Exercise

*1.5 units; 3 hours lab*

Improvement of cardiovascular endurance, muscle tone and flexibility using water as a medium for exercise. Excellent activity for non-swimmers, novices and individuals requiring rehabilitation, Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

### PHYE 108

#### Bowling

*1 unit; 2 hours lab*

Beginning bowling skills: grip, stance, delivery, follow-through, scoring fundamentals, concentration and bowling etiquette. Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

### PHYE 109

#### Billiards

*1 unit; 0.5 hour lecture, 1.5 hours lab*

Fundamentals of Billiards. Repeatable for credit three times to improve proficiency. Ba-

sic fundamentals including stance, the bridge, grip and stroke. Transferring spin from ball to ball. Practice methods and position play, aiming, carom shots and ball breaks. Play will include basic eight ball games and introduction to other games and tournament formats.

**CSU, UC**

### PHYE 110

#### Fencing

*1 unit; 2 hours lab*

Fundamentals of fencing. Repeatable for credit three times to improve proficiency. The following levels of instruction will be offered: 1) Beginning - History, rules and safety of fencing. Basic forms of posture and movement and basic attacks and parries. Text required. 2) Intermediate - Development of attack and defense skills. Introduction to the skills needed to direct and judge bouts. Text required. 3) Advanced - Attacks, defense, competitive bouts, advanced footwork, use of electric foil and blade work. Text required.

**CSU, UC**

### PHYE 112

#### Golf

*1 - 1.5 units; 2 - 4.5 hours lab*

Fundamentals of golf. Repeatable for credit three times to improve proficiency. Beginning: Beginning golf skills (grip, stance, swing) with selection of clubs for various situations. Overview of rules and proper golfing etiquette. Text required. Intermediate: Review of grip, stance, and swing. Review of rules and etiquette. Individual instruction and play at local golf courses. Text required. Advanced: Refine rules and etiquette. Review and master fundamental skills. Instruction and play on local golf courses. Video tape instruction at NVC campus. Text required.

**CSU, UC**

### PHYE 113

#### Badminton

*1 unit; 2 hours lab*

Basic skills, strategy and tactics for singles, doubles, and mixed doubles badminton. Repeatable for credit three times to improve proficiency. Beginning: Instruction in the history, safety, scoring and etiquette of badminton. The fundamentals of the grip and various forehand and backhand strokes. Rules and basis strategy for singles and doubles games. Text required. Intermediate: Basic and intermediate skills, strategy, and tactics. Emphasis on forehand and back hand, clear, kill, drives and drop shots, and their use in singles and doubles matches. Rules and strategies pre-

# COURSE ANNOUNCEMENTS

sented. Text required. Advanced: Methods of attack and defense in singles and doubles. Class tournaments and ladder play. Instruction in refereeing is given. Text required.

**CSU, UC**

## **PHYE 116 Paddleball**

*1 unit; 2 hours lab*

Fundamentals of paddleball. Repeatable for credit three times to improve proficiency. Beginning: Forehand and backhand ground strokes, serves, grips, proper foot placement, rules, scoring and etiquette. Text required. Intermediate: Basic and intermediate skills, strategy and tactics. Forehand, backhand, volley, half-volley and lob skills. Text required. Advanced: Competitive and advanced techniques. Methods of attack, participation in class tournaments, refereeing, and advanced strategy. Text required.

**CSU, UC**

## **PHYE 118 Racquetball**

*1 - 1.5 units; 1.5 - 3 hours lab*

Fundamentals of racquetball. Repeatable for credit three times to improve proficiency. Beginning: Introduction to basic shots, strategy, serves, safe procedures for play and practice, rules necessary to play the game on beginning recreational level. Intermediate: Continuation of fundamentals of racquetball. Increased refinement in stroke techniques for shots, increase of serve and play strategy, introduction to cuthroat, odd-person-out singles and doubles. Advanced: Review and correction/certification of basic shots, introduction to advanced shots and strategy concepts, advanced doubles strategy, refereeing, tournament play.

**CSU, UC**

## **PHYE 120 Skiing**

*1 unit; 2 hours lab*

Fundamentals of skiing. Repeatable for credit three times to improve proficiency. Beginning: Fundamentals of skiing. Conditioning, basic skills and safety techniques. Field trip to ski resort. Text required. Intermediate: Further development of beginning skills. Equipment, clothing, conditioning and safety. Field trip to ski resort. Text required.

**CSU, UC**

## **PHYE 121 Mountain Biking**

*1.5 units; 0.5 hour lecture, 2.5 hours lab*

Fundamentals of mountain biking. Designed to improve student's cardiovascular endurance, increase student's flexibility and strength. In addition, it is designed to improve mountain biking skills and overall fitness, while enhancing one's appreciation and enjoyment of the sport of mountain biking. Repeatable for credit three times.

**CSU, UC**

## **PHYE 122 Soccer**

*1 unit; 2 hours lab*

Fundamentals of soccer. Rules, scoring, position play, tactics, etiquette, and basic skills in trapping, passing, heading and dribbling. Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

## **PHYE 123 Tennis**

*0.5 - 1.5 units; 2 - 4.5 hours lab*

Fundamentals of tennis. Repeatable for credit three times to improve proficiency. Beginning: Rules, scoring, etiquette, and tactics for singles. Emphasis on forehand and backhand ground strokes, serve and volley. Text required. Intermediate: For the advanced beginner. Concepts and strategy at the intermediate level. Emphasis on forehand and backhand ground strokes, serve, volley, service return, approach shot, half volley, lob and overhead smash. Text required. Advanced: Control, placement, depth and pace. Advanced strategy for the singles player and doubles competitive play. Text required.

**CSU, UC**

## **PHYE 125 Volleyball**

*1 unit; 2 hours lab*

Fundamentals of volleyball. Repeatable for credit three times to improve proficiency. Beginning: Instruction on the pass, set, spike, serve and block. Emphasis on rules, etiquette and strategy for six person team play. Text required. Intermediate: Development of basic skills and strategies. Emphasis on six person team play and introduction to two person play. Text required. Advanced: Intermediate skills and strategies and the introduction of advanced techniques and team play. Emphasis on officiating and participation in tournament competition. Text required.

**CSU, UC**



**PHYE 129**

**Spinning**

*0.5 - 1.5 units; 1 - 3 hours lab*

This course is designed to provide students with a cardiovascular and muscle conditioning workout through a continuous movement on a bicycle (stationary). Each workout begins with a warm-up, then an increasing level of workload and finishes with a cool-down. This course provides a workout suitable for all levels of fitness. Repeatable for credit three times.

**CSU, UC**

**PHYE 130**

**Yoga**

*1.5 units; 3 hours lab*

This class is an introduction to Hatha Yoga. Students will be taught the theory, history and philosophy of yoga. Primarily, the students will participate in the practice of yoga postures, while integrating breath work and concentration. The physiological and emotional benefits will be discussed. Repeatable for credit three times.

**CSU, UC**

**PHYE 131**

**Cardio Kickboxing**

*0.5 - 1.5 units; 1 - 3 hours lab*

This course is designed to provide students with a cardiovascular and muscle conditioning workout through continuous movements such as kicks, punches, jumping rope and calisthenic exercises. Each workout, which begins with a warm-up and finishes with a final stretch, emphasizes proper execution of movements and body alignment. This course is a non-contact workout appropriate for all levels of fitness. Repeatable for credit three times.

**CSU, UC**

**PHYE 132**

**Aerobic Dance**

*1.5 units; 3 hours lab*

Emphasis on improving cardiovascular endurance utilizing basic dance sequences presented with music. Includes proper warm-up, toning and stretching exercises. Repeatable for credit three times to improve proficiency.

**CSU, UC**

**PHYE 133**

**Body Sculpting**

*1.5 units; 3 hours lab*

This course is designed to provide students an environment for improving muscular strength, muscular endurance, and muscular flexibility.

These three components of fitness will be addressed using a variety of equipment including free weights, bands, tubing, benches, and mats. Emphasis will be placed on proper technique and form, and safe execution of exercises. Repeatable for credit three times.

**CSU, UC**

**PHYE 134**

**Ballet**

*1 unit; 2 hours lab*

Fundamentals of ballet. Repeatable for credit three times to improve proficiency. Beginning: Emphasis on beginning techniques at the barre, center floor, across the floor and various ballet combinations with different rhythmic patterns. Intermediate: Intermediate techniques at the barre, center floor, across the floor and various ballet combinations. Body movement and dance variation for different music. Text required.

**CSU, UC**

**PHYE 136**

**Jazz Dance**

*1 unit; 2 hours lab*

Fundamentals of Jazz Dance. Repeatable for credit three times to improve proficiency. Beginning: Beginning instruction in jazz techniques, center floor stretches, isolated movements, and combinations with different rhythmic patterns. Intermediate jazz techniques, center floor stretches and locomotor movement. Contractions, splits, head rolls, and some improvisations. Text required.

**CSU, UC**

**PHYE 137**

**Tap Dance**

*1 unit; 2 hours lab*

Fundamentals of tap dance. Repeatable for credit three times to improve proficiency. Beginning: The history and terminology of tap; singles and doubles sound techniques; stretching techniques at the barre; and techniques away from the barre such as hop, leap, ball change and grapevine. Intermediate: Tap combinations such as waltz, clog, and breaks which use different rhythms.

**CSU, UC**

**PHYE 138**

**Modern Dance**

*1 unit; 2 hours lab*

Emphasis on rhythmic movements, isolated movement, free expression and improvisation. This course will introduce elemental concepts (space, time, force). Repeatable for credit three times to improve proficiency. Beginning:

# COURSE ANNOUNCEMENTS

Emphasis on rhythmic movements, free expression and improvisation. Text required. Intermediate: Further improvement of modern dance techniques. Emphasis on elemental concepts (space, time, force), improvisation and compositional study. Text required.

**CSU, UC**

## **PHYE 140**

### **Dance Production**

*1 unit; 2 hours lab*

Introduction to dance production. Costuming, makeup, publicity, performing or assisting in stage managing. Text required. Repeatable for credit three times to improve proficiency. Open entry/open exit.

*Prerequisite: Enrollment permitted only if student has been accepted to perform or assist in a dance production.*

**CSU, UC**

## **PHYE 142**

### **Dance Composition**

*2 units; 2 hours lecture*

Introduction to choreographic skills. Elements of dance from a choreographic perspective. Space, time, rhythm, form, phrasing, style and content. Students required to present studies of critique. Repeatable for credit three times.

**CSU, UC**

## **PHYE 145**

### **Fitness Assessment Laboratory**

*1 unit; 2 hours lab*

Assessment and interpretation of individual fitness and health levels. The assessment series measures body composition, muscular strength, cardiorespiratory endurance and flexibility. Students repeating this course will be able to track their personal fitness level. May be repeated three times for credit.

**CSU, UC**

## **PHYE 146**

### **Fitness Flexibility**

*1.5 units; 1 hour lecture, 2 hours lab*

Designed to increase elasticity and resiliency in all major muscle groups and improve awareness of overall health and nutrition. Students achieve greater overall flexibility, improve body alignment and strengthen and tone the muscles. May be repeated for credit three times.

