

# NAPA VALLEY COLLEGE

# CATALOG

## 2018/2019



Find **your** future here





---

# NAPA VALLEY COLLEGE

2277 Napa-Vallejo Highway, Napa CA 94558

707-256-7000

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

## Accreditation

### Institutional

Napa Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC/WASC), which is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The contact information of the ACCJC is provided below:

Accrediting Commission for  
Community and Junior Colleges  
10 Commercial Boulevard, Suite 204  
Novato, California 94949  
Phone: (415) 506-0234  
[www.accjc.org](http://www.accjc.org)

---

---

## Accreditation

### Programmatic

The following Napa Valley College programs are accredited or approved by programmatic accrediting or certification bodies, which are responsible to determine license/certification eligibility.

Board of Registered Nursing  
1747 N. Market Blvd., Suite 150  
Sacramento, CA 95834-1924  
Phone: (916) 322-3350

Board of Vocational Nursing and Psychiatric Technicians  
Suite 205  
2535 Capitol Oaks Drive  
Sacramento, CA 95833  
Phone: (916) 263-7800

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, TX 76021-4244  
Phone: (817) 283-2835

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
Phone: (727) 210-2350

California Commission on Peace Officer Standards and Training  
860 Stillwater Road, Suite 100  
West Sacramento, CA 95605  
Phone: (916) 227-3909

Board of State and Community Corrections  
(Standardized Training for Corrections)  
2590 Venture Oaks Way Suite 200  
Sacramento, CA 95833  
Phone: (916) 445-5073

## Foreword

Napa Valley College publishes a new catalog every year. The information published in the catalog is effective for the academic year beginning Fall 2018 through Summer 2019.

## Statement of Assurance

Every effort is made to ensure that the course information, applicable policies, and other materials presented in the Napa Valley College Catalog are accurate and current. In the event a correction or update is warranted, a catalog addendum will be published electronically and will be available for download [www.napa-valley.edu/Academics/Catalog](http://www.napa-valley.edu/Academics/Catalog).

## Catalog Rights

Students have two options regarding the requirements for the Associate Degree (graduation requirements):

- 1) They are eligible to graduate under the catalog in effect at the time they petition to graduate, whether or not they maintain continuous enrollment at the college; or
- 2) Students may elect to graduate under the catalog in effect during their initial enrollment at Napa Valley College if they maintain continuous enrollment (by taking at least one course each academic year—fall or spring semester).

Catalog rights do not apply to modifications to entrance requirements for programs (e.g., ADN, Respiratory Therapy, etc.) or program prerequisites.

---

## Welcome to Napa Valley College!

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

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

At Napa Valley College, we have built a learning environment that is focused on professional and personal growth, a place where we help you open doors to unlimited possibilities. Throughout our 75-year history, we have helped thousands of students turn their dreams into realities.

Our dedicated faculty members are accomplished professionals who are committed to enriching their classrooms with professional expertise and life enhancing experiences. They teach because they want to interact with students.

Our professional classified staff are also here to help you develop your educational focus, plan your pathway and provide guidance and assistance for you outside the classroom.

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

The Napa Valley is one of the most dynamic and picturesque communities in the world. We serve, and we are proud of our role, as this community's college. As the valley continues to grow and adapt, the need for more academic programs and majors, as well as training initiatives and services of an increasingly complex nature, grows too. Think of us as "California's Top #1 Community College," (selected twice by BestColleges.com) as you engage in what we hope will be a life changing experience attending NVC.

All the best,



Dr. Ronald Kraft  
Superintendent/President



### NVC Board of Trustees

Jennifer Baker, District 1  
Amy Martenson, District II  
Mary Ann Mancuso, District III  
Kyle Iverson, District IV  
Michael Baldini, District V  
Rosaura Segura, District VI  
Rafael Rios, District VII  
Huzaifa Khawaja, Student Trustee

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.



**2018-2019 ACADEMIC CALENDAR**

		Fall 2018							Spring 2019								
9-10 13	Flex Days First Day of Classes	AUGUST							JANUARY							1 11 14 21	New Year's Day Flex Day First Day of Classes M.L. King Day
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
					1	2	3	4			1	2	3	4	5		
		5	6	7	8	9	10	11	6	7	8	9	10	11	12		
		12	13	14	15	16	17	18	13	14	15	16	17	18	19		
		19	20	21	22	23	24	25	20	21	22	23	24	25	26		
		26	27	28	29	30	31		27	28	29	30	31				
3	Labor Day	SEPTEMBER							FEBRUARY							14 15 18	Non-teaching day Lincoln Day Washington Day
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
								1						1	2		
		2	3	4	5	6	7	8	3	4	5	6	7	8	9		
		9	10	11	12	13	14	15	10	11	12	13	14	15	16		
		16	17	18	19	20	21	22	17	18	19	20	21	22	23		
		23	24	25	26	27	28	29	24	25	26	27	28				
		30															
		OCTOBER							MARCH								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
			1	2	3	4	5	6						1	2		
		7	8	9	10	11	12	13	3	4	5	6	7	8	9		
		14	15	16	17	18	19	20	10	11	12	13	14	15	16		
		21	22	23	24	25	26	27	17	18	19	20	21	22	23		
		28	29	30	31				24	25	26	27	28	29	30		
									31								
12 22 22-24	Veterans Day Thanksgiving Day Thanksgiving Recess	NOVEMBER							APRIL							19 15-20	Cesar Chavez Day Spring Recess
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
						1	2	3		1	2	3	4	5	6		
		4	5	6	7	8	9	10	7	8	9	10	11	12	13		
		11	12	13	14	15	16	17	14	15	16	17	18	19	20		
		18	19	20	21	22	23	24	21	22	23	24	25	26	27		
		25	26	27	28	29	30		28	29	30						
10-15 15 24-4	Final Exam Days Last Day of Classes Fall Recess	DECEMBER							MAY							20-25 23* 25 27	Final Exam Days Commencement <i>NOTE: No final exam should be scheduled after 4:30 pm on this day.</i> Last Day of Classes Memorial Day
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
								1				1	2	3	4		
		2	3	4	5	6	7	8	5	6	7	8	9	10	11		
		9	10	11	12	13	14	15	12	13	14	15	16	17	18		
		16	17	18	19	20	21	22	19	20	21	22	23*	24	25		
		23	24	25	26	27	28	29	26	27	28	29	30	31			
		30	31														

**Summer 2019**

**10** Start of summer session

JUNE						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						








JULY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**4** Independence Day  
**18** End of 6-week summer session

**1** End of 8-week summer session

AUGUST						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**LEGEND**

-  Flex Day
-  Weekday Instructional days
-  Saturday instructional days (no services open)
-  Final exam days
-  Holidays (campus closed)
-  Non-instructional days (campus open)
-  Recess days (campus closed)

**Napa Valley College is closed on Fridays during the summer session.**

*Approved by the NVCFA and the District 03/20/2018  
 Approved by the Board of Trustees 04/12/2018*

**Academic Calendar 2018-2019**

Please check the Office of Academic Affairs web-site [www.napavalley.edu/academics/Instruction/Pages/Academic-Calendar](http://www.napavalley.edu/academics/Instruction/Pages/Academic-Calendar) for the most current dates and an updated calendar.

---

# TABLE OF CONTENTS

## GENERAL INFORMATION

Course And Program Offerings .....	10
Admissions Requirements .....	12
Student Fees And Other Financial Obligations .....	15
Student Financial Aid.....	17
Programs and Services .....	21

## COLLEGE POLICIES

Nondiscrimination .....	31
Academic Requirements And Policies .....	33
Student Rights And Responsibilities .....	46
Grievance And Complaint Procedures.....	48
General College Policies .....	49

## TRANSFER, DEGREE & CERTIFICATE INFORMATION

Transfer Information.....	51
Transfer To CSU.....	51
Intersegmental General Education Transfer Curriculum (IGETC).....	52
Transfer To UC .....	52
Transfer To Independent Colleges And Universities .....	52
Associate Degrees .....	53
Career Technical Education Programs .....	54
General Education .....	54
C-ID.....	62

## PROGRAMS & COURSES

Understanding The Course Descriptions .....	68
Program Length .....	68
Certificate Programs And Associate Degrees .....	71
Program And Course Description .....	72

## NAPA VALLEY COLLEGE STAFF

Administrators.....	204
Confidential .....	206
Faculty .....	206
Classified Staff .....	211
Index.....	216



---

# NAPA VALLEY COLLEGE ADMINISTRATION

## President's Area

Superintendent/President.....	Dr. Ronald Kraft
Dean, Research, Planning and Institutional Effectiveness .....	Dr. Robyn Wornall
Executive Director, Human Resources .....	Charo L. Albarran
Managing Director of College Foundations/Advancement .....	Carollee Cattolica
Executive Coordinator to the Superintendent/President .....	Katherine Kittel

## Academic Affairs

Assistant Superintendent/Vice President, Academic Affairs .....	Erik Shearer
Dean, Language Arts, Educational Support, and Learning Technologies .....	María L. Villagómez
Interim Dean, Arts and Humanities .....	Mechele Manno
Dean, Career Education and Workforce Development.....	Dianna Chiabotti
Dean, CJT, Health Occupations, Physical Education, Athletics, Health and Dance .....	Robert Harris
Dean, Science, Mathematics, Engineering and Social Sciences.....	Dr. Robert Van Der Velde
Associate Dean, Physical Education, Athletics, Health and Dance .....	Jerry Dunlap
Interim Director, Upper Valley Campus, Adult/Continuing Education.....	Lissa Gibbs
Director, Child and Family Development Center .....	<i>Vacant*</i>
Director, Criminal Justice Training Center.....	Damien Sandoval
Director, Workforce Development .....	Charlie Monahan
Coordinator, Criminal Justice Training Center .....	Charlie Spruill
Coordinator, Criminal Justice Training Center .....	Paul Bradshaw
Coordinator, Instructional Grants and Special Projects .....	Christina Rivera
Executive Assistant to the Vice President of Academic Affairs.....	Cristine Tapia

## Student Affairs

Assistant Superintendent/Vice President, Student Affairs .....	Oscar de Haro
Dean, Counseling and Student Success .....	Howard Willis
Dean, Financial Aid/EOPS/Pre-College TRiO Program .....	Patricia Morgan
Chief, Campus Police .....	Ken Arnold
Associate Dean, Enrollment and Outreach Services.....	Jessica Erickson
Associate Dean, MESA.....	Luis Alcazar
Director, Disabled Student Programs and Services .....	<i>Vacant*</i>
Director, Educational Talent Search .....	Ramon Salceda
Director, Equity and Inclusivity.....	Dr. Craig Alimo
Director, Project RISE.....	Christopher Farmer
Director, Student Health Services.....	Nancy Tamarisk
Executive Assistant to the Vice President of Student Affairs.....	Martha Navarro

## Administrative Services

Assistant Superintendent/Vice President, Administrative Services.....	Robert Parker
Controller, Business Services .....	Joseph Latunski
Director, Facilities Services .....	Matt Christensen
Director, Institutional Technology.....	Eric Houck
Director, Campus Planning and Construction.....	<i>Vacant*</i>
Supervisor, Payroll .....	Imelda Basco
Supervisor, Custodial Services .....	<i>Vacant*</i>

*\*Inquiries should be directed to the vice president of the area.*



## GENERAL INFORMATION

About Napa Valley College

Course & Program Offerings

Admissions Requirements

Student Fees & Other Financial Obligations

Student Financial Aid

Student Success & Support Programs & Services

Getting Help at Napa Valley College

## GENERAL INFORMATION

### ABOUT NAPA VALLEY COLLEGE

Dedicated to educational excellence and student success since opening in 1942, Napa Valley College has a rich tradition of educating generations of Napa Valley residents. In addition, the college's state-of-the-art facilities attract students from a wide geographic area who want to take advantage of programs not offered elsewhere in the region.

At Napa Valley College, students can continue their education, prepare for transfer to a four-year college or university, train for a new career, upgrade current job skills or take classes for personal enrichment.

### History

The citizens of Napa County made a clear commitment to higher education in 1941 when they passed a bond issue to establish Napa Junior College. One year later, Napa Junior College was founded as part of the Napa Union High School District. The first year of World War II marked the college's first class—of just 16 students—only one of whom was male.

Once the war was over, GIs flooded into the new college seeking educational opportunity. During 1948-49, a modern new college was built next to the high school.

The community reaffirmed its commitment to the local college in 1962 by passing a bond issue to buy land and build a new college campus on land previously occupied by the Napa State Hospital. After 23 years, the college had its own campus, its own school district, and an enrollment of 1,771 students. It renamed itself Napa College and continued to grow its student body on the site it continues to occupy to this day.

In 1982, Napa College changed its name to Napa Valley College. The official opening of a permanent Upper Valley Campus in St. Helena in the fall of 1994 brought educational opportunities closer to home for upper valley residents and added new dimensions to the college curriculum. As of 2017, the college now serves over 9,000 students.

### 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.

Napa Valley College Community College District Policy I7100 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. (BP I7100)

### Mission and Values

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

#### Mission

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

#### Values

Napa Valley College is a community of people excited about learning, where students are first and foremost in everything the college does. NVC values, models, and encourages:

- Student Success
- Honesty
- Creativity
- Integrity
- Adaptability
- Inclusivity
- Responsibility
- Openness To New Ideas
- Respect For Others
- Health And Wellness

### NVC Institutional Learning Outcomes

Students who receive a degree from Napa Valley College will demonstrate Institutional, Program and Course level learning outcomes.

All college disciplines, programs, and services map their course- and program-level learning outcomes to one or more of the Institutional level outcomes. This ensures that students are given opportunities to develop their skills and strengthens alignment between course, program, and institutional outcomes.

The following are the institutional level outcomes for Napa Valley College students.

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

Institutional level outcomes are intended to identify: Napa Valley College's expectations of itself and its graduates; general skills that degree recipients will obtain through the course of their studies; general skills that students will obtain as a result of completing the General Education pattern; building blocks that contribute to attainment of the general skill areas; and a common set of goals across courses, programs, and services.

## Accreditation

Napa Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Accrediting Commission for  
Community and Junior Colleges  
10 Commercial Boulevard, Suite 204  
Novato, California 94949  
Phone: (415) 506-0234  
[www.accjc.org](http://www.accjc.org)

Napa Valley College accreditation reports and other resources can be found in the Research, Planning and Institutional Effectiveness website at [www.napavalley.edu/AboutNVC/Planning/accreditation](http://www.napavalley.edu/AboutNVC/Planning/accreditation).

Accreditation status for individual programs are noted throughout this catalog.

## Constituent Groups

### Administrators

Administrators of Napa Valley College manage the resources, tasks and communications involved in running our institution. The goal of the administrator is to keep the institution's overall processes flowing smoothly by making decisions that facilitate education. Our administrators identify and articulate our institution's mission and goals and make them happen by implementing programs, delegating tasks and allocating resources.

### Board of Trustees

The Napa Valley Community College District is under the control of a Board of Trustees composed of seven community members. Elected from within established areas of the district, trustees serve four-year terms. In addition, students are represented by a student trustee, who is selected annually by the Associated Students of Napa Valley College. The student trustee can make and second motions and has an advisory vote on all public session items. The Board meets at least once each month, and agendas are posted in accordance with California law on the Board of Trustees website [www.napavalley.edu/AboutNVC/Trustees](http://www.napavalley.edu/AboutNVC/Trustees) and in the McPherson Administration Building 1500.

### Classified Professionals

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

## 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.

## Students

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

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, allowing the college to receive federal status as a Hispanic-Serving Institution and an Asian American, Native American, Pacific Islander Serving Institution.

## COURSE AND PROGRAM OFFERINGS

### Degree and Certificate Programs

Napa Valley College offers a wide range of associate degrees and certificate programs. A full-time student can earn the required 60 units in two years. Students who may be working or have family responsibilities can attend part-time and may take longer to complete their degree. Most of the Associate of Arts degrees (AA), all Associate Degrees for transfer (AA-T/AS-T) and a few Associate of Science Degrees (AS) and certificates are designed for those who plan to transfer to four-year institutions. Most of the Associate of Science degrees (AS) and certificates have a Career/Technical focus and prepare students to enter the workforce in a variety of technical fields.

### Credit Program

Our credit program includes 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.

## Noncredit and Community Education

Students who are interested in taking noncredit and community education may register through phone, e-mail, mail, fax or by registering at the Upper Valley Campus in St. Helena. For more information, visit [www.napaValley.edu/CommEd](http://www.napaValley.edu/CommEd) or call (707) 967-2900.

### Noncredit Program

Napa Valley College offers noncredit classes and programs to provide students with access to a variety of courses at no cost to assist them in reaching their personal, academic and professional goals. Noncredit instruction serves as a key contributor to “open access” for students with diverse backgrounds and those seeking ways to improve their earning power, literacy skills and access to higher education.

Napa Valley College noncredit programs are administered through the Upper Valley Campus in St. Helena and classes are often offered at community service organizations, business, non-profit facilities and local high schools. Noncredit courses are published in the *Noncredit Schedule of Classes* available at the main campus in Napa or the Upper Valley Campus in St. Helena prior to each semester.

### Community Education

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

The flexible nature of Community Education programs allows the college to be responsive to the expressed interests and needs of specific populations or organizations. This includes courses such as one-day workshops and seminars or classes ranging from a few weeks to an entire semester. Classes are offered on a “not for credit” basis and do not normally require lengthy student preparation or regular exams. The classes, trips, and activities provided under Community Education are designed to stimulate personal and professional growth, as well as create new interests and provide opportunities for continual learning.

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

## Schedule of Classes

The Schedule of Classes indicates course offerings for credit, noncredit and community education courses. We publish the schedule during the fall, spring and summer semesters. Our credit class schedule is available online through the Scheduling Office website [www.napaValley.edu/academics/Scheduling](http://www.napaValley.edu/academics/Scheduling). Our non-credit and community education class schedule is available online through the Upper Valley Campus website at [www.napaValley.edu/CommEd/Pages](http://www.napaValley.edu/CommEd/Pages).

Napa Valley College reserves the right to cancel, reschedule or modify classes where such action is deemed necessary.

### Day, Evening and Weekend Classes

Classes are taught in the day and evening in full-term and short-term formats. All evening classes are planned and scheduled through the instructional divisions. Napa Valley College offers a limited number of courses scheduled on the weekend. Students should refer to the current Schedule of Classes online each semester for course offerings.

### Summer Session

NVC also offers day and evening programs during the summer. Students attending summer classes should be prepared for an intensive period of study. The Schedule of Classes for the Summer Session is published during the Spring Semester and posted on the Napa Valley College website at [www.napaValley.edu/academics/Scheduling](http://www.napaValley.edu/academics/Scheduling)

### Distance Education: Online and Hybrid Courses

Another facet of the Napa Valley College experience is distance learning or online education. Distance learning students and teachers engage in a cooperative learning experience by accessing a virtual classroom, utilizing a variety of web-based technologies, such as websites, videos, group discussions and projects. Students partake in an interactive style of learning that harnesses the distinctive knowledge and life experiences of each participant. Distance Education classes require the same rigor as their face-to-face equivalent. In addition they require the student to apply self-discipline to stay on task, and a level of technological knowledge to navigate and utilize a virtual learning environment. Not only are students discovering the course material, they are often re-learning how to learn. Online classes require as much or more work as a traditional face-to-face class. Hybrid classes combine face-to-face instruction with online components. Fully online and hybrid (elements of online and in-class work combined at discretionary proportions) courses are offered each semester and summer terms. Students must have access to a computer and reliable Internet service throughout the term of the course. For more information about the online classes, certificates, and degree programs available, go to [napavalley.edu/academics/OnlineEd/Pages/welcome.aspx](http://napavalley.edu/academics/OnlineEd/Pages/welcome.aspx)

## ADMISSION REQUIREMENTS

### 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 (CHSPE) are eligible for admission.

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

**Transfer Students:** Applicants who are eligible for standard re-admission to another accredited college may be admitted with transfer credits in accordance with the evaluation of their transcripts. Units earned elsewhere may be applied toward fulfillment of Napa Valley College Graduation requirements only if they are lower division units.

### Applying to NVC

Students must complete the online Application for Admission through OpenCCC. All inquiries regarding admission to the college should be directed to the Admissions and Records Office.

Students must complete the following steps to begin their academic career at Napa Valley College:

#### Step 1: Apply for Admission

Complete and submit a Napa Valley College Application at [www.napavalley.edu/studentaffairs/AR/Pages/HowtoApply.aspx](http://www.napavalley.edu/studentaffairs/AR/Pages/HowtoApply.aspx). Computers are available in the Welcome Center in Bldg. 1300 and in the McCarthy Library for your convenience. For further information, contact the Admissions and Records Office at (707) 256-7200 or visit [www.napavalley.edu/studentaffairs/AR](http://www.napavalley.edu/studentaffairs/AR).

#### Step 2: Complete an Orientation

All students must complete an orientation regardless of educational goal or major. Complete the online orientation session at the Online Orientation website [www.napavalley.edu/studentaffairs/Counseling/Pages/New-Student-Online-Orientation.aspx](http://www.napavalley.edu/studentaffairs/Counseling/Pages/New-Student-Online-Orientation.aspx). For further information, contact the Counseling Center at (707) 256-7220.

#### Step 3: Complete the Assessment Process

Complete an assessment test in the Testing and Tutoring Center, Room 1764 in Building 1700, to determine the course placements for English and math classes. Students must have completed an NVC application in order to take an assessment test. Contact the Testing and Tutoring Center at (707) 256-7437 or visit [www.napavalley.edu/testingandtutoringcenter](http://www.napavalley.edu/testingandtutoringcenter).

#### Step 4: Attend a Counseling/Advising (Educational Planning) Session

All new students must complete an abbreviated (one semester) Ed Plan. New students must declare a major by the completion of 15 units and develop a Comprehensive Education Plan by 30 units. Students are only eligible for priority registration upon completion of their Educational Plan. For further information, contact the Counseling Center at (707) 256-7220 or visit [www.napavalley.edu/studentervices/Counseling](http://www.napavalley.edu/studentervices/Counseling).

#### Step 5: Register and Pay for Classes

Students may register for classes through the WebAdvisor system, available up to midnight before the first day of class. For further information, contact the Admissions and Records Office at (707) 256-7200 or visit [www.napavalley.edu/studentaffairs/AR](http://www.napavalley.edu/studentaffairs/AR).

Payment is due immediately following registration. Students can be dropped for nonpayment. Please refer to the Pay to Stay website for grace periods. Contact the Cashiers Office at (707) 256-7188 or visit [www.napavalley.edu/businessfinance/Pages/paytostay](http://www.napavalley.edu/businessfinance/Pages/paytostay).

### Residency Requirements

Residents of California may be admitted to Napa Valley College provided they meet entrance requirements. Some programs have additional prerequisite requirements.

#### Residence Classification

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

Non-resident applicants whose legal residence is outside the state of California are required to pay non-resident tuition in addition to the enrollment fees.

Applicants unable to verify residency may be exempted from payment of the non-resident tuition if they attended high school in California for three or more years and graduated from a California high school or attained the equivalent thereof.

If the applicant is not a lawful immigrant, a California Non-Resident Tuition Exemption Request (AB540) should be completed and submitted to the Admissions and Records Office. Applicants must provide the college with a copy of their high school transcript(s) showing a combination of California high school, adult school, and community college enrollment for the equivalent of three (3) years or more and have graduated or will graduate with a California high school diploma or the equivalent (i.e. California-issued GED, CHSPE), associate's degree, or have completed the minimum requirements at a California Community College for transfer to the California State University or the University of California."

Applicants should contact the Welcome Center for complete information about residency requirements.

**High School Student (Dual Enrollment) Admission**

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

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

Students can choose to receive high school or college credit for a course. Students who choose high school credit may later submit a request to transfer their units to college credit. Fees may apply.

Lab and/or materials fees must also be paid by students, and students may be dropped for non-payment.

For more information, contact the Admissions and Records Office at (707)-256-7201, or go to the Admissions and Records page on the Napa Valley College website ([www.napavalley.edu](http://www.napavalley.edu)), and click on the High School Student (Dual Enrollment) Admissions link.

**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 or delivered in person to:

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

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

Napa Valley College does not grant college credit for courses completed at colleges/universities that are not regionally accredited, for life experiences, or for upper division courses. See the graduation requirements for more information. Please allow up to 6 weeks for evaluation of transcripts from other institutions.

Priority for transcript evaluation will be given to students that are currently enrolled in classes or receiving financial aid or veteran’s benefits. To expedite an evaluation, students must make an appointment with a counselor.

**Veterans Admission**

Students who intend to use the Department of Veteran Affairs (VA) educational benefits must contact the NVC Veteran Services Office each semester to complete all necessary forms. It may take the Veterans Administration four to eight weeks to process the documents for benefits, and students should plan accordingly. Those seeking four year degrees are advised to keep track of their entitlement and anticipate any funding limitations.

**Educational Plans:** Students who apply for educational benefits from the Department of Veterans Affairs (VA) must be matriculated. At Napa Valley College, this is accomplished by completing assessment and orientation, and meeting with the Veterans Counselor to develop an educational plan.

All students wishing to receive VA educational benefits at NVC must submit for evaluation their official copies of military transcripts, and transcripts from all previously attended colleges, universities and vocational schools. Military transcripts include, but are not limited to, DD-214 Member Copy-4, Community College of the Air Force (CCAF), and Joint Services Transcript (JST).

Credit for experiences in the military service may be allowed as recommended by the American Council on Education and in accordance with the provisions of the NVC Catalog. All applicable transcripts must be on file and evaluated prior to developing an educational plan. An educational plan is required before NVC can submit a student’s enrollment certification to the VA. The process may take several months. Students should have transcripts from all other institutions sent to NVC as early as possible.

**International Student Admission**

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.

**International Student Fees**

International students must pay a nonresident tuition fee of \$261.30 per unit (plus the \$46 per unit enrollment fee).

There is no financial aid available for international students.

Tuition and enrollment fees will be collected in full at the time of registration.

The estimated costs for an academic year are as follows:

\$7,375	Tuition and fees based on 12 units minimum required for 1 visa student.
\$8,544	Food and housing (based on home stay)
\$2,272	Books and other educational expenses
\$1,149	Transportation

\$3,223	Miscellaneous and personal
\$1,138	Mandatory medical insurance (fall and spring/summer)
\$23,701	Total

Tuition is subject to change. The bank statement must show the total cost for the academic year amount or more.

For more information about fees, please refer to the Napa Valley College's website at [www.napavalley.edu](http://www.napavalley.edu) and select the *Fees and Refunds* link listed under the *Registration* link.

## How to Apply

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

- An International Student Admissions Application.
- Students must complete the equivalent of high school with better than average grades and pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 173 on the computerized test, or 500 on the paper version and 61 on the IBT (Internet Based Test). In addition, they must demonstrate adequate financial resources to complete their education without outside employment.
- Official copies of transcripts from all secondary schools and colleges you have attended. These transcripts must be in English and correspond to the American Grading System.\*
- A financial statement or tax documents showing that you or your sponsor has the financial resources to pay your tuition and related expenses while you attend Napa Valley College.
- A transfer notification form if you are transferring from another United States School.

## When to Apply

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

- Fall Semester: Submit all materials by May 1.
- Spring Semester: Submit all materials by October 1.

## English Proficiency

Most classes will be conducted in English, so you must demonstrate English Proficiency when you apply for admissions. If your native language is not English, you must take the TOEFL. International students are provided with an orientation to the college and with academic and personal counseling. Additional information regarding admission may be obtained by contacting the Admissions and Records Office, Napa Valley College, 2277 Napa-Vallejo Highway, Napa, California 94558, by e-mail to [dlarson@napavalley.edu](mailto:dlarson@napavalley.edu) or via the *International Students* website at [www.napavalley.edu/studentaffairs/AR/Pages/InternationalStudents.aspx](http://www.napavalley.edu/studentaffairs/AR/Pages/InternationalStudents.aspx)

\* Note: Foreign transcripts must be evaluated by an International Evaluation Service. Although we neither endorse nor recommend any particular service, we will provide links to professional services we have accepted evaluations from in the past for the convenience of our students: World Education Services Website: [www.wes.org](http://www.wes.org). E-mail: [info@wes.org](mailto:info@wes.org)

## Registration

### WebAdvisor

Napa Valley College is moving progressively toward conducting student application and registration exclusively online. All students are encouraged to explore and become familiar with WebAdvisor, a secure web interface that allows students, faculty, staff, and guests to access the schedule of classes and other important information 24 hours a day, 7 days a week.

Registration for credit classes can be completed and is encouraged through WebAdvisor up to midnight before the first day of classes. All students register according to their priority registration status, which can be found on the Admissions and Records website [www.napavalley.edu/studentaffairs/AR](http://www.napavalley.edu/studentaffairs/AR). Starting on the first day of classes, students will need an add code from their instructor to register.

### Noncredit and Community Education

The Community Education program at Napa Valley College is comprised of workshops, fee-based and noncredit courses, educational trips and tours, and short-term occupational training programs. Students who are interested in taking noncredit and community education may register online or by phone, e-mail, mail, or walk-in at the Upper Valley Campus in St. Helena. For more information, visit [www.napavalley.edu/CommEd](http://www.napavalley.edu/CommEd) or call (707) 967-2900.

### Classes with Waitlists

Waitlists are established for some classes, in the event of full enrollment. Once a seat becomes available, waitlisted students are automatically enrolled into the class, in order of addition status on the waitlist. Failure to pay for classes will result in being dropped for non-payment. Payment and fees apply as per the regular online registration process.

Students may also register for a closed class by receiving permission and an add code from the instructor on the first day of class.

Registration restrictions must be cleared prior to enrolling on the waitlist. Students are responsible for submitting all documentation to the Admissions and Records department to clear restrictions. Once the student has been enrolled in a waitlisted class, and no longer wants to take the class, it is the student's responsibility to drop the class in a timely manner.



## Release of Student Records and Transcripts

### Family Educational Rights and Privacy Act of 1974 (FERPA)

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. (BP S6410)

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, military personnel, 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, Enrollment and Outreach Services. 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.

### Transcripts

Transcripts are confidential records of a student's academic history and will be released only upon written request by the student. Transcripts may be requested through the Admissions and Records website at [www.napaValley.edu/studentaffairs/AR](http://www.napaValley.edu/studentaffairs/AR) by clicking on the *Transcript Requests* link. Transcripts will not be released for students with outstanding college debt.

The first two official copies of a student's transcript will be issued at no charge but must be ordered in person; each additional copy is \$5.00. Students should allow at least 7-10 working days to process a transcript request. Rush transcripts are available for pick-up or to be mailed regular USPS Mail the next business day after 12:00 noon for a fee of ten dollars (\$10), plus the regular transcript fee of \$5 per transcript ordered, up to 5 copies. Express service is available for same day receipt of transcript for a fee of \$25 plus the regular transcript fee of \$5 per transcript ordered, up to 5 copies. Transcripts of records prior to 1978 that are on microfilm are not available within this timeline. Certifications of UC and CSU (IGETC and GEC) are not available with a rush or express transcript order.

### Recording on Transcripts

No "W" shall be recorded on the student's transcript when withdrawing from a course according to the following guidelines:

- A. Full Term Courses: withdrawal prior to the third week of the term.
- B. Short Term Courses (meeting less than the full term length): withdrawal by the 20% point of the length of the course.

A "W" will be recorded on the student's transcript when withdrawing from a course according to the following guidelines:

- A. Semester Length Courses: withdrawal during the third week through the 12th week of the term.
- B. Short Term Courses (courses less than a semester in length): withdrawal after the 20% point through 75% point of the course.

## STUDENT FEES AND OTHER FINANCIAL OBLIGATIONS

### Fees and Refunds

For more information on fees and refunds, visit [www.napaValley.edu/studentaffairs/AR/Documents/feesandrefunds.pdf](http://www.napaValley.edu/studentaffairs/AR/Documents/feesandrefunds.pdf).

### Enrollment Fees

All students enrolling in credit classes are required to pay enrollment fees. The current enrollment fee is \$46 per unit, but is subject to change without prior notice.

Students who are unable to pay the fees may be eligible for financial aid or a fee waiver. For more information about fee waivers, scholarships, loans, and grants, students should contact the Financial Aid Office, (707) 256-7300, Room 1132.

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

### Non-Resident Tuition Fee

In addition to the enrollment fee, students who are non-residents of California are required to pay tuition of \$258 per unit. International students pay tuition of \$261.30 per unit. These fees are subject to change without prior notice.

### 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 and accidents, not illnesses, sustained by a registered student while involved in a class or other college sponsored activity. This fee is non-refundable once the term begins. A copy of the policy is available from the Facilities Services and Risk Management Services offices in Bldg. 4100, (707) 256-7584.

### Student Health Services Fee

Students taking more than 3 units are required to pay a semester health services fee of \$17. Students taking 3 or fewer units are required to pay a semester health services fee of \$8. Students taking only off-campus training classes which do not exceed a total of 40 hours of class time will be exempt from paying the fee.

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

### Student Representation Fee

All credit students are required to pay a \$1 Student Representation Fee to the Associated Students of Napa Valley College (ASNVC), the student governing body. ASNVC officers may represent student’s views at positions at city, county and district governments, as well as state legislative offices and other government agencies. This fee is non-refundable once the semester begins.

A student may, for religious, political, financial or moral reasons refuse to pay the fee.

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

### Materials Fee

Specific courses may require a materials fee in addition to the course cost per unit to cover the cost of materials used in these courses. The course materials fee is listed in the section information of the class schedule and may be subject to change from term to term. Non-payment of materials fees may result in being dropped from the class. *Please note: Financial Aid does not cover the cost of materials fees.*

### Appealing Fees

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

### Enrollment Fee Refunds

Students who drop their classes by the deadline to drop without a “W” are eligible for an automatic refund of enrollment fees corresponding to the number of units dropped. Refunds will not be issued to students who drop after this date. *Please note: Late Start and Short Term courses will have a different “last day for refund” date.* Please consult the *Registration Calendar* or the *Late Start/Short Term Section Information Report* on the Web Advisor home page for specific course refund dates.

Refunds for students with a Credit Waiver or Board of Governors Fee Waiver are returned to the appropriate District account. Fees for canceled classes are automatically refunded.

For more information, contact the Cashier’s Office at (707) 256-7188.

### Processing of Refunds

All refunds processed (excluding canceled classes and refunds of optional fees) are charged a \$5 processing fee per student per semester. **Credit card payments can only be refunded to the original credit card charged within 180 days of original payment.** Refunds are processed approximately six weeks after late registration ends to the student whose name appears on the enrollment receipt regardless of who paid the fees. Refund checks will be mailed to the student’s address that appears in their student record. Please notify the Admissions and Records Office with any address changes to ensure that you receive your refund check in a timely manner.

### Non-Resident and International Students

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

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

Students who are unable to apply for a refund prior to the deadline due to personal illness or injury may apply for a late refund. A Petition for Late Add, Drop, or Refund Form must be submitted prior to the end of the semester/summer session and must include documentation of the circumstances which warrant approval of a late refund. Any petition without documentation attached will automatically be denied.

## STUDENT FINANCIAL AID

### Financial Aid

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

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

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

### Eligibility

Financial aid eligibility begins with an assessment of a family's ability to contribute to the cost of education. Based on information provided on the FAFSA, an Expected Family Contribution (EFC) is calculated. This amount determines eligibility for Financial aid.

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

In determining eligibility, students may be asked to provide additional documents such as high school transcript, IRS Tax Return Transcripts, untaxed income verification, etc.

Students enrolling in a Study Abroad program approved for credit at NVC may be eligible for Financial aid. Students are encouraged to contact the Financial Aid Office early in their planning process.

In order to qualify for financial aid, students must:

- be a regular student enrolled in a financial aid eligible program leading to a degree or certificate;
- be in good academic standing;
- demonstrate financial need;
- be a U.S. citizen, or eligible non-citizen;
- certify compliance with Selective Service Registration requirements;

- not be in default on any loan or owe a repayment on any grant made under any Title IV program;
- have a Social Security number; and
- have a high school diploma or recognized equivalent.

State financial aid including the California College Promise Grant (formerly the BOG Enrollment Fee Waiver) and scholarships are also available to students who meet the AB 540 criteria. More information is available on the Financial Aid web page.

### Expenses

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

#### Estimated 9-Month Standard Budget

Fees	\$ 1,344
Books and Supplies	\$ 1,917
Room and Board	\$ 13,779
Transportation	\$ 1,251
Personal/Miscellaneous	\$ 2,997
<b>Total</b>	<b>\$ 21,288</b>

Note: Budget is based on a student living away from home.

Any student or parent who would like to discuss detailed expenses should contact the Financial Aid/EOPS Office, Building 1100, Room 1132 at (707) 256-7300.

### Applying for Financial Aid

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

#### Step 1 Apply online with the FAFSA

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

#### Step 2 Apply for Admissions to NVC

Complete the online Application for Admission by selecting the "Enroll Now" link at [www.napavalley.edu](http://www.napavalley.edu). Be sure to provide your social security number, current mailing address, and email addresses.

#### Step 3 NVC Receives FAFSA Data

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

**Step 4 Check WebAdvisor for Status of Application**

Check your status and required documents on WebAdvisor under “*Financial Aid Self Service*”. Forms are available online for download on the Financial Aid webpage at [www.napavalley.edu/financialaid](http://www.napavalley.edu/financialaid) under the “Forms” link.

**Step 5 Submit Documents**

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

**Step 6 Choose a Financial Aid Refund Option**

Watch for a bright green envelope in the mail from BankMobile. NVC has partnered with BankMobile to provide electronic deposit options for financial aid refunds (disbursements) to students. You must use the information provided to you in your green envelope to choose how you want to receive your money.

**Step 7 Award Notification Financial Aid Funds Paid**

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

**Awards**

Priority for financial aid funding is given to students who demonstrate the highest need. Students who file applications by March 2nd and complete their file by submitting all required documents will be considered first priority for the Fall semester.

Aid will then be awarded based on need. Applications will be accepted throughout the academic year, and awards will be made throughout the year as long as funds are available.

**Financial Aid Disbursement**

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

Students may choose one of three ways to receive their grant and loan funds: 1) electronically deposit to existing account; 2) electronically deposit to BankMobile Vibe Checking Account; or 3) through the mail by paper check (checks will not be forwarded). Federal and District Work Study checks are issued at

the end of each month, based on the number of hours worked during the pay period, and are picked up at the Cashier’s Office, Room 1542.

**Repayment Regulations**

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

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

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

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

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

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

**Gainful Employment**

As required by federal law, Napa Valley College provides gainful employment disclosure information for eligible certificate programs. Specific program information may be found on the Financial Aid website at [www.napavalley.edu/StudentServices/FinancialAid](http://www.napavalley.edu/StudentServices/FinancialAid) under the Gainful Employment Certificate Program Disclosure.

## Financial Aid Grants and Programs

### Grants

The California College Promise Grant (formerly Board of Governor's Enrollment Fee Waiver - BOGW) is available to students in need of enrollment fee assistance. To be eligible, a student must be a California resident or eligible under AB540 criteria (as of January 1, 2013), and:

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

### California College Promise Grant Income Standards

#### Number total family in-household income

- 1 \$18,090 or less
- 2 \$24,360 or less
- 3 \$30,630 or less

(Add \$6,270 for each additional dependent.)

**Federal Pell Grants** of up to \$6,095 per academic year are available to qualified students. This federal aid program is designed to provide assistance to those who demonstrate financial need while attending college.

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

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

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

**Cal Grant B Awards** are available to students from low-income households and average up to \$1,672 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 \$1,094 per year for training related costs are available to students pursuing a vocationally-oriented course of study of no more than 2 years in length.

**Full-Time Student Success Grant (FTSSG)** awards of up to \$1,000 annually are given to Cal Grant recipients who are enrolled full-time (12 or more units). The FTSSG program is available only to Community College students.

**Community College Completion Grant (CCCG)** awards of up to \$1,500 annually are available to students who are receiving both a Cal Grant and a FTSSG awards for the same enrollment period. Students must be enrolled in a minimum of 15 units of coursework required for their declared program of study and must have a comprehensive student educational plan on file with the Financial Aid office to qualify. The intent of the program is to support student persistence, retention and success by proving students with additional assistance in order to complete their program with "scheduled timeframes".

**CHAFEE Grants** of up to \$5,000 are available to current or former foster youth who have not reached their 22nd birthday as of July 1 of the award year. Contact the Financial Aid Office at (707) 256-7300 for additional information.

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

**CARE Grants** are available for single parent EOPS students receiving CalWORKs/TANF cash aid for themselves or dependent child(ren) as single head of household to help pay for books, transportation, and child care. Support services to assist students in meeting their goals are part of the program.

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

### Work Study Program

Federal Work Study Jobs are available to students who qualify for Financial Aid. These are positions on-campus. The pay rate is twelve dollars and twenty-five cents (\$12.25) for all positions. Eligible students may work up to 20 hours per week while school is in session. Students must work to earn a Federal Work Study award.

Student Assistant Jobs are available to students who do not qualify for other federal and state funds. The pay rate is twelve dollars and twenty-five cents (\$12.25) for all positions. Eligible students may work up to 20 hours per week while school is in session. In addition, job placement services through the Career Center are available to any student enrolled at NVC. Tutoring jobs are available at both on and off-campus school sites, and provide an excellent opportunity to gain valuable experience in a school setting for students considering a career in teaching.

CalWORKs Work Study Jobs are available to CalWORKs students. These are positions on-campus. The pay rate is twelve dollars and twenty-five cents (\$12.25) for all positions.

## Loans

Federal Direct Loans are available to eligible students who have completed the financial aid application process. These loans have a low interest rate and are repayable six months after the borrower ceases to be a half-time student. Loan applications are available in September of the fall semester with an application deadline of March 30th. Additional Direct Loan information is available at the Financial Aid/EOPS Office or online at [www.napavalley.edu/financialaid](http://www.napavalley.edu/financialaid).

## Other Aid and Benefits

### Veterans Benefits

Various federal and state agencies determine eligibility for veteran benefits, depending on whether the student is a veteran or a dependent of a veteran.

The Office of Veteran Affairs, Room 1132, exists to aid veteran students and dependents who receive educational benefits from the Veterans Administration. Students who intend to use VA educational benefits must contact the office each semester to complete all necessary forms. It may take the Veterans Administration four to 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.

### Scholarships

Scholarships ranging from \$100 to \$5,000, are awarded each year to students through an open-call application process overseen by the NVC Office of Financial Aid and the NVC Scholarship Committee. Annual workshops, along with individual assistance, are provided to help students with the application process. All students are encouraged to apply. Applications are accepted in December and January for the following academic year. For more information please contact the Financial Aid/EOPS Office at (707) 256-7300.

## Satisfactory Academic Progress

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

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

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

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

1. GPA, or required minimum grade point average. Students are required to maintain a 2.0 minimum cumulative GPA. The GPA will include all aided and unaided terms at NVC.
2. Pace, or required minimum completion rate. The minimum pace rate is 67% of all cumulative units attempted. Pace is the rate at which a student completes requirements for their educational goal and is calculated by dividing the number of cumulative units completed by the number of cumulative units attempted. Remedial and ESL units do count when calculating Pace for SAP.
3. Timeframe, or maximum number of attempted units the student is allowed to reach his/her educational objective. The maximum timeframe is 150% of the published length of the student's declared program. Timeframe includes transfer units and all aided and unaided terms of attendance. Students pursuing an AA/AS degree or transfer program are expected to complete their academic program at the end of 90 units. Students enrolled in a Certificate program are expected to complete their academic program in the equivalent of 150% of the published units required for completion.

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

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

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

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

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

## PROGRAMS AND SERVICES

### Student Success and Support Programs (SSSP) at NVC

Napa Valley College established initiatives to assure that appropriate services are provided to students to enhance their success in fulfilling the core goals of SSSP: Assessment, Orientation, and Educational Planning. The goals are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components which include admissions, orientation, assessment/testing, counseling and student follow-up.

#### Assessment for Class Placement

The Testing and Tutoring Center (TTC) offers assessment testing services to new students. Assessment sessions gather vital student information using tests and other measures to help predict courses in which students will be successful. New students must complete assessment for proper placement into English, Math and English as a Second Language (ESL) classes. College counselors evaluate assessment results to recommend appropriate course placement and support services. Assessment testing is free and offered year round on a drop-in basis. Information on assessment tests and practice assessment tests can be found on the TTC website:

[www.napavalley.edu/testingandtutoringcenter](http://www.napavalley.edu/testingandtutoringcenter) or by calling (707) 256-7437. Hours are posted on the TTC website.

#### Counseling/Advising

##### (Educational Planning for New Students)

Students must complete an abbreviated educational plan. Counselors and specialists can assist students with academic planning to help them successfully meet educational goals. During the advising session, Counselors and Student Service Specialists help students understand their assessment scores, select courses and develop their class schedules. The enrollment advice is based on multiple measures, including English and Math assessment scores, high school GPA, work hours, personal goals, life experience, motivation and attitude, study skills assessment, and previous course work.

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

#### Mathematics and English Testing

New students must complete assessment for proper placement into English and Math classes. Assessments may include information about the student's math, reading and writing skills, study habits, English language proficiency, learning skills and aptitudes, educational goals, career aspirations, academic performance or need for special services. Students should contact the Testing & Tutoring Center at (707) 256-7437 or at [www.napavalley.edu/testingandtutoringcenter](http://www.napavalley.edu/testingandtutoringcenter) for more information .

#### Orientation (Credit Students)

The orientation session provides new Napa Valley College students with information on programs, support services, policies and procedures, use of the catalog, and student rights and responsibilities. Students will also receive information about submitting official transcripts from other previously attended colleges and universities. Please refer to the Online Orientation website at [www.napavalley.edu/studentaffairs/Counseling/Pages/New-Student-Online-Orientation.aspx](http://www.napavalley.edu/studentaffairs/Counseling/Pages/New-Student-Online-Orientation.aspx).

### Student Services and Resources at NVC

#### Accident Insurance

##### Risk Management Services (707) 256-7584

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

#### Admissions and Records

##### Student Services Bldg., North Lobby, (707) 256-7200 [www.napavalley.edu/studentaffairs/AR](http://www.napavalley.edu/studentaffairs/AR)

The Admissions and Records office offers a wide range of services including, but not limited to, the following: admissions application support, help with registration for credit courses, student petitions, transcript evaluations, processing of graduation petitions, transcript requests, residency updates, international student applications and support, student enrollment or degree verification, registration for high school students with a permit to attend, etc.

#### Bookstore

##### 900 Bldg., Rm 932, (707) 256-7480 [www.napavalley.bncollege.com](http://www.napavalley.bncollege.com)

The Napa Valley College bookstore offers textbooks, books, instructional materials, clothing items, convenience items and miscellaneous supplies for sale. The bookstore stocks required and recommended textbooks and supplies for all scheduled classes in order to fulfill requirements of the Higher Education Opportunities Act (HEOA). It offers a large rental program and digital platform (Yuzu), in addition to textbook sales. Rental prices vary depending on whether the book is new or used. Faculty and staff receive a 15% discount on all items (excluding snack items and textbooks).

#### CalWORKs

##### Financial Aid/EOPS Office, Rm 1132, (707) 256-7301 [www.napavalley.edu/calworks](http://www.napavalley.edu/calworks)

California Work Opportunity and Responsibility to Kids Act (CalWORKs) CalWORKs assists welfare recipient students and those in transition off of welfare to achieve long-term self sufficiency through coordinated student services including: counseling,

work study, job placement and child care. CalWORKs students must be enrolled in an approved program of study.

**Career Center**

**Student Services Building, Rm 1335 (707) 256-7327**  
[www.napavalley.edu/studentaffairs/CareerCenter](http://www.napavalley.edu/studentaffairs/CareerCenter)

The Career Center offers career and general counseling for undecided students and job services for students seeking full-time and part-time work off campus, assistance with computerized career tools, a career library, and a job board.

**CARE: Cooperative Agencies Resources for Education**

**Financial Aid/EOPS Office, Rm 1132, (707) 256-7301**  
[www.napavalley.edu/care](http://www.napavalley.edu/care)

Cooperative Agencies Resources for Education (CARE) provides grants and financial aid for books, transportation and child care, as well as counseling and other support services to single parents who qualify.

**Child Development Center**

**CDC Office, 3000 Bldg., (707) 256-7040**  
[www.napavalley.edu/CDC](http://www.napavalley.edu/CDC)

The Child Development Center, located in Building 3000, provides early care and education for children ages 2 months to 5.7 years. The CDC Master Teachers and Associate Teachers have permits issued by the Department of Education Commission on Teacher Credentialing.

The program is available for qualifying NVC student families, campus faculty and staff, as well as the general community. The program offers a state subsidized option for qualifying families along with a tuition based preschool program. The program is open during the academic year with some options also available in summer session.

The Child Development Center also serves as the campus lab school for Napa Valley College students in the Child and Family Studies and Education Department and as an observation site for other campus programs.

**College Police**

**Urgent (707) 256-7777**

**Business (707) 256-7770**

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

The Napa Valley College Police Department supports the academic process and endeavors of all who use the college by creating an environment which is as safe and crime free as possible. NVCPD handles reports of criminal behavior and emergencies on campus and coordinates assistance and investigation with outside agencies as necessary. NVCPD employs sworn Police Officers (830.32 PC) and non-sworn Campus Services Officers (CSOs) to deliver services to the campus community. Officers provide a full range of police related activities, including: primary emergency responses; preventative patrol; initial investigation of reported or suspected crimes; enforcement of all applicable laws; follow-up and specialized criminal investiga-

tions; crime prevention; community liaison and relations; special event security; traffic activities (enforcement and accident investigations); parking enforcement; and, as needed, campus escorts of students, faculty, or staff.

**Sexual Violence Elimination (SaVE) Act**

Domestic or dating violence, sexual violence, or stalking can happen to anyone regardless of race, age, sexual orientation, religion, or gender. These crimes affect people of all socioeconomic backgrounds and education levels, and can occur in both opposite-sex and same-sex relationships. Sexual misconduct and sexual violence on college campuses is a significant problem that, according to some government reports, can affect one in every five women and one in every twenty men who attend college. In many cases, you will know the person who is responsible for the crime. Most incidents happen during the student’s freshman or sophomore year, and many of the cases go unreported. Napa Valley College is committed to providing a safe environment that is free of sexual misconduct and sexual violence. The College does not condone or tolerate domestic or dating violence, sexual violence, or stalking. Information about the College’s policies regarding these issues can be found on the College’s website on the Student Health Center and College Police webpages.

**Crime Reporting Procedures**

Students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime free as possible by reporting criminal or suspicious behavior and emergencies to the Napa Valley College Police Department. All staff and students are asked that if you SEE SOMETHING – SAY SOMETHING by calling the College Police at ext. 7777 (on-campus) or 256-7777 (off-campus or cell phone).

The College Police responds to all reports of criminal behavior, misconduct, and emergencies on the Main Campus. The College Police respond to the Upper Valley Campus and American Canyon Center for specific reports of crimes. College Police officers are generally on duty on the Main Campus:

- Monday – Friday 5:30 am to 11:00 pm
- Saturday & Sunday 7:00 am to 7:30 pm
- College Holidays 7:00 am to 7:00 pm

**Counseling Center**

**Student Services Building, Rm 1339A, (707) 256-7220**

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

Counselors at Napa Valley College are dedicated to enhancing student learning, recognizing diversity, and supporting students in their personal development and the realization of their educational goals. Faculty and staff in the Counseling Division are available to assist students with a variety of needs that may affect their educational success. Students may set up appointments or drop in for the following services:

- Academic Counseling
- Career Counseling
- Personal Counseling/Crisis Intervention



**Disabled Student Programs and Services****Library and Learning Resource Center, Rm 1766****(707) 256-7345****[www.napavalley.edu/studentaffairs/DSPS](http://www.napavalley.edu/studentaffairs/DSPS)**

DSPS provides academic adjustments, auxiliary aids, and services to qualified students with disabilities to ensure equal access in accordance with federal and state non-discrimination laws. Disabilities include, but are not limited to, physical, deaf and hard of hearing, blind and low vision, learning disabilities, acquired brain injury, attention deficit hyperactivity disorder, intellectual disability, autism spectrum, mental health and other health conditions and disabilities. Students who qualify for DSPS may receive academic adjustments, auxiliary aids and services. Examples include alternate media, assistive listening devices, assistive technology, sign language interpreter, specialized counseling/advising, registration priority, reader/scribe services, test taking facilitation, specialized tutoring, note taker services, and mobility assistance (on campus). For counseling and advisement, students should contact the DSPS Office.

**Educational Talent Search (TRiO)****1100 Building, Rm 1133, (707) 256-7390****[www.napavalley.edu/ETS](http://www.napavalley.edu/ETS)**

Educational Talent Search (ETS) is a federally funded pre-college TRiO program designed to provide academic support to low-income, potential first-generation college students in grades 6th through 12th from designated schools within the Napa Valley Unified School District. The ETS Program's primary objective is to assist students in graduating from high school and to successfully transition into a post-secondary institution. Program participants will benefit from the following services: academic counseling, college and financial aid application assistance, essential skills workshops, tutoring, mentoring, college visits, and cultural activities.

**Emergency Telephones**

Emergency phones are located throughout the campus. The phones allow you to contact the College Police or the Napa County 911 Center for help. The phones are very distinctive with the word "EMERGENCY" written on their sides and have a blue light marking their location. For 911 emergencies, such as violence, ambulance, or fire, use the large red "emergency" button. For urgent help such as a suspicious situation or assistance, use the small black "college police" button. To get help on campus via cell phone, call **(707) 256-7777**.

**EOPS: Extended Opportunity Program and Services****Financial Aid/EOPS Office, Rm 1132, (707) 256-7301****[www.napavalley.edu/EOPS](http://www.napavalley.edu/EOPS)**

EOPS is a state funded program established to address the issues of equal access to a quality education. EOPS offers many services, including academic, personal and career counseling, registration assistance, book vouchers, 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 counseling is available.

**Facilities Services****(707) 256-7580**

The office of Facilities Services support the physical and natural environment of Napa Valley College. The department provides service and support through construction trades, buildings and grounds maintenance, energy management, mail service, setups, deliveries, and a whole host of related endeavors. For information on buildings, grounds and other campus-related facilities, contact Facilities Services.

**Financial Aid Office****Financial Aid/EOPS Office, Rm. 1132, (707) 256-7300****[www.napavalley.edu/financialaid](http://www.napavalley.edu/financialaid)**

The Financial Aid and EOPS office provides assistance with financial aid information, applications, grants, loans, work study, scholarships, emergency book vouchers, support and counseling for EOPS, CARE, CalWORKs students and veterans. Please refer the Financial Aid section of the catalog for more details.

**Institutional Advancement****McPherson Administration Bldg., Rm 1531, (707) 256-7110****[www.napavalley.edu/institutionaladvancement](http://www.napavalley.edu/institutionaladvancement)**

The mission of the Napa Valley College Office of Institutional Advancement is to promote the District and develop resources to support its students. OIA provides marketing, advertising, event support, and public relations services and manages the NVC District Auxiliary Services Foundation (DAS). DAS is a 501c3 non-profit organization that fundraises on behalf of District programs, engages in community partnerships, and operates enterprise activities such as the College Café. OIA also manages auxiliary services specific to the Viticulture and Winery Technology Foundation.

**Learning Services****Library & Learning Resource Center, Rm 1766, (707) 256-7442****[www.napavalley.edu/studentaffairs/DSPS/LS/Pages/welcome.aspx](http://www.napavalley.edu/studentaffairs/DSPS/LS/Pages/welcome.aspx)**

Learning Services serves the educational needs of students with learning disabilities. Students with documentation of a learning disability should contact Learning Services to meet with a Learning Disabilities Specialist to determine eligibility for academic adjustments, auxiliary aids, services and/or instruction authorized under Title 5 regulations.

Learning disabilities are a significant cause of learning difficulties for many college students. Learning Services also provides assessment to determine if a student meets the learning disabilities eligibility model established for California community colleges. NVC students without prior documentation of a learning disability are encouraged to make an appointment with a Learning Disabilities Specialist to determine if the assessment process is appropriate to verify that the student has a learning disability and is eligible to receive services.

**Math Success Center****800 Bldg., Rm 839, (707) 256-7635****[www.napavalley.edu/academics/mathcenter](http://www.napavalley.edu/academics/mathcenter)**

The Math Success Center assists NVC students individually or in small groups to improve their mathematical skills. Some of the services include drop-in appointments, assistance with homework assignments, preparing students to take exams, computer access, including the free online tutoring service, and more.

**Mathematics, Engineering, Science Achievement (MESA)****1800 Bldg. lower level, Rm 1806, (707) 256-7280****[www.napavalley.edu/MESA](http://www.napavalley.edu/MESA)**

The MESA California Community College Program (CCCP) provides academic development in science, technology, engineering and math (STEM) to educationally and financially disadvantaged community college students so they will excel academically and transfer to four-year institutions in calculus-based majors. Main components of the MESA CCCP include: Academic Excellence Workshops (AEW) and/or Supplemental Instruction (SI); Orientation Workshops; academic advising; student study center; assistance in the transfer process; career advising; links with student and professional organizations; and tutoring services.

**McCarthy Library****Library and Learning Resource Center, Bldg. 1700 (707) 256-7400**

The McCarthy Library is a place of research, study, causal reading and browsing. It is open to students as well as the public with access to the NVC Polaris catalog and Link+ (with over 60 other libraries) along with a large selection of books, periodicals, online databases, tutorials, and Libguides. The library is the hub of the campus, providing over 80 dual platform (MAC and PC) computers. Laptops and other equipment may be checked out for use within the library. Printing and copy services are provided at a cost. Media viewing rooms and group study rooms support students engaged in collaborative learning and are available on a first-come first-serve basis. In addition, the librarians provide 50-minute workshops on a variety of topics related to becoming an effective researcher. Hours are 7:30 a.m. to 8:00 p.m., Monday through Thursday and 7:30 a.m. to 12:00 pm Friday during fall and spring semesters. Summer hours vary. Closed weekends and holidays.

**Library Café****McCarthy Library, 1700Bldg., (707) 256-7431****[www.napavalley.edu/librarycafe](http://www.napavalley.edu/librarycafe)**

The café is the home of the best coffee and paninis in the Napa Valley! Operating hours are 7:30 a.m. to 7:00 p.m., Monday through Thursday, and 7:30 a.m. to 1 p.m. on Fridays during the spring and fall semesters. The café has limited hours during the summer semester. The café hours are subject to change.

**NVC Safe – Smart Phone Emergency Alert**

NVC Safe is a smartphone safety app that provides quick access to campus security resources, interactive maps and emergency plans. It also allows the college to send out mass notifications. The app can be downloaded for free in the App Store and Google Play, is available for Apple iOS and Google Android devices.

**Office of Student Life/Associated Students of Napa Valley College (ASNVC)****Student Services Building, Rm 1342, (707) 256-7340****[www.napavalley.edu/ASNVC](http://www.napavalley.edu/ASNVC)**

The Office of Student Life provides NVC students opportunities to connect and learn from other students, faculty, and staff through serving in student government, being part of a campus club or committee, or attending an event or conference on campus. The following resources are available to students through the Associated Students of Napa Valley College (ASNVC), the college's student governing board;

- Student Representation
- ASNVC ID Card
- Housing Board
- Emergency Book Replacement Fund
- Shared governance committee participation
- Leadership Opportunities
- Clubs and Organizations on Campus

**NVC Student Food Basket****Little Theater, Rm 1202, (707) 256-7340**

The Office of Student Life/ASNVC runs a Supplemental Food Program. This Program is designed to supplement students' monthly food purchases, and address food insecurity.

**Activities Center****900 Bldg., (707) 256-7340**

The Activities Center provides students with a place to lounge, play, or eat and is located in Building 900 (the former Cafeteria). Students can check out games and equipment through the ASNVC Office for the duration of one hour at a time (subject to availability) with a current Student ID Card. Games such as ping pong, fosse ball, air hockey and an assortment of board games are available for checkout.

**Ombudsperson****Student Services Building, Rm 1333, (707) 256-7351**

The ombudsperson is a neutral and confidential source of information and assistance for students. The Dean of Counseling Services and Student Success serves as the acting campus Ombudsperson. Please call us to make an appointment with the Ombudsperson.

## Puente Project

Student Affairs Bldg., Rm 1335, (707) 256-7235

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

The Puente Project is an academic preparation program whose mission is to increase the number of educationally disadvantaged students who: enroll in four-year colleges, earn college degrees, and return to the community as mentors and leaders for future generations. Puente is an accelerated one-year, learning community program that focuses on Mexican-American and Latino literature and issues. The program is open to all students. For more information, please contact the Puente Counselor at the number listed.

## Student Health Services

B;dg. 2250 (Behind Life Sciences), (707) 256-7780

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

Student Health Services provides free medical and mental health services to all eligible students. Our highly trained and experienced Nurse Practitioner and Marriage Family Therapist (MFT) are dedicated to your emotional and physical health and well-being.

Our services include treatment of injuries and illnesses, reproductive health, preventive health, physical exams for jobs, sports or school, vaccines and TB testing. We offer free condoms and over-the-counter medications, such as for colds or minor pain (no appointment necessary), and we stock some common prescription medications, most of which are free of charge. Our Nurse Practitioner can write prescriptions and orders for lab tests and x-rays. The student or their insurance company must pay for medications and tests obtained from outside pharmacies and labs.

Emotional issues ranging from stress, depression, gender identity, to anxiety and relationship issues can all be addressed in confidential visits with our therapist.

Our website provides free, self-administered on-line screens for depression, anxiety, substance abuse and other issues. You will also find information and links to outside community resources.

Both state and federal law ensure that visits to the health center are confidential. Your medical information cannot be shared with anyone, including parents, spouses, or your teachers, unless we have your written permission, or in rare cases a court order, or to prevent imminent harm to the patient or another person.

## Student Support Services (SSS) TRIO

Student Services Building, Rm 1333, (707) 256-7350

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

Student Support Services (SSS) TRIO is a federally funded program designed to provide academic support to students that may be low-income, first generation, or have disabilities to enhance their success in college. Program participants will receive services that include: academic advising, transfer assistance, career guidance, tutorial assistance, financial and economic literacy, cultural and academic field trips.

## Testing and Tutoring Center

Library and Learning Resource Center, Rm 1764

(707) 256-7437

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

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

Additionally, the TTC provides trained tutors who work with students in the Math and Writing Success Centers, as well as peer assisted study sessions to improve student retention and to assist students in becoming successful and independent learners. These services are free to NVC students.

## Transfer Center

Student Services Building, Rm 1335, (707) 256-7333

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

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

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

## Transportation

**Bus service:** Four VINE Routes to Napa Valley Campus.

To/from Napa Valley Campus: VINE Routes 29, 21, 11, & 10

To/from Upper Valley Campus: St. Helena VINE Shuttle

For more information, call **1-800-696-6443** or visit

[www.ridethevine.com/vine](http://www.ridethevine.com/vine)

## Umoja Program

800 Bldg., Rm 865, (707) 256-7494

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

The UMOJA Program is a learning community and critical resource, dedicated to enhancing the cultural and educational experiences of African American and other students. The program provides Counseling courses, Speech courses; workshops (Math, English), career related assessments, tutoring, mentoring, leadership opportunities, cultural fieldtrips, college tours, and academic counseling that will assist students in earning the following: a certificate, degree, and/or in transferring to a baccalaureate degree-granting college or university.

---

## **Veterans Services**

**Financial Aid/EOPS Office, Room 1132, (707) 256-7322**

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

The Office of Veteran Affairs exists to aid veteran, active duty, guard, reserve, and dependent students who receive educational benefits from the Veterans Administration.

## **Veterans Resource Center**

**Bldg. 1200, Room 1233, (707) 256-7300**

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

The Veterans Resource Center was developed to provide student veterans with the resources they need to achieve success in their educational goals. Veterans may use the computer lab, study, meet other student veterans, attend workshops, or meet with Veterans support staff for information or services.

## **Welcome Center**

**Student Services Building, North Lobby, (707) 256-7215**

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

The Welcome Center assists in creating clearly marked pathways that help connect students with the resources and information that is most crucial for their educational success. The center serves both new and returning students, in addition to current students. Full-Time staff and Student Ambassadors are available to provide hands-on assistance with the admissions process and guide students through the setup of their WebAdvisor account.

## **Writing Success Center**

**800 Bldg., Rm 832, (707) 256-7640**

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

The Writing Success Center is available to all students who need help with their writing in any discipline. Students can sign up for a free non-credit class to work on essay structure and development, grammar, sentence structure, punctuation, spelling, vocabulary, and more; assignments are individually tailored to the students' needs. They can also visit us on an appointment or drop-in basis to get feedback on writing projects for any NVC class. Free online tutoring, with weekend and evening hours, is also available through the Center's website.



## GETTING HELP AT NAPA VALLEY COLLEGE

At Napa Valley College, we hope that our established procedures work effectively and that your college experience is going smoothly. If not, we want to help you with any difficulties you may encounter. The information below will assist you in finding solutions.

If you have problems with ...	Follow this procedure
<b>A class, instructor, or library service</b>	Talk to the instructor/counselor first. If the issue is not resolved, see the Division Dean or Chair (list of contacts on reverse). It is important to go through <b>both</b> of these individuals as they can most readily help you resolve any issues you may encounter. If the matter is still not resolved to your satisfaction, contact the Office of Academic Affairs, (707) 256-7150, Room 1532.
<b>A campus office or service or any counselor</b>	If your problem cannot be solved by the person helping you, ask to speak to their supervisor. If that does not resolve the issue, see the next line supervising administrator. Then, if the matter is still not settled to your satisfaction, contact the Vice President of Student Affairs, Oscar De Haro, at (707) 256-7363, Room 1330.
<b>Your educational program, academic progress, or personal issues</b>	Our counselors can help you deal with workload dilemmas, personal difficulties, and other issues that are interfering with your academic success at NVC. Refer to the General Counseling Center website ( <a href="http://www.napavalley.edu/counseling">www.napavalley.edu/counseling</a> ) for information or weekly drop-in hours or scheduling appointments. For further assistance, call the Counseling Department at (707) 256-7220.
<b>A crime on campus or questions about your personal safety</b>	NVC Police will take reports of crimes and can advise you if you have concerns about your safety. Their office is located in building 2250, (707) 256-7770.
<b>Questions about grievances</b>	Refer to the Student Complaint and Grievance Policy available online under the Student Affairs website ( <a href="http://www.napavalley.edu/studentaffairs">www.napavalley.edu/studentaffairs</a> ), select the Student Rights and Responsibilities section or obtain a hard copy of the material in the Office of the Vice President of Student Affairs, Room 1330.
<b>Library Cafe</b>	The NVC Café is located in the McCarthy Library, Building 1700, and is managed through the college's District Auxiliary Services organization. Auxilliary Services are coordinated by the Office of Advancement and their office can be reached at 707-256-7110.
<b>If you are unsure how to deal with an issue</b>	Call (707) 256-7362 or go to the Office of the Vice President of Student Affairs, room 1330. You can also contact the campus Ombudsperson, Howard Willis, at (707) 256-7351, or in room 1333.