**CSU, UC**

## **PHYE 147**

### **Swim for Fitness**

*0.5 - 1.5 units; 1 hour lecture, 2 hours lab*

Improvement of basic aquatic skills (crawl stroke, back stroke, breast stroke). Increases

endurance and improves knowledge of the major components of a workout. Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

## **PHYE 148**

### **Walking for Fitness**

*1.5 units; 1 hour lecture, 2 hours lab*

Instruction focused on improving cardiovascular endurance through a safe and effective exercise program of walking. Repeatable for credit three times to improve proficiency.

**CSU, UC**

## **PHYE 149**

### **Physical Fitness**

*1.5 units; 1 hour lecture, 2 hours lab*

Fundamental concepts of physical fitness. An individualized program established with each student. Aerobics, strength, flexibility, posture, nutrition and relaxation. Text required. Repeatable for credit three times.

**CSU, UC**

## **PHYE 151**

### **Weight Training**

*1.5 units; 1 hour lecture, 2 hours lab*

Fundamentals of weight training. Introduction of weight training apparatus, equipment, and safety. Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

## **PHYE 153**

### **Body Awareness for Women**

*1 unit; 2 hours lab*

Development of an awareness of the physical self. Basic techniques in movement, relaxation and exercise are examined. Designed for the reentering woman. Text required. Repeatable for credit three times to improve proficiency.

**CSU, UC**

## **PHYE 156**

### **Archery**

*1 unit; 2 hours lab*

Fundamentals of archery. Repeatable for credit three times to improve proficiency. Beginning: Basic instruction in the history, selection, and proper care of equipment; safety; fundamentals and etiquette. Text required. Intermediate: Refinement of skills attained at the beginning level. Holding and drawing anchor points, aiming, release and follow-through with target shooting to 30 yards. Introduction of the use of commercial bow sight. Text required. Advanced: Review of safety, etiquette, and fundamentals. Shooting at distances of 20, 30,

40, and 50 yards. Introduction of accessories to increase skill. Technical and psychological preparation for competition. Text required.  
**CSU, UC**

**PHYE 160**  
**Adaptive Physical Education**

*1.5 units; 1 hour lecture, 2 hours lab*  
Designed to meet the needs of the physically limited student. The course will provide adaptations necessary to achieve muscular strength; cardiorespiratory endurance; and flexibility, each within the parameters of the student's ability. Repeatable for credit three times.  
**CSU, UC**

**PHYE 169**  
**Adaptive Physical Education for Teaching Assistants**

*2 units; 1 hour lecture, 2 hours lab*  
Train assistants in the field of adaptive physical education and provides students with experience in working with a wide variety of handicaps and abilities. Text required. Repeatable for credit three times to improve proficiency. Open entry/open exit.  
**CSU**

**PHYE 171**  
**Care & Prevention of Athletic Injuries**

*3 units; 3 hours lecture*  
An introduction to the concepts of athletic training care and management of sports injuries; rehabilitation of injuries through selection and use of equipment and proper training, and taping techniques.  
**CSU, UC**

**PHYE 172**  
**Modern Sport Officiating/Men**

*2 units; 2 hours lecture, 1 hour lab*  
Basic instruction in interpretation of the rules, understanding regulations and the fundamentals of officiating men's games. Text required.  
**CSU, UC**

**PHYE 173**  
**Modern Sport Officiating/Women**

*1 - 2 units; 2 hours lecture, 1 hour lab; 9 weeks*  
Basic instruction in interpretation of the rules, understanding regulations and the fundamentals of officiating women's games. Text required.  
**CSU, UC**

**PHYE 176**  
**Team Sports**

*1 unit; 2 - 4.5 hours lab*  
An introduction to the skills necessary to play a regulation game. Includes rules, scoring systems, etiquette, safety and conditioning. Covers tennis, golf, swimming, baseball, basketball, flag football, rugby, soccer, softball, volleyball, water polo, racquetball, fencing, bowling and badminton. Text required. Repeatable for credit three times to improve proficiency.  
**CSU, UC**

**PHYE 178**  
**Pre-Season Conditioning**

*1 - 2 units; 5 - 10 hours lab*  
Conditions and prepares athletes for the competitive season. Beginning skills and strategies are reviewed. Intermediate skills and strategies are emphasized. Specific sport fitness and injury prevention emphasized. Repeatable for credit three times.  
**CSU, UC**

**PHYE 199**  
**Independent Study in Physical Education**

*1 - 3 units; 3 - 9 hours lab*  
Independent study course for students interested in specialized reading, research or projects that deal with an acceptable topic in physical education.  
**CSU, UC**

**PHYE 200**  
**Coaching And Athletic Administration**

*2 units; 2 hours lecture; 9 weeks*  
Philosophy of coaching and appreciation of various coaching styles. Psychology of sports nutrition for the athlete, building training programs and working within the law, athletic injuries and rehabilitation.  
**CSU**

**PHYE 204**  
**American Red Cross Lifeguard Training**

*3 units; 1 hour lecture, 2 hours lab*  
Instruction designed to certify students in American Red Cross Lifeguard Training, thereby enabling students to seek lifeguarding positions.  
*Prerequisite: American Red Cross standards*  
**CSU, UC**

# COURSE ANNOUNCEMENTS

## **PHYE 205**

### **Water Safety Instructor**

*3 units; 2 hours lecture, 2 hours lab*

Prepares students to instruct these water safety courses: 1) infant and preschool aquatic programs; 2) K-6 water education, beginning through advanced swimmer level; 3) basic water safety, emergency water safety, and safety training for swim coaches.

*Prerequisite: Student must have a current Red Cross Advanced Lifesaving Certificate and a Red Cross Swimmer Certificate.*

**CSU, UC**

## **PHYE 255**

### **Foundations Of Physical Fitness**

*2 units; 2 hours lecture, 1 hour lab*

Planning and instituting a personalized physical fitness program. Lectures define the basic components of physical fitness. Exercises done in the lab. Personal fitness assessment, aerobic exercises, muscular fitness, flexibility, postural analysis, diet, weight control, stress and relaxation. Text required.

**CSU, UC**

## **PHYE 271**

### **Sports Medicine Practicum**

*2 units; 1 hour lecture, 3 hours lab*

An introduction to the sports medicine field with practical experience in the practice of athletic training, physical therapy, massage therapy, and personal training. Repeatable 3 times for credit.

**CSU, UC**

## **PHYE 272**

### **Sports Medicine Training Lab**

*1 unit; 3 hours lab*

Designed to provide students with experience, through internship hours, applicable to the National Athletic Training Association certification in the area of the sports medicine field; specifically athletic training. Also gives others interested in physical therapy, massage therapy and personal fitness training hands-on experience. Repeatable for credit three times.

**CSU, UC**

## **PHYE 285**

### **Men's Basketball Team**

*1 - 2 units; 5 - 10 hours lab*

A course designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times.

**CSU, UC**

## **PHYE 286**

### **Women's Basketball Team**

*1 - 2 units; 5 - 10 hours lab*

A course designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times.

**CSU, UC**

## **PHYE 287**

### **Men's Baseball Team**

*1 - 2 units; 5 - 10 hours lab*

A course designed for the competitive baseball player who will represent Napa Valley College in intercollegiate baseball games. Repeatable for credit three times.

**CSU, UC**

## **PHYE 290**

### **Men's Golf Team**

*1 - 2 units; 5 - 10 hours lab*

A course designed for the competitive golfer who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times.

**CSU, UC**

## **PHYE 291**

### **Soccer Team**

*1 - 2 units; 5 - 10 hours lab*

A course designed for the competitive soccer player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times.

**CSU, UC**

## **PHYE 292**

### **Women's Softball Team**

*1 - 2 units; 5 - 10 hours lab*

A course designed for the competitive softball player who will represent Napa Valley College in intercollegiate play. Repeatable for credit three times.

**CSU, UC**

## **PHYE 293**

### **Competitive Swim and Dive Team - Men**

*1 - 2 units; 5 - 10 hours lab*

A course designed for the competitive swimmer or diver who will represent Napa Valley College in intercollegiate swim meets. Repeatable for credit three times.

**CSU, UC**

**PHYE 294**

**Swim and Dive Team - Women**

1 - 2 units; 5 - 10 hours lab

A course designed for the competitive swimmer or diver who will represent Napa Valley College in intercollegiate swim meets. Repeatable for credit three times.

**CSU, UC**

**PHYE 295**

**Men's Tennis Team**

1 - 2 units; 5 - 10 hours lab

A course designed for the competitive tennis player who will represent Napa Valley College in intercollegiate competition. Repeatable for credit three times.

*Condition of enrollment: PHEY 178, Tennis Preseason Conditioning is highly recommended. Selection to the Men's Tennis Team is through a tryout.*

**CSU, UC**

**PHYE 296**

**Women's Tennis Team**

1 - 2 units; 5 - 10 hours lab

A course designed for the competitive tennis player who will represent Napa Valley College in intercollegiate competition. Repeatable for credit three times.

*Condition of Enrollment: PHEY 178, Tennis Preseason Conditioning is highly recommended. Selection to the Women's Tennis Team is through a tryout.*

**CSU, UC**

**PHYE 297**

**Women's Volleyball Team**

1 - 2 units; 5 - 10 hours lab

A course designed for the competitive volleyball player who will represent Napa Valley College in intercollegiate matches. Repeatable for credit three times.

**CSU, UC**

**PHYE 298**

**Selected Topics In Physical Education**

1 - 3 units; 1 - 9 hours lecture/lab

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

**CSU, UC**

**Physics**

**PHYS 105**

**General Applied Physics**

3 units; 3 hours lecture

Study of mechanics, magnetism and optics for students in the two year technology programs.

**CSU**

**PHYS 110**

**Descriptive Physics**

3 units; 3 hours lecture

A non-mathematical descriptive introduction to physics for non-science majors. Slides, tapes and demonstrations illustrate the fundamental laws and applications of mechanics, heat, electricity, sound, optics and atomic physics.

**CSU, UC**

**PHYS 111**

**Descriptive Physics Laboratory**

1 unit; 3 hours lab

A non-mathematical descriptive physics laboratory that emphasizes concepts before computation, the same approach used in PHYS 110. Many experiments are observational activities only. Some experiments involve computers which are programmed to simplify and summarize quantitative measurements.

*Corequisite: PHYS 110*

**CSU, UC**

**PHYS 120**

**General Physics 1**

4 units; 3 hours lecture, 4 hours lab

CAN PHYS 2; CAN PHYS SEQ A w/ PHYS 121

Mechanics, fluids, wave motion, and heat; emphasis on biological and medical applications in all areas.

*Prerequisite: MATH 108*

**CSU, UC**

**PHYS 121**

**General Physics 2**

4 units; 3 hours lecture, 4 hours lab

CAN PHYS 4; CAN PHYS SEQ A w/ PHYS 120

Electricity, magnetism, optics and modern physics; emphasis on biological and medical applications in all areas.