<b>Instructional Divisions and Programs</b>	<b>VP/Dean/Division Chair</b>	<b>Secretary/Administrative Assistant</b>	<b>Office and Phone Number</b>
<b>Office of Academic Affairs</b>	Erik Shearer, <i>Assistant Superintendent/ Vice President of Academic Affairs</i>	Cristine Tapia, <i>Executive Assistant to the VPAA</i> Vicki Tevlin, <i>Secretary to the VPAA</i>	Room 1532 (707) 256-7150
<b>Arts and Humanities (ARAH)</b> Arts, Digital Art & Graphic Design, Drama, Music Humanities, Philosophy, Photography, Theater Arts	Mechele Manno, <i>Interim Dean of ARAH</i>	M'Kormik Hamilton, <i>Division Secretary</i>	Room 141B (707) 256-7502
<b>Career Education and Workforce Development (CEWD)</b> Accounting, Business, Child and Family Studies and Education, CISA, Computer Studies, Digital Design Graphics Technology, Hospitality, Culinary, and Tourism Management, Lesbian, Gay, Bisexual & Transgender Studies, Machine Tool Technology, Viticulture & Winery Technology, Welding Technology, Work Experience	Dianna Chiabotti <i>Dean of CEWD</i>	Stacy Hitchcock, <i>Division Secretary</i>	Room 3300 (707) 256-7258
<b>Child Development Center (CDC)</b>	Vacant, <i>Director of the CDC</i>	Catalina Martinez, <i>Administrative Assistant to the Director</i>	Room 3002 (707) 256-7040
<b>Criminal Justice Training Center (CJT)</b> Police Academy	Robert Harris, <i>Dean of CJT</i> Damien Sandoval, <i>Director of CJT</i>	Brooke Jackson, <i>Secretary for CJT</i>	Room 1001 (707) 256-7701
<b>Workforce Development (WD)</b> Small Business Development Ctr. (SBDC), CTE Grants, Management Programs, Business & Entrepreneurship Center (BEC)	Charlie Monahan, <i>Director of WD</i>	Valerie Bible, <i>SBDC Secretary</i>	Room 3303 (707) 256-7251
<b>Health Occupations (HEOC)</b> Nursing, Psychiatric Technician, Respiratory Care, EMT- P, Paramedic	Robert Harris, <i>Dean of HEOC</i>	Sue Mc Nerney-Simich, <i>Division Secretary</i>	Room 810 (707) 256-7602
<b>Language and Developmental Studies (LADS)</b> American Sign Language, Basic Skills, English, ESL, French, Italian, Japanese, Spanish, Speech Communi- cation	María Villagómez <i>Dean of LADS</i> Karen Larsen, <i>Division Chair of LADS</i>	Gina Stofan, <i>Division Secretary</i>	Room 1031 (707) 256-7726
<b>Library and Learning Resources Center (LLRC)</b> Media Services, Electronic Classroom, Library, Special Services, Distance Education	María Villagómez <i>Dean of Language Arts, Educational Support and Learning Technologies</i>	Vacant, LLRC Secretary	Room 1771 (707) 256-7417
<b>Physical Education (PHYE)</b> Kinesiology, Athletics, Health, Dance, Physical Educa- tion	Robert Harris, <i>Dean of PHYE</i> Jerry Dunlap, <i>Associate Dean of PHYE/ Athletics Director</i>	Lauren Lee Farmer, <i>Division Secretary</i>	Room 610, (707) 256-7650
<b>Science, Math and Engineering (SME)</b> Astronomy, Biology, Chemistry, Earth Science, Engi- neering, Geography, Geology, Math, Physics	Dr. Robert Van Der Velde, <i>Dean of SME</i> Dr. Steven Fawl, <i>Division Chair of SME</i>	Hilary Wardlaw, <i>Division Secretary</i>	Room 1031V (707) 256-7727
<b>Social Sciences (SOCS)</b> Administration of Justice, Anthropology, Economics, History, Political Science, Psychology, Sociology	Dr. Robert Van Der Velde, <i>Dean of SOCS</i> Dr. James McGowan, <i>Division Chair of SOCS</i>	Hilary Wardlaw, <i>Division Secretary</i>	Room 1031V (707) 256-7727
<b>Upper Valley Campus/ Community Education (UVC)</b> Community Education, Community Services, Culinary classes	Lissa Gibbs, <i>Interim Director of UVC</i>	Joann Stubitsch, <i>Administrative Assistant, UVC</i>	UVC (707) 967-2900



<b>Student Affairs Division</b>	<b>Staff</b>	<b>Office and Phone Number</b>
Office of Student Affairs	Oscar De Haro, Assistant Superintendent/Vice President of Student Affairs Martha Navarro, Executive Assistant to the VPSA	Room 1330 (707) 256-7363
Admissions and Records	Jessica Erickson, Associate Dean of Enrollment and Outreach Services	Room 1331 (707) 256-7205
Counseling Division General Counseling, Articulation, Human Services, Career Center, Transfer Center, SSS TRIO, SSSP	Howard Willis, Dean of Counseling and Student Success Renee Coffin, Administrative Assistant to the Dean	Room 1333 (707) 256-7355
Financial Aid EOPS, CalWORKs, Veteran Services	Patricia Morgan, Dean of Financial Aid	Room 1132 (707) 256-7305
Education Talent Search (TRIO)	Ramon Salceda, Director of Educational Talent Search	Room 1133 (707) 256-7395
NVC Police Department	Ken Arnold, Chief of Police	Room 2250 (707) 256-7771
Student Health Center	Nancy Tamarisk, Director of Student Health Services	Room 2250 (707) 0256-7780
Student Life/ Associated Students of Napa Valley College (ASNVC)	Benjamin Quesada, Coordinator of Student Life	Room 1342 (707) 256-7341
Welcome Center	Jessica Erickson, Associate Dean of Enrollment and Outreach Services Jolie SanClair, Supervisor/Coordinator	Room 1331B (707) 256-7214

<b>Administrative Services Division</b>	<b>Staff</b>	<b>Office and Phone Number</b>
Administrative Services	Robert Parker, Assistant Superintendent/Vice President of Administrative Services Solange Kada, Administrative Assistant to the VPAS	Room 1542 (707) 256-7186
Business and Finance Office	Robert Parker, Assistant Superintendent/Vice President of Administrative Services	Room 1542 (707) 256-7186
Cashier's Office	Robert Parker, Assistant Superintendent/Vice President of Administrative Services	Room 1542 (707) 256-7186
Information Technology	Eric Houck, Director of I.T.	Room 1543C (707) 256-7550
Facilities and Custodial Services	Matt Christensen, Director of Facilities Services	Room 4100 (707) 256-7565

<b>President's Area</b>	<b>Staff</b>	<b>Office and Phone Number</b>
President's Office	Dr. Ronald Kraft, President/Superintendent of Napa Valley College Katherine Kittel, Executive Coordinator	Room 1530 (707) 256-7160
Human Resources	Charo Albarran, Executive Director of Human Resources	Room 1544 (707) 256-7100
Institutional Advancement & Auxiliary Services	Carollee Cattolica, Managing Director of College Foundations/Advancement Doug Ernst, Public Information Officer Scott Allen, Marketing and Communications Coordinator	Room 1531 (707) 256-7110
Research, Planning and Institutional Effectiveness (RPIE)	Robyn Wornall, Dean of RPIE	Room 1545 (707) 256-7190



# COLLEGE POLICIES

**Nondiscrimination**

**Academic Requirements and Policies**

**Student Rights and Responsibilities**

**Grievance and Complainig Procedures**



## COLLEGE POLICIES

The Board of Trustees has adopted Board Policies (BPs) and the Superintendent/President has approved Administrative Procedures (APs) and endorsed practices which provide for the District, its employees and students to be in compliance with all the applicable federal and state laws and regulations as well as accreditation standards. Please visit the NVC Board of Trustees Policy Manual – for the most current BPs and APs. [www.napa valley.edu/AboutNVC/Trustees/Pages/BPManual](http://www.napa valley.edu/AboutNVC/Trustees/Pages/BPManual).

## NONDISCRIMINATION

### Equal Employment and Educational

#### Opportunities and Unlawful Discrimination

Napa Valley Community College District, by adoption of this policy, reaffirms its commitment to providing an educational and employment environment in which full and equal access is available to all individuals. Guided by principles of democracy, the community college was established to provide access to higher education for everyone, and the district recognizes its responsibility to provide opportunities for full participation in the college experience.<sup>1,2</sup> The district wishes to maintain a college spirit of inclusion and openness and to celebrate the strengths diversity brings to the campuses.

It is the policy of this district that no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, including status as a non-native English speaker, religious creed, age, sex, gender, gender identity, gender expression, medical condition, genetic information, race, color, ancestry, marital status, sexual orientation, military and veteran status, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity offered by the Napa Valley Community College District. As part of the policy of nondiscrimination, the district intends to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism or other verbal or physical conduct or communications constituting sexual harassment. This policy also complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and responds to and resolves unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

While ultimate administrative responsibility for the implementation and effectiveness of the district's Equal Employment and Educational Opportunities Policy and plan rests with the Superintendent/President of the district, the board expects all employees to promote the principles of nondiscriminatory, ethical, fair treatment for everyone in the college community.

Employees, students, or other persons acting on behalf of the district who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, termination, suspension, or expulsion.

In so providing, the Napa Valley Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, §§ 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).<sup>2</sup>

The Napa Valley Community College District Governing Board reaffirms its commitment to academic freedom but recognizes that academic freedom does not allow any form of unlawful discrimination. Please consult I7100 for the complete district policy on academic freedom. (BP D1130)

*Authority: Cal. Code Regs., Title 5, § 59300; Ed. Code §§ 66250 et seq., 66271.1, 66700, and 70901; Gov. Code, § 11138.*

*Reference: Ed Code §§ 66250 et seq. and 72011; Gov. Code, §§ 11135-11139.5; Penal Code §§ 422.6 and 422.55; 20 U.S.C. § 1681; 29 U.S.C. §§ 794 and 794d; 42 U.S.C. §§ 12100 et seq., and 2000d ; 42 U.S.C. § 6101; 36 C.F.R. § 1194.*

### Open Classes

#### Board Policy I7500

It is the policy of the Napa Valley Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, whether offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and corequisites, or due to other practical considerations such as exemptions set out in statute or regulation.

### Service and Other Animals on Campus

#### Board Policy 3440

The Napa Valley Community College District recognizes that occasionally owners of domestic animals may bring their animals to District property. The District also recognizes that wild or feral animals may select the District grounds as their habitat. However, the District considers the safety and health of Napa Valley College students and employees to be the utmost priority. Therefore, no student, employee, or other person shall bring, feed, or cause to be brought upon any campus or building of the Napa Valley Community College District any animal except as specified in the administrative regulations to this policy. Students, faculty, staff and campus visitors with disabilities are

permitted the use of service animals to ensure access to participate in the programs, services and activities at NVC. A service animal, as defined by the Americans with disabilities Act (ADA) is any dog (or miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the handler's disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

### **Control**

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

### **Care or Supervision**

The District is not responsible for the care or supervision of the animal.

### **Inquiries**

The college may make two inquiries to determine whether an animal qualifies as a service animal when it is not obvious what service an animal provides.

- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The college may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the college will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

NVC students needing to be accompanied by a service animal as an accommodation for a disability are requested to contact the Disabled Students Programs and Services.

## **Shared Governance**

### **Board Policy D1140**

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

The college's shared governance policy requires that standing and ad hoc committees and Academic Senate committees include appropriate representation from all constituent groups, including students, when matters being considered are within their purview. (BP D1140)

## **Speech: Time, Place and Manner**

### **Board Policy 3900**

Napa Valley Community College District welcomes the free exchange of ideas and recognizes the legal protections rightfully afforded to free speech in public colleges. At the same time, the District expects those on campus to conduct their expressive activities in a manner that promotes education and maintains the ideals of respect, equality, diversity, and freedom from harassment.

District students, employees and members of the public shall be permitted to exercise their rights of free expression subject to the time, place and manner outlined in Board Policy 3900.

The campuses of the District are non-public forums, except for designated areas which are reserved for expressive activities that do not violate District policy and which are lawful (hereinafter "Designated Zones"). These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus, but also so as not to disrupt educational and other activities of the District on behalf of students. For a list of the Designated Zones, please refer to the academic regulations. For questions on this policy, please contact the Office of the President at (707) 256-7160.

## ACADEMIC REQUIREMENTS AND POLICIES

### Classification of Students

Napa Valley College students are classified as follows:

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

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

**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.

**High School Dual Enrollment/Special Admit:** High school students with permission from a parent or guardian and their high school principal.

### Student Unit Limits

A full-time course load is 12 units or more per semester or 9 units per summer session. Since each unit generally entails 2-3 hours of preparation outside of class, an average load means about 36-48 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 at their jobs.

Students may register for more than 18 units per semester (9 units in summer) with a counselor's approval. Approval is based on the student's academic history, field of study and hours per week committed to employment. Students must consult with a counselor and obtain an approved *Excess Unit Limit Form* in order to register for an overload. Contact the General Counseling Center in Room 1339A or call (707) 256-7220.

### Basic Skills Limitation

Students are limited to completing no more than 30 units of courses identified as "Pre-collegiate Basic Skills" while enrolled at Napa Valley College.

Basic skills courses are defined as one or more levels below college level English and one or more levels below intermediate algebra. These courses include reading, writing, computation, learning skills, and study skills designed to ensure acquisition of the skills necessary for successful completion of an associate degree, a transfer degree and/or an occupational course.

Napa Valley College lists the following as its Basic Skills courses:

ENGL 12; ENGL 13; ENGL 16; ENGL 17; ENGL 18; ENGL 19; ENGL 84; ENGL 85; ENGL 90; ESL 50; ESL 54; ESL 60; ESL 64; ESL 66; ESL 70; ESL 74; ESL 80; ESL 84; ESL 106; ESL 110; LRNS 60; MATH 50-54; MATH 55; MATH 90; MATH 92; MATH 94; MATH 96; MATH 97; MATH 98; MATH 99.

### Exemptions

All remedial courses taken by students enrolled in English as a Second Language courses are exempted. Students identified by the District for learning disabled programs are also exempted. When, because of closed enrollment, students are unable to enroll in the next higher level ESL course, they do not lose their exemption status. Students with documented disabilities may petition the Admissions and Records Office for exemption status on a case-by-case basis.

### Repeatable Courses

Only the following types of courses may be designated as repeatable, consistent with the requirements of *Title 5 Section 55040 and 55041*:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses.

Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

All courses designated as repeatable under these provisions will be listed as such in the Napa Valley Community College District catalog and on the Course Outline of Record. All enrollments in a course so designated will count towards total allowable repetitions. A student will be considered "enrolled" any time they receive an evaluative or non-evaluative symbol on their record. (AR 4227)

### Limitations on Repeating Courses

Students may repeat a course up to two times in which a substandard grade ("D," "F," "NC," "NP") was earned or substandard academic progress ("W") was recorded. Under special circumstances, students may repeat courses in which a "C" or better grade was earned. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. Students may withdraw from credit courses without a "W" notation in extraordinary conditions and if the withdrawal is authorized by the district.

## Independent Study

Students may earn up to a total of twelve units over the total period of student residency through independent study. Independent study courses are planned by the instructor and student together. The course will include 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 Dean, and the Vice President of Academic Affairs. Independent Study Forms are available in the Office of Academic Affairs, Room 1532. Once the form is approved by the instructor and division chair, the student must enroll in the class.

## Test/Exams

Class instruction includes frequent examinations throughout the semester so that the students and their instructors can assess a student's progress. Final examinations are required in all courses as a requirement for credit in the course. The final exam schedule for the current semester can be found online at:

[www.napaValley.edu/academics/Scheduling](http://www.napaValley.edu/academics/Scheduling)

## Auditing Courses

Students may audit many classes offered by Napa Valley College. To audit a course, students must submit an *Application for Admission* and an *Audit Request Form* signed by the course instructor. Students may not change their enrollment status at a later time to receive credit for the course.

The fee to audit a course is \$15 per unit. The audit fee is refundable only through the first two weeks of the semester or session and only upon request. Students enrolled in six or more units at NVC may audit three additional units at no extra charge. Additional information and appropriate forms are available in the Admissions and Records Office, Building 1300.

## Prerequisites, Corequisites, and Advisories

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, corequisites or other limitations on enrollment.

### Prerequisite

A "prerequisite" is a course that a student is required to complete prior to enrolling in another specific course or program.

### Corequisite

A "corequisite" is a course that a student is required to take simultaneously with another course.

### Advisory

An "advisory" or "recommended preparation" is a condition of enrollment that a student is advised, but not required, to meet before enrolling in a course or program.

## Limitation on Enrollment

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. no student may receive credit for a course which is a prerequisite to a course he/she has already completed.
- b. 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. A student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite.
2. A student has not completed the health and safety prerequisite, but can demonstrate that he/she does not pose a threat to self or others.
3. A student will suffer undue delay (a semester or more) in attaining a degree or certificate, as specified in the student's educational plan, because:
  - a. A course has not been made reasonably available or
  - b. The course has a limitation on enrollment due to intercollegiate competition or public performance or
  - c. Enrollment has been limited to a set group of students.
4. The prerequisite or condition on enrollment is in violation of Title 5.
5. The prerequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
6. The prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

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

---

## Credit by External Examination

Napa Valley College shall award General Education Area credit as shown on the California Community College Advanced Placement General Education (CCC AP GE) List for Advanced Placement Exams. If no such similar course exists, then credit shall be awarded for the indicated GE Area as shown on the CCC AP List. If there is no GE Area that fits the AP Examination, elective credit may be awarded as determined by discipline faculty.

Credit for the International Baccalaureate Exams (IB) and College Level Examination Program (CLEP) exams will also be awarded for GE in a similar manner. In order to use these exam scores to complete an associate degree or a CSU or IGETC certification with Napa Valley College, a student must submit official AP, IB, or CLEP exam results for transcript evaluation. Discipline faculty will determine if or how the AP, IB, and/or CLEP credit is applied to prerequisites and associate degree major or certificate requirements. Concerning transfer, the application of applying AP, IB, or CLEP credit to meet major requirements is determined by each transfer institution. (References: Title 5 Section 55063, AB 1985, and NVC BP/AR 4235)

## Advanced Placement

Students passing Advanced Placement Exams (AP) with a score of 3, 4, or 5 may obtain college semester credits to be applied to the Associate Degree general education requirements at Napa Valley College, the California State University General Education (CSU GE), and/or the Intersegmental General Education Transfer Curriculum (IGETC) certification.

### Use of AP exams for GE, Majors and Prerequisites

1. Credit will be given for scores of 3 or higher and will be used for associate degree general education according to the chart on page 38 (unit values in parenthesis). Credit will not be equated to specific courses, but rather general education areas.
2. Use of AP exams for the major will be determined by the program coordinator.
3. Use of AP exams for satisfying prerequisites will follow the prerequisite challenge process.
4. Official AP exams must be sent by College Board to NVC. Exams posted on High School transcripts will not be accepted as official for credit.

\* Passing scores for each exam appear on Napa Valley College AP, IB, CLEP Equivalency List for NVC Associate Degree GE, CSU GE, and IGETC.

If you plan to complete an associate degree or a CSU or IGETC certification with Napa Valley College, you must submit Official AP, IB, or CLEP exam results to a Counselor AND complete a request for an *Official Transcript Evaluation*.

### Additional Information on AP/IB/CLEP Exams:

The application of units for admission and the use of external exams to meet major requirements is complex and specific to the transfer institution. Students are strongly encouraged to thoroughly research this information. Always consult with your Counselor.

The information here indicates how Napa Valley College applies AP, IB, and CLEP credit toward associate degree general education requirements, CSU GE, and IGETC only. This chart does not provide information about transfer credit generated by external exams for the purpose of admissions. Students who have earned credit through AP, IB, and/or CLEP should not take a comparable college course because credit will not be granted for both the external examination and the comparable college course.

The chart does not provide information about if or how external exam results apply to major course requirements. Applying AP, IB, or CLEP credit to meet major requirements is determined by each transfer institution. At Napa Valley College, each instructional division determines if or how the AP, IB, and/or CLEP credit is applied to associate degree major or certificate requirements.

### References:

- CSU External Exam credit: <https://www2.calstate.edu/attend/student-services/casper/pages/external-exam-credit.aspx>
- UC External Exam credit: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>
- UC IB Exam credit: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>
- IGETC Standards Version 1.8: <http://icas-ca.org/standards-policies-and-procedures-manual>

Always refer to the college catalog of your transfer destination to learn more about how external exam credit is applied at that campus.

## Advanced Placement Exams (AP)

Students passing AP Exams with a score of 3, 4, or 5 may obtain college semester credits to be applied to the Associate Degree general education requirements at Napa Valley College, the California State University General Education (CSU GE), and/or the Intersegmental General Education Transfer Curriculum (IGETC) certification. Chart below indicates general education areas to be certificated followed by maximum number of units in parenthesis. AP Exams denoted with an (\*) symbol have transfer limitations. Please consult with your Counselor.

AP Exam	NVC Associate Degree GE	CSU GE	IGETC
<b>AP ART HISTORY</b>	C Humanities (3)	C1 or C2 (3)	3A or 3B (3)
<b>AP BIOLOGY</b>	A Natural Sciences (3)	B2 & B3 (4)	5B and 5C (4)
<b>AP CALCULUS AB*</b>	D.2 Mathematics (3)	B4 (3) – only one Calculus or Computer Science exam may apply for credit towards transfer.	2A (3)
<b>AP CALCULUS BC*</b>	D.2 Mathematics (3)	B4 (3) – only one Calculus or Computer Science exam may apply for credit towards transfer	2A (3)
<b>AP CALCULUS BC/AB*</b>	D.2 Mathematics (3)	B4 (3) – only one Calculus or Computer Science exam may apply for credit towards transfer	2A (3)
<b>AP CHEMISTRY</b>	A Natural Sciences (4)	B1 & B3 (4)	5A and 5C (4)
<b>AP CHINESE LANGUAGE &amp; CULTURE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>AP COMPARATIVE GOVERNMENT &amp; POLITICS</b>	B Social and Behavioral Sciences (3)	D (3)	4 (3)
<b>AP COMPUTER SCIENCE A*</b>	N/A	N/A – only one Calculus or Computer Science exam may apply for credit towards transfer	N/A
<b>AP COMPUTER SCIENCE AB*</b>	N/A	N/A – only one Calculus or Computer Science exam may apply for credit towards transfer	N/A
<b>AP COMPUTER SCIENCE PRINCIPLES*</b>	N/A	B4 (3) – only one Calculus or Computer Science exam may apply for credit towards transfer	N/A
<b>AP ENGLISH LANGUAGE &amp; COMPOSITION</b>	D.1 English (3)	A2 (3)	1A (3)
<b>AP ENGLISH LITERATURE &amp; COMPOSITION</b>	D.1 English (3) or D.3 Communication Analytical Thinking (3) or C Humanities (3)	A2 & C2 (6)	1A or 3B (3)
<b>AP ENVIRONMENTAL SCIENCE</b>	A Natural Sciences (4)	B1 & B3 (4) Prior to F09, exams may apply to either B1&B3 or B2&B3.	5A and 5C (3)

<b>AP EUROPEAN HISTORY</b>	Social and Behavioral Sciences (3) Or Humanities (3)	C2 (3) or D (3)	3B or 4 (3)
<b>AP FRENCH LANGUAGE</b>	N/A	Removed. Prior to F09, 6 units apply, and prior to F11, 3 units apply for C2. See CSU policies.	N/A
<b>AP FRENCH LANGUAGE AND CULTURE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>AP FRENCH LITERATURE</b>	N/A	Removed. Prior to F09, 3 units apply for C2. See CSU policies.	3B and 6A (3)
<b>AP GERMAN LANGUAGE</b>	N/A	Removed. Prior to F09, 6 units apply, and prior to F11, 3 units apply for C2. See CSU policies.	N/A
<b>AP GERMAN LANGUAGE AND CULTURE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>AP HUMAN GEOGRAPHY</b>	B Social and Behavioral Sciences (3)	D (3)	4 (3)
<b>AP ITALIAN LANGUAGE AND CULTURE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>AP JAPANESE LANGUAGE AND CULTURE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>AP LATIN LITERATURE</b>	N/A	Removed. Prior to F09, 3 units apply for C2. See CSU policies.	3B and 6A (3)
<b>AP LATIN</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>AP LATIN: VERGIL</b>	N/A	Removed. Prior to F12, 3 units apply for C2. See CSU policies.	3B and 6A (3)
<b>AP MICROECONOMICS</b>	B Social and Behavioral Sciences (3)	D (3)	4 (3)
<b>AP MACROECONOMICS</b>	B Social and Behavioral Sciences (3)	D (3)	4 (3)
<b>AP MUSIC THEORY</b>	C Humanities (3)	C2 (3)	N/A
<b>AP PHYSICS 1*</b>	A Natural Sciences (4)	B1 & B3 (4) – only one Physics exam may apply for credit towards transfer, with a max of 6 units total and 4 units for GE.	5A and 5C (4)
<b>AP PHYSICS 2*</b>	A Natural Sciences (4)	B1 & B3 (4) – only one Physics exam may apply for credit towards transfer, with a max of 6 units total and 4 units for GE.	5A and 5C (4)
<b>AP PHYSICS B*</b>	A Natural Sciences (4)	Removed. Prior to F15, 4 units apply, and Prior to F09, 6 units apply for B1 & B3.	5A and 5C (4)

<b>AP PHYSICS C* ELECTRICITY/MAGNETISM</b>	A Natural Sciences (3)	B1 & B3 (4) – only one Physics exam may apply for credit towards transfer, with a max of 6 units total and 4 units for GE.	5A and 5C (3)
<b>AP PHYSICS C* MECHANICS</b>	A Natural Sciences (3)	B1 & B3 (4) – only one Physics exam may apply for credit towards transfer, with a max of 6 units total and 4 units for GE.	5A and 5C (3)
<b>AP PSYCHOLOGY</b>	B Social and Behavioral Sciences (3)	D (3)	4 (3)
<b>AP SPANISH LANGUAGE</b>	N/A	Removed. Prior to SP14, 6 units apply for C2. See CSU policies.	N/A
<b>AP SPANISH LANGUAGE &amp; CULTURE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>AP SPANISH LITERATURE</b>	N/A	Removed. Prior to SP13, 6 units apply for C2. See CSU policies.	N/A
<b>AP SPANISH LITERATURE &amp; CULTURE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>AP STATISTICS</b>	D.2 Mathematics (3)	B4 (3)	2A (3)
<b>AP STUDIO ART – 2D Design</b>	N/A	N/A	N/A
<b>AP STUDIO ART – 3D Design</b>	N/A	N/A	N/A
<b>AP STUDIO ART – Drawing</b>	N/A	N/A	N/A
<b>AP U.S. GOVERNMENT &amp; POLITICS</b>	B Social and Behavioral Sciences (3)	D (3) & US-2	4 (3) & US-2
<b>AP U.S. HISTORY</b>	B Social and Behavioral Sciences (3) or C Humanities (3)	C2 or D (3) & US-1	3B or 4 (3) & US-1
<b>AP WORLD HISTORY</b>	B Social and Behavioral Sciences (3)	C2 or D (3)	3B or 4 (3)



## International Baccalaureate Exams (IB)

Students passing IB Exams with a score of 5, 6, or 7 may obtain college semester credits to be applied to the Associate Degree general education requirements at Napa Valley College, the California State University General Education (CSU GE), and/or the Intersegmental General Education Transfer Curriculum (IGETC) certification. Chart below indicates general education areas to be certificated. Please consult your Counselor.

<b>IB Exam – HL EXAMS</b>	<b>NVC Associate Degree GE 3 semester units toward AA/AS GE</b>	<b>CSU GE 3 semester units toward CSU GE</b>	<b>IGETC 3 semester units toward IGETC</b>
<b>IB BIOLOGY HL</b>	A Natural Science	B2	5B
<b>IB CHEMISTRY HL</b>	A Natural Science	B1	5A
<b>IB ECONOMICS HL</b>	B Social and Behavioral Sciences	D2	4
<b>IB GEOGRAPHY HL</b>	B Social and Behavioral Sciences	D5	4
<b>IB HISTORY HL ( ANY REGION)</b>	B Social and Behavioral Sciences or C Humanities	C2 or D6	3B or 4
<b>IB LANGUAGE A: Literature HL (ANY LANGUAGE EXCEPT ENGLISH)</b>	C Humanities	C2 - a passing score of 4 or higher is acceptable	3B & 6A
<b>IB LANGUAGE A: Language and Literature HL (ANY LANGUAGE EXCEPT ENGLISH)</b>	C Humanities	C2 - a passing score of 4 or higher is acceptable	3B & 6A
<b>IB LANGUAGE A: Literature HL (ANY LANGUAGE)</b>	C Humanities	C2 - a passing score of 4 or higher is acceptable	3B
<b>IB LANGUAGE A: Language and Literature HL (ANY LANGUAGE)</b>	C Humanities	C2 - a passing score of 4 or higher is acceptable	3B
<b>IB LANGUAGE B HL (ANY LANGUAGE)</b>	C Humanities	N/A	6A
<b>IB MATHEMATICS HL</b>	D.2 Mathematics	B4 - a passing score of 4 or higher is acceptable	2A
<b>IB PHYSICS HL</b>	A Natural Science	B1	5A
<b>IB PSYCHOLOGY HL</b>	B Social and Behavioral Sciences	D	4
<b>IB THEATRE HL</b>	C Humanities	C1 - a passing score of 4 or higher is acceptable	3A

## College Level Examination Program (CLEP)

Students may obtain college semester credits to be applied to the Associate Degree general education requirements at Napa Valley College or the California State University General Education (CSU GE). Chart below indicates general education areas to be certificated and scores required for each exam. **CLEP cannot be applied to IGETC.** Please consult with your Counselor.

CLEP Exam	NVC GE 3 semester units toward AA/AS GE	CSU GE 3 semester units toward CSU GE
<b>CLEP AMERICAN GOVERNMENT</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D
<b>CLEP AMERICAN LITERATURE</b>	passing score of 50 C Humanities	passing score of 50 C2
<b>CLEP ANALYZING &amp; INTERPRETING LITERATURE</b>	passing score of 50 C Humanities	passing score of 50 C2
<b>CLEP BIOLOGY</b>	passing score of 50 A Natural Sciences	passing score of 50 B2
<b>CLEP CALCULUS</b>	passing score of 50 D.2 Mathematics or D.3 Communication & Analytical Thinking	passing score of 50 B4
<b>CLEP CHEMISTRY</b>	passing score of 50 A Natural Sciences	passing score of 50 B1
<b>CLEP COLLEGE ALGEBRA</b>	passing score of 50 D.2 Mathematics or D.3 Communication & Analytical Thinking	passing score of 50 B4
<b>CLEP COLLEGE ALGEBRA-TRIGONOMETRY</b>	passing score of 50 D.2 Mathematics or D.3 Communication & Analytical Thinking	passing score of 50 B4
<b>CLEP COLLEGE COMPOSITION</b>	N/A	N/A
<b>CLEP COLLEGE COMPOSITION - MODULAR</b>	N/A	N/A
<b>CLEP COLLEGE MATHEMATICS</b>	N/A	N/A
<b>CLEP ENGLISH COMPOSITION (No Essay)</b>	N/A	N/A
<b>CLEP ENGLISH COMPOSITION with Essay</b>	N/A	N/A
<b>CLEP ENGLISH LITERATURE</b>	N/A	Removed F11
<b>CLEP FINANCIAL ACCOUNTING</b>	N/A	N/A
<b>CLEP FRENCH LEVEL I</b>	N/A	N/A Only one exam may apply towards the CSU. See CSU policy.
<b>CLEP FRENCH LEVEL II</b>	passing score of 59 C Humanities	passing score of 59 C2 Only one exam may apply towards the CSU. See CSU policy.
<b>CLEP GERMAN LEVEL I</b>	N/A	N/A Only one exam may apply towards the CSU. See CSU policy.
<b>CLEP GERMAN LEVEL II</b>	passing score of 60 C Humanities	passing score of 60 C2 Only one exam may apply towards the CSU. See CSU policy.

<b>CLEP HISTORY, UNITED STATES I</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D & US-1 US History
<b>CLEP HISTORY, UNITED STATES II</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D & US-1 US History
<b>CLEP HUMAN GROWTH AND DEVELOPMENT</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 E
<b>CLEP HUMANITIES</b>	passing score of 50 C Humanities	passing score of 50 C2
<b>CLEP INFORMATION SYSTEMS &amp; COMPUTER APPLICATIONS</b>	N/A	N/A
<b>CLEP INTRODUCTION TO EDUCATIONAL PSYCHOLOGY</b>	N/A	N/A
<b>CLEP INTRODUCTORY BUSINESS LAW</b>	N/A	N/A
<b>CLEP INTRODUCTORY PSYCHOLOGY</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D
<b>CLEP INTRODUCTORY SOCIOLOGY</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D
<b>CLEP NATURAL SCIENCES</b>	passing score of 50 A Natural Sciences	passing score of 50 B1 or B2
<b>CLEP PRE-CALCULUS</b>	passing score of 50 D.2 Mathematics or D.3 Communication and Analytical Thinking	passing score of 50 B4
<b>CLEP PRINCIPLES OF ACCOUNTING</b>	N/A	N/A
<b>CLEP PRINCIPLES OF MACROECONOMICS</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D
<b>CLEP PRINCIPLES OF MANAGEMENT</b>	N/A	N/A
<b>CLEP PRINCIPLES OF MARKETING</b>	N/A	N/A
<b>CLEP PRINCIPLES OF MICROECONOMICS</b>	passing score of 50 B Social and Behavioral Sciences	Passing score of 50 D
<b>CLEP SOCIAL SCIENCES &amp; HISTORY</b>	N/A	N/A
<b>CLEP SPANISH LEVEL I</b>	N/A	N/A Only one exam may apply towards the CSU. See CSU policy.
<b>CLEP SPANISH LEVEL II</b>	passing score of 63 C Humanities	passing score of 63 C2 Only one exam may apply towards the CSU. See CSU policy.
<b>CLEP TRIGONOMETRY</b>	passing score of 50 D.2 Mathematics or D.3 Communication and Analytical Thinking	Removed F06
<b>CLEP WESTERN CIVILIZATION I</b>	passing score of 50 B Social and Behavioral Sciences or C Humanities	passing score of 50 C2 or D
<b>CLEP WESTERN CIVILIZATION II</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D

## Acceptance of Transfer Credits and Alternative Credit

Applicants who are eligible for standard readmission to another accredited college may be admitted to NVC with transfer credits in accordance with the evaluation of their transcripts. Units earned elsewhere may be applied toward fulfillment of Napa Valley College Graduation requirements only if they are lower division units.

### Acceptance of Transfer Credits

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

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

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

Napa Valley College does not grant college credit for courses completed at non-accredited colleges/universities, for life experiences or for upper division courses. See the graduation requirements for more information. Allow at least 6 weeks for evaluation of transcripts from other institutions during non-peak periods. During peak periods, evaluations could take longer to process.

### Credit by External Examination

Board Policy 4235 establishes the awarding of credit toward the Associate Degree General Education requirements at Napa Valley College, California State University General Education (CSU GE), and/or the Intersegmental General Education Transfer Curriculum (IGETC) by earning qualifying scores for the College Board Advancement Placement Exams (AP); International Baccalaureate Exams (IB); and College Level Examination Program (CLEP) examinations. (BP 4235)

### Military Service Credit

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

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

## Attendance and Enrollment

### Attendance

It is assumed that each student will consider attendance an absolute requirement and attend classes as assigned on a regular basis. It is the student's responsibility to attend every class for the scheduled length of time. Regular attendance in all classes is important for satisfactory academic progress.

Excessive absences, tardiness, and leaving class early are important factors of satisfactory academic progress and may be taken into consideration by instructors in assigning grades or dropping a student from the course. Students who do not attend the first class meeting may be dropped or lose priority on the waiting list, however **it is the student's responsibility to drop a class. Non-attendance does not guarantee that the instructor will drop a student from their class, and may result in an unsatisfactory grade.**

### Dropping Courses and Withdrawing from the College

A student who finds it necessary to drop one or more of their classes may do so via WebAdvisor or by submitting a *Drop Card* to the Admissions and Records Office.

Withdrawal from a course shall be authorized through 75% of the term. A student may withdraw and receive a "W" grade for a course a maximum of three times. Upon the fourth enrollment the student will be required to receive a grade and will not have the option to drop and receive a "W" grade (Title V, section 55024). Students may not get a "W" grade if they withdraw from a course following the guidelines below:

**Full Term Courses:** withdrawal prior to the third week of the term.

**Short Term Courses (meeting less than the full term length):** withdrawal by the 20% point of the length of the course.

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

## Field Trips and Excursions

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) that was used for travel to a field trip meeting site. (BP 4300)

## Credits and Grades

### Definition of a Unit of Credit

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

**Lecture:** One hour per week of work in class, two hours of outside work.

**Lecture/Lab or Integrated Lab:** Two hours per week of work in class, one hour of outside work.

**Lab:** Three hours of work in class. Some lab classes, especially in the Sciences, require outside work.

### Grading System

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

#### Grades & Grade Point Average

A	Excellent
B	Good
C	Satisfactory
D	Passing, less than Satisfactory
F	Failing
P	Satisfactory and credit awarded (passing)
NP	No credit (not passing)
W	Withdrawal and no credit
IB	Incomplete*
IC	Incomplete*
ID	Incomplete*
IF	Incomplete*
INC	Incomplete*
IP	Course in progress
RD	Report Delayed
AU	Audit
MW	Military withdrawal

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

For example, a student who earns 3 units of A, 3 units of B, 2, 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	$3 \times 3 = 9$
5 units C	$5 \times 2 = 10$
2 units D	$2 \times 1 = 2$
1 unit F	$1 \times 0 = 0$

14 total units      33 grade points  
33 grade points/16 units = 2.36 GPA

\* CR units are not used for GPA

\* Please see *Incomplete Grade* section for details.

### Assignment of Grades

The final grade is wholly within the responsibility of the instructor, regardless of whether it is an A, B, C, D, F, P, NP, or I.

Please Note: In a number of courses, principally in English, foreign languages, science and mathematics, a student may not progress to a more advanced study in that subject in which the student has received a "D" grade for a prerequisite course.

### Non-Evaluative Grades

Non-evaluative grades are grades assigned that do not carry credit for the student such as:

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

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

**IP — In Progress.** The "IP" symbol shall be used to denote that

---

the class extends beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative grade must await its completion. The “IP” symbol shall remain on the student’s transcript in order to satisfy enrollment documentation. An “IP” symbol shall not be used in calculating grade-point averages. The student must register in the same course for the next semester. Failure to do so will result in an assignment of a grade by the instructor in place of the “IP.”

**MW — Military Withdrawal.** Upon verification of military orders, the symbol “MW” will be assigned to students who are called to military service and withdraw from courses. Military withdrawal shall not be counted in progress probation or dismissal calculations.

**P/NP — Pass/No Pass.** Students may choose, no later than the 5th Friday of the semester, to change enrollment in a class to Pass/No Pass basis, rather than receive a letter grade. Academic performance equivalent to a grade of “C” is required to earn credit (Pass- P). Forms are available online and in the Admissions and Records Office.

The total number of units taken for “Pass/No Pass” may not exceed 12 semester units in courses applicable to the associate degree (courses numbered 90-399). There is no restriction on the number of units that may be taken for Pass/No Pass in non-degree applicable course work.

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

**RD — Report Delayed.** The “RD” symbol may be assigned by the Dean of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade-point averages.

**W — Withdrawal.** A “W” is a grade indicated when the student has withdrawn from a course. It is not included in the grade point average computation. (See “Withdrawal Policy.”)

## **Academic Renewal**

### **Board Policy I7360**

The academic renewal policy allows a qualified student to remove previously recorded, substandard academic work from his/her grade point average (GPA). In accordance with Title 5, Sections 55764-5, Napa Valley College will allow a student to disregard up to 30 semester units of substandard course work from the calculation of the GPA. Disregarded coursework and grade will remain on the student’s transcript, and an “F” for “Forgiveness” will appear next to the grade to denote this change. The substandard grade will no longer be included in the calculation of the cumulative GPA.

### **Application for Academic Renewal**

To apply for academic renewal, students must complete the renewal form which is available in the Counseling Center. All requests must be reviewed and signed by a counselor. For more information, contact General Counseling Center in Room 1339A or call (707) 256-7220.

### **Recording of Academic Renewal**

When academic work is alleviated, grades are not removed. They are noted and subtracted from the grade point average. All entries remain legible so that a true and complete record is maintained. There is no assurance that alleviated courses will be treated similarly by other educational institutions outside this district.

## **Grade Change Appeal Process**

### **Board Policy 4231**

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. “Mistake” may include, but is not limited to, errors made by an instructor in calculating a student’s grade and clerical errors. “Fraud” may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

---

## Probation, Dismissal and Readmission

### Board Policy 4250, Administrative Procedure 4250

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

### Definitions of Probation

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

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

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

### Progress Probation

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

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

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

### Effects of Probation

#### Academic and Progress Probation—First Semester

After being placed on first semester probation, the student may Enroll for a second semester.

#### Academic and Progress Probation—Second Semester

During second semester probation the student must meet with a Counselor prior to enrolling in a third semester. Students may be required to meet interventions determined in consultations with a counselor.

### Removal from Probation

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

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

### Standards for Dismissal

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

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

### Effects of Dismissal

The student who has failed to improve their GPA or to make progress for a third semester will be dismissed. A student placed on Dismissal Status during Fall Semester will not be allowed to re-enroll until the following Fall Semester. A student placed on Dismissal Status during Spring Semester will not be allowed to re-enroll until the following Spring Semester.

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

### Readmission

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

Exception: Returning students on Academic or Progress Probation (not Dismissal) who have not attended NVC for at least 3 years (excluding summer session) may apply for a probation waiver, a petition requiring a counselor’s signature.

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

### Student Right of Appeal

Students who feel they have been placed on probation, Dismissal Status, or on Dismissal in error have the right to appeal. Students who feel they have legitimate mitigating circumstances may also appeal their placement on Probation, Dismissal Status or Dismissal.\*

The Associate Dean of Enrollment and Outreach Services will determine the legitimacy of probation or dismissal status appeals. If the Associate Dean of Enrollment and Outreach Services rejects the appeal, the student may appeal the decision to the Vice President of Student Affairs.

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

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

---

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

## Academic Honors

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

### Alpha Beta Gamma

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

### Phi Theta Kappa

Napa Valley College has a chapter of Phi Theta Kappa, the international honor society of the two year college. Students with a GPA of 3.5 or higher and at least 12 units of transferrable or degree applicable courses are eligible to join. Phi Theta Kappa members are recognizable at commencement by their gold stoles and tassels as they march across the stage.

## Graduation Honors

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

## STUDENT RIGHTS AND RESPONSIBILITIES

### Standards of Student Conduct

#### Board Policy S6310

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

Students may participate in demonstrations or protests as long as they do not prevent or restrict students, faculty members, or other employees of Napa Valley College from pursuing the normal functions essential to the well-being of the college. No 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 required for the effective operation of Napa Valley College.

The Standards of Student Conduct provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these regulations shall relate specifically to an alleged violation of the established Standards of Student Conduct. Students may obtain a copy of the *Standards of Student Conduct* via the Student Affairs website at [www.napavalley.edu/studentaffairs](http://www.napavalley.edu/studentaffairs) or from the Office of Student Affairs in Room 1330.

### Academic Honesty

#### Board Policy S6330

Napa Valley College values integrity, honor, and respect in all endeavors, both personally and professionally. The faculty at Napa Valley College strive to help our students maintain the highest academic standards of honesty. It is therefore 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 work or group assignments or tests. We recognize that the vast majority of students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.

#### Types of Academic Dishonesty

- Copying from others on a quiz, examination, or assignment ("cheating");
- Allowing another student to copy one's work on a quiz, exam, or assignment;
- Having others take an 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 their instructor.

### Consequences of Academic Dishonesty

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

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

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

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

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

### Student Records Retention and Destruction

#### Board Policy 3500, 6410

Educational records are those records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. Records are retained and destroyed pursuant to Napa Valley College Board Policies 3500 and 6410 and sections 59020 through 59029 of Title 5, California Administrative Code. For information on procedures for student records retention or destruction, contact the Admissions and Records Office in Building 1300.

### Release of Student Information

The following statements serve as public notice that information regarded by Napa Valley Community College District as "Student Information" can be released for distribution unless a student submits a Napa Valley College "Student Information Release" form available at the Office of Admissions and Records. 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. (BP 3500, BP 6410)

Directory information includes: the 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 at (707) 256-7200.

### Student Right-to-Know Information and Campus Security Act

#### Board Policy 3500, 6410

To comply with the federal Student Right-to-Know (SRTK) and the Campus Security Act (Public Law 101-542), Napa Valley College provides information to the public on the safety and security of the campus and the educational outcomes of a specific group of students.

For information on these students, please refer to the Research and Data Analysis section on the Research, Planning and Institutional Effectiveness website.

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

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 [www.nvcpcd.org](http://www.nvcpcd.org) or call (707) 256-7770 to obtain a paper copy of the Safety and Security Report.

---

## GRIEVANCE AND COMPLAINT PROCEDURES

### Student Complaint and Grievance

#### Administrative Requirement S6320

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

Napa Valley College does not tolerate harassment on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identity, gender expression, genetic condition, medical condition, race, color, ancestry, sexual orientation, or physical or mental disability, marital status, military or veteran status, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, including status as a non-native English speaker. The college encourages any student who believes he or she has been subjected to such harassment to report the harassment, including complaints regarding gender equity, to the college's Executive Director of Human Resources. In addition, college employees are obligated to report alleged, suspected or known harassment to the Executive Director of Human Resources (Title IX Coordinator). Reports may be submitted to the Executive Director of Human Resources in Room 1544. The Executive Director may also be reached by phone at (707) 256-7100. Reports must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known the facts underlying the allegation of unlawful discrimination. The college will conduct a prompt investigation of any reports of harassment and/or discrimination.

Any person who has a disability and is alleging failure to accommodate should contact the Section 504, "the Executive Director of Human Resources, Discrimination and Title IX Coordinator, (707) 256-7105.

All complaints, except for harassment and/or discrimination as described above, must be filed during the semester in which the problem occurs. The complainant/grievant is asked to first address the concern directly to the person or office causing the complaint/grievance.

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

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

For non-instructional complaints, see the Office of Student Affairs in Room 1330, (707) 256-7363. For an instructional complaint, see the Office of Academic Affairs in Room 1532, 256-7150. For complete details, please refer to the *Student Complaint and Grievance Policy and Procedures Booklet*. [www.napavalley.edu/studentaffairs/SRR/Pages/StudentComplaintGrievance](http://www.napavalley.edu/studentaffairs/SRR/Pages/StudentComplaintGrievance)

#### State Complaint Process Notice

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented to the following:

**Accrediting Commission for Community and Junior Colleges (ACCJC):** Visit [www.accjc.org/complaint-process](http://www.accjc.org/complaint-process) if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.

**California Community College Chancellor's Office:** Complete an online complaint form at [californiacommunitycolleges.cccco.edu/ComplaintsForm](http://californiacommunitycolleges.cccco.edu/ComplaintsForm) if your complaint does not concern CCC's compliance with academic program quality and accrediting standards. If your complaint involves unlawful discrimination, file a complaint at [extranet.cccco.edu/Divisions/Legal/Discrimination](http://extranet.cccco.edu/Divisions/Legal/Discrimination).

---

## GENERAL COLLEGE POLICIES

### Drug-Free Campus

#### Board Policy D1420

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

### Substance Abuse

In accordance with Public Law 101 226, "Drug Free Schools and Communities Act Amendment of 1989," the Board of Trustees of the Napa Valley Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on college property and as part of any activity sponsored or sanctioned by the college. As a condition of employment, all college employees shall abide by the college's policy of maintaining a drug free workplace.

The possession, use and sale of alcoholic beverages by anyone on property controlled by Napa Valley College, except as permitted by law for instructional purposes, is a misdemeanor, as per Section 25608 of the California Business Code, and a violation of the Standards of Student Conduct. The use, sale, or possession of any illegal drug is a violation of the law and any person found in violation may be subject to arrest by federal, state, local or campus law enforcement authorities.

Any student violating this policy is subject to disciplinary action as outlined in the Standards of Student Conduct, Board Policy 5500. Any employee of Napa Valley College Community College District is subject to disciplinary action under Board Policy D1420, Establishment of a Drug Free Workplace. Criminal prosecution is separate from any administrative discipline that may be imposed by Napa Valley College.

All students and employees who feel that they have a drug or alcohol problem are urged to voluntarily seek confidential assistance through rehabilitation programs. For confidential assistance:

#### On Campus

Counseling Center	(707) 256-7220
Human Resources	(707) 256-7100
Health Services	(707) 256-7780

#### Off Campus

Napa County Drug & Alcohol	(707) 253-4063
Alcoholics Anonymous	(707) 500-7001

### Parking and Traffic Guidelines

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

- Monday through Thursday, 6 a.m. to 10 p.m.
- Friday, 6 a.m. to 5 p.m.

No permit is required on Saturdays, Sundays and college-recognized holidays.

Speed limits:

- Parking Lots, 10 MPH
- Maximum, 20 MPH

Semester parking permits must be ordered online by going to [www.nvcpd.org](http://www.nvcpd.org) under the parking permit link. You will need to know your license plate number, make, model, color, and year of your vehicle. For more information and complete parking regulations, contact the College Police Department (707) 256-7770 or [www.nvcpd.org](http://www.nvcpd.org).

### Designated Parking

Visitor parking is located in parking lot B near the flag poles, and in front of the library adjacent to James Diemer Drive. Time is limited to thirty minutes. If you need longer than thirty minutes you can purchase a daily parking stamp from the parking machines located throughout the college's parking lots.

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

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

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

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.

### Non-Smoking Areas

#### Board Policy D3410

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



## TRANSFER, DEGREES & CERTIFICATES

Transfer Information

Transfer to CSU, UC, Independent Colleges and Universities

Associate Degrees

General Education

Career Education

Course Identification Numbering System (C-ID)

---

# TRANSFER, DEGREES & CERTIFICATES

## TRANSFER INFORMATION

Napa Valley College offers curriculum that helps students complete the first two years of a four-year degree program. A majority of courses offered at Napa Valley College are transferable to four-year colleges and universities. When a course can be counted for total unit accumulation or towards credit to meet any type of requirement at the four-year institution, it is considered “transferable”.

A community college course can be counted for transfer to a four-year institution in the following ways:

1. **To meet lower-division requirements in the major.** To be accepted for this purpose, the course must be articulated or accepted in lieu of the comparable course at the four-year institution’s course by meeting the terms of rigor, content, prerequisites, and unit value. All courses must be transferable before they can be articulated. Napa Valley College has established a considerable number of course-to-course agreements in many majors that transfer as core preparation to various universities. These course agreements are referred to as articulation agreements and are published in ASSIST.
2. **To complete general education requirements.** This information is published in ASSIST as well as the NVC Articulation website. Keep in mind that there are multiple general education patterns with which to choose from. Consultation with a Counselor is strongly advised.
3. **To be applied as elective credits.** An elective course is one that is not acceptable as part of a major, support for the major, or as general education credit. Elective course units will apply to the total unit requirement for the four-year degree at the four-year institutions. Four-year institutions are generally liberal in accepting courses for elective credit.
4. **To satisfy subject-credit only.** Acceptance of a course for subject credit only, without unit accumulation, usually takes place when:
  - a. The student has accumulated as many units as the four-year institution will accept from a community college.
  - b. The course at the four-year institution is upper-division level course.
  - c. The course is a prerequisite for a required course in the student’s major, but the prerequisite is normally completed in high school.

Students are advised to complete their lower division preparation for the major prior to transfer. High demand majors may require lower division preparation completion as program entrance criteria.

Students are encouraged to complete an entire general education pattern prior to transfer so they can request to have their general education certified as complete. This means that no additional lower division general education courses will be re-

quired to graduate from the transfer institution. The IGETC pattern, which can also be used for UC transfer, can be used in lieu of the CSU GE pattern.

Students planning to transfer are recommended to seek assistance from the Counseling Center and/or the Transfer Center since transfer institution requirements vary significantly. Transfer Students are encouraged to meet with a counselor each academic year to review any possible changes in transfer admission, general education, major and/or major supplemental requirements.

## Transfer to the California State University (CSU)

The California State University 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. Students should plan carefully with a Counselor to insure that they meet all transfer requirements. A maximum of 70 transferable units are acceptable from California Community Colleges.

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

- 60 transferable semester units with a minimum GPA of 2.0 (all NVC courses numbered between 100 and 299 are transferable to the CSU system) and
- at least 30 semester units of the 39-unit CSU General Education pattern with grades of “C” or better, (not “C-”), including areas A-1, A-2, A-3, and B-4.

## CSU General Education Requirements (CSU GE)

A new CSU General Education list is published each academic year since courses may be added or deleted. Catalog rights do not apply to general education certification. A course may be used to satisfy only one General Education area. The list of courses approved for the CSU General Education pattern is available online at [www.napavalley.edu/studentaffairs/Articulation](http://www.napavalley.edu/studentaffairs/Articulation).

Students are strongly advised to review the prospective four-year institution’s catalog in consultation with their NVC Counselor. More information can be obtained from the NVC Counseling Center or the Transfer Center to obtain additional information regarding CSU and UC campus specific transfer general education course qualifications.

## Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) will meet lower division general education/breadth for most UC campuses and colleges. Although IGETC is not an entrance requirement, students are advised to complete this pattern prior to transfer unless they are enrolled in high-unit majors. Students who complete the IGETC pattern will not be held to any other lower division general education courses at the UC campus as long as they request official certification from Napa Valley College upon transfer to the UC campus. Students will be held to all other graduation requirements of the campus in question.

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

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

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

The list of courses approved for each of the areas and sub-areas of the IGETC pattern is available online at the college's articulation site which can be accessed online at [www.napavalley.edu/studentaffairs/Articulation](http://www.napavalley.edu/studentaffairs/Articulation).

## Transfer to the University of California (UC)

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

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

To transfer in junior standing, a student must:

- complete 60 UC transferable semester units, with a minimum GPA of 2.4;
- complete the following pattern of courses;
  - o two UC transferable courses in English composition including NVC's ENGL 120 and one course from the following: ENGL 121, or 123, or 125; and
  - o one UC transferable course in mathematics and

- o four UC transferable college courses from at least two of the following subject areas: arts/humanities, social/behavioral sciences, and physical/biological sciences.

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

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

**Fall Quarter or Semester of the previous year** \* November 1-30

**Winter Quarter of the previous year** July 1-31

**Spring Quarter of the previous year** October 1-31

*\*Few CSU campuses are accepting winter applications.*

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

## Transfer to Independent Colleges and Universities (Private or Out-of-State)

Napa Valley College students may also use credits earned to transfer to independent, out-of-state or international colleges and universities. As admission varies from college to college, students should consult a counselor or the Transfer Center for assistance. Students should also consult individual college websites and the Association of Independent California Colleges and Universities [www.aiccu.edu](http://www.aiccu.edu) for more information. For additional information, call the Transfer Center at (707) 256-7333 and view the Transfer Center website at [www.napavalley.edu/transfercenter](http://www.napavalley.edu/transfercenter).

## NVC ASSOCIATE DEGREES

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.

An NVC associate degree consists of two main elements:

1. General education, which gives students a broad base of knowledge and
2. An academic program, in which a student specializes in a particular field of study. Depending on the academic program selected, the student will be awarded an Associate of Arts (A.A.) or Associate of Science (A.S.) Degree.

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

## Associate Degrees for Transfer

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

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

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

## Multiple Associates Degrees

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

## Non Degree Applicable Courses

Units from courses numbered below 100 cannot be applied to the degree.

## ASSOCIATE DEGREE REQUIREMENTS

There are four different Associate degrees Associate Of Arts (AA), Associate of Science (AS), Associate of Arts for Transfer (AA-T) and Associate of Science for Transfer (AS-T) . To be awarded the Associate Degree students must meet the following requirements:

1. **Unit and GPA requirements:** A student is eligible for graduation with the Associate of Arts (A.A.) or Associate of Science (A.S.) degree after the satisfactory completion of a minimum of 60 units of degree applicable coursework with a grade point average of 2.0 or higher.\*  
\*Associate Degrees for Transfer (ADT) require completion of 60 transferable units, either to the CSU or UC, depending on the university.
2. **Major/area of emphasis requirements:** This requirement is satisfied by completing the courses listed as the major under various disciplines in the college catalog.
3. **General education requirements:** Students seeking an Associate of Arts or an Associate of Science will complete the Napa Valley College general education pattern: 18-21 units of general education from areas A-E . Students seeking an Associate in Arts for Transfer or an Associate in Science for Transfer may complete the CSU-GE -California State University General Education pattern or one of the two IGETC - Intersegmental General Education Transfer Curriculum patterns.
4. **Additional Graduation Requirements:**
  - A) PE/Health education required for A.A. or A.S. degrees (3 units total of PHYE or DANS courses, or Health 106).  
The following are exemptions from this requirement:
    - Students majoring in Health Occupations
    - Veterans with six months service
    - Completion of Police Academy
  - B) American History / Institutions: Required for A.A. Degrees Only. Completion of one course from Group 1 (HIST 120, 121, 150, 152) and Group 2 (POLI 120 or 121).
5. **Residency Requirements:** Completion of at least 12 semester units at Napa Valley College and be in attendance during the semester prior to graduation or have accumulated 30 units of coursework at Napa Valley College.

## General Education Certification

Napa Valley College is authorized to offer general education certification patterns. The CSU GE Certification is a 39 minimum unit pattern which fulfills the lower division general education requirements for the Bachelor Degree at the California State University. The IGETC (Intersegmental General Education Transfer Curriculum) is a 37-39 minimum unit pattern which fulfills the lower division general education requirements for the Bachelor's Degree at either the University of California or the California State University.

Certification of transfer general education indicates completion of lower division general education requirements. Certification is based on the qualification of a course at the time when it was completed by the student. If the student transfers without certification, the university may require the student to complete additional lower division general education. Please refer to the CSU GE and IGETC patterns in consultation with an NVC Counselor for detailed information.

Upon completion of the requirements, students should request that an evaluation for Certification be included with the online official transcript request sent to the university.

## Graduation Requirements

All candidates for graduation must file a petition in the Admissions and Records Office in the semester they wish to graduate. Graduation petition deadlines are posted on the Admissions and Records website [www.napavalley.edu/admissions](http://www.napavalley.edu/admissions) (select the Admissions and Records online calendar).

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

## Catalog Rights

Students have two options regarding the graduation requirements for the Associate Degree:

- 1) They are eligible to graduate under the catalog in effect at the time they petition to graduate, whether or not they maintain continuous enrollment at the college; or
- 2) Students may elect to graduate under the catalog in effect during their initial enrollment at Napa Valley College if they maintain continuous enrollment (by taking at least one course each academic year—fall or spring semester).

Catalog rights do not apply to modifications to entrance requirements for programs (e.g., ADN, Respiratory Therapy, etc.) or program prerequisites.

## NVC CAREER EDUCATION PROGRAMS

Napa Valley College Career Education (CE) programs are designed to prepare students for careers and transfer. These programs combine classroom instruction and practical application training in a laboratory environment. Students are offered the option of obtaining certificates or degrees qualifying them to enter highly skilled employment. Students may upskill with individual courses, earn stackable certificates aligned with industry needs, or take specialization courses alone or linked to specialization certificates. CE faculty members combine their years of experience working in private industry with educational excellence in the classroom setting. For more information on CE programs at NVC or for a complete listing of CE degrees and certificates, visit [www.napavalley.edu/academics/ExploreCareers](http://www.napavalley.edu/academics/ExploreCareers).



## NVC General Education Statement of Philosophy

### A. Natural Science

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

### B. Social and Behavioral

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

### C. Humanities

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

### D. Language and Rationality

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

#### D1. English Composition

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

#### D2. Mathematical Concepts and Quantitative Reasoning

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

#### D3. Communication and Analytical Thinking

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

### E. Multicultural/Gender Studies

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



Area D: LANGUAGE & RATIONALITY - Select 3 courses, one each from D1, D2, & D3 (minimum 9 units)	Met	Need			
<p><b>Area D1: ENGLISH COMPOSITION</b> - Select 1 course (minimum 3 units with a “C” grade or better) English 120</p>	D1				
<p><b>Area D2: MATHEMATICS</b> - Select 1 course (minimum 3 units with a “C” grade or better; may demonstrate competency with a test) Math 94, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235 Tech 107</p>	D2				
<p><b>Area D3: COMMUNICATION AND ANALYTICAL THINKING</b> - Select 1 course (minimum 3 units with a “C” grade or better). Note: Courses with (*) may be less than 3 units.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> Administration of Justice 123, 124  American Sign Language 120  Anthropology 150, 200  Astronomy 111  Biology 103, 110, 112, 120, 219, 220, 240, 241  Business 103, 143  Chemistry 110, 111, 120, 121  Child Family Studies 123, 135, 140, 155  Counseling 100  Earth Science 110  Economics 100, 101  English 121, 123, 125, 200, 201, 202, 213, 214, 215, 216, 220  English as a Second Language 106  Film 110 </td> <td style="vertical-align: top; width: 50%;"> Health Occupations 101  Humanities 100, 101, 125, 185, 186  Library 100*  Math 90, 94, 97, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235  Philosophy 120, 121, 125, 126, 131  Physics 110, 120, 121, 140, 240  Political Science 125, 135, 140  Psychology 124, 135, 220  Respiratory Therapy 120  Sociology 122  Spanish 240, 241, 280, 281  Speech Communications 120, 122, 124, 126, 128  Technical Math 92, 107  Theater 110, 140*, 156, 210, 244 </td> </tr> </table>	Administration of Justice 123, 124 American Sign Language 120 Anthropology 150, 200 Astronomy 111 Biology 103, 110, 112, 120, 219, 220, 240, 241 Business 103, 143 Chemistry 110, 111, 120, 121 Child Family Studies 123, 135, 140, 155 Counseling 100 Earth Science 110 Economics 100, 101 English 121, 123, 125, 200, 201, 202, 213, 214, 215, 216, 220 English as a Second Language 106 Film 110	Health Occupations 101 Humanities 100, 101, 125, 185, 186 Library 100* Math 90, 94, 97, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235 Philosophy 120, 121, 125, 126, 131 Physics 110, 120, 121, 140, 240 Political Science 125, 135, 140 Psychology 124, 135, 220 Respiratory Therapy 120 Sociology 122 Spanish 240, 241, 280, 281 Speech Communications 120, 122, 124, 126, 128 Technical Math 92, 107 Theater 110, 140*, 156, 210, 244	D3		
Administration of Justice 123, 124 American Sign Language 120 Anthropology 150, 200 Astronomy 111 Biology 103, 110, 112, 120, 219, 220, 240, 241 Business 103, 143 Chemistry 110, 111, 120, 121 Child Family Studies 123, 135, 140, 155 Counseling 100 Earth Science 110 Economics 100, 101 English 121, 123, 125, 200, 201, 202, 213, 214, 215, 216, 220 English as a Second Language 106 Film 110	Health Occupations 101 Humanities 100, 101, 125, 185, 186 Library 100* Math 90, 94, 97, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235 Philosophy 120, 121, 125, 126, 131 Physics 110, 120, 121, 140, 240 Political Science 125, 135, 140 Psychology 124, 135, 220 Respiratory Therapy 120 Sociology 122 Spanish 240, 241, 280, 281 Speech Communications 120, 122, 124, 126, 128 Technical Math 92, 107 Theater 110, 140*, 156, 210, 244				
<p><b>Area E: MULTICULTURAL/GENDER STUDIES</b> - Select 1 course (minimum 3 units) Effective Fall 2001 for the A.S. Degree only, select 3 units from courses below which may double count for one other area of GE, providing the course is listed in that area. (Effective Fall 1995 for the AA Degree, select 3 units in addition to other GE area requirements.)</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 33%;"> Administration of Justice 123  Anthropology 121, 145, 150, 180  Child Family Studies 140, 180  Counseling 124  English 224 </td> <td style="vertical-align: top; width: 33%;"> Film 110  History 145, 150, 152  Humanities 100, 101, 112, 113, 151, 174, 186  Lesbian Gay Bisexual Transgender 120, 121  Photo 182 </td> <td style="vertical-align: top; width: 33%;"> Psychology 128  Speech Communications 126  Theater 105 </td> </tr> </table>	Administration of Justice 123 Anthropology 121, 145, 150, 180 Child Family Studies 140, 180 Counseling 124 English 224	Film 110 History 145, 150, 152 Humanities 100, 101, 112, 113, 151, 174, 186 Lesbian Gay Bisexual Transgender 120, 121 Photo 182	Psychology 128 Speech Communications 126 Theater 105	E	
Administration of Justice 123 Anthropology 121, 145, 150, 180 Child Family Studies 140, 180 Counseling 124 English 224	Film 110 History 145, 150, 152 Humanities 100, 101, 112, 113, 151, 174, 186 Lesbian Gay Bisexual Transgender 120, 121 Photo 182	Psychology 128 Speech Communications 126 Theater 105			
<p><b>ADDITIONAL GRADUATION REQUIREMENTS:</b> <b>PE/Health Education:</b> Required for A.S. or A.A. Degrees Select 3 units of: Physical Education /Dance courses <b>OR</b> Health Education 106</p> <p><b>Exemptions:</b> 1. Students majoring in Health Occupations 2. Veterans with six months service receive unit credit for P.E./Health Education 106. 3. Completion of Police Academy.</p>	PE/ Dance/ HELH 106				
<p><b>American History / Institutions: Required for A.A. Degrees Only.</b> Select one course from Group 1 and one course from Group 2: Group 1: U.S. History (HIST 120, 121, 150 or 152) <b>AND</b> Group 2: Political Science (POLI 120 or 121). Courses chosen to satisfy this requirement cannot be used to satisfy Area B.</p>	1				
	2				
<p><b>Math, Reading, and Writing Competencies</b></p> <ul style="list-style-type: none"> <li>• <b>Math competency</b> can be demonstrated through tests offered by the Assessment Center, or with completion of the Mathematics requirements under GE Area D2 with a “C” or better.</li> <li>• <b>Reading competency</b> can be demonstrated with a grade of “C” or better in a transferable course with a strong reading component.</li> <li>• <b>Writing competency</b> can be demonstrated through the completion of the English composition requirements under GE Area D1 with a “C” or better.</li> </ul> <p><i>Information on this form is subject to change, please check with the Counseling Office for details.</i></p>					

**Napa Valley College**  
**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**  
 Effective FALL 2018 through SUMMER 2019

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit students to transfer from Napa Valley College to a campus in either the California State University (CSU) or the University of California (UC) system without the need, after transfer, to take additional lower division, general education courses to satisfy general education requirements. Before you start working on general education courses, check what is recommended for your major and the campuses you're interested in. Some campuses may not accept IGETC; while others may require additional courses in addition to IGETC Certification. Please consult with a Counselor.

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

Students pursuing an AS-T or AA-T degree must complete the entire IGETC pattern for either CSU (37 units minimum) or UC (34 units minimum). If transferring to CSU campus, students must complete an Oral Communications course (Area 1C).

**By following the pattern of IGETC requirements, you will be eligible for:**

1. **Certificate of Achievement in IGETC (for CSU or UC):** All requirements must be completed in either the CSU or UC option. Students must meet with a Counselor/Specialist to complete this petition before the 9<sup>th</sup> week of the semester. Completion of this local NVC Certificate of Achievement will be noted on the final transcript and allows you to participate in the annual graduation ceremony.
2. **Certification of IGETC (for CSU or UC) Requirements.** Students must request IGETC certification when requesting final transcripts to be sent from NVC to the CSU or UC transfer school. File your request online with the Napa Valley College Admissions and Records office. Students may qualify for either full certification or partial certification.
  - **Full Certification:** All requirements must be completed using either the CSU or UC option. Obtaining full certification means you will not have to complete additional lower division GE requirements that may be required at the CSU or UC campus. The *U.S. History, Constitution and American Ideals* is not a part of IGETC Certification, however the courses that comprise this requirement can be used to satisfy subject Area 4.
  - **CSU transfers:** Students must complete the requirement in Oral Communications (Area 1C). Students do not need to complete a Foreign Language requirement for the Certification process. Some CSU campuses and/or majors may have additional language or course requirements for graduation from the CSU.
  - **UC transfers:** Students must complete the Foreign Language requirement. If you completed this requirement in high school or at another college, you will need to provide an official transcript from that institution. UC campuses may have additional graduation requirements – consult a Counselor for more information.
  - **Partial Certification:** Completion of all but two (2) courses on the IGETC pattern. Consult with a counselor for details regarding this option.

Restrictions: Student who have been registered at a UC campus may not be eligible for IGETC. This restriction does not apply to students who have taken only UC summer session or Extension classes. Consult a Counselor for details.

**Information on this form is subject to change, check with the Counseling Office and ASSIST.ORG for current information.**

Notes: Courses may be listed in more than one area, but shall not be counted in more than one area. A grade of "C" or higher is required for all courses on IGETC (or "P" Pass). Some courses must be taken for letter grades of "C" or higher. Check with a Counselor for limitations. Courses with a (+) notation indicates transfer credit may be limited by UC or CSU or both	Met	Need
<b>AREA 1: ENGLISH COMMUNICATION</b> CSU: 3 courses required, one each from 1A, 1B, and 1C UC: 2 courses required, one each from 1A and 1B  <b>1A. English Composition (1 course: 3 semester or 4-5 quarter units)</b> English 120	1A	
<b>1B. Critical Thinking – English Composition (1 course: 3 semester or 4-5 quarter units)</b> English 123, 125	1B	
<b>1C. Oral Communications – CSU Requirement ONLY (1 course: 3 semester or 4-5 quarter units)</b> Speech Communication 122, 126, 128, 130	1C	CSU only
<b>AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b> (1 course: 3 semester or 4-5 quarter units) Mathematics 106+, 115+, 120+, 121, 220, 221, 222, 232, 235	2A	



# Napa Valley College

## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (GE) REQUIREMENTS

### Effective FALL 2018 through SUMMER 2019

Napa Valley College students have the opportunity to complete all of their lower division CSU-GE requirements for the BA/BS Degree prior to transferring to any of the 23 California State Universities. The General Education Requirements for the California State University (CSU) system specifies courses within subject areas which will satisfy the 39 lower division GE requirements for any campus of the California State University system. Completion of CSU GE is not required before transfer but it is highly recommended for most students. Completion of at least 30 of the 39 lower division GE and Areas A1, A2, A3, and B4 requirements is necessary to transfer to a CSU with upper division standing. To be eligible for admission, students must also have a total of 60 CSU transferable units with a GPA of 2.0.

For some students, in high unit majors such as sciences and engineering, completing the pre-major course requirements will be a priority over completing GE requirements. Napa Valley College courses with a number designation of 100 through 299 are transferable to all CSU campuses, but only a select group of these courses qualify for CSU GE.

Students pursuing an AS-T or AA-T degree must complete the entire CSU-GE by meeting all requirements in the five GE Areas A through E. The *U.S. History, Constitution and American Ideals* is not required but highly recommended.

**By following the pattern of CSU General Education (GE) requirements, the student will be eligible for:**

1. **Certificate of Achievement in CSU General Education:** All requirements have to be completed in all five GE Areas A through E. Students must meet with a Counselor to complete this petition before the 9<sup>th</sup> week of the semester. Completion of this local NVC Certificate of Achievement will be noted on the final transcript and allows students to participate in the annual graduation ceremony.
2. **Certification** of CSU General Education Breadth Requirements. Students must request CSU-GE certification when requesting final transcripts to be sent from NVC to the CSU transfer school. File your request online with the Napa Valley College Admissions and Records office. Students may qualify for either full certification or partial subject-area certification.

**Full CSU-GE Certification:** All requirements must be completed in all five CSU-GE Areas A through E. Obtaining full certification means a student will not have to complete additional lower division GE requirements that may be required at that CSU school. *The U.S. History, Constitution and American Ideals* is **not** a part of CSU-GE Certification, however the courses that comprise this requirement can be double-counted in Area D.

**Partial CSU-GE Certification:** Partial CSU-GE Certification is granted when all courses in one or more subject areas of CSU-GE have been completed. A student who transfers to a CSU with partial GE Certification will not have to complete GE requirements in that same GE Area upon transfer. If a student has not fully completed the requirements of an area, that area may not be certified.

Courses taken at CSU campuses or other California Community Colleges will be applied to the subject areas in which they were listed by the school where the course was taken. All CSU campuses allow applicants who submit full or partial certifications to double count courses for general education and major requirements, but most campuses have limitations. Consult a Counselor for details.