*Prerequisite: PHYS 120*

**CSU, UC**

Physical  
Education

Physics

Political Science

# COURSE ANNOUNCEMENTS

## PHYS 140

### Physics for Scientists and Engineers 1

4 units; 3 hours lecture/discussion, 3 hours lab  
CAN PHYS 8; CAN PHYS SEQ B w/ PHYS 240  
and 241

Mechanics.

Prerequisite: MATH 120

Corequisite: MATH 121

CSU, UC

## PHYS 199

### Independent Study in Physics

1 - 3 units; 9 hours lab

For the physics students who wish to pursue topics not included in the regular curriculum. Possible projects include a research paper, a computer project, sophisticated problem-solving, or innovative experiments in areas such as holography, lasers, or superconductivity. Credit/No Credit grading.

CSU

## PHYS 240

### Physics For Scientists and Engineers 2

4 units; 3 hours lecture, 4 hours lab  
CAN PHYS SEQ B w/ PHYS 140 and 241

Heat, electricity, and magnetism.

Prerequisite: PHYS 140 and MATH 121

CSU, UC

## PHYS 241

### Physics for Scientists and Engineers 3

4 units; 3 hours lecture, 4 hours lab  
CAN PHYS SEQ B w/ PHYS 140 and 240

Wave Motion, Electromagnetic Waves, Optics, Relativity, Quantum Mechanics and Atomic and Nuclear Physics.

Prerequisite: PHYS 240

Corequisite: MATH 221

CSU, UC

## PHYS 298

### Selected Topics in Physics

1 - 3 units; 9 hours lab

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

CSU, UC

## Political Science

## POLI 120

### Introduction to the Principles of American Government 1

3 units; 3 hours lecture  
CAN GOVT 2

A study of the constitutional framework of national, state, and local government, federalism, the Presidency, Congress, political parties, voting and elections, public opinion and the role of the media.

CSU, UC

## POLI 121

### Introduction to the Principles of American Government 2

3 units; 3 hours lecture

A study of the constitutional basis for national, state and local government, citizenship, civil liberties, civil rights, the judiciary, government's role in the economy, interest groups, and foreign policy.

CSU, UC

## POLI 125

### Introduction To Modern Political Ideologies (Today's "Isms")

3 units; 3 hours lecture

Introduction to contemporary, political ideologies: basic beliefs of nationalism, communism, socialism, capitalism, conservative-liberal philosophy, democracy, "New Left" and "New Right" beliefs.

CSU, UC

## POLI 130

### State and Local Governments

3 units; 3 hours lecture

An introduction to the study of both state and local governments, with special emphasis on California. Included will be: the constitutional framework of state and local powers, the varying forms of government, taxing power and the influence of political parties, interest groups and the courts on our daily lives.

CSU

## POLI 135

### Comparative Government

3 units; 3 hours lecture

A study of the governmental structure and the political process in the United Kingdom, France, the Federal Republic of Germany, government in the former U.S.S.R., and selected national states from the third and emerging worlds.

CSU, UC

**POLI 140**  
**International Relations**

3 units; 3 hours lecture

Study of the nature of the international state system: an analysis of political, military, cultural, economic, geographical, and ideological factors affecting the behavior of states and international organizations in modern world politics. Special attention to nationalism, imperialism, ideological conflict, economic relations, war, diplomacy, and international organization.

**CSU, UC**

**POLI 199**  
**Independent Study in Political Science**

1 - 3 units; 3 - 9 hours lab

Independent study course for students interested in specialized reading, research, field work, or a project on an acceptable topic in the area of political science.

**CSU, UC**

**POLI 298**  
**Selected Topics in Political Science**

1 - 3 units; 9 hours lab

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

**CSU, UC**

**POLI 350**  
**Leadership Seminar**

2 units; 1 hour lecture, 4 hours lab

A study of the dynamics of leadership, its impacts on groups and organizations, and the relationship between the leader and the groups. This study will assist students to develop into effective student government and future community leaders. Repeatable once for credit.

**CSU**

**Psychiatric Technician**

**PTEC 150**  
**Principles and Practice for Psychiatric Technicians I**

13 units; 7 hours lecture, 18 hours lab

This is the first course in a series of three semesters designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes Role of the Psychiatric Technician, Nurse/Patient Relationship, Nursing Process and the Medi-

cal Records, Medical Terminology, Nursing Fundamentals, and Medical/Surgical Nursing.

*Prerequisite:* 1) High School Graduate or equivalent, 2) Reading and Math Placement Testing, 3) Orientation Meeting, 4) HEOC 100, and 5) HEOC 101

**CSU**

**PTEC 155**  
**Principles and Practice for Psychiatric Technicians 2**

12 units; 6 hours lecture, 18 hours lab

A course designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes Psychopharmacology, Assessment and intervention of the Client with Developmental Disabilities, Etiologies, Diseases Associated with Developmental Disabilities, Teaching and Training using a Developmental Model, Developmental Disabilities Client's Rights, Tests and Measurements, Normalization, Behavior Modification, Organic Mental Syndromes, and Case Management.

*Prerequisite:* PTEC 150

*Corequisites:* PSYC 125 and HEOC 172

**CSU**

**PTEC 156**  
**Principles and Practice for Psychiatric Technicians 3**

12 units; 6 hours lecture, 18 hours lab

A course designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes: Role of Psychiatric Technician, Psychopharmacology, Mental Health Nursing I and II, Management of Assaultive Behaviors, Clients Rights, Psychophysiological, Neurotic and Psychotic Disorders, Group Therapy, Crisis Intervention, Substance Abuse, Domestic violence, and Leadership/Supervision.

*Prerequisite:* PTEC 150

*Corequisite:* PSYC 124

**CSU**

**PTEC 160**  
**Nursing Science**

18 units; 14 hours lecture, 20 hours lab; 16 weeks

One trimester of three designed to prepare the student for licensure as a Psychiatric Technician in the State of California. Nursing Science will present the principles of mental and physical health, the maintenance of health, anatomy and physiology, and an understanding of disease and its treatment. Students will develop the ability to perform basic care ac-

# COURSE ANNOUNCEMENTS

tivities, with learning experiences in the care of children, adults, and aged patients with medical/surgical conditions.

*Prerequisites:* MDTP (*Mathematics Diagnostic Testing Project*), CTEP (*College Tests for English Placement*), High School or Equivalent.

**CSU**

## **PTEC 161**

### **Developmental Disabilities**

*15 units; 10 hours lecture, 20 hours lab; 16 weeks*

One trimester of three designed to prepare the student for licensure as a Psychiatric Technician in the State of California. This course will examine the care of the developmentally disabled by providing learning experience in State Developmental Centers as well as community facilities and continued practice in individual group work.

*Prerequisite:* PTEC 160

**CSU**

## **PTEC 162**

### **Mental Disabilities**

*17 units; 13 hours lecture, 20 hours lab; 16 weeks*

A trimester designed to prepare the student for licensure as a Psychiatric Technician in the State of California. This course will introduce psychological and mental health concepts as they relate to the psychiatric technician profession. The causes, prevention, and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem-solving, communication, and the use of rehabilitative methods in providing patient care.

*Prerequisite:* PTEC 161

**CSU**

## **Psychology**

### **PSYC 10**

#### **Learning Diagnosis**

*0.5 unit; 1 hour lecture*

Diagnostic testing to make students aware of their strengths, weaknesses and preferred learning styles. Students receive assistance in arranging their instructional programs for best opportunity for success. Repeatable for credit four times. Credit/No Credit grading.

### **PSYC 50**

#### **Success Strategies for Math**

*1 unit; 3 hours lecture; 6 weeks*

The class will investigate the causes of and solutions to "math anxiety", how to use math language, how to write about math, and how to develop problem solving skills. It includes discussion of various experiences with math and the development of skills that promote success in math classes.

### **PSYC 60**

#### **Women's Issues Workshop**

*0.5 units; 2 - 6 hours lecture; 1 - 4 weeks*

This course is a short-term course which will be offered periodically throughout the year. It will focus on topics of a current nature concerning women. It will draw on current research and expertise to further student's knowledge and skills in the topic areas. Repeatable for credit three times.

### **PSYC 120**

#### **General Psychology**

*3 units; 3 hours lecture*

CAN PSY 2

A general introduction to psychology including such topics as perception, learning, memory, personality, motivation, reactions to stress and frustration, disorders and therapy, social psychology, human development, and the brain and nervous system.

**CSU, UC**

### **PSYC 123**

#### **SOCIAL PSYCHOLOGY**

**(cross-listed as SOCI 123)**

*3 units; 3 hours lecture*

Social psychology is the discipline that studies our reciprocal influences on each other. It focuses on our family, educational, peer, societal and cultural relationships and the process of socialization.

**CSU, UC**

### **PSYC 124**

#### **Psychology of Adjustment**

*3 units; 3 hours lecture*

A study of the concepts of normalcy and adjustment within the framework of several theoretical approaches. Includes coping, healthy adjustment, personal effectiveness, abnormal behaviors, and their classifications, and diverse therapies.

**CSU, UC**



**PSYC 125**

**Human Development**

*3 units; 3 hours lecture*

Human development from conception through infancy, childhood, adolescence, maturity, late adulthood, old age and death. Physical, cognitive, social, emotional and personality development. Developmental theories.

*Recommended Preparation: PSYC 120*

**CSU, UC**

**PSYC 126**

**Abnormal Psychology**

*3 units; 3 hours lecture*

An introduction to the concepts of abnormal and maladaptive behavior. Models of diagnosis, classification and treatment are discussed in depth. A discussion of major psychological disorders and study of the different perspectives on their causation, development and treatment.

*Prerequisite: PSYC 120*

**CSU, UC**

**PSYC 128**

**Cross-Cultural Psychology**

*3 units; 3 hours lecture*

A course that studies basic and complex psychosocial processes relating them to the cultural experiences of three immigrant groups: European, Asian and Latino, living in the European oriented culture of the US. The role of women is highlighted in the course, and a special section on old age compares the ways different cultures deal with their elders. In addition to technical material students will read contemporary fiction addressing topics of identity, love, discrimination and acculturation.

**CSU, UC**

**PSYC 130**

**Assertive Communication Skills**

*3 units; 3 hours lecture*

This course is designed to give the student the necessary tools for effective communication in a variety of situations. The topics to be introduced are establishing clear, personal limits; receiving and expressing anger appropriately; creating congruent verbal and non-verbal messages; listening to understand; seeking solutions to conflict situations in a win/win manner; and learning to see from another's perspective. Assertive, passive, and aggressive behaviors will be examined. Discussion, small group exercises, and role playing will be utilized.

**CSU**

**PSYC 135**

**Introduction To Human Sexuality  
(cross-listed as SOCI 135)**

*3 units; 3 hours lecture*

Survey of human sexuality including social, physical and emotional aspects of sexual behavior and relationships.

**CSU, UC**

**PSYC 158**

**Co-dependency Issues**

*3 units; 3 hours lecture*

A lecture/discussion class focusing on co-dependency: the disease concept; co-dependency characteristics; the recovery process. Lecture, reading, group discussion, and journal writing.

**CSU**

**PSYC 175**

**Theories of Personality**

*3 units; 3 hours lecture*

The study of personality examines the sources of our similarities and our differences. This course will cover several major perspectives on personality including psychodynamic, behavioral, phenomenological, social-cognitive, and biological/evolutionary theories. An emphasis will be placed on integrating these theories and relating them to everyday life.

**CSU**

**PSYC 184**

**Teaching to Diversity  
(cross-listed as CFS 184)**

*3 units; 3 hours lecture*

This course explores issues of diversity in the classroom. Teachers are challenged to alter teaching patterns and classroom environments to support the ethnic, racial, linguistic, and family diversity of children.

**CSU**

**PSYC 185**

**Introduction to Child Growth and  
Development**

**(cross-listed as CFS 120)**

*3 units; 3 hours lecture*

*CAN FCS 14*

The physical, cognitive and social-emotional development of children from pre-conception through adolescence will be covered. Typical development and atypical development are considered, and roles of the family and society are explored.

**CSU, UC**

# COURSE ANNOUNCEMENTS

## PSYC 186

### The Child, Family and Community (cross-listed as CFS 140)

3 units; 3 hours lecture

This course is a multicultural examination of the effects of family and community on a child's development. Topics include the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on family behavior, values, morals, and attitudes.

CSU, UC

## PSYC 187

### Parenting (cross-listed as CFS 160)

3 units; 3 hours lecture

This course explores a wide range of parenting theories and techniques, utilizing a theoretical foundation with a practical approach. There is particular emphasis on building self-esteem, verbal and non-verbal communication, power, and control.

CSU

## PSYC 190

### Special Projects in Psychology

1 - 3 units; 3 - 9 hours lab

Volunteer work, under professional supervision, in community programs for drug addiction, alcoholism, mental disability, developmental disability, juvenile delinquency, or tutoring. Repeatable for a maximum of 6 units. Credit/No Credit grading.

CSU

## PSYC 199

### Independent Study in Psychology

1 - 3 units; 3 - 9 hours lab

Independent study courses for students interested in specialized reading or research in psychology.

CSU, UC

## PSYC 200

### Forensic Psychology

3 units; 3 hours lecture

Course covers major areas of mental health services within the practice of psychiatric care of people confined under criminal and civil commitment in California. It surveys statutory and case law related to mental health services in California courts, jails, prisons, mental hospitals, and community placements. The focus will be on D.S.M. - IV diagnosis frequently associated with criminality, with attention to assessment, intervention, treatment principles and practices, and preparation for trial.

CSU

## PSYC 298

### Selected Topics in Psychology

1 - 3 units;

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

CSU, UC

## Respiratory Care

### RESP 120

#### Respiratory Care Theory I

6 units; 6 hours lecture

Students will receive instruction in the theoretical foundations of respiratory care. The course will cover the anatomy and physiology of the respiratory system, the mechanics of breathing and acid-base balance.

*Prerequisite:* CHEM 110 and MATH 90

CSU

### RESP 130

#### Respiratory Care Laboratory I

1.5 units; 3 hours lab

The integrated laboratory work will develop the student's knowledge and technical skills. The course will cover oxygen therapy and delivery devices, airway clearance techniques, and arterial blood gas punctures.

*Corequisite:* RESP 120 and RESP 140

CSU

### RESP 140

#### Preparation for Clinical

1.5 units; 3 hours lab

Course prepares the student for entrance into the clinical portion of the Respiratory Care program. Covers basic patient safety, infection control, and legal and ethical issues.

*Corequisite:* RESP 120 and RESP 130

CSU

### RESP 150

#### Respiratory Care Theory II

3 units; 3 hours lecture

Students will receive instruction in the treatment of patients with cardiopulmonary disease. The course will cover advanced techniques in patient assessment, pulmonary diseases, and beginning concepts of the coronary system.

*Prerequisites:* RESP 120, RESP 130, and RESP 140

CSU

**RESP 160**

**Respiratory Care Pharmacology**

*3 units; 3 hours lecture*

Students will receive instruction in the pharmacology of respiratory care. The course will cover medication calculations, inhaled bronchodilators, steroids and aerosolized antimicrobials.

*Corequisite: RESP 150 and RESP 170*

**CSU**

**RESP 170**

**Respiratory Care Clinical I**

*2 units; 6 hours lab*

Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students will work primarily in the non-critical care areas of the hospital.

*Corequisite: RESP 150 and RESP 160*

**CSU**

**RESP 180**

**Respiratory Care Laboratory II**

*1.5 units; 27 hours lab; 2 weeks*

The integrated laboratory work will develop the student's knowledge and technical skills. The course will cover positive pressure ventilation, advanced airway management, and beginning critical care concepts.

*Prerequisites: RESP 150, RESP 160, and RESP 170*

**CSU**

**RESP 190**

**Respiratory Care Clinical II**

*1 - 2 units; 16 hours lab; 4 weeks*

The students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. Students continue to develop skills in non-critical areas. The course will cover positive pressure ventilation, advanced airway management, and beginning critical care concepts. Full-time students must complete the 2-unit option. Part-time students complete only 1 unit.

*Corequisite: RESP 180*

**CSU**

**RESP 191**

**Respiratory Care Clinical III**

*1 unit; 16 hours lab; 4 weeks*

The students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. Students will continue to develop skills in non-critical areas. The course will cover mechanical ventilation, advanced airway management, and critical care

concepts. This course is for students enrolled in the part-time program.

*Prerequisites: RESP 180*

**CSU**

**RESP 200**

**Respiratory Care Theory III**

*2 units; 2 hours lecture*

The students will receive instruction in selected topics in respiratory care. The course will cover advanced pulmonary function testing, cardiopulmonary rehabilitation, home care, and gerontology.

*Prerequisites: RESP 180 and RESP 190*

**CSU**

**RESP 210**

**Principles and Applications of Mechanical Ventilation**

*3 units; 3 hours lecture*

Students will receive instruction in the care and treatment of the acutely ill cardiopulmonary patient. The course will cover management of patients requiring ventilatory support, intubation avoidance strategies, and hazards of positive pressure ventilation.

*Corequisite: RESP 200, RESP 211 and RESP 250*

**CSU**

**RESP 211**

**Mechanical Ventilator Laboratory**

*0.5 unit; 3 hours lab; 9 weeks*

The integrated laboratory work will develop the student's knowledge and technical skills in adult mechanical ventilation. The course will cover application and management of state-of-the-art ventilators.

*Corequisite: RESP 200, RESP 210 and RESP 250*

**CSU**

**RESP 220**

**Neonatal/Pediatric Respiratory Care**

*3 units; 3 hours lecture*

Students will receive instruction in respiratory care of the neonatal and pediatric patient. The course will cover fetal lung development, circulatory changes in the newborn, and neonatal and pediatric diseases.

*Prerequisites: RESP 180 and RESP 190*

*Corequisites: RESP 221 and RESP 251 (part-time students only)*

**CSU**

**RESP 221**

**Neonatal/Pediatric Laboratory**

*0.5 unit; 3 hours lab; 9 weeks*

The integrated laboratory work will develop the student's knowledge and technical skills

# COURSE ANNOUNCEMENTS

in neonatal and pediatric mechanical ventilation. The course will cover application and management of state-of-the-art ventilators.

*Corequisites: RESP 220 and RESP 251 (part-time students only)*

**CSU**

## **RESP 230**

### **Respiratory Care Topics I**

*1 unit; 1 hour lecture*

Students will receive instruction by guest lectures. The course will cover acute respiratory failure, X-ray interpretation, and therapeutic procedures.

*Prerequisites: RESP 180 and RESP 190*

**CSU**

## **RESP 240**

### **Respiratory Therapy 4**

*15 units; 9 hours lecture, 19 hours lab*

Care and treatment of the acutely ill cardiopulmonary patient. Covers advanced oxygen therapy, humidification, nebulization, ventilators and ventilatory care and neonatal pediatric care. Pulmonary function testing will also be covered.

*Prerequisite: RESP 124*

**CSU**

## **RESP 241**

### **Respiratory Therapy 5**

*15 units; 9 hours lecture, 19 hours lab*

In-depth instruction in critical care, monitoring and care of the acutely ill cardiopulmonary patient, cardiopulmonary function testing and pulmonary rehabilitation.

*Prerequisite: RESP 240*

**CSU**

## **RESP 250**

### **Respiratory Care Clinical IV**

*2.5 - 5 units; 8 hours lecture*

Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students will work primarily in the adult critical care areas of the hospital. Full-time students must complete the 5.0-unit option. Part-time students complete only 2.5 units.

*Corequisite: RESP 200, RESP 210 and RESP 211*

**CSU**

## **RESP 251**

### **Respiratory Care Clinical V**

*2.5 units; 8 hours lab*

Students will receive supervised clinical experience in the care of patients with cardiopul-

monary diseases. The course will cover the practical application of theory and techniques. Students will work primarily in the adult critical care areas of the hospital. This course is for students enrolled in the part-time program.

*Prerequisites: RESP 250*

*Corequisites: RESP 220 and RESP 221*

**CSU**

## **RESP 260**

### **Respiratory Care Theory IV**

*1 unit; 1.3 hours lecture; 14 weeks*

Students will receive instruction in the monitoring and care of the acutely ill cardiopulmonary patient. The course will cover coronary care, electrocardiogram analysis, and hemodynamic monitoring.

*Prerequisites: RESP 200, RESP 210, RESP 211, and RESP 250*

**CSU**

## **RESP 270**

### **Advanced Respiratory Care Laboratory**

*1 unit; 3.3 hours lecture; 14 weeks*

The integrated laboratory work will develop the student's knowledge and technical skills in advanced mechanical ventilation techniques. The course will cover advanced application and management of state-of-the-art and high frequency ventilators.

*Prerequisites: RESP 200, RESP 210, RESP 211, and RESP 250*

**CSU**

## **RESP 280**

### **Respiratory Care Topics II**

*2 units; 2.7 hours lecture, 2.7 hours lab; 14 weeks*

The students will receive instruction by guest lecturers. The course will cover acute respiratory distress syndrome, sepsis and advanced therapeutic procedures. Students will research and present patient case studies.

*Prerequisites: RESP 200, RESP 210, RESP 211, and RESP 250*

**CSU**

## **RESP 290**

### **Respiratory Care Clinical VI**

*3 - 6 units; 12 hours lab; 14 weeks*

Students receive supervised clinical experience in the care of patients with cardiopulmonary disease. Covers the practical application of theory and techniques. Students will work primarily in adult, neonatal, and pediatric critical care areas of the hospital. Full-time students must complete the 6.0-unit option. Part-time students complete only 3.0 units.

*Corequisite: RESP 260*

**CSU**

**RESP 291**

**Respiratory Care Clinical VII**

*3 units; 12 hours lab; 14 weeks*

Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students work primarily in adult, neonatal, and pediatric critical areas of the hospital. This course is for students enrolled in the part-time program.