Note: Courses may be listed in more than one area, but shall not be counted in more than one area. A grade of "C-" or higher is required for courses taken in Areas A1, A2, A3, and B4.	Met	Need
<b>AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</b> (A minimum of 9 units is required). Select one course each from A1, A2, and A3.	<b>A1</b>	
<b>A1. Oral Communication</b> (Grade of "C-" or higher required.) Speech Communication 120, 122, 124, 126, 128, 130		
<b>A2. Written Communication</b> (Grade of "C-" or higher required.) English 120	<b>A2</b>	
<b>A3. Critical Thinking</b> (Grade of "C-" or higher required.) English 123, 125; Philosophy 120, 121, 126, 131 Speech Communication 128	<b>A3</b>	
<b>AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</b> (A minimum of 9 units is required) Select 2 courses, one course from Area B1 and one course from Area B2, with at least one approved laboratory course. In addition, select one Mathematics course from Area B4.	<b>B1</b>	
<b>B1. Physical Sciences</b> (3 units minimum) Astronomy 110, 111 Chemistry <u>110, 111, 120, 121, 240, 241</u> Earth Science <u>110</u> Geography 110 Geology 110, <u>111</u> Physics 110, <u>111, 120, 121, 140, 240, 241</u>	<b>B2</b>	
<b>B2. Life Sciences</b> (3 units minimum) Anthropology 120, <u>120L</u> ( <i>must be taken together</i> ) Biology <u>105, 110, 112, 117, 120, 218, 219, 220, 240, 241</u>	<b>B3</b> lab	
<b>B3. Laboratory Science Requirement</b> Any <u>underlined</u> course from B1 or B2 satisfies this requirement. Lab course must be associated with course taken to satisfy B1/B2.	<b>B4</b>	
<b>B4. Mathematics/Quantitative Reasoning</b> (Grade of "C-" or higher required. 3 units minimum) Mathematics 106, 108, 115, 120, 121, 130, 220, 221, 222, 232, 235; Technology 107		

AREA C. ARTS AND HUMANITIES (A minimum of 9 units is required)	Met	Need
<p>Select 3 courses, with at least one course from Area C1 and at least one course from Area C2. The remaining course may be selected from either Area C1 or Area C2, for a total of at least 9 units.</p> <p><b>C1. Arts, Cinema, Dance, Music, Theater</b></p> <p>Arts 100, 101, 102, 112            Art History 105, 106, 110, 118, 130, 135, 180            Child Family Studies 196            Film 100, 110, 117, 120, 121, 125A, 125B, 125C, 125D            Dance 160            Humanities 117, 120, 121, 125, 170, 174, 185, 186, 189A, 189B, 189C, 189D            Music 110, 112, 114, 121, 122, 196            Photography 120, 121, 180            Theater 100, 105, 115, 141, 142</p> <p><b>C2. Humanities: Literature, Philosophy, Languages Other English</b></p> <p>American Sign Language 120, 121            Child Family Studies 145            English 121, 200, 201, 202, 213, 214, 215, 216, 220, 224, 226            Film 105, 106, 115            French 120, 121            History 122, 123, 140, 200            Humanities 100, 101, 105, 106, 112, 113, 115, 125, 151, 160            Italian 120, 121            Philosophy 120, 121, 125, 126, 127, 128, 129, 133, 134, 137            Photography 181, 182            Spanish 120 (or 110* &amp; 111*), 121, 240, 241, 280, 282</p> <p><b>*Note:</b> Students must complete both SPAN 110 &amp; 111 to receive credit for Area C2</p>	C1	
	C2	
	C1 or C2	
<p><b>AREA D: SOCIAL SCIENCES (A minimum of 9 units is required)</b>            Select 3 courses with a maximum of 2 courses from the same discipline.</p> <p>Administration of Justice 120, 121            Anthropology 121, 122, 130, 131, 145, 150, 180, 200            Child Family Studies 120, 140, 180            Geography 101            Economics 100, 101, 120            English 224, 226            History 120*, 121*, 122, 123, 140, 142, 145, 150*, 152*, 200</p> <p>Humanities 100, 101, 112, 113, 160            LGBT 120, 121            Philosophy 127            Political Science 120*, 121*, 125, 130, 135, 140, 145            Psychology 120, 123, 124, 125, 126, 128, 135, 175, 220            Sociology 120, 122, 123, 154            Speech Communications 126</p> <p><b>*Note:</b> History 120, 121, 150, or 152 and Political Science 120 or 121 may double-count for Area D and the CSU graduation requirements.</p>	D	
	D	
	D	
<p><b>AREA E. LIFELONG LEARNING AND SELF-DEVELOPMENT (A minimum of 3 units is required)</b></p> <p><b><u>E1. Integrated Physiological, Social and Psychological Beings</u></b></p> <p>Child Family Studies 120            Counseling 100            Health 106            Psychology 120, 124, 135            Sociology 122</p> <p><b><u>E2. Activity Courses:</u></b> May not be applicable to all students            (Effective Fall 2001, a maximum of 1.5 units in activity courses may be used to satisfy Area E)</p> <p>Dance 101, 126, 128, 128B, 128D, 132, 133, 134, 134B, 134D, 135, 135D, 136, 136B, 136D, 137, 138, 138B, 138D, 140, 140C;            Physical Education 100, 100B, 101, 102A, 102B, 103, 105, 112, 112B, 113, 113B, 123, 123B, 125, 125B, 127, 127B, 129, 129B, 130, 130B, 131, 131B, 133, 133B, 139, 139D, 141, 146, 146B, 147, 148, 148B, 149, 149B, 150, 151, 151B, 151C, 152, 152B, 153, 154, 154B, 160, 162, 169, 171, 172, 173, 174, 176, 176B, 178, 199, 200, 285, 286, 287, 290, 291, 292, 297, 298</p>	E1	
	E2	
<p><b>US History, Constitution, and American Ideals. <i>This is not an admission requirement.</i> CSU graduation requires completion of US History, Constitution and American Ideals Requirement. Select one course from Group 1 and one course from Group 2. These courses can be double-counted for Area D.</b></p> <p><b>Group 1:</b> History 120, 121, 150, 152                      <b>AND</b>                      <b>Group 2:</b> Political Science 120, 121</p>	1	
	2	

Information on this form is subject to change, please check with the Counseling Office for current information.  
 5.21.2018

## Napa Valley College Courses Approved for C-ID Articulation

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

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other

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

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer.

Because these course requirements may change and because courses may be modified and qualified for or deleted from the

C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

The following pages list Napa Valley College courses that articulate with C-ID descriptors. Students may consult the ASSIST database at [c-id.net](http://c-id.net) for specific information on C-ID course designations.

NVC Course Subject	NVC Course Number	Course Units	C-ID Number	Articulation Status	Effective Date
ACCT	125	5	ACCT 110	Approved	8/1/2013
ACCT	126	5	ACCT 120	Approved	8/1/2013
ADMJ	120	3	AJ 110	Approved	8/1/2013
ADMJ	121	3	AJ 120	Approved	8/1/2013
ADMJ	122	3	AJ 122	Approved	8/1/2013
ADMJ	123	3	AJ 160	Approved	8/1/2013
ADMJ	124	3	AJ 140	Approved	8/1/2013
ADMJ	125	3	AJ 124	Approved	8/1/2013
ADMJ	130	3	AJ 220	Approved	8/1/2013
ANTH	121	3	ANTH 120	Approved	8/1/2013
ANTH	130	3	ANTH 150	Approved	8/1/2013
ARTH	105	3	ARTH 110	Approved	8/1/2013
ARTH	106	3	ARTH 120	Approved	8/1/2013
ARTH	118	3	ARTH 150	Approved	8/1/2013
ARTH	130	3	ARTH 130	Approved	8/1/2013
ARTH	135	3	ARTH 140	Approved	8/1/2015
ARTS	101	3	ARTS 100	Approved	8/1/2013
ARTS	102	3	ARTS 101	Approved	8/1/2011
ARTS	105	3	ARTS 270	Approved	8/1/2012
ARTS	110	3	ARTS 110	Approved	8/1/2013



## Napa Valley College Courses Approved for C-ID Articulation

NVC Course Subject	NVC Course Number	Course Units	C-ID Number	Articulation Status	Effective Date
ARTS	111	3	ARTS 200	Approved	8/1/2011
ARTS	112	3	ARTS 205	Approved	8/17/2011
ARTS	120	3	ARTS 210	Approved	8/17/2011
ARTS	130	3	ARTS 220	Approved	8/1/2011
ARTS	140	3	ARTS 230	Approved	8/1/2011
ARTS	150	3	ARTS 240	Approved	8/17/2011
BIOL	120	4	BIOL 190	Approved	8/1/2013
BIOL	218	5	BIOL 110 B	Approved	8/11/2013
BIOL	219	5	BIOL 120 B	Approved	8/1/2013
BIOL	240	5	BIOL 150	Approved	8/1/2016
BUSI	100	3	BUS 110	Approved	8/1/2013
BUSI	103	3	BUS 125	Approved	8/1/2013
BUSI	103	3	BUS 120	Approved	8/1/2013
CFS	120	3	CDEV 100	Approved	4/11/2012
CFS	121	3	ECE 220	Approved	1/1/2011
CFS	122	4	ECE 120	Approved	6/1/2012
CFS	123	3	ECE 200	Approved	2/1/2012
CFS	140	3	CDEV 110	Approved	4/10/2012
CFS	165	3	ECE 130	Approved	3/11/2018
CFS	165	3	ECE 130	Approved	1/1/2008
CFS	184	3	ECE 230	Approved	3/16/2012
CFS	223	5	ECE 210	Approved	8/1/2013
CHEM	110	4	CHEM 101	Approved	8/1/2009
CHEM	120	5	CHEM 110	Approved	1/1/2015
CHEM + CHEM	120 + 121	5.0 + 5.0	CHEM 120 S	Approved	1/1/2015
COMS	101	3	ITIS 120	Approved	8/1/2013
COMS	101	3	BUS 140	Approved	8/1/2013
COMS	215	3	COMP 122	Approved	8/1/2012
COMS	216	3	COMP 132	Approved	8/1/2015
CUL	100	2	HOSP 110	Conditional	6/11/2017
CUL	110	3	HOSP 160	Approved	6/11/2017
DART	120	3	ARTS 250	Approved	8/1/2011
EART	110	4	GEOL 121	Approved	1/1/2016
ECON	100	3	ECON 202	Approved	8/1/2013
ECON	101	3	ECON 201	Approved	1/1/2015
EDUC	100	3	EDUC 200	Approved	8/1/2013
ENGI	110	3	ENGR 110	Approved	8/1/2011
ENGI	240	4	ENGR 140 B	Approved	8/1/2011

## Napa Valley College Courses Approved for C-ID Articulation

NVC Course Subject	NVC Course Number	Course Units	C-ID Number	Articulation Status	Effective Date
ENGL	120	4	ENGL 100 (ENGL 110)	Approved	1/1/2013
ENGL	121	3	ENGL 120 (ENGL-LIT 100)	Approved	8/1/2010
ENGL	123	4	ENGL 110 (ENGL-LIT 105)	Approved	8/1/2013
ENGL	125	3	ENGL 105 (ENGL 115)	Approved	8/1/2010
ENGL	200	3	ENGL 200 (ENGL-CW 100)	Approved	8/1/2010
ENGL	201	3	ENGL 200 (ENGL-CW 100)	Approved	8/1/2010
ENGL	202	3	ENGL 200 (ENGL-CW 100)	Approved	8/1/2010
ENGL	213	3	ENGL 160 (ENGL LIT 160)	Approved	8/1/2011
ENGL	214	3	ENGL 165	Approved	8/1/2010
ENGL	215	3	ENGL 130	Approved	8/1/2011
ENGL	216	3	ENGL 135	Approved	8/1/2011
GEOG	101	3	GEOG 125	Approved	8/1/2015
GEOL	110	3	GEOL 100	Approved	8/1/2013
GEOL	111	1	GEOL 100 L	Approved	8/1/2013
HELH	100	3	KIN 101	Approved	8/1/2013
HIST	120	3	HIST 130	Approved	8/1/2015
HIST	121	3	HIST 140	Approved	8/1/2015
HIST	122	3	HIST 150	Approved	8/1/2015
HIST	123	3	HIST 160	Approved	8/1/2013
HOSP	110	3	HOSP 160	Approved	6/11/2017
HOSP	120	3	HOSP 100	Approved	6/11/2017
HOSP	100	2	HOSP 110	Conditional	6/11/2017
HOSP	121	3	HOSP 120	Conditional	3/11/2018
HUMA	101	3	SJS 110	Approved	8/11/2017
MATH	108	3	MATH 851	Approved	8/1/2013
MATH	115	5	MATH 140	Approved	8/1/2013
MATH	120	5	MATH 210	Approved	6/1/2012
MATH	121	5	MATH 220	Approved	8/1/2013
MATH	130	3	MATH 120	Approved	8/1/2015
MATH	220	3	MATH 250	Approved	8/1/2013
MATH	221	5	MATH 230	Approved	8/1/2013
MATH	222	3	MATH 240	Approved	1/1/2012
MATH	232	4	MATH 110	Approved	8/1/2013
MUSI	110	3	MUS 110	Approved	8/1/2013
MUSI	112	3	MUS 100	Approved	1/1/2016
MUSI	116	1	MUS 160	Approved	8/1/2013

## Napa Valley College Courses Approved for C-ID Articulation

NVC Course Subject	NVC Course Number	Course Units	C-ID Number	Articulation Status	Effective Date
MUSI	121	3	MUS 120	Approved	8/1/2013
MUSI	122	3	MUS 130	Approved	8/1/2013
MUSI	123	3	CMUS 100 X	Approved	1/1/2017
MUSI	124	2	CMUS 110 X	Approved	6/1/2017
MUSI	126	2	CMUS 120 X	Approved	1/1/2017
MUSI	147	2	CMUS 150 X	Approved	6/1/2017
MUSI	148	2	CMUS 130 X	Approved	1/1/2017
MUSI	149	3	CMUS 140 X	Approved	1/1/2017
MUSI	152	1	MUS 180	Approved	8/1/2014
MUSI	160	1	MUS 180	Approved	8/1/2013
MUSI	176	1	MUS 180	Approved	8/1/2013
MUSI	179	1	MUS 180	Approved	8/1/2013
MUSI	181	1	MUS 180	Approved	8/1/2013
MUSI	221	3	MUS 140	Approved	8/1/2013
MUSI	222	3	MUS 150	Approved	8/1/2013
MUSI	120A	1	MUS 125	Approved	8/1/2013
MUSI	120B	1	MUS 135	Approved	8/1/2013
MUSI	120C	1	MUS 145	Approved	8/1/2013
MUSI	120D	1	MUS 155	Approved	8/1/2013
PHIL	120	3	PHIL 130	Approved	8/1/2010
PHIL	121	3	PHIL 140	Approved	8/1/2010
PHIL	125	3	PHIL 120	Approved	8/1/2010
PHOT	121	3	ARTS 260	Approved	8/1/2013
PHOT	150	3	ARTS 260	Approved	8/1/2013
PHYE	201	3	KIN 100	Approved	1/1/2012
PHYS	120	4	PHYS 105	Approved	8/1/2013
PHYS	121	4	PHYS 110	Approved	8/1/2013
PHYS	140	4	PHYS 205	Approved	1/1/2012
PHYS	240	4	PHYS 210	Approved	1/1/2014
PHYS	241	4	PHYS 215	Approved	1/1/2014
POLI	120	3	POLS 110	Approved	8/1/2013
POLI	125	3	POLS 120	Approved	8/1/2013
POLI	135	3	POLS 130	Approved	8/1/2013
POLI	140	3	POLS 140	Approved	8/1/2013
PSYC	120	3	PSY 110	Approved	8/1/2013
PSYC	123	3	PSY 170	Approved	8/1/2013
PSYC	124	3	PSY 115	Approved	8/1/2013
PSYC	125	3	PSY 180	Approved	8/1/2013
PSYC	126	3	PSY 120	Approved	8/1/2013

## Napa Valley College Courses Approved for C-ID Articulation

NVC Course Subject	NVC Course Number	Course Units	C-ID Number	Articulation Status	Effective Date
PSYC	135	3	PSY 130	Approved	8/1/2013
PSYC	220	3	PSY 200	Approved	8/1/2013
SOCI	120	3	SOCI 110	Approved	8/1/2013
SOCI	122	3	SOCI 115	Approved	8/1/2013
SOCI	123	3	PSY 170	Approved	8/1/2013
SOCI	154	3	SOCI 160	Approved	8/1/2011
SOCI	220	3	SOCI 120	Approved	8/1/2014
SOCI	220	3	PSY 200	Approved	8/1/2013
SPAN	120	5	SPAN 100	Approved	8/1/2013
SPAN	121	5	SPAN 110	Approved	8/1/2013
SPAN	240	5	SPAN 200	Approved	8/1/2012
SPAN	280	5	SPAN 220	Approved	8/6/2012
SPAN	281	5	SPAN 230	Approved	8/6/2012
SPAN	241	5	SPAN 210	Approved	8/1/2012
SPAN + SPAN	110 + 111	3.0 + 3.0	SPAN 100	Approved	8/1/2010
SPCOM	120	3	COMM 130	Approved	8/1/2013
SPCOM	122	3	COMM 110	Approved	1/1/2013
SPCOM	126	3	COMM 150	Approved	1/1/2013
SPCOM	128	3	COMM 120	Approved	8/1/2014
SPCOM	130	3	COMM 140	Approved	1/1/2013
SPCOM	132	3	COMM 170	Approved	1/1/2013
THEA	100	3	THTR 111	Approved	8/1/2010
THEA	110	3	THTR 151	Approved	8/1/2013
THEA	140	3	THTR 192	Approved	8/1/2013
THEA	141	3	THTR 171	Approved	1/1/2015
THEA	142	3	THTR 174	Approved	1/1/2015
THEA	143	3	THTR 173	Approved	1/1/2015
THEA	151	1	THTR 191	Approved	8/1/2015
THEA	152	1	THTR 191	Approved	8/1/2015
THEA	153	1	THTR 191	Approved	8/1/2015
THEA	154	1	THTR 191	Approved	8/1/2015
THEA	155	1	THTR 191	Approved	8/1/2014
THEA	156	1	THTR 191	Approved	8/1/2015
THEA	166	1	THTR 191	Approved	8/1/2015
THEA	167	1	THTR 191	Approved	8/1/2015
THEA	168	1	THTR 191	Approved	8/1/2015





# Courses and Programs

## UNDERSTANDING THE PROGRAMS AND COURSE DESCRIPTIONS

### Availability of Course Offerings

The courses listed in the catalog may not be offered every term or every year. Check the schedule of classes for courses offered in the current term.

### Course Numbering

Courses numbered 90 through 399 are Associate Degree applicable (except for Math-92). Courses numbered 100 through 299 are California State University transferable. UC transferable courses are indicated in the course descriptions.

### Prerequisites/Corequisites

When a course description lists a prerequisite, it means that the prerequisite must be successfully completed before the student may enroll in that course. If the course lists a corequisite, students must have successfully completed the course in a prior term or be enrolled in the corequisite course in the same term.

### Recommended Preparation

Students are advised to complete the recommended course or courses before enrolling in the selected course. Recommendations increase the student's ability to succeed.

### CSU-transferable (CSU)

Courses identified with the CSU code at the end of the description are transferable to campuses of the CSU system. However, they may only be transferable as an elective. Students should seek the advice of a counselor for complete information about the transferability of courses toward meeting general education or major requirements. Lists of CSU transferable courses are available at [www.assist.org](http://www.assist.org).

### UC-transferable (UC)

NVC offers many courses that are transferable to all UC campuses. A course must be on the Transfer Course Agreement (TCA) at the time it is taken to be transferable to UC. Courses identified with a UC code at the end of the description are transferable. Lists of UC-transferable courses are available at [www.assist.org](http://www.assist.org).

### Program Length

Program Length is the time required to complete a degree program at Napa Valley College. The average time needed to complete an Associate degree is 24 months. Estimates are based on a student taking a full course load.

### Total Units for the Major

The total units for the major under each program lists the total units for the required core courses and restricted elective courses. Students must still complete general education requirements to obtain an associate's degree. Please consult a counselor for more information about specific requirements.

---

## INSTRUCTIONAL DIVISIONS

### Arts and Humanities (707) 256-7463

Mechele Manno, Interim Dean

#### Departments/Program Areas

Art History (ARTH)  
Digital Art (DART)  
Film (FILM)  
Humanities (HUMA)  
Music (MUSI)  
Philosophy (PHIL)  
Photography (PHOT)  
Studio Arts (ARTS)  
Theater Arts (THEA)

### Career Education and Workforce Development (707) 256-7256

Dianna Chiabotti, Dean

#### Departments/Program Areas

Accounting (ACCT)  
Business and Entrepreneurship (BUSI)  
Child and Family Studies and Education (CFS) (EDUC)  
Computer Studies (COMS) (CISA)  
Digital Design Graphics Technology (DDGT)  
Hospitality, Culinary, and  
Tourism Management (HOSP) (CUL)  
Lesbian, Gay, Bisexual & Transgender Studies (LGBT)  
Machine Tool Technology (MACH)  
Viticulture & Winery Technology (VWT)  
Welding Technology (WELD)  
Work Experience (WOEX)

### Counseling (707) 256-7355

Howard Willis, Dean

#### Departments/Program Areas

Counseling (COUN)  
Human Services (HSRV)  
Articulation  
Career Center  
Transfer Center  
SSS TRIO Program  
Student Success and Support Program (SSSP)

### Criminal Justice Training Center (707) 256-7700

Robert Harris, Dean

Damien Sandoval, Director

#### Departments/Program Areas

Criminal Justice Training (CJT)

### Community Education (707) 967-2900

Lissa Gibbs, Interim Director

#### Departments/Program Areas

Community Education  
Cooking School  
Noncredit  
Trips and Tours

### Health Occupations (707) 256-7600

Robert Harris, Dean

#### Departments/Program Areas

Emergency Med. Tech. (EMT)  
Health Occupations (HEOC)  
Nursing (NURS)  
Psychiatric Tech. (PTEC)  
Respiratory Care (RESP)

### Language Arts and Developmental Studies (707) 256-7726

Maria Villagomez, Dean

Karen Larsen, Division Chair

#### Departments/Program Areas

American Sign Language (ASL)  
English (ENGL)  
English as Sec. Lang. (ESL)  
French (FREN)  
Italian (ITAL)  
Japanese (JAPN)  
Learning Skills (LRNS)  
Library Research (LIBR)  
Spanish (SPAN)  
Speech Communication (SPCOM)

### Physical Education, Athletics, Health and Dance (707) 256-7650

Robert Harris, Dean

Jerry Dunlap, Associate Dean

#### Departments/Program Areas

Dance (DANS)  
Health (HELH)  
Physical Education (PHYE)

### Science, Mathematics and Engineering (707) 256-7727

Dr. Robert Van Der Velde, Dean

Dr. Steven Fawl, Division Chair

#### Departments/Program Areas

Astronomy (ASTR)  
Biology (BIOL)  
Chemistry (CHEM)  
Earth Science (EART)  
Engineering (ENGI)  
Environmental Science (ENVS)  
Geography (GEOG)  
Geology (GEOL)  
Mathematics (MATH)  
Physics (PHYS)

### Social Sciences (707) 256-7727

Dr. Robert Van Der Velde, Dean

Dr. James McGowan, Division Chair

#### Departments/Program Areas

Administration of Justice (ADMJ)  
Anthropology (ANTH)  
Economics (ECON)  
History (HIST)  
Political Science (POLI)  
Psychology (PSYC)  
Sociology (SOC)

## Courses and Programs

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

**An Associate Degree consists of both program and general education requirements. Students are highly encouraged to consult a counselor to determine appropriate General Education pattern and graduation requirements.**

Listed below are programs of study offered by Napa Valley College and requirements for specific certificates and degrees. Students are encouraged to meet with an academic counselor for individual education planning.

Only certificated of achievement will be noted on a student's transcript. Skills and local certificates are not transcriptable.

Any request for a course substitution or waiver may be discussed with a counselor and must be submitted for approval to the Admissions and Records Office.

**NOTE: For students wanting to transfer to a university, see the "Transferability of Courses" section in this catalog and schedule an appointment with a counselor. Students may also reference [www.assist.org](http://www.assist.org). Degrees and certificate programs are listed below by subject.**

Subject	A.A	A.S	AS-T	AA-T	Certificate of Achievement	Local/Skills Certificate	Page
Accounting		*			*		72
Administration Of Justice		*	*		*		73
American Sign Language							76
Anthropology				*			76
Art History	*			*			78
Arts	*			*			80
Astronomy							85
Biology		*					85
Business & Entrepreneurship		*	*		*	*	87
Chemistry							94
Child and Family Studies		*	*		*	*	95
Communication Studies				*			101
Computer Information Systems Application							102
Computer Studies		*			*	*	103
Counseling		*			*		106
Criminal Justice Training					*		111
Culinary (Credit)						*	113
Dance	*						114
Digital Art and Design	*						117
Digital Design Graphics Technology		*			*		119
Earth Science							121
Economics							121
Education				*			121
Emergency Medical Services		*			*		122
Engineering							124
English				*			125



## Courses and Programs

Subject	A.A	A.S	AS-T	AA-T	Certificate of Achievement	Local/Skills Certificate	Page
English as a Second Language							128
Environmental Science							129
Film Studies							130
French							131
Geography							131
Geology							131
Health							132
Health Occupations							132
History				*			133
Hospitality		*			*		135
Humanities	*						137
Italian							140
Japanese							140
Learning Skills							140
LGBT Studies					*		141
Library Research							141
Machine Tool Technology		*			*		142
Mathematics			*				143
Music	*			*			146
Nursing		*			*		155
Philosophy	*						160
Photography		*			*		162
Physical Education & Athletics				*			165
Physics			*				171
Political Science				*			173
Psychology	*			*			174
Psychiatric Technician		*			*		176
Respiratory Care		*					178
Sociology				*			181
Spanish	*			*			183
Technical Studies							186
Theater Arts	*			*			187
Viticulture and Winery Technology		*			*		191
Welding Technology		*			*	*	196
Work Experience							199

Please see specific pages for details on degree and program requirements, as well as course offerings.

## ACCOUNTING (ACCT)

### Business-Concentration in Accounting: AS Degree

The Associate of Science Degree in Business is a four-semester course of study designed to prepare students for a career in the business world. Students may earn the more generalized Associate of Science Degree in Business Administration or Business-Accounting. Each degree must total at least 60 units. Each degree has General Education requirements, a Business core, and a specialization component.

#### Program Learning Outcomes

- Outcome 1: Apply knowledge of generally accepted accounting principles.
- Outcome 2: Apply current computer applications in accounting.

Required Courses	Units
ACCT 120 Introduction to Accounting	3
ACCT 122 Federal Income Tax for Individuals	3
ACCT 125 Financial Accounting	5
ACCT 126 Managerial Accounting	5
ACCT 127 Computer Accounting	3
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
BUSI 242 Fundamentals of Corporate Finance	3
COMS 110 Introduction to Computers	3
COMS 165 Microsoft Excel	3
ECON 100 Principles of Macroeconomics	3
ECON 101 Principles of Microeconomics	3
HELH 106 Personal & Community Health	3
SPCOM 126 Intercultural Communication	3
TECH 107 Technical Mathematics II	3
<b>Total units for the major</b>	<b>52</b>
<b>Total units</b>	<b>60</b>

#### Options

1. A.S. Degree: All courses as listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
2. Transfer to a baccalaureate degree granting institution: Consult the Napa Valley College Catalog, the catalog of the college or university of your choice, and a Napa Valley College counselor for specific requirements.

### Bookkeeping: Certificate of Achievement

Candidates must complete each of the following courses with a grade of "C" or above:

Required Courses	Units
ACCT 120 Introduction to Accounting	3
ACCT 125 Financial Accounting	5
ACCT 126 Managerial Accounting	5
ACCT 127 Computer Accounting	3
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
<b>or</b>	
ENGL 120 Reading and Composition 1	4
COMS 165 Microsoft Excel	3
COMS 110 Introduction to Computers	3
<b>Total units for the major</b>	<b>31-32</b>
<b>Total units</b>	<b>60</b>

### Course Descriptions

**ACCT 120 Introduction to Accounting** **3 UNITS**  
54 hours lecture; 54 hours total

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

**CSU**

**ACCT 122 Federal Income Tax for Individuals** **3 UNITS**  
54 hours lecture; 54 hours total

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

**CSU**

**ACCT 125 Financial Accounting** **5 UNITS**  
90 hours lecture; 90 hours total

*Recommended Preparation: ACCT 120 with a minimum grade of C.*

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

**CSU, UC**

**ACCT 126** **5 UNITS**  
**Managerial Accounting**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of ACCT 125 with a minimum grade of C.*  
 This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.  
**CSU, UC**

**ACCT 127** **3 UNITS**  
**Computer Accounting**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ACCT 120 or ACCT 125 with a minimum grade of C.*  
 This course provides an introduction to the principles and procedures for using financial accounting software, such as Quickbooks, to set up a company and process normal, ongoing transactions in a small to medium business.  
**CSU**

## ADMINISTRATION OF JUSTICE (ADMJ)

**Administration of Justice: AS Degree**  
 The Associate of Science Degree in Administration of Justice is a four-semester course of study. Students are required to complete 60 units to include: General Education, Administration of Justice core courses and Electives. Courses are available in a face-to-face and online format.

### Program Learning Outcomes

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

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

Electives (Choose 3 units)	Units
ADMJ 124 Introduction to Investigation	3
ADMJ 130 Introduction to Juvenile Procedures	3
<b>Total units for the major</b>	<b>21</b>
<b>Total units</b>	<b>60</b>

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

## Administration of Justice: AS-T Degree

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

### Program Learning Outcomes

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

List A: (6 units)	Units
ADMJ 120 Introduction to the Criminal Justice System	3
ADMJ 121 Introduction to Criminal Law	3

**List B: (6 units)**  
*Choose any two of the following courses. Courses chosen to satisfy this requirement cannot be used to also satisfy List C.*

ADMJ 122 Introduction to Criminal Procedures	3
ADMJ 123 Introduction to Community Policing	3
ADMJ 124 Introduction to Investigation	3
ADMJ 125 Introduction to Evidence	3
ADMJ 130 Introduction to Juvenile Procedures	3

**List C: (6 units)**  
*Choose any two of the following courses. Courses chosen to satisfy this requirement cannot be used to also satisfy List B.*

ADMJ 122 Introduction to Criminal Procedures	3
ADMJ 123 Introduction to Community Policing	3
ADMJ 124 Introduction to Investigation	3
ADMJ 125 Introduction to Evidence	3
ADMJ 130 Introduction to Juvenile Procedures	3
ADMJ 190 Administration of Justice Internship 1	3

ADMJ 191 Administration of Justice Internship 2	3
MATH 232 Statistics	4
PSYC 120 General Psychology	3
SOCI 120 Introduction to Sociology	3
<b>Total units for the major</b>	<b>18-19</b>
<b>Total units</b>	<b>60</b>

**Law Enforcement-Administration of Justice: Certificate of Achievement**

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

**Program Learning Outcomes**

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

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

**Course Descriptions**

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

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

**CSU, UC**

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

*Prerequisite: Completion of ADMJ 120 with a minimum grade of C.*

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

**CSU, UC**

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

This course examines the roles and responsibilities of each component of the criminal justice system when interacting with violators of the law. The students in this course will become familiar with the procedural rights of an accused from the time of an accusation until the completion of the sentence.

**CSU**

**ADMJ 123 Introduction to Community Policing** **3 UNITS**  
54 hours lecture; 54 hours total

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with the emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in culture, religion, and law. The importance of language, communication

skills, the sharing of decision-making authority and responsibility for the outcomes, and the understanding of the operations prejudice and discrimination will be stressed.  
**CSU, UC**

**ADMJ 124** **3 UNITS**  
**Introduction to Investigation**  
 54 hours lecture; 54 hours total

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

**ADMJ 125** **3 UNITS**  
**Introduction to Evidence**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C.*  
 The origin, development, philosophy and constitutional basis of legal evidence; constitutional and procedural considerations affecting arrest and search and seizure; kinds and degrees of evidence, rules, and case studies. This course covers categories of evidence as well as legal rules governing its admission or exclusion in the criminal process.  
**CSU**

**ADMJ 130** **3 UNITS**  
**Introduction to Juvenile Procedures**  
 54 hours lecture; 54 hours total

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

**ADMJ 190** **3 UNITS**  
**Administration of Justice Internship 1**  
 18 hours lecture, 120-150 hours lab; 138-168 hours total

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

**ADMJ 191** **3 UNITS**  
**Administration of Justice Internship 2**  
 18 hours lecture, 120-150 hours lab; 138-168 hours total

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

**ADMJ 199** **1-3 UNITS**  
**Independent Study in Administration of Justice**  
 54-162 hours lab; 54-162 hours total

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

**ADMJ 290** **3 UNITS**  
**Administration of Justice Internship 3**  
 18 hours lecture, 120-150 hours lab; 138-168 hours total

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, private security, and any agency or entity that provides an opportunity for the student to work with the public. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made and provide the students life experience opportunities which may benefit them as public service employees in the future.  
**CSU**

**ADMJ 291** **3 UNITS**  
**Administration of Justice Internship 4**  
 18 hours lecture, 120-150 hours lab; 138-168 hours total

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, private security, and any agency or entity that provides an opportunity for the student to work with the public. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made and provide the students life experience opportunities which may benefit them as public service employees in the future.  
**CSU**

## AMERICAN SIGN LANGUAGE (ASL)

### Course Descriptions

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

**First Semester American Sign Language**  
90 hours lecture; 90 hours total

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

**CSU, UC**

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

**Second Semester American Sign Language**  
90 hours lecture; 90 hours total

*Prerequisite: Completion of ASL 120 with a minimum grade of C.*

This course continues the study of American Sign Language through expressive and receptive signing, translation, composition, and grammatical analysis and application. Expressive and receptive conversational skills balanced with writing skills are also taught. The study of culture and history of the deaf is continued.

**CSU, UC**

## ANTHROPOLOGY (ANTH)

### Anthropology: AA-T Degree

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

#### Program Learning Outcomes

Outcome 1: Understand the major theories, methods, and implications of anthropological research.

Outcome 2: Apply anthropological perspectives to every day life.

#### Required Courses (9 units)

	<b>Units</b>
ANTH 120 Biological Anthropology	3
ANTH 121 Introduction to Cultural Anthropology	3
ANTH 130 Introduction to Archaeology	3

#### List A:

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

ANTH 200 Introduction to Linguistic Anthropology	3
MATH 232 Statistics	4

#### List B:

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

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

#### List C:

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

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

<b>Total units for the major</b>	<b>19-22</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

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

**Biological Anthropology**  
54 hours lecture; 54 hours total

*Corequisite: Concurrent enrollment in ANTH 120L is required.*

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

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

**CSU, UC**

**ANTH 120L** **1 UNIT**

**Biological Anthropology Laboratory**  
54 hours lab; 54 hours total

*Corequisite: Concurrent enrollment in ANTH 120 is required.*

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

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

**CSU, UC**

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

**Introduction to Cultural Anthropology**  
54 hours lecture; 54 hours total

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

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

**CSU, UC**

**ANTH 122** **3 UNITS**

**Magic, Witchcraft, and Religion**  
54 hours lecture; 54 hours total

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

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

**CSU, UC**

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

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

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

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

**CSU, UC**

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

**Mesoamerican Archaeology**  
54 hours lecture; 54 hours total

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

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

**CSU, UC**

**ANTH 145** **3 UNITS**

**Medical Anthropology**  
54 hours lecture; 54 hours total

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

The course will explore human evolution, globalization and the environment as factors for health disparities and the geographic distribution of disease. Emphasis is placed on the cross-cultural, comparative analysis of how people cope with illness through a range of medical systems, with particular attention to the unique experiences of women and ethnic groups within the United States.

**CSU**

**ANTH 150** **3 UNITS**

**The Anthropology of Sex, Gender, and Sexuality**  
54 hours lecture; 54 hours total

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

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

**CSU, UC**

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

**3 UNITS**

*Cross-listed with CFS-180*  
 54 hours lecture; 54 hours total

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

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

**CSU, UC**

**ANTH 199**  
**Independent Study in Anthropology**

**1-3 UNITS**

54-162 hours lab; 54-162 hours total

*Prerequisite: Any previous Anthropology course.*

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

**CSU**

**ANTH 200**  
**Introduction to Linguistic Anthropology**

**3 UNITS**

54 hours lecture; 54 hours total

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

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

**CSU, UC**

## ART HISTORY (ARTH)

### Art History: AA Degree

This degree provides students a strong foundation in European and non-European visual culture, from pre-history to the contemporary period. Upon successful completion students will be able to pursue a baccalaureate degree at a public or private university. Advanced degrees in Art History prepare students for jobs in museums, galleries, auction houses, or teaching and research at colleges and universities. To fulfill the requirements for this degree, students will complete the required and elective courses as outlined below and work with a counselor to determine the appropriate pattern of general education courses.

#### Program Learning Outcomes

- Outcome 1: Recognize works of art and architecture from diverse historic periods and geographic areas.
- Outcome 2: Employ both observational skills and deductive reasoning to understand art and architecture as forms operating within a specific historical, political, philosophical, or religious context.
- Outcome 3: Through written and oral communication, discern the ways in which specific works of art and architecture relate to one another (comparison/contrast) and to other forms of visual culture.