*Prerequisites: RESP 260 and RESP 290*

**CSU**

**RESP 292**

**Respiratory Care Preceptorship**

*2 units; 8 hours lab; 4 weeks*

This course will provide a clinical environment for the student to integrate knowledge, skills, and work ethic. The student will assume increasing responsibilities under the supervision of a preceptor. This course will prepare the student for post-graduate employment.

**CSU**

**Russian**

**RUSS 120**

**First Semester Russian**

*5 units; 5 hours lecture*

Introductory course in Russian. Skills in both the receptive areas of listening and reading as well as the productive areas of speaking and writing. The language will be taught within the contemporary cultural context of the Soviet Union.

**CSU, UC**

**RUSS 298**

**Selected Topics in Russian**

*3 - 5 units;*

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

**CSU**

**Sociology**

**SOCI 120**

**Introduction to Sociology**

*3 units; 3 hours lecture*

CAN SOC 2

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.

**CSU, UC**

**SOCI 122**

**Social Problems**

*3 units; 3 hours lecture*

CAN SOC 4

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.

**CSU, UC**

**SOCI 123**

**Social Psychology**

**(cross-listed as PSYC 123)**

*3 units; 3 hours lecture*

Social psychology is the discipline that studies our reciprocal influences on each other. It focuses on our family, educational, peer, societal and cultural relationships and the process of socialization.

**CSU, UC**

**SOCI 129**

**Crime, the Media, and Society**

**(cross-listed as ADMJ 127)**

*3 units; 3 hours lecture*

This class will examine how society's perceptions and attitudes about crime and criminals are influenced by the mass media. The student will critically analyze media presentations from three sociological perspectives; structural functionalism, conflict, and symbolic interaction. Several important criminological theories that consider class, power, inequality, genetic and biological influences, and social control will be used to complete the analysis.

**CSU**

**SOCI 135**

**Introduction to Human Sexuality**

**(cross-listed as PSYC 135)**

*3 units; 3 hours lecture*

Survey of human sexuality including social, physical and emotional aspects of sexual behavior and relationships.

**CSU, UC**

# COURSE ANNOUNCEMENTS

## **SOCI 154**

### **Criminology (cross-listed as ADMJ 154)**

*3 units; 3 hours lecture*

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

**CSU**

## **SOCI 199**

### **Independent Study in Sociology**

*1 - 3 units; 9 hours lab*

Independent study for students interested in specialized reading, research, field work, or special projects.

**CSU, UC**

## **SOCI 298**

### **Selected Topics in Sociology**

*1 - 3 units; 9 hours lab*

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

**CSU, UC**

## **Spanish - Academic**

This series of courses fulfills the university requirements for foreign language training.

## **SPAN 110**

### **First Semester Spanish (Part A)**

*3 units; 3 hours lecture*

The first half of a two-course sequence that introduces the basic elements of the language (listening, speaking, reading and writing) in real world contexts. Emphasis is on language, production, grammar, vocabulary building, and exposure to the Hispanic culture. (NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111).

**CSU, UC**

## **SPAN 111**

### **First Semester Spanish (Part B)**

*3 units; 3 hours lecture*

The second half of a two-course sequence that introduces the basic elements of the language (listening, speaking, reading and writing) in real world contexts. Emphasis is on language production, grammar, vocabulary building, and exposure to the Hispanic culture. (NOTE:

In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111).

*Prerequisite: SPAN 110*

**CSU, UC**

## **SPAN 114**

### **Second Semester Spanish (Part A)**

*3 units; 9 hours lecture*

The first half of a two-course sequence that equates to Second Semester Spanish (the second part of a four-semester sequence of transfer-level Spanish courses). The course emphasizes language communication integrating listening, speaking, reading, and writing skills in real world contexts. Ongoing development of cultural awareness. (NOTE: In order to fulfill the second semester of language requirement of some universities, transfer students must complete the sequence of SPAN 114 and 116.)

*Prerequisites: SPAN 120 OR SPAN 111*

**CSU, UC**

## **SPAN 116**

### **Second Semester Spanish (Part B)**

*3 units; 3 hours lecture*

The second half of a two-course sequence that equates to Second Semester Spanish (the second part of a four-semester sequence of transfer-level Spanish courses). The course emphasizes language communication integrating listening, speaking, reading, and writing skills in real world contexts. Ongoing development of cultural awareness. (Note: In order to fulfill the second semester language requirement of some universities, transfer students must complete the sequence of SPAN 114 and 116).

*Prerequisite: SPAN 114*

**CSU, UC**

## **SPAN 120**

### **First Semester Spanish**

*5 units; 5 hours lecture*

*CAN SPAN 2; CAN SPAN SEQ A w/ SPAN 121*

The first part of a four semester sequence of UC/CSU transfer level Spanish courses integrating listening, speaking, reading, and writing skills in real world contexts. Cultural perspectives and practices are also addressed.

**CSU, UC**

## **SPAN 121**

### **Second Semester Spanish**

*5 units; 5 hours lecture*

*CAN SPAN 4; CAN SPAN SEQ A w/ SPAN 120*

The second semester part of a four-semester sequence of transfer level Spanish courses.

Continued work on language communication integrating listening, speaking, reading, and writing skills in real world contexts. Ongoing development of cultural awareness.

*Prerequisite:* SPAN 120 or equivalent  
**CSU, UC**

**SPAN 199**  
**Independent Study in Spanish**

*1 - 3 units; 3 - 9 hours lab*

An independent study course for students interested in specialized Spanish language study, reading or cultural research, or in completing a project that deals with an acceptable topic in Spanish. Repeatable 3 times.

*Prerequisite:* SPAN 241

**CSU, UC**

**SPAN 240**  
**Third Semester Spanish**

*5 units; 5 hours lecture*

*CAN SPAN 8; CAN SPAN SEQ B w/ SPAN 241*

The third part of a four-semester sequence of transfer level Spanish courses. This intermediate course is designed to consolidate and improve first-year skills through focused practice and synthesis. Course includes a variety of sustained reading selections for exposure to literature, culture, and other relevant topics.

*Prerequisite:* SPAN 121 or equivalent

**CSU, UC**

**SPAN 241**  
**Fourth Semester Spanish**

*5 units; 5 hours lecture*

*CAN SPAN 10; CAN SPAN SEQ B w/ SPAN 240*

The final part of the four semester sequence of transfer level Spanish courses. Continues consolidation and improvement of skills through focused practice and synthesis. Provides additional sustained reading selections for further exposure to literature and culture.

*Prerequisite:* SPAN 240 or equivalency

**CSU, UC**

**SPAN 280**  
**Spanish for Native Speakers 1**

*3 units; 3 hours lecture*

Designed for native speakers of Spanish who wish to improve their skills in reading and writing in Spanish, but open to other linguistically qualified students. Writing will be the main focus of the class, but grammar, spelling, speaking, 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.

**CSU, UC**

**SPAN 281**  
**Spanish for Native Speakers 2**

*3 units; 3 hours lecture*

Second in a series to develop skills in reading and writing in Spanish for native speakers of Spanish. Grammar and spelling instruction also included.

**CSU, UC.**

**SPAN 298**  
**Selected Topics in Spanish**

*1 - 3 units; 4 - 12 hours lecture/lab*

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

**CSU, UC**

**Spanish -  
Spoken Language**

This series stresses oral and listening skills. May be taken separately or in conjunction with the academic courses.

**SPAN 130**  
**First Semester Spoken Spanish**

*3 units; 3 hours lecture*

The course provides students with fundamental listening and speaking skills. In-depth study of grammatical concepts, with major emphasis on accurate pronunciation and intonation. Study of the life and culture of Spanish-speaking people.

*Prerequisite:* SPAN 120 or equivalent completed within the last two years.

**CSU**

**SPAN 131**  
**Second Semester Spoken Spanish**

*3 units; 3 hours lecture*

Pronunciation, vocabulary, listening, speaking, and grammar. Readings and conversations stress the culture and life of the Spanish speaking people.

*Prerequisite:* SPAN 130 or equivalent within the last two years.

**CSU**

**SPAN 260**  
**Third Semester Spoken Spanish**

*3 units; 3 hours lecture*

Develops the student's ability to understand and communicate in Spanish on abstract as well as concrete topics. Emphasis on development of vocabulary, idioms, grammar, and

# COURSE ANNOUNCEMENTS

cultural studies.

*Prerequisite:* SPAN 131 or equivalent within the last two years.

**CSU**

## **SPAN 261**

### **Fourth Semester Spoken Spanish**

*3 units; 3 hours lecture*

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

*Prerequisite:* SPAN 260 or equivalent within the last two years.

**CSU**

## Spanish - Special Courses

### **SPAN 100**

#### **Spanish for Health Professionals 1 (cross-listed as HEOC 185)**

*2 units; 2 hours lecture*

Spanish most useful in health fields. For students who work in health fields and need to communicate with clients in Spanish.

**CSU**

### **SPAN 101**

#### **Spanish for Health Professionals 2 (cross-listed as HEOC 186)**

*2 units; 2 hours lecture*

Continued study of Spanish for health professionals who work in health fields and need to communicate with clients in Spanish.

**CSU**

### **SPAN 102**

#### **Spanish for Educators, Part 1**

*3 units; 3 hours lecture*

Emphasis on Spanish oral language development within an appropriate context to meet practical classroom and administrative needs for K-12 school system such as speaking on the telephone, conferencing with parents, interacting on the playground, etc. Will fulfill a portion of the CLAD and BCLAD certificate requirement; appropriate for non-native speakers or those who have not studied Spanish within the past 3 years.

**CSU**

### **SPAN 103**

#### **Spanish for Educators, Part 2**

*3 units; 3 hours lecture*

Continues oral and written language development to meet practical classroom and administrative needs for K-12 school system. Will fulfill a portion of the CLAD and BCLAD cer-

tificate requirement.

*Prerequisite:* Completion of Spanish for Educators, Part 1. Not recommended for students with one or more semesters of Spanish with an "A" or "B" grade within the past three years.

**CSU**

## Speech

### **SPEE 120**

#### **Interpersonal Communication**

*3 units; 3 hours lecture*

*CAN SPCH 8*

Communication theory applied to intrapersonal and interpersonal communication. Interpersonal processes include self-concept, verbal and non-verbal communication, listening, language use, developing relationships and conflict resolution.

**CSU**

### **SPEE 122**

#### **Public Speaking**

*3 units; 3 hours lecture*

*CAN SPCH 4*

Principles and application of researched and organized speaking, listening, persuasion and argumentation. Training in preparation, delivery, and evaluation of informative and persuasive speeches. Emphasizes audience analysis, using argumentation, critical thinking and organization and delivery principles.

**CSU, UC**

### **SPEE 124**

#### **Career Communications**

*3 units; 3 hours lecture*

The total human communication transaction with a focus on work related settings, including theory, self-concept, organizational and public speaking. The study and practice of group discussion for problem solving, conflict resolution, negotiation and interviewing. Oral presentations required.

**CSU**

### **SPEE 126**

#### **Intercultural Communication**

*3 units; 3 hours lecture*

An introduction to the study of communication patterns of diverse American cultural groups. Course work will focus on the influences of one's sex, gender and ethnicity on communication and also on developing sensitivity to styles and patterns of behavior of both sexes and various cultural groups.

**CSU, UC**

### **SPEE 128**



**Critical Thinking: Argumentation and Decision Making**

3 units; 3 hours lecture  
CAN SPCH 6

This course examines the structure of argument, underlying assumptions, the quality of evidence used to support claims, and puts these principles to work in the analysis and development of written and spoken argument. Studies will also use these principles as the basis of individual and group decision making which involves the examination and evaluation of evidence in order to solve problems and arrive at rational decisions.

CSU, UC

**SPEE 199**

**Independent Study in Speech**

1 - 3 units; 3 - 9 hours lab

A course for students wishing to pursue special speech topics not included in the regular curriculum.

CSU

**SPEE 298**

**Selected Topics in Speech**

1 - 3 units; 9 hours lab

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

*Prerequisite: Varies with topic selected.*

CSU, UC

**Telecommunications**

**TELE 120**

**Television Studio Techniques 1**

4 units; 2 hours lecture, 6 hours lab

Designed to acquaint the student with the workings of a television studio and related technical fields. Students will work with television equipment, prepare script and produce and record a short television program. There are no prerequisites, but a student who wants to major in telecommunications technology is advised to also take beginning electronics and the required math class. This is the first class in a sequence of courses leading to the telecommunications technology degree.

CSU

**TELE 121**

**Television Studio Techniques 2**

4 units; 2 hours lecture, 6 hours lab

Designed to acquaint the student with the working of a television studio and related technical fields. Students will work closely with the instructor and other students to develop a script, record and edit a short television program. Designed to develop an understanding of electronic, mechanical and environmental factors involved in the operation of color cameras, lighting systems, mix effects, video tape records, editing systems, electronic graphic systems and digital video effects. Alignment of camera parameters and video tape standards as well as systems factors and standards are covered. Governing bodies and associations are covered. Laboratory projects include alignment of equipment, editing practices and final tape evaluation. This is the second in a sequence of courses leading towards the telecommunications technology certificate or degree.

*Prerequisite: TELE 120*

CSU

**TELE 199**

**Independent Study in Telecommunications**

1 - 3 units; 3 - 9 hours lab

Supervised project related to the student's major. An opportunity to integrate classroom study with special projects expanding the student's experience and proficiency in an area of his/her personality and interest.

*Prerequisite: Student must be enrolled in a 200 series course; assessment by instructor.*

CSU

**TELE 240**

**Television Systems**

4 units; 2 hours lecture, 6 hours lab

Designed to develop an understanding of the electronic, mechanical and environmental factors involved in maintaining television equipment. Theory of operation covers color encoders, cameras, monochrome and color monitors, mix effects and terminal equipment. Governing bodies and associations are covered. Laboratory demonstrations include alignment of equipment, use of test equipment and the reading of schematics. Provides experience in maintaining equipment on the job.

*Prerequisite: Completion of TELE 121 and ELEC 121; concurrent enrollment in ELEC 240.*

CSU

**TELE 241**

# COURSE ANNOUNCEMENTS

## Television Systems Maintenance 2

4 units; 2 hours lecture, 6 hours lab

Designed to develop an understanding of the electronic, mechanical and environmental factors involved in maintaining television equipment. Course covers mix effects, terminal equipment, digital audio, magnetic and optical recording systems. NTSC encoding, analog component encoding and decoding, composite digital and component digital encoding are covered. Laboratory demonstrations teach design techniques and maintenance procedures involved in maintaining television systems. These classes are designed for actual experience in maintaining equipment found on the job.

*Prerequisite:* Completion of TELE 240 and ELEC 220; concurrent enrollment in electronics elective.

CSU

## TELE 260

### Television Studio Operations and Maintenance 1

1 - 2 units; 3 - 6 hours lab

A laboratory course designed to allow the student to perfect technical set-up, maintenance and installation techniques involved in commercial, educational and industrial television. To be covered is television systems' maintenance including camera, lens, lighting, audio and video signals, graphics, film reproduction, videotape recording, special effects and projection equipment. Safety will be stressed.

*Prerequisite:* Satisfactory completion of or concurrent enrollment in TELE 240

CSU

## TELE 261

### Television Studio Operations and Maintenance 2

1 - 2 units; 3 - 6 hours lab

Continuation of laboratory course designed to allow the student to perfect technical setup, maintenance and installation techniques involved in commercial, educational and industrial television. Covered is television system's maintenance including camera, lens, lighting, audio and video signals, graphics, film reproduction, videotape recording, special effects and projection equipment. Safety will be stressed.

*Prerequisite:* Concurrent enrollment in TELE 241.

CSU

## TELE 290

## Television Work Experience 1

1 - 2 units; 5 - 10 hours lab

Supervised, practical vocational placement related to the student's major. An opportunity to integrate classroom study with practical, on-the-job experience related to the student's academic program and vocational goals.

*Prerequisite:* Sophomore status with the student majoring in telecommunications technology plus a job of 5 hours per week per unit.

CSU

## TELE 291

### Television Work Experience 2

1 - 2 units; 10 hours lab

Supervised, practical vocational placement related to the student's major. An opportunity to integrate classroom study with practical, on-the-job experience related to the student's academic program and vocational goals.

*Prerequisite:* Sophomore status with the student majoring in telecommunication technology plus a job of 5 hours per week per unit.

CSU

## Viticulture and Winery Technology

### VWT 130

#### General Viticulture

4 units; 4 hours lecture

Grape growing, including botany and anatomy; history and distribution; propagation; varieties and wine types; climate; production practices; common diseases and pests.

CSU, UC

### VWT 131

#### Cover Crops For Vineyards

1 unit; 1 hour lecture; 6 weeks

The use of cover crops in North Coast vineyards, including erosion control, beneficial insect habitat enhancement, soil fertility, selection of cover crop cultivars. Six week course.

CSU

### VWT 132

#### Vineyard Soils, Fertilizers and Irrigation

3 units; 3 hours lecture

Introduction to basic principles of soil science, mineral nutrition and plant/water relationships for North Coast grape production.

CSU

### VWT 133

201

Speech

Telecommunications

Viticulture and Winery Technology

**Phylloxera & Rootstocks**

*1 unit; 3 hours lecture; 6 weeks*

The selection of resistant rootstocks for grapes, including biology and control of soil pests, adaptation to soil types, effect on wine quality.  
**CSU**

**VWT 134**

**Vineyard Pruning**

*1 unit; 3 hours lecture, 6 hours lab; 3 weeks*

Theory and practice of pruning grapevines. Lecture stresses vine's response to pruning, introduces terminology. Laboratory consists of pruning and training field work.

**CSU**

**VWT 135**

**GRAPEVINE PROPAGATION**

*1 unit; 2 hours lecture, 2 hours lab; 6 weeks*

Theory and practice of grapevine propagation. Topics include field budding, T-budding, side-whip grafting; rotting cuttings; grafting to change varieties. Laboratory work stresses practical application of propagation theory.

**CSU**

**VWT 136**

**Wines of the World**

*3 units; 3 hours lecture*

Introduction to the world's wine-producing regions, including history, viticultural practices and winemaking styles. Sensory evaluation of representative wines. Laboratory materials fee. Students must be 21 years of age.

*Prerequisite: Student must be at least 21 years of age.*

**CSU, UC**

**VWT 137**

**WINES OF CALIFORNIA**

*3 units; 3 hours lecture*

Introduction to wines produced in California, including history, viticultural practices and winemaking styles. Sensory evaluation of representative California wines. Laboratory materials fee. Students must be 21 years of age.

*Prerequisite: Students must be 21 years of age.*

**CSU**

**VWT 139**

**Introduction to North Coast Wines**

*1 unit; 3 hours lecture; 6 weeks*

A summer session course introducing the student to the fundamentals of sensory evaluation with an emphasis on practices used in the premium North Coast districts. Minimum

age 21.

*Prerequisite: Students must be at least 21 years of age.*

**CSU**

**VWT 140**

**Cultural Appreciation of Wine**

*3 units; 3 hours lecture*

A survey of wine and its role in history, religion, art, culture and society from pre-history to the modern day. Sensory evaluation of representative wines. Lab fee will be assessed. Must be at least 21 years of age.

*Prerequisite: Student must be at least 21 years of age.*

**CSU**

**VWT 170**

**Introduction to Winemaking**

*3 units; 3 hours lecture*

Introduction to winemaking from grape harvest through bottling. Challenging overview designed for the enthusiastic beginning student. Lab fee assessed at registration. Must be at least 21 years of age to participate in wine tasting.

**CSU**

**VWT 171**

**Field Study of Winery Cellar Practices**

*3 units; 3 hours lecture*

Introduction to the fundamentals of winery cellar operations, including equipment operation and maintenance; sanitation; winery safety. Field trips to observe commercial winery practices.

**CSU**

**VWT 172**

**Laboratory Analysis of Musts and Wines**

*3 units; 3 hours lecture*

An introduction to vineyard and winery laboratory practices to include basic chemistry principles, laboratory techniques and commonly used analysis methods for musts and wines. Lab fee will be assessed.

**CSU**

**VWT 173**

**Sensory Evaluation of Wine**

*3 units; 3 hours lecture*

An introduction to wine sensory evaluation methods including statistical analysis of trials, philosophy of wine styles and the common evaluation methods used in sensory testing.

*Prerequisite: Students must be at least 21 years of age.*

**CSU**

**VWT 180**

# COURSE ANNOUNCEMENTS

## **Fundamentals of Enology**

*3 units; 3 hours lecture*

An introduction to the science of winemaking, including history and geographical distribution; grape varieties and wine types; influence of climate and soil; wine fermentation, handling, storage and bottling methods; wine disorders; winery sanitation; legal compliance. Student must be at least 21 years of age in order to participate in wine tasting.

**CSU**

## **VWT 190**

### **Agriculture Work Experience 1**

*1 - 4 units; 10 - 20 hours lab*

Supervised practical work experience to integrate classroom study with on-the-job training.

**CSU**

## **VWT 191**

### **Agriculture Work Experience 2**

*1 - 4 units; 10 - 20 hours lab*

Supervised practical work experience to integrate classroom study with on-the-job training.

**CSU**

## **VWT 199**

### **Independent Study in Viticulture & Winery Technology**

*1 - 3 units; 3 - 9 hours lab*

A course to allow advanced Viticulture and Winery Technology students to explore areas not covered in depth in existing courses or to develop a specialized project under the direction of a Viticulture and Winery Technology instructor. Student must file "Independent Study" form to enroll in the course. Students must contract with an instructor specifying a topic, course content and hours of study.

**CSU**

## **VWT 229**

### **Summer Viticulture Operations**

*1 unit; 2 hours lecture, 2 hours lab; 6 weeks*

Vineyard practices for the summer session. Class operates NVC student vineyards. Emphasis on practical applications of viticultural theory.