#### Required Courses (9 units)

	<b>Units</b>
ARTH 105 History of Western Art: Prehistoric through Medieval	3
ARTH 106 History of Western Art: Renaissance to Contemporary	3
ARTH 130 History of Asian Art	3

#### Restricted Electives (9 units)

ARTH 110 History of Graphic Design	3
ARTH 118 Survey of Modern Art	3
ARTH 135 Arts of Africa, Oceania and Native North America	3
ARTH 180 History of Photography	3
HIST 122 World History 1	3
HIST 123 World History 2	3
ARTS 101 2D Foundations	3

<b>Total units for the major</b>	<b>18</b>
<b>Total units</b>	<b>60</b>



## Art History: AA-T Degree

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

### Program Learning Outcomes

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

### Required Courses (9 units)

	Units
ARTH 105 History of Western Art: Prehistoric through Medieval	3
ARTH 106 History of Western Art: Renaissance to Contemporary	3
ARTS 110 Fundamentals of Drawing	3

### List A (3 units): Select one

ARTH 130 History of Asian Art	3
ARTH 135 Arts of Africa, Oceania, and Native North America	3

### List B (3 units): Select one

Any studio arts courses that transfers as CSU GE. or	
ARTS 101 2D Foundations	3
ARTS 102 3D Foundations	3
ARTS 111 Figure Drawing	3

ARTS 140 Beginning Ceramics: Hand-Building	3
ARTS 150 Sculpture	3
DART 120 Intro to Digital Art & Graphic Design	3
PHOT 121 Basic Darkroom Photography	3

### List C (3-5 units): Select one

ARTH 114 Renaissance and Baroque Art	3
ARTH 120 History of American Art	3
ARTH 180 History of Photography	3
ARTH 110 History of Graphic Design	3
<b>or</b>	
Any course from List A or B not already used	
<b>or</b>	
Any Art or Humanities course articulated as CSU GE Area C1	
<b>or</b>	
Any course articulated as CSU GE Area C2 in : a language other than English (except ASL); Art; History; Humanities; Philosophy; Religion/Religious Studies; or the History of Costume	
<b>or</b>	
Any course articulated as CSU Ge Area D1, D3, D4, or D6	

<b>Total units for the major</b>	<b>18-20</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

**ARTH 105** **3 UNITS**  
**History of Western Art: Prehistoric through Medieval Art**  
 54 hours lecture; 54 hours total

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

Survey of important monuments and objects from the prehistoric, ancient and medieval periods. The course explores the relationship of different visual forms to each other and to the historical context in which they were made. Required for all Art History majors.

**CSU, UC**

**ARTH 106** **3 UNITS**  
**History of Western Art: Renaissance to Contemporary**  
 54 hours lecture; 54 hours total

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

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

**CSU, UC**

**ARTH 110** **3 UNITS**  
**History of Graphic Design**  
 54 hours lecture; 54 hours total

From the print revolution to the digital world, this course will study the intersection of information and art, examining how western society has communicated through posters, books, and other forms of design.

**CSU, UC**

**ARTH 118** **3 UNITS**  
**Survey of Modern Art**  
 54 hours lecture; 54 hours total  
 This course covers the major historical and formal developments of Modernism in art, architecture and design from the mid-nineteenth century to the present.  
**CSU, UC**

**ARTH 130** **3 UNITS**  
**History of Asian Art**  
 54 hours lecture; 54 hours total  
 This is a survey course of the painting, sculpture, decorative arts and architecture of Asia. Emphasized will be the connection of visual art to specific historic and cultural contexts.  
**CSU, UC**

**ARTH 135** **3 UNITS**  
**Arts of Africa, Oceania and Native North America**  
 54 hours lecture; 54 hours total  
 This is an introduction to the visual culture of Africa, Oceania, and native North America, from prehistoric to contemporary periods. Emphasis will be on the interrelationship of objects and architecture with specific spiritual, cultural, and political contexts.  
**CSU, UC**

**ARTH 180** **3 UNITS**  
**History of Photography**  
*Cross-listed with PHOT 180*  
 54 hours lecture; 54 hours total  
 This course traces the history of still photography from the earliest investigations of the camera obscura to 21st Century electronic imaging. Emphasis will be on photography as social force and artistic practice. Required for photography majors.  
**CSU, UC**

## ARTS (ARTS)

### Studio Arts: AA Degrees

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

#### Program Learning Outcomes

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

### Studio Arts-Ceramics Emphasis: AA Degree

<b>Required Courses (15 units)</b>	<b>Units</b>
ARTH 105 History of Western Art: Prehistoric through Medieval	3
ARTH 106 History of Western Art: Renaissance to Contemporary	3
ARTS 102 3D Foundations	3
ARTS 110 Fundamentals of Drawing	3
ARTS 140 Beginning Ceramics: Hand-Building	3

#### Restricted Electives (9 units)

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

##### Ceramic Tech and Material:

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

##### Sculpture

	<b>Units</b>
ARTS 145 Clay Sculpture	3
ARTS 150 Sculpture	3

**Advanced Studio Courses**

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

**Drawing**

ARTS 111 Figure Drawing	3
ARTS 112 Creative Drawing	3

**Art History**

ARTH 130 History of Asian Art	3
-------------------------------	---

**Total units for the major** **24**

**Total units** **60**

**Studio Arts- Painting and Drawing Emphasis: AA Degree**

**Required Courses (15 units) Units**

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

**Restricted Electives (9 units)**

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

**Drawing**

ARTS 112 Creative Drawing	3
ARTS 111 Figure Drawing 1	3

**Printmaking**

ARTS 130 Printmaking	3
----------------------	---

**Sculpture**

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

**Advanced Studio Courses**

ARTS 220 Intermediate Painting	3
ARTS 260 Studio Workshop	3

**Art History**

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

**Total units for the major** **24**

**Total units** **60**

**Studio Arts: AA-T Degree**

This degree option provides a comprehensive foundation in the studio arts in preparation for transfer to a baccalaureate program in painting, drawings, ceramics, printmaking, sculpture, photography, or other studio arts area in the California State University system. To fulfill the requirements for this degree, students will complete required and elective lower division major preparation courses listed below and the appropriate general education pattern (CSU GE or IGETC). Additional NVC graduation requirements do not apply to this degree. Students must pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA.

Students pursuing this degree option must work with a counselor and faculty advisor to ensure appropriate elective course selections for their intended area of emphasis, e.g. Painting, Ceramics, Printmaking, etc.

Total Units: 60

Total Units in Area of Emphasis: 24 units with 6 units double counting for CSU GE Area C-1.

**Program Learning Outcomes**

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

**Required Courses**

**Units**

*Complete the following courses to total 12 units:*

ARTS 101 2D Foundations	3
ARTS 102 3D Foundations	3
ARTS 110 Fundamentals of Drawing	3
ARTH 106 History of Western Art: Renaissance to Contemporary	3

**Art History Restricted Electives**

*Select one of the following courses to total 3 units:*

ARTH 105 History of Western Art: Prehistoric through Medieval	3*
ARTH 130 History of Asian Art	3*
ARTH 135 Arts of Africa, Oceania, and Native North America	3*

**Studio Arts Restricted Electives**

Select 3 courses from 3 the following course groups:

**Ceramics**

- ARTS 140 Intro Ceramics: Handbuilding 3
- ARTS 141: Intro Ceramics: Throwing 3

**Painting**

- ARTS 120: Intro to Painting 3

**Drawing**

- ARTS 111: Figure Drawing 3
- ARTS 112: Creative Drawing 3

**Printmaking**

- ARTS 130: Intro Printmaking 3

**Sculpture**

- ARTS 150: Sculpture 3
- ARTS 145: Clay Sculpture 3

**Digital Art**

- DART 120: Intro to Dig. Art & Graphic Design 3

**Photography**

- PHOT 121: Intro to Darkroom Photography 3
- PHOT 150: Intro to Digital Photography 3

**Color**

- ARTS 105: Color Theory 3

**Total units for the major 24**

**Total units 60**

*\*Courses marked with an asterisk count towards CSU GE Area C-1 requirements.*

**Course Descriptions**

**ARTS 100 3 UNITS**

**Foundations of Studio Arts**

54 hours lecture; 54 hours total

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

**CSU, UC**

**ARTS 101 3 UNITS**

**2D Foundations**

108 hours integrated lab; 108 hours total

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

**CSU, UC**

**ARTS 102 3 UNITS**

**3D Foundations**

108 hours integrated lab; 108 hours total

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

**CSU, UC**

**ARTS 105 3 UNITS**

**Color Theory**

108 hours integrated lab; 108 hours total

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

**CSU, UC**

**ARTS 110 3 UNITS**

**Fundamentals of Drawing**

108 hours integrated lab; 108 hours total

This course focuses on the development of observational skills and drawing techniques, employing a wide range of drawing media and subject matter. Students in this course will develop both technical abilities and creative responses to material and subject matter. No prior experience with drawing is required or expected.

**CSU, UC**

**ARTS 111 3 UNITS**

**Figure Drawing**

108 hours integrated lab; 108 hours total

*Recommended Preparation: ARTS 110 with a minimum grade of C.*

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

**CSU, UC**

**ARTS 112 3 UNITS**

**Creative Drawing**

108 hours integrated lab; 108 hours total

*Recommended Preparation: ARTS 110 with a minimum grade of C.*

This studio course focuses on creative and technical problems related to intermediate level drawings, focusing on more complex and varied subject matter, media and concepts. Students in this course will build on the fundamental drawing skills to develop personalized approaches to content and materials in exercises covering color media, abstraction, and expressive/interpretive drawing.

**CSU, UC**

**ARTS 120** **3 UNITS**  
**Fundamentals of Painting**  
 108 hours integrated lab; 108 hours total  
*Recommended Preparation: ARTS 101 with a minimum grade of C.*  
 This introductory studio course focuses on the basic techniques and materials of painting, employing a wide range of painting media and subject matter. Topics include basic color theory, materials, development of both representational and abstract approaches, and strategies for intuitive, individual response to subject matter and materials in directed assignments. Designed for students with no prior experience with painting.  
**CSU, UC**

**ARTS 130** **3 UNITS**  
**Printmaking**  
 108 hours integrated lab; 108 hours total  
*Recommended Preparation: ARTS 110 with a minimum grade of C.*  
 This course introduces students to the basic materials, equipment and processes of relief, monotype and intaglio printmaking. Topics include woodcut, linoleum cut, collograph, drypoint and basic etching.  
**CSU, UC**

**ARTS 140** **3 UNITS**  
**Beginning Ceramics: Hand-Building**  
 108 hours integrated lab; 108 hours total  
 The basic processes and technologies of ceramics and appreciation of clay as a form of artistic expression will be explored. An introduction to a variety of hand-building methods and hands-on use of these processes to create various hand-built pieces. Includes an introduction to the appreciation of historic ceramic objects. Lectures on clay, glazes, kilns and firing. Appropriate for all art majors and minors as well as general interest students.  
**CSU, UC**

**ARTS 141** **3 UNITS**  
**Beginning Ceramics: Throwing**  
 108 hours integrated lab; 108 hours total  
 The basic processes and technologies of ceramics and appreciation of clay as a form of artistic expression will be explored. Introduction to a variety of throwing methods and hands-on use of these processes to create various thrown pieces. Includes an introduction to the appreciation of historic ceramic objects. Lectures on clay, glazes, kilns and firing. Appropriate for all art majors and minors as well as general interest students.  
**CSU, UC**

**ARTS 145** **3 UNITS**  
**Clay Sculpture**  
 108 hours integrated lab; 108 hours total  
 The use of clay as a means of artistic expression. Emphasis on exploring images and ideas that can be expressed in clay and techniques to execute them.  
**CSU, UC**

**ARTS 150** **3 UNITS**  
**Sculpture**  
 108 hours integrated lab; 108 hours total  
 Introduces materials, techniques, form, and content of sculpture through the creation and critique of simple sculptural works in selected materials.  
**CSU, UC**

**ARTS 199** **1-3 UNITS**  
**Independent Study in Art**  
 54-162 hours lab; 54-162 hours total  
*Limitation on enrollment: Approval of the project contract by the Art faculty member who will administer the project.*  
 Allows students to explore in depth an area of art theory, history or performance under the guidance of an instructor. History projects culminate in a paper; performance projects end in a final art work or body of work evaluated by an instructor.  
**CSU**

**ARTS 210** **3 UNITS**  
**Intermediate Figure Drawing**  
 108 hours integrated lab; 108 hours total  
*Recommended Preparation: ARTS 111 with a minimum grade of C.*  
 This studio course is a continuation of the pictorial problems and material techniques of figure drawing introduced in ARTS 111, focusing on more complex subject matter, formats, and techniques. Students in this course will develop individualized approaches to figure drawing utilizing both black-and-white and color drawing media.  
**CSU**

**ARTS 220** **3 UNITS**  
**Intermediate Painting**  
 108 hours integrated lab; 108 hours total  
*Recommended Preparation: ARTS 120 with a minimum grade of C.*  
 This studio course is a continuation of the pictorial problems and material techniques of painting introduced in ARTS 120, focusing on more complex and varied subject matter, media, and concepts.  
**CSU, UC**

**ARTS 240** **3 UNITS**  
**Intermediate Ceramics: Hand-Building**  
 108 hours integrated lab; 108 hours total  
*Prerequisite: Completion of ARTS 140 with a minimum grade of C.*  
 Develops an understanding of clay as a form of artistic expression through exploration of form, materials, content and function. Using a variety of hand-building techniques students will problem solve a number of assignments. Students will use a variety of surface treatments and have hands-on experience with kilns, studio equipment and glazes. Includes study of contemporary and historic ceramics.  
**CSU, UC**

**ARTS 241 3 UNITS**

**Intermediate Ceramics: Throwing**  
108 hours integrated lab; 108 hours total

*Recommended Preparation: ARTS 141 with a minimum grade of C.*

Develops an understanding of clay as a form of artistic expression through an exploration of form, materials, content and function. Using a variety of wheel-throwing techniques students will problem solve a number of assignments. Students will use a variety of surface treatments and have hands-on experience with kilns, studio equipment and glazes. Includes an intermediate study of contemporary and historic ceramics.

**CSU, UC**

**ARTS 244 3 UNITS**

**Kiln Design**  
108 hours integrated lab; 108 hours total

*Recommended Preparation: ARTS 141 with a minimum grade of C.*

A course for the student who wishes to gain knowledge and experience in the principles, design, and construction of kilns. Historic and contemporary kiln styles, firing methods and theories will be explored. Instruction on loading and firing the wide variety of existing studio kilns is included.

**CSU**

**ARTS 245 1 UNIT**

**Salt-Fired Ceramics**  
36 hours integrated lab; 36 hours total

*Recommended Preparation: ARTS 141 with a minimum grade of C.*

This course involves an introduction to and continued investigation of the salt-firing process. Includes the study of clay and glaze varieties appropriate for the salt kiln. Students will design and produce ceramic forms specifically for the salt kiln. The form, function, surface, and content of historic, contemporary and student works will be analyzed and studied.

**CSU, UC**

**ARTS 246 1 UNIT**

**Raku-Fired Ceramics**  
36 hours integrated lab; 36 hours total

This course involves an introduction to and continued investigation of the Raku-firing process. Includes the study of clay and glaze varieties appropriate for Raku. Students will design and produce ceramic forms specifically for the Raku process. The form, function, surface, and content of historic, contemporary and student works will be analyzed and studied.

**CSU, UC**

**ARTS 247 3 UNITS**

**Low-Fired Ceramics**  
36 hours lecture, 72 hours lab; 108 hours total

Introduces students to various aspects of working with clay at lower temperatures, including worldwide historical developments, earthenware clay bodies and slips. Methods and types of finishing and glazing include pit firing, electric firing, and experimental firing will be explored. Creation of earthenware works with low-

temperature surface treatments fired in kilns appropriate for home studios will be the main focus of this course. Ideal for the aspiring home studio potter or ceramic artist.

**CSU, UC**

**ARTS 248 3 UNITS**

**Introduction to Glazes**  
36 hours lecture, 72 hours lab; 108 hours total

Designed for the student who wishes to understand how glazes are developed, prepared and used. Included are the history of ceramic glazes, methods of developing and applying glazes, materials used in glazes, and practical experience in glaze testing and evaluation.

**CSU, UC**

**ARTS 249 3 UNITS**

**Ceramic Surfaces: Wood Kiln - Salt Kiln**  
36 hours lecture, 72 hours lab; 108 hours total

*Recommended Preparation: ARTS 141 with a minimum grade of C.*

This course covers the historic and contemporary art of atmospheric (wood and salt) fired ceramics. Topics covered in this course will include various clay forming techniques, clay body and glaze formulation for atmospheric firing, an array of firing procedures, firing outcomes, and the aesthetics of historic and contemporary atmospheric firing.

**CSU**

**ARTS 260 3 UNITS**

**Studio Workshop**  
108 hours integrated lab; 108 hours total

*Limitation on enrollment: Portfolio review by Art faculty.*

This course is designed for art students interested in further honing skills learned in drawing, painting, printmaking or mixed media through individually directed work in a supervised studio environment with regular group, individual and written critiques and reviews. Topics include portfolio development, written communication of artistic concepts, and related academic and professional practices.

**CSU**

**ARTS 261 3 UNITS**

**Ceramics Workshop**  
36 hours lecture, 72 hours lab; 108 hours total

*Recommended Preparation: ARTS 240 or ARTS 241 with a minimum grade of C.*

Appropriate for students with intermediate skills in either hand-building or wheel-throwing. This course will emphasize the continued development of technical skills, content, composition and the critical assessment of ceramic works. Contemporary developments in ceramic art will be included through image and demonstration based lectures, workshops and field trips.

**CSU, UC**

## ASTRONOMY (ASTR)

### Course Descriptions

**ASTR 110** **3 UNITS**

**Descriptive Astronomy**

54 hours lecture: 54 hours total

An introductory general education course on the formation, properties, evolution, and fates of celestial objects--from galaxies to planets to black holes.

**CSU, UC**

**ASTR 111** **3 UNITS**

**Practical Astronomy**

54 hours lecture, 9 hours of lab: 63 hours total

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

**CSU, UC**

## BIOLOGY (BIOL)

### Pre-Health Science: AS Degree

The Associate in Science Degree in Pre-health Science emphasizes courses that satisfy preliminary academic requirements of the core curriculum for health care professions. Required coursework for the degree includes integrated lecture and laboratory courses in biology and chemistry that are prerequisites for many health science and health occupations programs. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Learning Outcomes

- Outcome 1: Demonstrate a fundamental understanding of the anatomy and physiology of the major organ systems in humans.
- Outcome 2: Describe chemical and physical processes at the molecular level and how they relate to the macroscopic environment.

<b>Required Introductory Courses (8-9 units):</b>	<b>Units</b>
CHEM 110 Introduction to Chemistry	4
<i>or</i>	
CHEM 120 General Chemistry 1	5
<b>and</b>	
BIOL 105 Human Biology	4
<i>or</i>	
BIOL 120 General Biology	4

#### Required Second-level Courses - Choose two (10 units):

BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5

<b>Total units for the major</b>	<b>18-19</b>
<b>Total units</b>	<b>60</b>

*Pre-nursing and pre-respiratory care students are advised to take all three 200-level biology courses (BIOL 218, 219 and 220) to complete the prerequisites for these programs. Other allied health programs may have different requirements. Students are advised to consult with the particular institutions and programs of interest to determine their specific requirements.*

### Course Descriptions

**BIOL 103** **3 UNITS**

**Introduction to Nutrition**

54 hours lecture; 54 hours total

This is a general introduction to concepts of nutrition and its relation to human health. Course topics include a study of nutrients; their use and effect in the body; psychological, socioeconomic and geographic influences of nutritional practices; and current nutritional concerns. Calorie and nutrient analysis is considered in relation to balanced diets and weight control.

**CSU, UC**

**BIOL 105** **4 UNITS**  
**Human Biology**  
 54 hours lecture, 54 hours lab; 108 hours total  
*Prerequisite or Corequisite: CHEM 110 with a minimum grade of C.*  
*Recommended Preparation: MATH 94 and ENGL 90 with a minimum grade of C.*  
 A survey of human biology focusing on anatomy, physiology, cell development, tissues, organs, and organ systems. The course also covers molecular biology, genetics, human evolution, and diversity. Laboratories include microscopic observations, experiments, and animal dissections. This course is specifically designed for health occupations students as a prerequisite to Human Anatomy and Human Physiology, but is also designed for non-majors.  
**CSU, UC**

**BIOL 110** **4 UNITS**  
**Survey of Biology**  
 54 hours lecture, 54 hours lab; 108 hours total  
 A study of life, including surveys of plant and animal kingdoms, mammalian anatomy and physiology, cytology, genetics, and ecology. Intended for non-biology majors.  
**CSU, UC**

**BIOL 112** **3 UNITS**  
**Introduction to Ecology**  
 54 hours lecture; 54 hours total  
 This course explores basic principles of ecology and environmental biology, including study of major biomes and habitat types, biological diversity, interactions of organisms with the physical environment, plant and animal interactions, nutrient cycling and energy flow in ecosystems, and the interdependence of organisms in biological communities. The role of humans in the environment will also be examined. This is an introductory course for science majors as well as non-majors.  
**CSU, UC**

**BIOL 117** **3 UNITS**  
**Wildlife Biology**  
 54 hours lecture; 54 hours total  
 An introduction to the biology, ecology, and management of terrestrial wildlife, with emphasis on California fauna. Includes one Saturday field trip to a wildlife refuge.  
**CSU, UC**

**BIOL 120** **4 UNITS**  
**General Biology**  
 54 hours lecture, 54 hours lab; 108 hours total  
*Prerequisite: Completion of CHEM 120 with a minimum grade of C.*  
 Study of the basic principles of biology on the molecular and cellular levels with emphasis on macromolecules of life, organelle structure and function, cellular metabolism, cellular reproduction, Mendelian and molecular genetics. Intended primarily for biology majors or students requiring a molecular/cellular interpretation of life.  
**CSU, UC**

**BIOL 199** **1-3 UNITS**  
**Independent Studies in Biology**  
 54-162 hours lab; 54-162 hours total  
*Limitation on enrollment: Submission of a written proposal to be reviewed and approved by two regular biology faculty members.*  
 Study in an area of biology of special interest to the student. May include advanced studies and projects begun in other biology courses or biological studies not normally included in formal course work.

**CSU**

**BIOL 218** **5 UNITS**  
**Human Anatomy**  
 54 hours lecture, 108 hours lab; 162 hours total  
*Prerequisite: Completion of BIOL 105 or BIOL 120 and ENGL 90 and MATH 94 with a minimum grade of C.*  
 An introduction to the principles of the gross and microscopic anatomy of the human body. Dissection of a human cadaver and a cat are supplemented by anatomical models, charts, and microscopic observation of human tissues. Primarily intended for students pursuing an Associates Degree in Nursing (ADN), A.S. Degree in Respiratory Care, or B.A./B.S. Degree in a Health Sciences field.  
**CSU, UC**

**BIOL 219** **5 UNITS**  
**Human Physiology**  
 54 hours lecture, 108 hours lab; 162 hours total  
*Prerequisite: Completion of BIOL 105 or BIOL 120 and CHEM 110 and ENGL 90 with a minimum grade of C.*  
*Recommended Preparation: BIOL 218 with a minimum grade of C.*  
 An introduction to the function of the human body, emphasizing mechanisms of homeostasis and integration at the biochemical, cellular, tissue, organ, and organ system levels. Laboratory exercises include measurement and analysis of physiological data and study of structure-function relationships in body tissues and organs. Primarily intended for students pursuing an Associates Degree in Nursing, A.S. degree in Respiratory Care, or B.A./B.S. degree in a Health Sciences field.  
**CSU, UC**

**BIOL 220** **5 UNITS**  
**General Microbiology**  
 54 hours lecture, 108 hours lab; 162 hours total  
*Prerequisite: Completion of BIOL 120 or 219 with a minimum grade of C.*  
 Morphology, metabolism, molecular genetics and ecology of bacteria, fungi, viruses, helminths and protozoa. Extensive laboratory work includes aseptic techniques, methods of cultivation, identification and enumeration of bacteria, examination of biochemical characteristics and molecular biology techniques using common bacteria. Primarily intended for students pursuing degrees in a health sciences field or majoring in biological sciences.  
**CSU, UC**



**BIOL 240**

**5 UNITS**

**General Zoology**

72 hours lecture, 54 hours lab; 126 hours total

*Prerequisite: Completion of BIOL 120, CHEM 120 and MATH 94 with a minimum grade of C.*

An integrated course in zoology and organismal biology, emphasizing the anatomy, physiology, development, diversity, and evolutionary relationships of animals. Major topics include comparative study of major animal phyla, principles of evolution, genetics of organisms and populations, mechanisms of animal development, and structure-function relationships in animals. Intended for biology majors.

**CSU, UC**

**BIOL 241**

**5 UNITS**

**General Botany**

72 hours lecture, 54 hours lab; 126 hours total

*Prerequisite: Completion of BIOL 120, CHEM 120 and MATH 94 with a minimum grade of C.*

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

**CSU, UC**

## **BUSINESS & ENTREPRENEURSHIP (BUSI)**

### **Business: AS Degrees**

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

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; Business Core, 15-17; Concentration, 12-25; Electives, 0-12.

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

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

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

### **Program Learning Outcomes**

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

### Business-Concentration in Accounting: AS Degree

The Associate of Science Degree in Business is a four-semester course of study designed to prepare students for a career in the business world. Students may earn the more generalized Associate of Science Degree in Business Administration or Business-Accounting. Each degree must total at least 60 units. Each degree has General Education requirements, a Business core, and a specialization component.

#### Program Learning Outcomes

- Outcome 1: Apply knowledge of generally accepted accounting principles.
- Outcome 2: Apply current computer applications in accounting.

Required Courses	Units
ACCT 120 Introduction to Accounting	3
ACCT 122 Federal Income Tax for Individuals	3
ACCT 125 Financial Accounting	5
ACCT 126 Managerial Accounting	5
ACCT 127 Computer Accounting	3
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
BUSI 242 Fundamentals of Corporate Finance	3
COMS 110 Introduction to Computers	3
COMS 165 Microsoft Excel	3
ECON 100 Principles of Macroeconomics	3
ECON 101 Principles of Microeconomics	3
HELH 106 Personal & Community Health	3
SPCOM 126 Intercultural Communication	3
TECH 107 Technical Mathematics II	3

**Total units for the major** **52**  
**Total units** **60**

#### Options

1. A.S. Degree: All courses as listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
2. Transfer to a baccalaureate degree granting institution: Consult the Napa Valley College Catalog, the catalog of the college or university of your choice, and a Napa Valley College counselor for specific requirements.

### Business-Concentration in Business Administration: AS Degree

#### Program Learning Outcomes

- Outcome 1: Interact professionally through oral and written communication.
- Outcome 2: Demonstrate professional and ethical behavior.
- Outcome 3: Apply knowledge of management techniques and business theory.

Required Courses	Units
ACCT 125 Financial Accounting	5
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
BUSI 142 Principles of Management	3
BUSI 251 Marketing	3
BUSI 242 Fundamentals of Corporate Finance	3
<b>or</b>	
BUSI 297 Personal Money Management	3
COMS 167 Intro Excel for Business Professionals	1
COMS 110 Introduction to Computers	3
ECON 100 Principles of Macroeconomics	3
HELH 106 Personal & Community Health	3
MATH 94 Intermediate Algebra	5
Business Electives*	19
<b>Total units for the major</b>	<b>57</b>
<b>Total units</b>	<b>60</b>

#### Options

1. A.S. Degree: All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator. NOTE: Many classes are offered online.
2. This program is not intended to be a transfer degree. Consult the catalog of the college or university of your choice and a NVC counselor for specific requirements.

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

**Business-Concentration in Computer Studies:  
AS Degree**

**Program Learning Outcomes**

- Outcome 1: Demonstrate an understanding of basic computer concepts and ability to utilize a computer, equipment and software.
- Outcome 2: Acquire and apply personal strengths and skills necessary to succeed in the work place.
- Outcome 3: Acquire technical skills to setup, maintain, and trouble shoot a network.
- Outcome 4: Acquire skills to access internet/on-line resources for research and problem solving.
- Outcome 5: Acquire skills to select, install, upgrade, and maintain computer hardware and peripherals.
- Outcome 6: Demonstrate proficiency in the use of software applications to solve business problems.

<b>Required Courses</b>	<b>Units</b>
ACCT 120 Introduction to Accounting	3
<b>or</b>	
ACCT 125 Financial Accounting	5
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
<b>or</b>	
ENGL 120 Reading & Composition 1	4
BUSI 170 Keyboarding	1
BUSI 185 Business English	2
COMS 101 Computer Information Systems	3
COMS 110 Introduction to Computers	3
COMS 120 Introduction to Programming Concepts and Methodologies	3
COMS 121 Advanced Programming Logic	3
COMS 142 Microsoft Windows	3
COMS 160 Microsoft Access	
COMS 165 Microsoft Excel	3
COMS 186 Microsoft Word: Beginning	2
COMS 284 Microsoft Word: Advanced	1.5
ECON 100 Principles of Macroeconomics	3
HELH 106 Personal & Community Health	3
<b>or</b>	
Physical Education Elective	3
MATH 94 Intermediate Algebra	5
SPCOM 124 Career Communication	3
<b>or</b>	
SPCOM 126 Intercultural Communication	3

**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 baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements. At most 4-year schools, Computer Science is a combination of basic science, electronics, and advanced mathematics.

- 3. 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.
- 4. Web Site Development Certificate: CISA 110, 180, 182, 183, 184.

**Business-Concentration in Entrepreneurship:  
AS Degree**

**Program Learning Outcomes**

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

<b>Required Courses</b>	<b>Units</b>
ACCT 125 Financial Accounting	5
ACCT 127 Computer Accounting	
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
BUSI 141 Evaluating New Business Opportunities	3
BUSI 143 Entrepreneurial Business Plan	3
BUSI 144 Introduction to Entrepreneurship	3
BUSI 146 Customer Service & Attitude in the Workplace	1
BUSI 147 Leading & Managing Organizational Change	1
BUSI 170 Keyboarding	1
BUSI 251 Marketing	3
COMS 110 Introduction to Computers	3
COMS 167 Intro Excel for Business Professionals	1
COUN 101 College Discovery*	1
ECON 100 Principles of Macroeconomics	3
MATH 94 Intermediate Algebra	5
SPCOM 130 Small Group Communication	3

*Options*

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

*\*or COUN 110 Career/Life Planning*

### Business Administration AS-T Degree

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

#### Program Learning Outcomes

Outcome 1: Explain how the primary functions of business (marketing, management, business law, accounting and finance) interact to achieve organizational goals.

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

#### Required (List A: Select One)

MATH 232 Statistics	4
MATH 115 Applied Calculus	5

#### Required (List B: Select One)

COMS 101 Computer Information Systems	3
COMS 110 Introduction to Computers	3

<b>Total units for the major</b>	<b>29-30</b>
<b>Total units</b>	<b>60</b>

### Advanced Microsoft Office Skills: Certificate of Achievement

This certificate prepares students for using a broad range of advanced office skills and applications that promote success in a variety of career choices.

#### Program Learning Outcomes

Outcome 1: Demonstrate proficiency in Microsoft Word, Powerpoint, Windows applications, Microsoft Excel, and Microsoft Outlook.

Required Courses	Units
BUSI 170 Keyboarding	1
COMS 101 Computer Information Systems	3
COMS 142 Microsoft Windows	3
COMS 150 Microsoft Outlook	1.5
COMS 165 Microsoft Excel	3
COMS 186 Microsoft Word	2
COMS 284 Advanced Microsoft Word	2
COMS 288 Microsoft PowerPoint	1
<b>Total units</b>	<b>16.5</b>

### Bookkeeping: Certificate of Achievement

Successful completion of the Bookkeeping Certificate program will provide the skills necessary for an entry-level accounting clerk or bookkeeping job.

#### Program Learning Outcomes

Outcome 1: Students will analyze and record accounting transactions.

Required Courses	Units
ACCT 120 Introduction to Accounting	3
ACCT 125 Financial Accounting	5
ACCT 126 Managerial Accounting	5
ACCT 127 Computer Accounting	3
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
<b>or</b>	
ENGL 120 Reading and Composition 1	4
COMS 165 Microsoft Excel	3
COMS 110 Introduction to Computers	3
<b>Total units for the major</b>	<b>31-32</b>
<b>Total units</b>	<b>60</b>

### Computer/Business Information Worker: Certificate of Achievement

Computer Application Specialists provide technical assistance, support, and advice to individuals and organizations that depend on information technology.

#### Program Learning Outcomes

Outcome 1: Demonstrate an understanding of basic computer concepts and ability to utilize a computer, equipment and software.  
 Outcome 2: Demonstrate proficiency in using business and computer applications.

Required Courses	Units
BUSI 105 Business Communication	3
BUSI 146 Customer Service & Attitude in the Workplace	1
BUSI 170 Keyboarding	1
COMS 101 Computer Information Systems	3
COMS 142 Microsoft Windows	3
COMS 150 Microsoft Outlook	1.5
COMS 165 Microsoft Excel	3
COMS 186 Microsoft Word: Beginning	2
<b>Total units</b>	<b>17.5</b>

**Content Marketing: Certificate of Achievement**

This certificate prepares individuals for marketing coordinator positions utilizing industry content as the basis of a business marketing strategy.

**Program Learning Outcomes**

Outcome 1: Develop content marketing plans using digital media.

<b>Required Courses</b>	<b>Units</b>
BUSI 251 Marketing	3
BUSI 252 Introduction to Social Media	1
COMS 287 Microsoft Publisher	1
COMS 288 Microsoft PowerPoint	1
DART 120 Introduction to Digital Art & Graphic Design	3
ENGL 120 Reading & Composition 1	4
ENGL 200 Introduction to Creative Writing 1	3
<b>Total units</b>	<b>16</b>

**Entrepreneurial Certificate: Certificate of Achievement**

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

<b>Required Courses</b>	<b>Units</b>
BUSI 141 Evaluating New Business Opportunities	3
BUSI 143 Entrepreneurial Business Plan	3

*Complete 2 courses from 1 of the following categories:*

**Management & Business**

ACCT 125 Financial Accounting	5
ECON 101 Principles of Microeconomics	3

**Business & Commerce**

ACCT 125 Financial Accounting	5
ECON 101 Principles of Microeconomics	3

**General Viticulture**

VWT 130 General Viticulture	3
VWT 232 Vineyard Management	3

**Fundamentals of Enology**

VWT 180 Fundamentals of Enology	3
VWT 271 Winery Management	3

**Wine Marketing & Sales**

VWT 241 Wine Marketing	3
VWT 136 Wines of the World	3
<b>or</b>	
VWT 137 Wines of California	3
<b>or</b>	
VWT 173 Sensory Evaluation of Wine	3

**Hospitality**

HOSP 120 Intro to Hospitality Management	3
HOSP 124 Hospitality Law	3
BUSI 251 Marketing	3

**Digital Art & Design**

DART 120 Intro to Digital Art & Graphic Design	3
DART 130 Introduction to Digital Imaging	3

<b>Total Units</b>	<b>12-14</b>
--------------------	--------------

**Beginning Microsoft Office Software: Local Certificate**

Students receiving this certificate will have entry-level Microsoft Office software skills.