**CSU**

## **VWT 230**

### **Fall Viticulture Operations**

*3 units; 2 hours lecture, 2 hours lab*

Vineyard practices for the fall and winter seasons. Class operates NVC student vineyards. Emphasis on practical applications of viticulture

theory.

**CSU**

## **VWT 231**

### **Spring Viticulture Operations**

*3 units; 2 hours lecture, 2 hours lab*

Vineyard practices for the spring season. Class operates NVC Student Vineyards. Emphasis on practical applications of viticulture theory.

**CSU**

## **VWT 232**

### **Vineyard Management**

*3 units; 3 hours lecture*

Responsibilities of vineyard management practices including diagnosis and correction of problems, vineyard development, financial projections and budgeting, labor contracting and supervision and crop sale contracts.

**CSU**

## **VWT 233**

### **Hillside Viticulture**

*2 units; 3 hours lecture, 2 hours lab; 9 weeks*

Special requirements for the operation of hillside vineyards, including layout and planting; erosion control; water sources; economics; equipment; pest and disease control.

**CSU**

## **VWT 234**

### **Integrated Pest Management for Grapes**

*3 units; 3 hours lecture*

Introduction to the theory and practice of integrated pest control in grape growing including biology and control of common insects and disease problems of North Coast vineyards.

**CSU**

## **VWT 241**

### **Wine Marketing And Sales Practices**

*3 units; 3 hours lecture*

Introduction to wine marketing and sales methods, basic approaches to packaging, advertising, promotion, retail and wholesale selling of wine.

**CSU**

## **VWT 270**

### **Advanced Winemaking**

*3 units; 3 hours lecture*

Advanced course in winemaking including development of winemaking style, experimentation in production practices and enhancement of wine quality. Students perform a winemaking project which may result in journal publication. Course provides essential skills

for a career in commercial winemaking. Lab fee will be assessed. Student must be at least 21 years of age in order to participate in wine tasting.

*Prerequisite:* VWT 180

**CSU**

**VWT 271**

**Winery Management**

*3 units; 3 hours lecture*

Fundamentals of winery management including the preparation of annual plans, budgets, labor management, legal compliance and recordkeeping.

**CSU**

**VWT 272**

**Fundamentals of Wine Chemistry and Microbiology**

*3 units; 3 hours lecture*

Wine chemistry and microbiology including wine acidity, sulfur dioxide, protein and phenolic equilibria and other basic chemical and microbiological concerns. Students learn how to make informed decisions on style, crush options, cellar practices, fining, stabilization and quality assurance.

**CSU**

**VWT 273**

**Advanced Sensory Evaluation of Wine**

*1 unit; 3 hours lecture; 6 weeks*

Advanced topics in wine sensory evaluation including varietal and defect identification, biochemical origin of wine sensory defects, design of sensory experiments and matching wines with food. Materials fee will be assessed. Must be 21 years of age.

*Prerequisite:* Student must be a minimum of 21 years of age.

**CSU**

**VWT 280**

**Fall Winery Operations**

*3 units; 2 hours lecture, 2 hours lab*

Winery operations for the fall season, including grape maturity monitoring, grape harvesting; fermentation, handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery. Student must be at least 21 years of age in order to participate in wine tasting.

**CSU**

**VWT 281**

**Spring Winery Operations**

*3 units; 2 hours lecture, 2 hours lab*

Winery operations for the spring 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 at least 21 years of age in order to participate in wine tasting.

**CSU**

**VWT 282**

**Summer Winery Operations**

*1 unit; 2 hours lecture, 2 hours lab; 6 weeks*

Winery operations for the summer season, including handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery. Student must be at least 21 years of age in order to participate in wine tasting.

**CSU**

**VWT 288**

**Current Topics in Winemaking**

*1 unit; 3 hours lecture; 6 week course*

A presentation of current issues in winemaking. Course may include guest speakers and field trips to observe commercial practices. Topics vary with each offering. Repeatable as topics change.

**CSU**

**VWT 290**

**Agriculture Work Experience 3**

*1 - 4 units; 15 - 20 hours lab*

Supervised practical work experience to integrate classroom study with on-the-job training.

**CSU**

**VWT 291**

**Agriculture Work Experience 4**

*1 - 4 units; 15 - 20 hours lab*

Supervised practical work experience to integrate classroom study with on-the-job training.

**CSU**

**VWT 298**

**Selected Topics in Viticulture**

*1 - 3 units; 3 - 9 hours lecture*

A course studying topics not covered by regular course offerings. Course content and units of credit to be determined by area of study. May be offered by a lecture only, laboratory only or lecture/laboratory combination course.

**CSU, UC**

# COURSE ANNOUNCEMENTS

## Welding

### WELD 100

#### Welding Theory & Practice 1

3 units; 2 hours lecture, 3 hours lab

The first semester of a two-semester welding course designed to fit the needs of students in other vocational areas and upgrade welders already in industry. This welding course is designed to upgrade and develop manipulative skills, technical knowledge and an appreciation of welding.

CSU

### WELD 101

#### Welding Theory & Practice 2

3 units; 2 hours lecture, 3 hours lab

The second of a two-semester welding course designed to fit the needs of students in other vocational areas and upgrade welders already in the industry. This welding course is designed to upgrade and develop manipulative skills, technical knowledge and an appreciation of welding.

*Prerequisite:* Completion of WELD 120, Welding Technology 1 or WELD 130, Welding Technology 1A or WELD 100, Welding Theory and Practice 1.

CSU

### WELD 120

#### Welding Technology 1

7 units; 5 hours lecture, 10 hours lab

The first semester of an extensive two-year program preparing the student for a skilled job in the field of welding. Training in all phases toward manipulative skills begins with trade safety, study of practical mathematics as applied to trade work, oxygen-fuel gas cutting, stick electrodes in various joints and positions and related theory.

CSU

### WELD 121

#### Welding Technology 2

7 units; 5 hours lecture, 10 hours lab

The second semester of Welding Technology advances into the semi-automatic processes. Development of skills toward weld certification with stick electrode, code wire and innershield in the vertical and overhead positions. Materials, preparation of joints and their design and related subjects will be covered.

*Prerequisite:* WELD 120, 130, or 100

CSU

### WELD 130

#### Welding Technology 1A

4 units; 3.5 hours lecture, 4 hours lab

The first of a two-course sequence which represents WELD 120 (Welding Technology 1). This class will be offered using the same text, method and materials as for Welding Technology 1.

CSU

### WELD 131

#### Welding Technology 1B

3 units; 3 hours lecture, 4.5 hours lab

The second of a two-course sequence which represents WELD 120 (Welding Technology 1). This class will be offered using the same text, method and materials as for Welding Technology 1.

*Prerequisite:* WELD 120, 130, or 100

CSU

### WELD 132

#### Welding Technology 2A

4 units; 4.5 hours lecture, 3 hours lab

The first of a two-course sequence which represents WELD 121 (Welding Technology 2). This class will be offered using the same text, method and materials as for Welding Technology 2.

*Prerequisite:* WELD 120, 130, or 100

CSU

### WELD 133

#### Welding Technology 2B

3 units; 3 hours lecture, 4.5 hours lab

The second of a two-course sequence which represents WELD 121 (Welding Technology 2). This class will be offered using the same text, method and materials as for Welding Technology 2.

*Prerequisite:* WELD 120, 130, or 100

CSU

### WELD 150

#### Metal Fabrication I

3 units; 2 hours lecture, 3 hours lab

Course in metal fabrication techniques to improve employable skills of the vocational technical student. Will include safety, the understanding and use of blueprints, use and care of tools, layout from blueprints, use of materials handbooks, hand-on fabrication of various projects, and joining processes.

*Prerequisite:* WELD 100 or WELD 100 concurrently.

CSU

**WELD 199**

**Independent Study in Welding**

*1 - 3 units; 3 - 9 hours lab*

An opportunity for the student to research or develop specific areas, methods, or techniques of welding that interest him/her.

*Prerequisite: Completion of Welding Technology Program.*

**CSU**

**WELD 230**

**Welding Technology 3A**

*4 units; 3 hours lecture, 4.5 hours lab*

The fifth semester of an extended format of courses in the Welding Technology major which prepares the student for a skilled job in the welding field. Particular emphasis will be placed on inert gas welding and materials, material preparation and finishing, joint design, and material identification.

*Prerequisite: WELD 120, 130, or 100*

**CSU**

**WELD 231**

**Welding Technology 3B**

*3 units; 2 hours lecture, 5.5 hours lab*

The sixth semester of an extended format of courses in the Welding Technology major which prepares the student for a skilled job in the welding field. Particular emphasis will be placed on inert gas welding and materials, material preparation and finishing, joint design, and material identification, and culminating in certification in the use of stick electrodes and inert gas processes.

*Prerequisite: WELD 120, 130, or 100*

**CSU**

**WELD 240**

**Welding Technology 3**

*7 units; 5 hours lecture, 10 hours lab*

The third semester of Welding Technology con

**CSU**

**WELD 241**

**Welding Technology 4**

*3 units; 7.5 hours lab*

The fourth semester of Welding Technology applies the manipulative skills of welding with fabricating techniques. The student will be required to use the skills developed by drafting a project, prepare a materials list, time estimate and then, to fabricate the project.

*Prerequisite: WELD 120, 130, or 100*

**CSU**

**WELD 298**

**Selected Topics in Welding**

*1 - 3 units; 9 hours lab*

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

*Prerequisite: Varies with topic selected.*

**CSU**

**Work Experience**

**WOEX 190**

**Work Experience Seminar**

*1 unit; 21 hours lecture*

Exploration and evaluation of career-related topics including interpersonal relationships, job satisfaction, and career assessment. Coordination of on-the-job training with related classroom instruction. Repeatable for credit four times.

*Prerequisite: Concurrent enrollment in General or Vocational Work Experience.*

**CSU**

**WOEX 191, 192**

**General Work Experience 1 & 2**

*1 - 3 units; 5 - 15 hours lab*

Supervised on-the-job experience to assist students in acquiring desirable work habits, attitudes, and career awareness. The work assignment need not be related to the student's occupational or educational goals.

*Prerequisite: Approval of the Work Experience Coordinator. WOEX 190 concurrently.*

**CSU**

**WOEX 193, 194, 293, 294**

**Vocational Work Experience 1**

*1 - 4 units; 5 - 20 hours lab*

Supervised on-the-job experience in an occupation related to the student's major. Coordinates on-the-job training with related classroom instruction.