**Program Learning Outcomes**

Outcome 1: Ability to use entry-level Microsoft Office software.

<b>Required Courses</b>	<b>Units</b>
BUSI 170 Keyboarding	1
COMS 101 Computer Information Systems	3
COMS 150 Microsoft Outlook	1.5
COMS 165 Microsoft Excel	3
COMS 186 Microsoft Word	2

<b>Total Units</b>	<b>10.5</b>
--------------------	-------------

**Marketing: Local Certificate**

This is an entry level marketing certificate for individuals interested in assisting in a marketing department.

**Program Learning Outcomes**

Outcome 1: Create simple and professional marketing collateral and presentations.

<b>Required Courses</b>	<b>Units</b>
BUSI 251 Marketing	3
ENGL 120 Reading & Composition 1	4
COMS 287 Microsoft Publisher	1
COMS 288 Microsoft PowerPoint	1

<b>Total Units</b>	<b>9</b>
--------------------	----------

## Course Descriptions

**BUSI 100** **3 UNITS**

**Introduction to Business**

54 hours lecture; 54 hours total

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

**CSU, UC**

**BUSI 103** **3 UNITS**

**Legal Environment of Business**

54 hours lecture; 54 hours total

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

**CSU, UC**

**BUSI 105** **3 UNITS**

**Business Communication**

54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C or eligibility for ENGL 120.*

This course focuses on written communication for business. Punctuation, sentence structure, and style will be reviewed. Students will write letters, memos, and business reports and will be introduced to research methods and procedures. 6,000-8,000 words of writing are required.

**CSU**

**BUSI 141** **3 UNITS**

**Evaluating New Business Opportunities**

54 hours lecture; 54 hours total

Upon completion of this course, the student should be able to assess the current economic, social and political climate for the business idea studied. In addition, the student should be able to explain how demographic, technological and social changes impact the business idea. Students will assess the personal appropriateness of their business ideas based on their strengths and skills, and personal, professional and financial goals. An initial market assessment will be made and students will test their business concept through basic market research. This course is required

for all program-specific Entrepreneurship Certificates. The final outcome of the class will be a determination of the feasibility of the entrepreneurial students business idea.

**CSU**

**BUSI 142** **3 UNITS**

**Principles of Management**

54 hours lecture; 54 hours total

Analysis of basic management theory and concepts. The primary functions of management (planning, organizing, coordinating, and controlling) are studied in depth.

**CSU, UC**

**BUSI 143** **3 UNITS**

**Entrepreneurial Business Plan**

54 hours lecture; 54 hours total

*Recommended Preparation: BUSI 141 with a minimum grade of C.*

This course will review the roles of entrepreneurs and small business in today's economy. Students will build a business plan for the business they would like to create.

**CSU**

**BUSI 144** **3 UNITS**

**Introduction to Entrepreneurship**

54 hours lecture; 54 hours total

*Prerequisite: Completion of BUSI 100 with a minimum grade of C.*

This course is an introduction to the theory, process, and practice of entrepreneurship. Students will examine the entrepreneurial mindset in its true economic and social context by studying the unlimited opportunities of innovation and creativity that an entrepreneurial mindset can provide.

**CSU**

**BUSI 146** **1 UNIT**

**Customer Service & Attitude in the Workplace**

18 hours lecture; 18 hours total

Explore key skills and attitudes necessary to effectively provide quality customer service. Topics include understanding and exceeding customer expectations, how to deal with unrealistic expectations, and how attitudes at work positively and negatively affect customer service, the organization's image, productivity, and employee retention.

**CSU**

**BUSI 147** **1 UNIT**  
**Leading & Managing Organizational Change**  
 18 hours lecture; 18 hours total  
 Provides an understanding of change and the influence it has on an organization and the individuals in that organization. Topics include understanding organizational change, stages of change, and how to manage organizational change. Special emphasis is placed on the attributes of good leaders how they must develop a vision and strategy to manage change and communicate that vision throughout the organization.  
**CSU**

**BUSI 170** **1 UNIT**  
**Keyboarding**  
 18 hours lecture, 6 hours lab; 24 hours total  
 This class introduces students to the basic operation of a micro-computer that emphasizes the mastery of the keyboard by touch. Correct posture and keying techniques are highlighted.  
**CSU**

**BUSI 185** **2 UNITS**  
**Business English**  
 36 hours lecture; 36 hours total  
 Principles and application of business correspondence language skills: grammar and proper usage, punctuation, hyphenation and division of words, number rules, capitalization, abbreviations, contractions, and proofreading.  
**CSU**

**BUSI 242** **3 UNITS**  
**Fundamentals of Corporate Finance**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ACCT 120 with a minimum grade of C.*  
*Recommended Preparation: COMS 165 with a minimum grade of C.*  
 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.  
**CSU**

**BUSI 251** **3 UNITS**  
**Marketing**  
 54 hours lecture; 54 hours total  
 Analysis of the social and economic implications of marketing in the business environment. Emphasis on marketing structure and behavior, marketing institutions, channels of distribution, and the ingredients that affect the market mix (product, place, price and promotion).  
**CSU**

**BUSI 252** **1 UNIT**  
**Introduction to Social Media**  
 18 hours lecture; 18 hours total  
*Recommended Preparation: COMS 110 with a minimum grade of C.*  
 This course explores top-rated Social Media networking sites on the Internet such as Facebook, LinkedIn, and Twitter and provides a hands-on approach to setting up and designing social media sites for an integrated, professional social media presence.  
**CSU**

**BUSI 297** **3 UNITS**  
**Personal Money Management**  
 54 hours lecture; 54 hours total  
 An introductory course for planning and managing individual finances and for money management. Topics will include purchasing decisions, sources of credit, personal tax strategies, budgeting, saving, investing in real estate and securities, insuring personal resources and retirement planning.  
**CSU**

## CHEMISTRY (CHEM)

### Course Descriptions

#### **CHEM 110** **4 UNITS**

##### **Introduction to Chemistry**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite:* Completion of MATH 94 with a minimum grade of C.

The first course in chemistry for students preparing for biological or health sciences, for more advanced chemistry courses, or for those desiring to learn about chemistry in the everyday world for general education. Laboratory is included.

**CSU, UC**

#### **CHEM 111** **4 UNITS**

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

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite:* Completion of CHEM 110 with a minimum grade of C.

An introduction to the important principles, compounds and reactions of organic and biological chemistry with an emphasis on biochemical behavior of the molecules. Laboratory includes an introduction to the basic techniques of organic and biological chemistry. For students pursuing nursing and allied health careers who need a year of chemistry that includes an introduction to organic and biological chemistry. CHEM 110 (or CHEM 120 ) and CHEM 111 will fulfill that requirement.

**CSU, UC**

#### **CHEM 120** **5 UNITS**

##### **General Chemistry 1**

54 hours lecture, 108 hours lab; 162 hours total

*Prerequisite:* Completion of MATH 94 and High School Chemistry or CHEM 110 with a minimum grade of C.

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

**CSU, UC**

#### **CHEM 121** **5 UNITS**

##### **General Chemistry 2**

54 hours lecture, 108 hours lab; 162 hours total

*Prerequisite:* Completion of CHEM 120 with a minimum grade of C

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

**CSU, UC**

#### **CHEM 240** **4 UNITS**

##### **Organic Chemistry 1**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite:* Completion of CHEM 121 with a minimum grade of C.

The first course of a two-semester sequence designed for pre-professional programs such as chemistry, chemical engineering, medicine and biology. Introduction to organic synthetic pathways, mechanisms, and spectroscopy. Lab work includes qualitative analysis of organic compounds, synthesis, extraction, separation and identification of compounds using physical properties, chemical reactivity, and spectral techniques.

**CSU, UC**

#### **CHEM 241** **4 UNITS**

##### **Organic Chemistry 2**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite:* Completion of CHEM 240 with a minimum grade of C.

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

**CSU, UC**



# CHILD AND FAMILY STUDIES (CFS)

## Child and Family Studies: AS Degree

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

### Program Learning Outcomes

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

### Required Courses

	<b>Units</b>
CFS 120 Child Development*	3
CFS 121 Health, Safety & Nutrition	3
CFS 122 Principles & Practices of Teaching Young Children	3
CFS 123 Observation and Assessment	4
CFS 130 Creative Process in Young Children	3
CFS 135 The Cognitive Development of Young Children*	3
CFS 140 The Child, Family and Community*	3
CFS 145 Language Development & Early Literacy*	3
CFS 150 Infant/Toddler Development and Education	3
CFS 165 Curriculum and Environments in Early Childhood Programs	3
CFS 184 Teaching Children in a Diverse Society	3
CFS 196 Music and Movement in Early Childhood*	3
CFS 223 Student Teaching - Practicum	5

English Composition	3
Mathematics	3-5
Natural Science	3
Physical Education**	3

### Restricted Electives (Choose 6 units)

	<b>Units</b>
CFS 151 Environments for Infants and Toddlers	3
CFS 155 Sensitive Issues in Early Childhood	3
CFS 160 Parenting	3
CFS 161 Working with Families	3
CFS 162 Overview of Special Education	3
CFS 170 Studying the Reggio Emilia Approach	3
CFS 175 Meeting the Developmental Needs of the School-Aged Child	3
CFS 180 The Anthropology of Childhood	3
CFS 250 The Mentor Teacher	2
CFS 270 Administration & Supervision of Early Childhood Programs 1	3
CFS 271 Administration & Supervision of Early Childhood Programs 2	3
EDUC 100 Teaching as a Profession	3
Any LGBT Course	3

### Total units for the major

**60-62**

### Total units

**60**

### Options

1. *Certificate Program: Students are eligible for the CFS Certificate after completion of the following required courses with “C” or better: CFS 120, 121, 122, 123, 130, 135, 140, 145, 150, 165, 184, 196, 223 and two CFS/EDUC electives.*
2. *A.S. Degree Program: All courses as listed. All courses in the major must be completed with a grade of “C” or better. Consultation with the Program Coordinator is required.*
3. *Specializations: The Child and Family Studies Program offers four (4) specializations for the Master Teacher level of the Child Development Permit: Creativity (CFS 130 and 170), Diversity (CFS 180 and 184), Infant and Toddler (CFS 150 and 151), and Working with Families (CFS 160 and 161).*
4. *Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.*

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

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

### Early Childhood Education: AS-T Degree

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

Required Courses	Units
CFS 120 Child Development *	3
CFS 121 Health, Safety & Nutrition	3
CFS 122 Principles & Practices of Teaching Young Children	3
CFS 123 Observation and Assessment	4
CFS 140 The Child, Family and Community*	3
CFS 165 Curriculum and Environments in Early Childhood Programs	3
CFS 184 Teaching Children in a Diverse Society	3
CFS 223 Student Teaching – Practicum	5
<b>Total Units</b>	<b>27</b>

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

### Child and Family Studies: Certificate of Achievement

Required Courses	Units
CFS 120 Child Development*	3
CFS 121 Health, Safety & Nutrition	3
CFS 122 Principles & Practices of Teaching Young Children	3
CFS 123 Observation and Assessment	4
CFS 130 Creative Process in Young Children	3
CFS 135 The Cognitive Development of Young Children*	3
CFS 140 The Child, Family and Community*	3
CFS 145 Language Development & Early Literacy*	3
CFS 150 Infant/Toddler Development and Education	3
CFS 165 Curriculum and Environments in Early Childhood Programs	3
CFS 184 Teaching Children in a Diverse Society	3
CFS 196 Music and Movement in Early Childhood*	3
CFS 223 Student Teaching - Practicum	5

Restricted Electives (Choose 6 units)	Units
CFS 151 Environments for Infants and Toddlers	3
CFS 155 Sensitive Issues in Early Childhood	3
CFS 160 Parenting	3
CFS 161 Working with Families	3
CFS 162 Overview of Special Education	3
CFS 170 Studying the Reggio Emilia Approach	3

CFS 175 Meeting the Developmental Needs of the School-Aged Child	3
CFS 180 The Anthropology of Childhood	3
CFS 250 The Mentor Teacher	2
CFS 270 Administration & Supervision of Early Childhood Programs 1	3
CFS 271 Administration & Supervision of Early Childhood Programs 2	3
EDUC 100 Teaching as a Profession	3
Any LGBT Course	3
<b>Total Units</b>	<b>48</b>

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

### Child and Family Studies – Associate: Certificate of Achievement

Required Courses	Units
CFS 120 Child Development	3
CFS 140 The Child, Family and Community	3
CFS 122 Principles & Practices of Teaching Young Children	3
CFS 123 Observation and Assessment	4
<b>Total Units</b>	<b>13</b>

### Child and Family Studies – Associate with Administration: Certificate of Achievement

Required Courses	Units
CFS 120 Child Development	3
CFS 140 The Child, Family and Community	3
CFS 122 Principles & Practices of Teaching Young Children	3
CFS 123 Observation and Assessment*	4
CFS 270 Administration & Supervision of Early Childhood Programs 1	3
<b>Total Units</b>	<b>16</b>

### Child and Family Studies – Assistant: Local Certificate

The Assistant Certificate is designed as an entry level certificate for the field. This certificate is the first step toward becoming teacher qualified for early child care and education settings per the Title 22 and Title 5 regulations. In addition, this certificate contains the courses required for the Child Development Assistant Permit through the California Commission on Teacher Credentialing.

Required Courses	Units
CFS 120 Child Development	3
CFS 140 The Child, Family and Community	3
<b>Total Units</b>	<b>6</b>

### Early Childhood Intervention: Certificate of Achievement

The Early Childhood Intervention Certificate Program provides education and training to students wishing to gain more knowledge and/or skill about children with disabilities and other special needs, birth to age 6. Students completing the program will have gain knowledge about special education from a culturally sensitive and family focused perspective.

#### Program Learning Outcomes

- Outcome 1: Articulate relative laws regarding young children with special needs.
- Outcome 2: Develop and implement curriculum and activity plans for children with special needs.
- Outcome 3: Understand the role of, and seek out, the parent in determining what will facilitate the child’s development.

Required Courses	Units
CFS 120 Child Development*	3
CFS 122 Principles & Practices of Teaching Young Children	3
CFS 123 Observation and Assessment	4
CFS 140 The Child, Family and Community*	3
CFS 150 Infant/Toddler Development and Education	3
CFS 190 Children with Special Needs	3
CFS 200 Early Intervention Strategies	3
CFS 225 Fieldwork in Early Intervention	5
<b>Total Units</b>	<b>27</b>

### Child and Family Studies – Master Teacher: Local Certificate

Four (4) Specialization Certificates are offered to meet the specialization requirement for the Master Teacher Permit.

*Complete 2 courses from 1 of the following specializations:*

Infant & Toddler	Units
CFS 150 Infant/Toddler Development and Education	3
CFS 151 Environments for Infants and Toddlers	3
Creativity	
CFS 130 The Creative Process in Young Children	3
CFS 170 Studying the Reggio Emilia Approach	3
Diversity	
CFS 180 The Anthropology of Childhood*	3
CFS 184 Teaching Children in a Diverse Society	3
Working with Families	
CFS 160 Parenting	3
CFS 161 Working with Families	3
<b>Total Units</b>	<b>6</b>

### Specialization in Administration and Mentoring: Skills Certificate

The Administration and Mentoring Certificate is designed to meet the requirement for specialization units on the California Commission of Teacher Credentials Child Development Permit Matrix. A specialization is required for individuals that desire achievement of the Master Teacher Permit. It is also designed to meet the administration and supervision course requirements for the Site Supervisor Permit.

#### Program Learning Outcomes

- Outcome 1: Students will have an understanding of the role of the director in the administration and supervision of programs, as well as methods for mentoring staff.

Required Courses	Units
CFS 270 Administration & Supervision of Early Childhood Programs 1	3
CFS 271 Supervision & Administration of Early Childhood Programs II	3
CFS 250 The Mentor Teacher	2
<b>Total Units</b>	<b>8</b>

### Course Descriptions

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

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

**CSU, UC**

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

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

**CSU**

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

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

**CSU**

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

*Prerequisite: Completion of CFS 120 with a minimum grade of C.*

*Limitation on enrollment: Negative TB test and Good Health Statement are required for enrollment.*

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. Requires a good health statement, negative TB test, and a fingerprint clearance.

**CSU**

**CFS 125** **0.5 UNIT**  
**Using Simple Signs with Children in the Early Childhood Setting**

9 hours lecture; 9 hours total

This course explores the benefits and research regarding signing with infants, toddlers, and preschoolers. The course will also cover techniques for implementing the use of signs in the classroom with children, as well as basic signing exercises and games.

**CSU**

**CFS 130** **3 UNITS**  
**The Creative Process in Young Children**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 122 and CFS 123 with a minimum grade of C.*

Students will explore techniques that support the creative abilities of young children in the creative arts including explorations with textures and movement, color, representational drawing and painting, 3-dimensional media, and various art mediums. This course emphasizes a culture of inquiry and fostering children's long-term investigative approaches using art that is based on children's developmental progression and cognitive capacities.

**CSU**

**CFS 135** **3 UNITS**  
**The Cognitive Development of Young Children**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 122 and CFS 123 with a minimum grade of C.*

This course explores how young children think and how they develop theories and concepts about the world around them. While exploring the maturation of the brain and development, students will investigate the materials and environments that support children's cognitive development, including the development of math and science skills.

**CSU**

**CFS 140** **3 UNITS**  
**The Child, Family and Community**  
 54 hours lecture; 54 hours total

This course is a multicultural examination of the processes of socialization focusing on the interrelationships of family, school, and community and emphasizing historical and socio-cultural factors. Topics include the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on family behavior, values, morals, and attitudes.

**CSU, UC**

**CFS 145** **3 UNITS**  
**Language Development & Early Literacy**  
 54 hours lecture; 54 hours total

The development of language in young children and the role of literature are examined, including a detailed exploration of quality children's literature. The practical use of language and literature in a variety of early childhood settings will be discussed.

**CSU**

**CFS 150** **3 UNITS**  
**Infant/Toddler Development and Education**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 120 with a minimum grade of C.*

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family, attachment, and relationships in development.

**CSU**

**CFS 151** **3 UNITS**  
**Care and Education for Infants and Toddlers**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 150 with a minimum grade of C.*

This course applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.

**CSU**

**CFS 155** **3 UNITS**

**Sensitive Issues in Early Childhood**

54 hours lecture; 54 hours total

This is an introductory course on issues in life that affect children: marriage; separation and divorce; death; sex and sexuality; self-acceptance; cultural and racial identity; hospitalization; and child abuse. This course is designed for parents, individuals in the helping professions, early childhood students, and other interested persons.

**CSU**

**CFS 160** **3 UNITS**

**Parenting**

54 hours lecture; 54 hours total

This course explores a wide range of parenting theories and techniques, utilizing a theoretical foundation with a practical approach. There is particular emphasis on building self-esteem, verbal and non-verbal communication, power, and control.

**CSU**

**CFS 161** **3 UNITS**

**Working with Families**

54 hours lecture; 54 hours total

This course explores the value of relationships between families and the staff within the school setting. Includes an in-depth exploration of key concepts on how to deal effectively with families.

**CSU**

**CFS 165** **3 UNITS**

**Curriculum and Environments in Early Childhood**

**Programs**

54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 120 and CFS 122 with a minimum grade of C.*

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children. Students will examine teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play.

**CSU**

**CFS 170** **3 UNITS**

**Studying the Reggio Emilia Approach**

54 hours lecture; 54 hours total

This is an introductory course in the theory, philosophy, and inspiration of Reggio Emilia approach to early childhood education. Students will explore an interpretation of the basic principles of this approach. Emphasis is on developing a new image of the child in connection with the role of adults (teachers and parents), developing relationships, interactions, and experiences based on "progettazione" (term used in Reggio Emilia for prediction, hypothesis, projections of emergent projects).

**CSU**

**CFS 175** **3 UNITS**

**Meeting the Developmental Needs of the School-Aged Child**

54 hours lecture; 54 hours total

The student will be exposed to the philosophy, principles and practices of school-age child care. Emphasis is on preparing students to work with children in a group setting. Students will learn techniques for guiding behavior, structuring program flow, and preparing environment to meet the needs of the school age child.

**CSU**

**CFS 180** **3 UNITS**

**The Anthropology of Childhood**

*Cross-listed with ANTH-180*

54 hours lecture; 54 hours total

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

**CSU, UC**

**CFS 184** **3 UNITS**

**Teaching Children in a Diverse Society**

54 hours lecture; 54 hours total

Examines the impact of various societal influences on the development of children's social identity. Covers developmentally appropriate, inclusive, and anti-bias approaches. Self-examination and reflection on issues related to social identity, stereotypes, and bias will be emphasized.

**CSU**

**CFS 190** **3 UNITS**

**Children with Special Needs**

54 hours lecture; 54 hours total

This course provides an overview of the laws, definitions, categories, trends, and issues in special education pertaining to children 0-6 years. Topics are explored from a culturally sensitive perspective with an emphasis on the importance of understanding children with special needs in order to ensure that the educational opportunities are effective.

**CSU**

**CFS 196** **3 UNITS**

**Music and Movement in Early Childhood**

*Cross-listed with MUSI-196*

54 hours lecture; 54 hours total

Introduction to teaching music and movement to young children. Basic elements such as beat, rhythm, timbre, 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.

**CSU**

**CFS 200** **3 UNITS**  
**Early Intervention Strategies**  
 54 hours lecture; 54 hours total

This course will focus on developmental theory, research, and practical applications of theory and research in the field of early intervention. The course will examine curriculum modification strategies to facilitate the development of cognitive, motor, socioemotional, and language skills of young children, 0-6 years of age, with special needs. The course will also examine the development of behavior plans, collaborative teaching, lesson planning strategies, and methods for working with parents of young children with special needs.

**CSU**

**CFS 223** **5 UNITS**  
**Student Teaching - Practicum**  
 36 hours lecture, 162 hours lab; 198 hours total

*Prerequisite: Completion of CFS 122, CFS 123 and CFS 140 with a minimum grade of C.*

*Prerequisite or Corequisite: Concurrent or previous enrollment in CFS 165 with a minimum grade of C.*

*Limitation on enrollment: Negative TB test, Good Health Statement, required immunizations per regulations and a fingerprint clearance is required.*

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

**CSU**

**CFS 225** **5 UNITS**  
**Fieldwork in Early Intervention**  
 36 hours lecture, 162 hours lab; 198 hours total

*Prerequisite: Completion of CFS 200 with a minimum grade of C.*

This course provides students with a field experience/practicum with children with special needs, including natural environments, inclusive environments, and self-contained environments. Students will apply theory and models of intervention in an early childhood special education setting or with a focus child in a general education classroom. This course includes a lecture and a 9-hour a week early intervention placement.

**CSU**

**CFS 250** **2 UNITS**  
**Adult Supervision and Mentoring in Early Care and Education**  
 36 hours lecture; 36 hours total

This course explores the methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders.

**CSU**

**CFS 270** **3 UNITS**  
**Administration & Supervision of Early Childhood Programs 1**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 120 and CFS 140 with a minimum grade of C.*

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program.

**CSU**

**CFS 271** **3 UNITS**  
**Supervision and Administration of Early Childhood Programs II**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 270 with a minimum grade of C.*

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program.

**CSU**

## COMMUNICATION STUDIES (SPCOM)

### Communication Studies: AA-T Degree

The Associate of Arts in Communication Studies for Transfer degree provides students the knowledge and skills necessary to communicate effectively with diverse individuals in interpersonal, small group, and public speaking settings.

#### Program Learning Outcomes

- Outcome 1: Demonstrate self-awareness in various communication settings.
- Outcome 2: Utilize an understanding of interpersonal dynamics and the communication process to communicate effectively verbally and nonverbally.
- Outcome 3: Demonstrate intercultural competence.
- Outcome 4: Use critical thinking skills to evaluate and create messages.
- Outcome 5: Demonstrate critical listening skills.
- Outcome 6: Demonstrate effective workplace skills.
- Outcome 7: Develop and present effective speeches for diverse audiences and occasions.

#### Required Courses

SPCOM 122 Public Speaking	<b>Units</b>
	3

#### List A (6 units)

*Choose 2 courses from the following;*

SPCOM 120 Interpersonal Communication	<b>Units</b>
	3
SPCOM 128 Critical Thinking: Argumentation and Debate	3
SPCOM 130 Small Group Communication	3

#### List B (6 units)

*Complete 2 courses from the following or complete 3 courses from List A and 1 from List B;*

SPCOM 126 Intercultural Communication	<b>Units</b>
	3
SPCOM 132 Oral Interpretation	3

#### List C (3 units)

*Complete any course not already used from List A or List B or 1 course from List C;*

ANTH 121 Introduction to Cultural Anthropology	<b>Units</b>
	3
ENGL 121 Reading & Composition 2	3
ENGL 125 Critical Thinking & Composition	3
PSYC 120 General Psychology	3
SOCI 120 Introduction to Sociology	3

<b>Total units for the major</b>	<b>18</b>
<b>Total units</b>	<b>60</b>

*Note: This degree is intended for transfer.*

## Course Descriptions

**SPCOM 120 Interpersonal Communication** **3 UNITS**  
54 hours lecture; 54 hours total

This course is designed to improve the student's ability to communicate one-on-one with other individuals. The course covers a range of topics such as the self-concept, perception, verbal and nonverbal communication patterns, assertiveness, listening, conflict resolution, developing relationships and the impact of culture and gender on each aspect of communication.

**CSU, UC**

**SPCOM 122 Public Speaking** **3 UNITS**  
54 hours lecture; 54 hours total

This course focuses on developing the skills needed to research, organize and present effective speeches for a variety of audiences and occasions. Additional topics include reducing speech apprehension, use of visual aids, argumentation, critical thinking and critical listening.

**CSU, UC**

**SPCOM 124 Career Communication** **3 UNITS**  
54 hours lecture; 54 hours total

This course covers a range of workplace communication concepts and skills related to interpersonal communication, public speaking and group dynamics. The course also will include topics such as developing resumes, interviewing, leadership, conflict resolution and critical thinking.

**CSU**

**SPCOM 126 Intercultural Communication** **3 UNITS**  
54 hours lecture; 54 hours total

This course provides an introduction to the factors affecting intercultural communication. The course will examine the influences of culture and gender on areas such as worldviews, values, beliefs, verbal and nonverbal communication patterns, conflict styles and more, in order to develop self-awareness and sensitivity to others in intercultural interactions.

**CSU, UC**

**SPCOM 128 Critical Thinking: Argumentation and Debate** **3 UNITS**  
54 hours lecture; 54 hours total

This course focuses on basic argumentation theory including research, methods of analysis, use and test of evidence, refutation, and the logical responsibilities of advocacy. It emphasizes the preparation and presentation of cases for and against propositions of Fact, Value and Policy through debate and public address.

**CSU, UC**

**SPCOM 130** **3 UNITS**  
**Small Group Communication**  
 54 hours lecture; 54 hours total

This course focuses on the dynamics of small group interactions. Students will combine theory and practice to develop skills in running and participating in groups. Topics include group formation and development, roles and norms, leadership, decision-making and problem solving, running meetings, conflict resolution and effective verbal and nonverbal communication.

**CSU, UC**

**SPCOM 132** **3 UNITS**  
**Oral Interpretation**  
 54 hours lecture; 54 hours total

This course covers a range of delivery concepts and skills for spoken and literary interpretations of text. Topics include literary analysis, vocal and physical delivery, group presentation, intellectual and emotional interpretations, and effective presentations. In addition, the course develops skills in articulation, reading, audience analysis, and presentation evaluation.

**CSU, UC**

**SPCOM 134** **3 UNITS**  
**Introduction to Communication Theory**  
 54 hours lecture; 54 hours total

This course is a survey of the discipline of Communication Studies with emphasis on multiple theoretical concepts relevant to the process of human communication. This course will introduce the basic history, assumptions, principles, processes, variables, methods, and different specializations of human communication as a field of study. Focus will be placed on how communication theory applies to a broad range of communication phenomena in intrapersonal, interpersonal, persuasion, mass, group and public communication settings.

**CSU**

# COMPUTER INFORMATION SYSTEMS APPLICATION (CISA)

## Course Descriptions

**CISA 172** **0.5 UNIT**

**Keyboarding Skill Development**

9 hours lecture, 18 hours lab; 27 hours total

*Recommended Preparation: BUSI 170 with a minimum grade of C or equivalent keyboarding skill.*

A short-term course that provides techniques and practice for increasing keyboarding speed and accuracy. Utilizes an individualized instructional approach in a laboratory setting. Credit/No Credit grading.

**CSU**

**CISA 184** **3 UNITS**

**Web Development: Mobile Apps**

54 hours lecture, 18 hours lab; 72 hours total

This class will explore how to create applications for mobile devices. In the course you will learn how to use a software toolkit. The class will also explore how to publish your new app and make it available over the internet.

**CSU**

**CISA 289** **1 UNIT**

**Advanced Desktop Publishing**

9 hours lecture, 18 hours lab; 27 hours total

*Prerequisite: Fundamental knowledge of Microsoft Word.*

*Recommended Preparation: COMS 186 with a minimum grade of C.*

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**



## COMPUTER STUDIES (COMS)

### Business-Concentration in Computer Studies: AS Degree

#### Program Learning Outcomes

- Outcome 1: Demonstrate an understanding of basic computer concepts and ability to utilize a computer, equipment and software.
- Outcome 2: Acquire and apply personal strengths and skills necessary to succeed in the work place.
- Outcome 3: Acquire technical skills to setup, maintain, and trouble shoot a network.
- Outcome 4: Acquire skills to access internet/on-line resources for research and problem solving.
- Outcome 5: Acquire skills to select, install, upgrade, and maintain computer hardware and peripherals.
- Outcome 6: Demonstrate proficiency in the use of software applications to solve business problems.

Required Courses	Units
ACCT 120 Introduction to Accounting	3
<b>or</b>	
ACCT 125 Financial Accounting	5
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
<b>or</b>	
ENGL 120 Reading & Composition 1	4
BUSI 170 Keyboarding	1
BUSI 185 Business English	2
COMS 101 Computer Information Systems	3
COMS 110 Introduction to Computers	3
COMS 120 Introduction to Programming Concepts and Methodologies	3
COMS 121 Advanced Programming Logic	3
COMS 142 Microsoft Windows	3
COMS 160 Microsoft Access	
COMS 165 Microsoft Excel	3
COMS 186 Microsoft Word: Beginning	2
COMS 284 Microsoft Word: Advanced	1.5
ECON 100 Principles of Macroeconomics	3
HELH 106 Personal & Community Health	3
<b>or</b>	
Physical Education Elective	3
MATH 94 Intermediate Algebra	5
SPCOM 124 Career Communication	3
<b>or</b>	
SPCOM 126 Intercultural Communication	3

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

4-year schools, Computer Science is a combination of basic science, electronics, and advanced mathematics.

3. 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.

4. Web Site Development Certificate: COMS 110, 180, 182, 183, and CISA 184.

### Advanced Microsoft Office Skills: Certificate of Achievement

This certificate prepares students for using a broad range of advanced office skills and applications that promote success in a variety of career choices.

#### Program Learning Outcomes

- Outcome 1: Demonstrate proficiency in Microsoft Word, Powerpoint, Windows applications, Microsoft Excel, and Microsoft Outlook.

Required Courses	Units
BUSI 170 Keyboarding	1
COMS 101 Computer Information Systems	3
COMS 142 Microsoft Windows	3
COMS 150 Microsoft Outlook	1.5
COMS 165 Microsoft Excel	3
COMS 186 Microsoft Word	2
COMS 284 Advanced Microsoft Word	2
COMS 288 Microsoft PowerPoint	1

**Total units** **16.5**

### Beginning Microsoft Office Software: Local Certificate

Students receiving this certificate will have entry-level Microsoft Office software skills.

#### Program Learning Outcomes

- Outcome 1: Ability to use entry-level Microsoft Office software.

Required Courses	Units
BUSI 170 Keyboarding	1
COMS 101 Computer Information Systems	3
COMS 150 Microsoft Outlook	1.5
COMS 165 Microsoft Excel	3
COMS 186 Microsoft Word	2

**Total Units** **10.5**

**Computer/Business Information Worker:  
Certificate of Achievement**

Computer Application Specialists provide technical assistance, support, and advice to individuals and organizations that depend on information technology.

**Program Learning Outcomes**

- Outcome 1: Demonstrate an understanding of basic computer concepts and ability to utilize a computer, equipment and software.
- Outcome 2: Demonstrate proficiency in using business and computer applications.