*Prerequisite: Approval of the Work Experience Coordinator. WOEX 190 concurrently.*

**CSU**

# COURSE ANNOUNCEMENTS

## Courses Repeatable for Credit 2002-2004

Course	Times Repeatable	Course	Times Repeatable
Art 127, Painting 1	1	Heoc 380, Public Safety	as topics change
Art 128, Painting 2	1	Jour 130, Newspaper Production Lab	2
Art 135, Commercial Art and Design 1	1	Math 10, Basic Mathematics (6 units max)	4
Art 136, Commercial Art and Design 2	2	Math 91, Elementary Algebra Computer Tutorial Lab	1
Art 140, Freehand Sketching	1	Musi 120, Music Reading and Sight Singing	1
Art 145, Sculpture	3	Musi 130, Beginning Voice Class	1
Art 147, Clay Sculpture	1	Musi 132, Commercial Voice	1
Art 155, Beginning Ceramics	1	Musi 134, Singer's Diction	1
Art 158, Kiln Design and Construction	1	Musi 135, Beginning Piano	1
Art 180, Printmaking	2	Musi 137, Introduction to Piano	1
Art 231, Mural Painting	1	Musi 140, Beginning Guitar	1
Art 233, Painting Workshop	2	Musi 145, Beginning Winds & Brass	1
Art 235, Painting Studio	1	Musi 150, Beginning Percussion	1
Art 236, Pastel Painting	1	Musi 155, Beginning String Instruments	1
Art 237, Life Drawng	3	Musi 158, Instruments for Majors	1
Art 255, Intermediate Ceramics	2	Musi 160, Concert Choir	3
Art 258, Ceramics Workshop	2	Musi 161, Vocal Ensemble, Prima Voice	3
Art 259, Drawing and Painting on Clay	3	Musi 162, Gospel Choir	3
Art 260, Art on the Computer	1	Musi 163, Stage Choir	3
Biol 190, Natural History/Selected Topics	4	Musi 164, Choral Movement	3
Cfs 168, Early Childhood Workshop	as topics change	Musi 166, Treble Chorus	3
Cfs 196, Music in Early Childhood	2	Musi 170, Musical Production	3
Cisa 172, Typing Speed Development	3	Musi 172, Musical Revue Workshop	3
Cjt 280, Professional Security Officer Academy 1	2	Musi 174, Rehearse & Perform Lab: Strings	3
Cjt 302, Administration of Justice	as topics change	Musi 176, Repertory Orchestra	3
Skills and Knowledge Modular	change	Musi 177, Rehearse & Perform Lab: Winds	3
Dram 120, Techniques of Acting	1	Musi 179, Repertory Wind Ensemble	3
Dram 135, Commercial Acting	1	Musi 181, Jazz Ensemble	3
Dram 140, Intro to Documentary Video Production	1	Musi 185, Stage Band	3
Dram 150, Theatre Performance	3	Musi 196, Music in Early Childhood Education	2
Dram 151, Touring Theatre Workshop	3	Musi 230, Intermediate Voice	2
Dram 152, Children's Theatre Workshop	3	Musi 232, Advanced Voice	1
Dram 153, Musical Theater Production	3	Musi 235, Intermediate Piano	1
Dram 155, Dance Theater Production	3	Musi 240, Intermediate Guitar	1
Dram 160, Theatre Workshop	3	Musi 245, Intermediate Winds & Brass	1
Dram 161, Shakespeare Performance Workshop: Comedy	3	Musi 250, Intermediate Percussion	1
Dram 162, Shakespeare Performance Workshop: Drama	3	Musi 255, Intermediate String Instruments	1
Dram 170, Theater Laboratory	3	Musi 258, Instruments for Majors	1
Dram 201, Producing and Directing Television	3	Nurs 100, Nursing Skills	4
Dram 220, Acting Shakespeare	1	Phot 160, Int. Travel & Doc Photography	3
Dram 240, Intermediate Acting 1	1	Phye 100 - 160, 169 & 176 - 178, 271, 272	3
Dram 244, Acting Workshop	3	Phye 285 - 297	3
Engl 12, Reading Skills (4 units max)	1-3	Pleg 300, Negotiations	once yearly
Engl 14, Spelling (4 units max)	1-3	Pleg 301, Mediation I	once yearly
Engl 17, Computer Composition (1.5 units max)	1-3	Pleg 302, Mediation II	once yearly
Engl 84, Supervised Writing Lab	as topics change	Pleg 303, Alt. Dispute Resolutions	once yearly
Engl 85, Basic Reading and Writing	1	Poli 350, Leadership Seminar	1
Geol 190, Special Field Trips in Geology	3	Psyc 10, Learning Diagnosis	4
Heoc 364, EMT Refresher	every two years	Psyc 15, Group Process (DLS)	2
Heoc 376, Skills Assessment	1	Psyc 60, Women's Issues Workshop	3
		Psyc 190, Special Projects (6 units max)	1-3
		Vwt 288, Current Topics in Winemaking	as topics change
		Woex 190, Work Experience Seminar	4

### 199 Courses (Independent Study)

Students may earn a total of 12 units with a max. of 3 units per semester. Therefore, 199 courses are repeatable 3 times.

### 298 Courses (Selected Topics)

298 courses may be repeated as the course topic and course content change.





# FACULTY AND STAFF

By the time you have reached this point in the catalog, you have an idea of what Napa Valley College stands for and what you hope to achieve here. You are familiar with the kinds of support you can expect from the faculty and staff at Napa Valley College.

Some students naturally seek out whatever help is available to them. They know from experience that it works to their advantage. The faculty and staff at Napa Valley College would like to encourage all students to do the same. Faculty hold regularly scheduled office hours to provide individual attention and focused academic assistance. Administrators, too, welcome personal interaction with students. And classified staff enjoy giving students extra help whenever they need it.

Napa Valley College faculty, administration, and classified staff are confident that we can make a significant contribution to your college career. Get to know us. We think students are, quite simply, the most important people on campus!



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     Network Administrator ..... Robert Butler  
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     Interim Director of Facilities Services ..... Matt Christensen  
     Interim Supervising Custodian ..... Tim Clark  
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 MESA Director ..... José Hernandez  
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100 Bookstore, Cafeteria, Financial Aid, EOPS, Music, Student Government

200 Admissions/Registration, Counseling, Administration

300 Library, Career/Placement Center

400 Art, Photography Technology

500 Machine Tool Technology, Welding Technology

600 General Classrooms

700 Sciences, Department of Public Safety (Basement)

800 Business/Computer Studies

900 Telecommunications, Theatre, Music

1000A Digital Design Graphics Technology/Autodesk Premier ATC,

1000B Learning Skills Center, Computer Lab, Media Resource Center, Health Occupations

1100 Faculty Offices, Criminal Justice Training Center

1200 Gymnasium, Physical Education

1400 Electronics Technology, Technical Division Office

1500 Warehouse, Maintenance Office

1600A Child and Family Center A, B, C, D Buildings

1600B Student Support Services TRIO South & Workability III

1700 TRIO Programs - Upward Bound & Talent Search

Ag Lab Irefethen Family Viticultural Center

Viticulture/Winery Technology

**LEGEND**

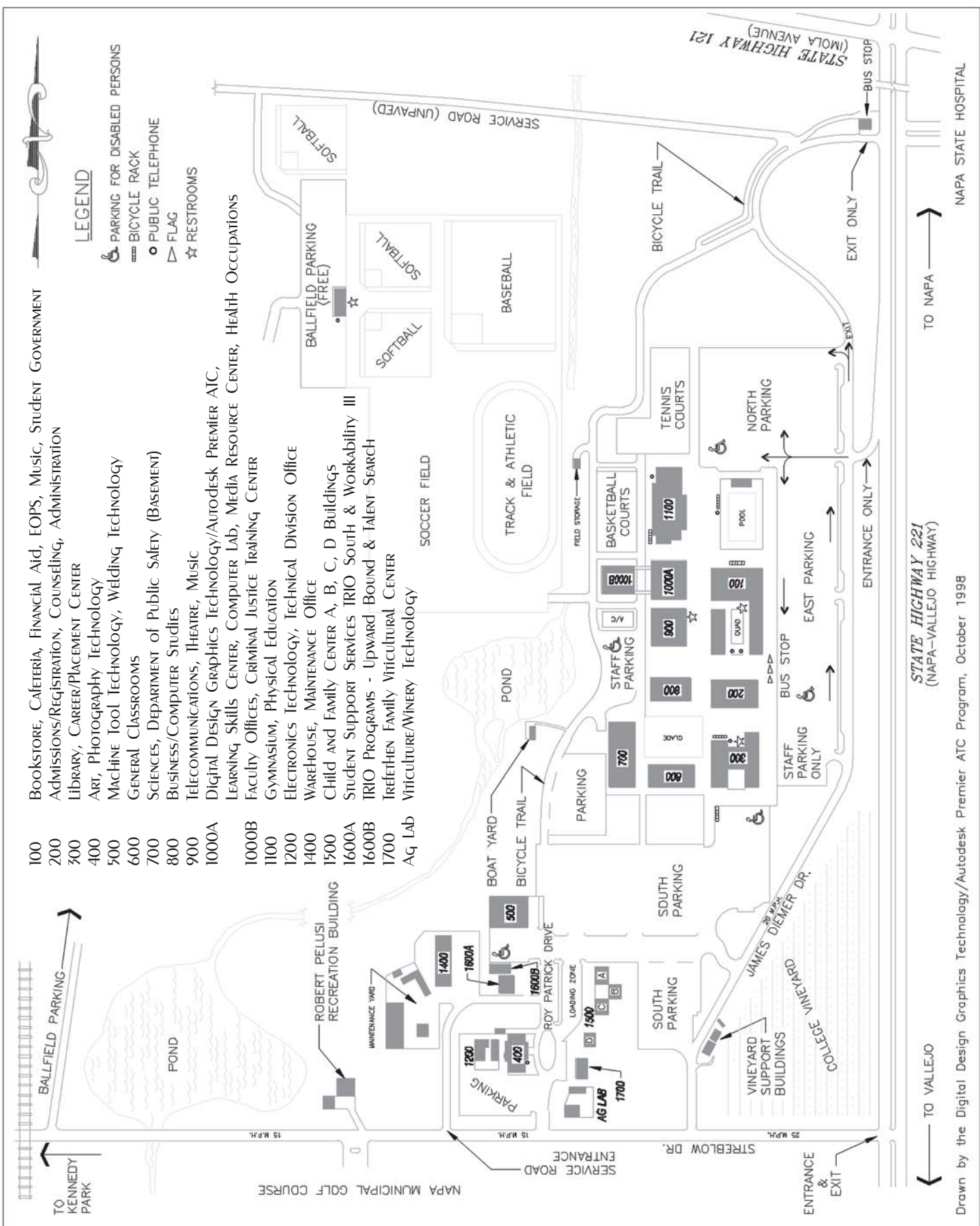
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(NAPA-VALLEJO HIGHWAY)

TO VALLEJO

TO NAPA

Drawn by the Digital Design Graphics Technology/Autodesk Premier ATC Program, October 1998

NAPA STATE HOSPITAL



A photograph of a stone path leading through a grassy field towards a hazy horizon. The path is made of large, flat, grey stones, some of which are covered in moss. The grass is green and tall. The background is a soft, hazy landscape with a bright light source, possibly the sun, creating a lens flare effect. The overall mood is peaceful and serene.

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