Required Courses	Units
BUSI 105 Business Communication	3
BUSI 146 Costumer Service & Attitude in the Workplace	1
BUSI 170 Keyboarding	1
COMS 101 Computer Information Systems	3
COMS 142 Microsoft Windows	3
COMS 150 Microsoft Outlook	1.5
COMS 165 Microsoft Excel	3
COMS 186 Microsoft Word: Beginning	2
<b>Total units</b>	<b>17.5</b>

**Web Site Development: Certificate of Achievement**

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

Required Courses	Units
COMS 110 Introduction to Computers	3
COMS 180 Web Development: HTML	3
COMS 182 Web Development: Javascript	3
COMS 183 Web Development: Software	3
CISA 184 Web Development: Mobile Apps	3
<b>Total Units</b>	<b>15</b>

**Course Descriptions**

**COMS 101** **3 UNITS**  
**Computer Information Systems**  
 54 hours lecture; 54 hours total  
 Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. A strong focus on terminology as it relates to Computer Information Systems.  
**CSU, UC**

**COMS 110** **3 UNITS**  
**Introduction to Computers**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: BUSI 170 with a minimum grade of C.*  
 This is an introduction to computers and computer applications, introducing important concepts for the effective use of the user interface, word processor, spreadsheet, database, and Internet. These concepts will be reinforced by hands-on experience both inside and outside of the classroom.  
**CSU, UC**

**COMS 120** **3 UNITS**  
**Introduction to Programming Concepts and Methodologies**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: MATH 90 with a minimum grade of C.*  
 This course is an introduction to the basic principles of programming using an object-oriented programming language. Topics include the software development life-cycle, program design tools and programming environments, documentation, coding, data types, arrays, control structure, algorithms, file input/output, error handling, parameters, as well as principles of testing and designing test data.  
**CSU, UC**

**COMS 121** **3 UNITS**  
**Advanced Programming Logic**  
 54 hours lecture, 18 hours lab; 72 hours total  
*Recommended Preparation: COMS 120 with a minimum grade of C.*  
 Theory and application of advanced programming techniques in Visual Basic.NET. Graphics, Database Management, and Object Oriented Programming will be covered. ASP.NET will be introduced. Visual Studio.NET will be used for lab work.  
**CSU, UC**

**COMS 142** **3 UNITS**  
**Microsoft Windows**  
 54 hours lecture; 54 hours total  
 This course will provide a comprehensive overview of the Microsoft Windows operating system. Topics included such as file management, hard disk optimization, backup and restore, system security, network organization, and using a command-line environment.  
**CSU**

**COMS 150** **1.5 UNITS**  
**Microsoft Outlook**  
 27 hours lecture; 27 hours total  
 This course covers the major components in Microsoft Outlook: E-mail, Calendar, People, and Tasks. The components will be explored in step-by-step tutorials.  
**CSU**

**COMS 160** **3 UNITS**  
**Microsoft Access**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: COMS 110 with a minimum grade of C.*  
 Provides an introduction and hands-on training in the use of Microsoft Access. 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.  
**CSU**

**COMS 165** **3 UNITS**  
**Microsoft Excel**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: COMS 110 with a minimum grade of C.*  
 An introduction to Microsoft Excel with hands-on training. Provides an introduction to the basic concepts of an electronic spreadsheet as well as specific commands and functions. Advanced topics will include making macros, creating a database, understanding interactive menus, and using business graphics. Spreadsheet documents will be produced for a variety of applications for business use.  
**CSU**

**COMS 167** **1 UNIT**  
**Intro Excel for Business Professionals**  
 18 hours lecture; 18 hours total  
*Recommended Preparation: COMS 110 with a minimum grade of C.*  
 Students will design and create professional, well-organized spreadsheets for the business and home environment using Microsoft Excel. This introductory class will focus on preparing and formatting spreadsheets, inserting formulas, moving data within and between workbooks, and creating charts.  
**CSU**

**COMS 180** **3 UNITS**  
**Web Development: HTML**  
 54 hours lecture, 18 hours lab; 72 hours total  
*Recommended Preparation: It is recommended that the student be familiar with a web browser and a text editor or word processor for the Windows environment.*  
 This class will cover Hypertext Markup Language and Extensible Hypertext Markup Language and its use in creating documents for the World Wide Web. Related topics such as Uniform Resource Locators, Multimedia, and Frames will be introduced.  
**CSU, UC**

**COMS 182** **3 UNITS**  
**Web Development: Javascript**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: COMS 180 with a minimum grade of C.*  
 This class will take an in depth look into using JavaScript and AJAX to create interactive web sites. Web forms, how to tailor web pages across multiple browser platforms, menus, cookies, pop-ups, rollovers, and more will be explored.  
**CSU, UC**

**COMS 183** **3 UNITS**  
**Web Development: Software**  
 54 hours lecture, 18 hours lab; 72 hours total  
*Recommended Preparation: BUSI 170 or equivalent with a minimum grade of C.*  
 Web site development software allows users to utilize either a WYSIWYG (What You See is What You Get) user interface or a manual coding approach. In learning how to use this program, you will create web sites that are complex and interactive. Concepts will be reinforced by hands-on experience both inside and outside the classroom.  
**CSU, UC**

**COMS 186** **2 UNITS**  
**Microsoft Word: Beginning**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: BUSI 170 with a minimum grade of C or equivalent keying skill.*  
 A course designed to introduce the fundamentals of a current word processing program. Emphasis is on developing word processing skills and techniques for the workplace. Topics will include: an overview of the major commands, steps to create documents, and applied skills to prepare letters, notes, and memos.  
**CSU**

**COMS 215** **3 UNITS**  
**Programming Concepts and Methodology I**  
 54 hours lecture, 18 hours lab; 72 hours total  
*Prerequisite: Completion of MATH 90 with a minimum grade of C.*  
 This course is taught using an object-oriented programming language. Its purpose is to expose students to the fundamental concepts of programming.  
**CSU, UC**

**COMS 216** **3 UNITS**  
**Programming Concepts and Methodology II**  
 54 hours lecture, 18 hours lab; 72 hours total  
*Prerequisite: Completion of COMS 215 with a minimum grade of C.*  
 Application of software engineering techniques to the design and development of large programs; data abstraction and structures and associated algorithms.  
**CSU, UC**

**COMS 284**

**Microsoft Word: Advanced**  
27 hours lecture; 27 hours total

*Recommended Preparation: COMS 186 with a minimum grade of C or equivalent keyboarding and word processing skills.*

A practical course that covers the advanced features of one or more word processing programs. Material will include enhancing and manipulating documents with special features, using borders and frames with pictures, tables, charts, outlines, graphic features, formatting, styles, and designing of various types of documents. Emphasis is on developing advanced word processing skills and techniques for the workplace.

**CSU**

**1.5 UNITS**

**COMS 287**

**Microsoft Publisher**  
18 hours lecture, 9 hours lab; 27 hours total

*Recommended Preparation: COMS 186 with a minimum grade of C or fundamental knowledge of Microsoft Word.*

A hands-on course covering features of the desktop publishing capabilities of Microsoft Publisher. Students will learn to prepare attractive business and personal documents, promotional documents, Web pages, and presentations.

**CSU**

**1 UNIT**

**COMS 288**

**Microsoft PowerPoint**  
27 hours lecture; 27 hours total

*Recommended Preparation: Keyboarding skills and familiarity with the Windows Operating System.*

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. Topics include: Overview of commands in the slide development process, formatting, templates, printing of handouts, themes, transitions, and customization.

**CSU**

**1.5 UNITS**

## COUNSELING (COUN)

### Addiction Studies: AS Degree

The Addiction Studies degree and/or certificate program is designed for students pursuing employment as a Certified Alcohol and Other Drug (AOD) Counselor, also called Certified Addictions Treatment Counselors (CATC's), in the State of California. AOD Counselors help individuals deal with substance abuse and dependency issues. AOD Counselors can work in private non-profit and/or public substance abuse treatment agencies. The academic program follows the standards for the California Association for Alcohol/Drug Educators (CAADE) which certifies educational programs. It incorporates the Addiction Counseling Competencies published by the US Department of Health and Human Services, Substance Abuse Treatment Administration ([www.samhsa.gov](http://www.samhsa.gov)).

**Program Learning Outcomes**

Outcome 1: To prepare students as Drug and Alcohol Counselors, and to be eligible for the California Association of Alcohol and Drug Educators (CAADE) certification.

**Required Courses**

	<b>Units</b>
COUN 120 Introduction to Human Services	3
COUN 122 Helping Skills in Human Services	3
COUN 124 Working with Diverse Populations	3
COUN 126 Case Management in Human Services	3
COUN 128 Introduction to Addiction Studies	3
COUN 130 Crisis Intervention in Human Services	3
COUN 131 Introduction to Group Process	3
COUN 132 Alcohol & Drug Prevention and Treatment	3
COUN 133 Assessment and Treatment Planning in Addiction Studies	2
COUN 134 Co-occurring Disorders in Addiction Studies	3
COUN 135 Pharmacology and the Physiological Effects of Addiction	3
WOEX 190 Word Experience Seminar	2
WOEX 193 Work Experience Internship	2
WOEX 194 Work Experience Internship	2

**General Education/Graduation Requirements**

ENGL 120 or BUSI 105	3-4
MATH 94 or higher	3-5
SPCOM 124 or SPCOM 126	3
Natural Science	3
Humanities	3
HELH 106	3

**Recommended Electives**

ANTH 121 Introduction to Cultural Anthropology	3
PSYC 120 General Psychology	3
PSYC 125 Human Development	3
PSYC 126 Abnormal Psychology	3
SOCI 120 Introduction to Sociology	3
SOCI 122 Social Problems	3

*Note:*

-A minimum completion of three of the Certificate courses are required prior to beginning the Internship.

-Students in recovery must complete a minimum of 2+ years of sobriety and are actively pursuing an appropriate program of recovery prior to enrollment in their internship.

**Addiction Studies: Certificate of Achievement**

The Addiction Studies Certificate Program is designed for students pursuing employment as a Certified Alcohol and Other Drug (AOD) Counselor, also called Certified Addictions Treatment Counselors (CATCs), in the state of California. AOD Counselors help individuals deal with substance abuse and dependency issues. AOD Counselors can work in private non-profit and/or public substance abuse treatment agencies. The program follows the standards for the California Association for Alcohol/Drug Educators (CAADE) which certifies educational programs. It incorporates the Addiction Counseling Competencies published by the US Department of Health and Human Services, Substance Abuse Treatment Administration ([www.samhsa.gov](http://www.samhsa.gov)).

**Program Learning Outcomes**

Outcome 1: To prepare students as Drug and Alcohol Counselors, and to be eligible for the California Association of Alcohol and Drug Educators (CAADE) certification.

<b>Required Courses</b>	<b>Units</b>
COUN 120 Introduction to Human Services	3
COUN 122 Helping Skills in Human Services	3
COUN 124 Working with Diverse Populations	3
COUN 126 Case Management in Human Services	3
COUN 128 Introduction to Addiction Studies	3
COUN 130 Crisis Intervention in Human Services	3
COUN 131 Introduction to Group Process	3
COUN 132 Alcohol & Drug Prevention and Treatment	3
COUN 133 Assessment and Treatment Planning in Addiction Studies	2
COUN 134 Co-occurring Disorders in Addiction Studies	3
COUN 135 Pharmacology and the Physiological Effects of Addiction	3
WOEX 190 Work Experience Seminar	2
WOEX 193 Work Experience Internship	2
WOEX 194 Work Experience Internship	2
<b>Total Units</b>	<b>38</b>

**Human Services: AS Degree**

The Human Services Program is designed to teach students entry level helping skills to work in the high demand field of Human Services. Students will gain knowledge of human service delivery systems; communication skills for working with individuals, groups and diverse populations; case management techniques; and will have field experiences in one or more human service agencies.

**Program Learning Outcomes**

- Outcome 1: Enhance the ability of the participant (or client of the social service agency) to lead a self-determining life by providing the support and information necessary to build self-esteem, personal efficacy, assertiveness, and decision making skills.
- Outcome 2: Employ a range of effective communication strategies to establish a collaborative relationship with the participant.
- Outcome 3: Apply informal assessment practices in order to understand the needs and interests of the participant and assist them.
- Outcome 4: Utilize knowledge about informal and formal supports available in the local community and assist the participant in identifying and gaining access to such supports.
- Outcome 5: Apply effective advocacy strategies to overcome the legal, administrative, and financial challenges facing participants.
- Outcome 6: Implement case management techniques to assist participants find a full range of care throughout their community.
- Outcome 7: Write and provide the necessary documentation within an organization and manage these requirements efficiently.
- Outcome 8: Identify areas for self-improvement, pursue necessary education/training resources, and participate in the life of the organization through an understanding of its mission and practices.

<b>Required Courses</b>	<b>Units</b>
COUN 120 Introduction to Human Services	3
COUN 122 Helping Skills in Human Services	3
COUN 124 Working With Diverse Populations*	3
COUN 126 Case Management in Human Services	3
COUN 128 Introduction to Addiction Studies	3
COUN 130 Crisis Intervention in Human Services	3
ENGL 120 Reading & Composition 1	4
<b>or</b>	
BUSI 105 Business Communication	3
HELH 106 Personal & Community Health	3
SPCOM 124 Career Communication	3
<b>or</b>	
SPCOM 126 Intercultural Communication	3
WOEX 190 Work Experience Seminar	1
WOEX 193 Vocational Work Experience	2
<b>Total units for the major</b>	<b>27</b>
<b>Total units</b>	<b>60</b>

\*Satisfies Multicultural/Gender Studies requirement

**Options**

1. Certificate Program: Human Services Certificate (21units): COUN 120, 122, 124, 126, 128, 130; SPCOM 124 or 126; WOEX 190,193. Courses must be completed with a grade of "C" or better.
2. A.S. Degree: All courses listed. All courses required to complete the major must be completed with a grade of "C" or better.
3. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

**Human Services: Certificate of Achievement**

The Human Services Program is designed to teach students entry level helping skills to work in the high demand field of Human Services. Students will gain knowledge of human service delivery systems; communication skills for working with individuals, groups and diverse populations; case management techniques; and will have field experiences in one or more human service agencies.

Required Courses	Units
COUN 120 Introduction to Human Services	3
COUN 122 Helping Skills in Human Services	3
COUN 124 Working with Diverse Populations	3
COUN 126 Case Management in Human Services	3
COUN 128 Introduction to Addiction Studies	3
SPCOM 124 Career Communication	3
WOEX 190 Work Experience Seminar	1
WOEX 193 Vocational Work Experience	1-4
<b>Total Units</b>	<b>20-24</b>

**CSU General Education: Certificate of Achievement**

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

- A. Communication in the English Language and Critical Thinking (9 units minimum. Select one course from A-1, A-2 and A-3.
  - A-1. Oral Communication
  - A-2. Written Communication
  - A-3. Critical Thinking
- B. Natural Science and Mathematics (9 units minimum). Select one from B-1, B-2 and B-4. At least one course from B-1 or B-2 must include a laboratory to meet the B-3 requirement.
  - B-1. Physical Universe
  - B-2. Life Forms
  - B-3. Laboratory Activity
  - B-4. Mathematics/Quantitative Reasoning

- C. Arts, Literature, Philosophy and Foreign Languages (9 units minimum) At least 3 units must be selected from C-1, and at least 3 units must be selected from C-2. The remaining units may be selected from C-1or C-2.
  - C-1. Arts
  - C-2. Humanities
- D. Social and Behavioral Sciences (9 units minimum) Select 3 courses with a maximum of 2 courses from the same discipline.
- E. Lifelong Understanding and Self-development (3 units minimum) Only 1.5 units of PE may be used toward meeting this requirement.
  - E-1. Integrated Organism
  - E-2. Activity: Physical Education courses

**American History and Institutions Graduation Requirement.**

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

- Group 1 HIST 120, 121, 150, 152
- Group 2 POLI 120 or 121

**Intersegmental General Education Transfer Curriculum - Certificate of Achievement**

The IGETC-UC: Certificate of Achievement is appropriate for students planning to transfer to a campus in the University of California system. Following this pattern of IGETC-UC requirements, will permit students to transfer from Napa Valley College to a University of California (UC) campus without the need, after transfer, to take additional lower division, general education courses to satisfy general education requirements. A minimum of 34 total units is required and for each area a specific number of units must be completed. Courses may be listed in more than one area, but shall not be counted in more than one area, unless otherwise noted. A grade of "C" or higher (or "P" Pass) is required for all courses. Some courses must be taken for letter grades of "C" or higher. Each year courses are added and removed from the list of approved courses for this program. These changes are listed in the Napa Valley College catalog and at the ASSIST.org site. Students are advised to consult a counselor to ensure that they are enrolled in courses that will satisfy these requirements. Completion of this Certificate of Achievement will be noted on a student's transcript. The IGETC is not advisable for all transfer students. Students pursuing a major that requires extensive lower-division preparation may be better served by taking courses which fulfill the UC General Education-Breadth requirements or those of the campus to which you plan to transfer. Majors include, but are NOT LIMITED to: Engineering, Business, Pre-professional programs. Students pursuing an AS-T or AA-T degree must complete the entire IGETC pattern for either CSU (37 units minimum) or UC (34 units minimum). Two options: 1) a 37 unit option for CSU and 2) a 34 unit option for UC

**AREA 1 - English Communication**

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

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

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

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

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

One course: Minimum 3 semester units required.

**AREA 3 - Arts and Humanities**

At least 3 courses, with at least one from the Arts and one from the Humanities. 9 semester units total required.

**AREA 4 - Social and Behavioral Sciences**

At least 3 courses from at least two academic disciplines 9 semester units total required.

**AREA 5 – Physical and Biological Sciences**

At least 2 courses, with one from the Physical Science and one from the Biological Science; at least one of the two courses must include a laboratory 7-9 semester units total required.

Language other than English (UC requirement only) Complete the equivalent of two years of high school study of the same language. Or complete a Napa Valley College course(s) that meets the required proficiency level. Or complete the Advanced Placement exam at the required proficiency level.

CSU GRADUATION REQUIREMENT in US History, Constitution and American Ideals (Not part of IGETC; may be completed prior to transfer). At least one course from Group 1 (US History) and one course from Group 2 (Constitution and American Ideals). 6 semester units total.

**Course Descriptions**

**COUN 92** **0.5 UNITS**  
**Orientation to College**  
 9 hours lecture; 9 hours total

An orientation to Napa Valley College that includes programs, services, policies and procedures, facilities, degrees, certificates, transfer requirements and college culture. Focus will be on strategies needed for academic success and the development of an academic plan.

**COUN 97** **0.5 UNIT**  
**Managing the College Experience**  
 9 hours lecture; 9 hours total

This is a short term course to help first year students determine their academic strengths and weaknesses and develop skills and strategies for a successful college experience. Students will be

introduced to transfer options, learn strategies to manage time, resources, and basic college study skills and to cope with the transitions related to college life.

**COUN 100** **3 UNITS**  
**College Success**  
 54 hours lecture; 54 hours total

A course designed to assist students in obtaining the skills and knowledge necessary to reach their educational goals. Students will receive an extensive orientation to the college and its policies and programs. Students will also participate in career planning activities and be introduced to study skills in the areas of note-taking, reading skills, test-taking, and listening skills.

**CSU, UC**

**COUN 101** **1 UNIT**  
**College Discovery**  
 18 hours lecture; 18 hours total

A short-term, intensive course designed to help students adjust to college by orienting them to college resources and teaching them how to network with others. Students will identify and address strengths and barriers related to college success, as well as discover their own learning style and attitude. Students will also learn effective college/classroom behaviors, including listening, concentration, note-taking, and academic honesty. Self-management skills will be addressed, along with motivation, personal responsibility, and self-discipline.

**CSU**

**COUN 103** **1 UNIT**  
**Take Charge of Your Learning**  
 18 hours lecture; 18 hours total

A short-term, intensive course which emphasizes critical thinking strategies which can be applied across the curriculum to enhance academic, personal, and job success. The course is designed to make students more effective thinkers through the development of goals, environment, schedule, and approaches for learning. Students will also learn to analyze and evaluate issues from multiple perspectives and solve problems through critical analysis.

**CSU**

**COUN 105** **1.5 UNITS**  
**Planning for Transfer Success**  
 27 hours lecture; 27 hours total

An introduction to the transfer process designed to assist students in planning their long-term educational goals. Students will gain an understanding of transfer requirements, the application of admission process, degrees offered, financial aid, scholarships, housing and supportive services, which will help the student choose the "right college."

**CSU**

**COUN 110** **3 UNITS**  
**Career/Life Plan**  
 54 hours lecture; 54 hours total

A comprehensive course designed to assist students in obtaining the necessary skills and resources for effective career, educational, and life planning. Students will gain an understanding of their skills, values, interests and personality style based on a variety of assessments and learn how to apply them to career decision-making and goal setting. Students will also learn job search techniques and learn how to gather educational, occupational, and labor market information.

**CSU, UC**

**COUN 111** **1.5 UNITS**  
**Career Decision-Making**  
 27 hours lecture; 27 hours total

This course will guide students through a short-term career and educational planning process, to develop the skills and resources necessary to make an informed career decision and to set realistic, achievable goals. The course is recommended for students who have completed some career/educational decision-making but still have conflicted interests between more than one career/college major; or for students who want to confirm that the decision they have made is the correct decision.

**CSU, UC**

**COUN 120** **3 UNITS**  
**Introduction to Human Services**  
 54 hours lecture; 54 hours total

The course is an introduction to the social welfare field and explores the historical, cultural and societal aspects of the social work profession. The course will introduce the essential helping skills of human service workers. The broad career opportunities within social services will be examined and a candid look at the demands and strains of choosing a social service career will be explored.

**CSU**

**COUN 122** **3 UNITS**  
**Helping Skills in Human Services**  
 54 hours lecture; 54 hours total

An introduction to helping skills and interview techniques necessary for paraprofessionals, volunteers and students working in the Human Services field. Students will learn basic communication skills to effectively support and guide persons who need assistance from social, educational and health service systems. Sensitivity and awareness of the client's diverse needs during an interview will be emphasized.

**CSU**

**COUN 124** **3 UNITS**  
**Working With Diverse Populations**  
 54 hours lecture; 54 hours total

A course examining the historical and current values, problems, issues, concerns, and support needs of special population groups including, but not limited to age, gender, race, ethnicity, culture, immigration status, socioeconomic status, physical or psychiatric disability, sexual orientation, and gender identity. The role of power in the helping relationship will be examined with regard to social and cultural identities and viewing both the service provider and the client within the context of the larger society. Emphasis is on the importance of self-awareness and examining personal biases and prejudices in order to be an effective human services provider.

**CSU**

**COUN 126** **3 UNITS**  
**Case Management in Human Services**  
 54 hours lecture; 54 hours total

The course provides training in case management skills to implement with clients in a variety of human service organizations. Students will learn the practical aspects of case management: intake interviews, assessment, organization and design of a case plan, implementation and follow up. Advocacy skills will be reviewed and an overview of legal and ethical issues and professional development activities of human service specialists will be examined.

**CSU**

**COUN 128** **3 UNITS**  
**Introduction to Addiction Studies**  
 54 hours lecture; 54 hours total

An introductory course in Addiction Studies that orients the learner to commonly used substances and their physical and cognitive impact, addiction theory, problem identification and treatment modalities. This course emphasizes prevention and intervention strategies for helping professionals working in a variety of health and human service settings.

**CSU**

**COUN 130** **3 UNITS**  
**Crisis Intervention in Human Services**  
 54 hours lecture; 54 hours total

This course will include strategies and techniques in crisis intervention for individuals training to work in the helping profession including how to conduct intake interviews; provide information, referrals and documentation; and utilize the essential active listening skills for people in crisis. Topics covered are suicide prevention, domestic violence, substance abuse, mental health, cross-cultural competencies, legal and legal issues including confidentiality.

**CSU**



**COUN 131** **3 UNITS**  
**Introduction to Group Process**  
 54 hours lecture; 54 hours total

An introduction to educational and process groups in human services and addiction treatment work settings including theoretical foundation, stages and processes; roles, responsibilities and ethics; strategies and techniques for facilitating group process. Students practice and demonstrate competencies through participation and demonstration of group work.

**CSU**

**COUN 132** **3 UNITS**  
**Alcohol & Drug Prevention and Treatment**  
 54 hours lecture; 54 hours total

A course on the practical application of the historical, theoretical, research and contemporary approaches to substance use prevention and treatment. The impact of substance use on the family and issues about the continuum of care for treatment are explored.

**CSU**

**COUN 133** **2 UNITS**  
**Assessment and Treatment Planning in Addiction Studies**  
 36 hours lecture; 36 hours total

*Prerequisite: Completion of COUN 126 with a minimum grade of C.*

The course reviews of the principles and practices of addiction treatment including the processes of intake, screening, assessment, treatment planning, referral, documentation, professional and ethical codes of conduct. Students will practice documentation record management procedures. Students earning the Addiction Studies degree and/or certificate must co-enroll in COUN 126, Introduction to Case Management in Human Services.

**CSU**

**COUN 134** **3 UNITS**  
**Co-occurring Disorders in Addiction**  
 54 hours lecture; 54 hours total

A review of the major concepts, definitions, and features of co-occurring mental health disorders associated with addiction. Recognition of co-occurring disorders and the appropriate scope of practice are emphasized, including cultural sensitivity when working with issues of addiction. Common types of mental health issues associated with addiction, an overview of appropriate treatment and management approaches, the relationship between mental health and substance use facilities will be examined.

**CSU**

**COUN 135** **3 UNITS**  
**Pharmacology and Physiological Effects of Addiction**  
 54 hours lecture; 54 hours total

The course presents an overview of the physiological processes and impacts of drugs and alcohol on a person including risk factors related to addiction, acute and chronic health problems, communicable diseases, and fetal impact. Medical and pharmacological resources and appropriate community referrals are also reviewed.

**CSU**

## CRIMINAL JUSTICE TRAINING (CJT)

**911 Dispatcher: Certificate of Achievement**

The 9-1-1 Dispatcher Certificate includes a concentrated course of study designed to prepare students to work as a professional 9-1-1 law enforcement dispatcher.

**Program Learning Outcomes**

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

**Required Courses**

Required Courses	Units
CJT 296 Public Safety Dispatchers' Basic Course	4 - 5
ADMJ 120 Introduction to the Criminal Justice System	3
ADMJ 123 Introduction to Community Policing	3

**Restricted Electives**

*Select three units from the following:*

COMS 110 Introduction to Computers	3
COMS 160 Microsoft Access	3
COMS 165 Microsoft Excel	3
BUSI 170 Keyboarding	1
COMS 186 Microsoft Word: Beginning	2

*Select six units from the following:*

ADMJ 121 Introduction to Criminal Law	3
ADMJ 122 Introduction to Criminal Procedures	3
Physical Education	2

**Total Units** **21-22**

*Notes:*

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

**Law Enforcement-Basic Police Academy: Certificate of Achievement**

The Law Enforcement Certificate provides students with a concentrated program of study in the Criminal Justice system. This certificate does not meet the California Commission on Peace Officer Standards and Training (P.O.S.T.) requirements related to the Basic Police Academy.

**Program Learning Outcomes**

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

<b>Required Courses</b>	<b>Units</b>
CJT 200 Basic Police Academy 1	24
<b>Total Units</b>	<b>24</b>

**Course Descriptions**

**CJT 200 Basic Police Academy 1** **24 UNITS**  
 880 hours integrated lab; 880 hours total

*Prerequisite:*

- 1) Complete a criminal history fingerprint check through the California Department of Justice (13511.5PC).
- 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.*

The P.O.S.T. Basic Police Academy is certified by the California Commission on Peace Officer Standards and Training. This course satisfies the basic training requirement to be hired as a full-time peace officer or Level 1 Reserve Peace Officer in California. The Basic Police Academy emphasizes the development of character, problem solving skills, and officer safety.

**CSU**

**CJT 203 Module 3 832PC Arrest Course** **1.5 UNITS**  
 30 hours lecture, 10 hours lab; 40 hours total

A course certified by the California Commission of Peace Officer Standards and Training to fulfill the requirements of section 832 PC and the training requirements for Level 3 Reserve Peace Officers. Includes laws of arrest, search and seizure, methods of arrest, discretionary and decision-making.

**CSU**

**CJT 211 Adult Corrections Academy** **5 UNITS**  
 200 hours integrated lab; 200 hours total

The Adult Corrections Academy is certified by the State of California Board of Corrections to provide entry-level job training required to be hired as an adult correctional officer for a city or county jail.

**CSU**

**CJT 296 Public Safety Dispatchers' Basic Course** **4-5 UNITS**  
 120-136 hours integrated lab; 120-136 hours total

This course is certified by the California Commission on Peace Officer Standards and Training and provides the required entry-level job training for 9-1-1 dispatchers working for law enforcement and other public safety agencies in California. 120 hours; 4 units or 136 hours; 5 units.

**CSU**

**CJT 297 Basic Academy Recertification** **5 UNITS**  
 136 hours integrated lab; 136 hours total

*Prerequisite:*

- 1) Complete a criminal history fingerprint check through the California Department of Justice (13511.5PC).
- 2) Obtain clearance from a licensed physician indicating capacity to participate in intensive physical activity.
- 3) Be a graduate of a P.O.S.T. certified basic law enforcement academy.

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

**CSU**

## CULINARY-CREDIT (CUL)

### Introductory Basic Culinary Skills: Skills Certificate

The Introductory Basic Culinary Skills Certificate provides students with the skills and knowledge used in basic culinary positions within the food and beverage sector of the hospitality industry. Students will receive the training necessary to be successful in a basic culinary role, including sanitation, safety, and culinary operations and production.

#### Program Learning Outcomes

- Outcome 1: Demonstrate knowledge of sanitation regulations, and be able to identify areas of workplace safety in the foodservice environment.
- Outcome 2: Demonstrate the ability to properly function in a commercial kitchen environment.

Required Courses	Units
CUL 100 Sanitation and Safety	2
CUL 110 Culinary Production and Operations for Hospitality Professionals	3
<b>Total Units</b>	<b>5</b>

### Intermediate Basic Culinary Skills: Skills Certificate

The Intermediate Basic Culinary Skills Certificate provides students with the skills and knowledge used in basic culinary positions within the food and beverage sector of the hospitality industry. Students will receive the training necessary to be successful in a basic culinary role, including sanitation, safety, culinary operations and production, baking and pastry production, and garde manger production.

#### Program Learning Outcomes

- Outcome 1: Demonstrate critical thinking skills needed to assess and correct problems within food preparation, production, presentation, and service.
- Outcome 2: Apply the skills and knowledge appropriate for buffet presentation.

Required Courses	Units
CUL 100 Sanitation and Safety	2
CUL 110 Culinary Production and Operations for Hospitality Professionals	3
CUL 111 Introduction to Baking & Pastry	3
CUL 112 Garde Manger	3
<b>Total Units</b>	<b>11</b>

## Course Descriptions

### CUL 100 2 UNITS

#### Sanitation and Safety

*Cross-listed with HOSP-100*

36 hours lecture; 36 hours total

This class provides students with the basic principles of food safety and sanitation as they apply to food service operations. Includes instruction on federal, state, and local sanitation regulations; personal hygiene; HACCP protocol; microbiology; preventing foodborne illnesses through flow of food systems; development and management of a comprehensive cleaning and sanitizing program; and basic concepts of workplace safety. Also includes training on responsible alcohol service. National Restaurant Association ServSafe Test will be given as a course assessment and certification may be received with a passing score.

**CSU**

### CUL 110 3 UNITS

#### Culinary Production & Operations for Hospitality Professionals

*Cross-listed with HOSP-110*

36 hours lecture, 54 hours lab; 90 hours total

Through a combination of lecture and lab sessions, students are introduced to fundamental culinary principles, techniques and operations. Students are introduced to and apply skills in product identification, ingredient handling, recipe costing, commercial recipe development, cooking fundamentals and professional standards of commercial kitchen operations.

**CSU**

### CUL 111 3 UNITS

#### Introduction to Baking & Pastry

36 hours lecture, 54 hours lab; 90 hours total

*Prerequisite: Completion of CUL 100 or HOSP 100 with a minimum grade of C.*

*Recommended Preparation: CUL 110 or HOSP 110 with a minimum grade of C.*

This course is designed to introduce students to the fundamental principles of baking procedures for preparing baked goods, pastries, and desserts. Students gain knowledge and understanding of baking science. Products include yeast breads, Danish pastry, croissants, puff pastry, tortes and fine cakes, tarts and pies, and chocolate work. Emphasis is placed on production of high quality products and professional presentation.

**CSU**

### CUL 112 3 UNITS

#### Garde Manger

36 hours lecture, 54 hours lab; 90 hours total

*Prerequisite: Completion of CUL 110 or HOSP 110 with a minimum grade of C.*

This course focuses on the art of the cold kitchen with emphasis on both modern and classical techniques. Topics include hors d'oeuvre, canape, salads, brining, pickling, curing, and smoking. This course also includes basic charcuterie with emphasis on forcemeats, mousselines, terrines, pate, galantines, and sausages.

**CSU**

## DANCE (DANS)

### Dance: AA Degree

This degree provides a comprehensive foundation in Dance. The Associate of Arts (AA) degree in Dance will provide knowledge and skills that can be applied to a variety of educational and vocational pathways. Some examples of educational pathways are Performing Arts and Dance Sciences when supplemented with Theater Arts or Kinesiology curriculum. Examples of vocational pathways in Dance are: Supplemental degree for therapist/art therapist, studio owner or company director. To fulfill requirements for this degree, students will complete the required core courses (10-11.5 units) and selected electives from List A, List B, and List C (8-9 units). Each student should work with a counselor to determine the appropriate pattern of general education and degree electives based on individual educational goals.

#### Program Learning Outcomes

- Outcome 1: Perform dance technique from at least three genres.
- Outcome 2: Demonstrate an understanding of the terminology of dance genres.
- Outcome 3: Discuss the historical or cultural contribution of dance for society and self.
- Outcome 4: Demonstrate understanding of basic bio-mechanics as applied to dance technique.

Required Courses (10-11.5 units)	Units
DANS 134 Ballet or DANS 134B Ballet II	1 - 1.5
DANS 136 Jazz Dance I or DANS 136B Jazz Dance II	1 - 1.5
DANS 138 Modern Dance I or DANS 138B Modern Dance II	1 - 1.5
DANS 140 Dance Production or DANS 140C Repertory Production 1	1
DANS 141 Dance Production - B	1
DANS 142 Choreography	2
DANS 160 Dance Appreciation	3

List A: Required Electives (Select 1 - 2 Units)	Units
DANS 128 Salsa and Latin Social Dance I	1
DANS 134D Ballet Teaching Assistant	1 - 1.5
DANS 135 Street Jazz (Beginning Hip Hop)	1
DANS 136D Jazz Dance Teaching Assistant	1
DANS 138D Modern Dance Teaching Assistant	1 - 1.5
DANS 199 Dance Independent Study	1 - 2

List B: Required Electives (Select 3 Units)	Units
PHYE 201 Introduction to Kinesiology	3
THEA 110 Technique of Acting	3
THEA 142 Introduction to Stage Costume	3
THEA 143 Technical Theater In Production: Lighting and Sound	3
THEA 153 Musical Theater Production: Repertory	1 - 3

List C: Required Electives (Select 4 - 5 Units)	Units
DANS 101 Muscle & Tension Release Techniques or PHYE 101 Muscle & Tension Release Techniques	1
DANS 128B Salsa and Latin Social Dance II	1
DANS 132 Introduction to Dance	1 - 1.5
DANS 133 Barre Fitness	1 - 1.5
PHYE 130 Yoga	1 - 1.5
PHYE 154 Mat Pilates	1 - 1.5

**Total Units** **18-21.5**

### Course Descriptions

#### DANS 101 0.5-1.5 UNITS Muscle and Tension Release Techniques

*Cross-listed with PHYE-101*  
18-54 integrated lab hours; 18-54 hours total

This course teaches the athlete/ dancer / mover the proper maintenance of the body to ensure longevity and greater movement ability. Emphasis will be on foam roller techniques (self myofascial release) and stretching techniques but will cover general performance recovery topics and may incorporate other mind-body modalities.

**CSU, UC**

#### DANS 126 0.5-1.5 UNITS Cardio Salsa

18-54 integrated lab hours; 18-54 hours total

Cardio Salsa is a course that combines Salsa and other Latin dance movement, rhythm and steps in an aerobic format as a fun and exhilarating way to increase cardiovascular and overall fitness.

**CSU, UC**

#### DANS 128 1-1.5 UNITS Salsa and Latin Social Dance I

36-54 hours integrated lab; 36-54 hours total

This is a dance class focusing on basic level Salsa and other Latin social partnering dances. Partners will be rotated between fellow students. The origins of each Latin dance style will be studied.

**CSU, UC**

**DANS 128 B** **1-1.5 UNITS**  
**Salsa and Latin Social Dance II**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: Beginning Salsa and Latin Dance Forms experience.*  
 Level II of the Salsa and Latin Dance forms class. Students will advance their basic skills to incorporate dynamic intermediate techniques, more advanced rhythmic ability and add individualized self-expression within the techniques. History of dance forms incorporated.  
**CSU, UC**

**DANS 128 D** **1-1.5 UNITS**  
**Salsa & Latin Dance Teaching Assistant**  
 36-54 hours integrated lab; 36-54 hours total  
 Course allows the advanced dance student to experience basic social dance pedagogy.  
**CSU**

**DANS 132** **1-1.5 UNITS**  
**Introduction to Dance**  
 36-54 hours integrated lab; 36-54 hours total  
 This is a survey dance class introducing a variety of dance styles: Ballet, Jazz, Tap, Modern and Contemporary/Hip Hop. A general history of each style will be examined.  
**CSU, UC**

**DANS 133** **1-1.5 UNITS**  
**Barre Fitness**  
 36-54 hours integrated lab; 36-54 hours total  
 This is a course combining ballet barre techniques, core strength and stabilization, flexibility and conditioning techniques that help to improve the dance technique for dancers of any dance genre. Floor and barre' exercises are designed to enhance the dancer's agility, technique and overall fitness. Exercises and concepts presented in this course will enhance the performance skills of any student or athlete.  
**CSU, UC**

**DANS 134** **1-1.5 UNITS**  
**Ballet Level I**  
 36-54 hours integrated lab; 36-54 hours total  
 The Ballet level I course introduces the first time ballet student to the history of ballet, the introductory vocabulary, foot and arm positioning, proper alignment, and basic barre, center and locomotor ballet movements.  
**CSU, UC**

**DANS 134 B** **1-1.5 UNITS**  
**Ballet II**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: Previous basic ballet experience.*  
 The Level II Ballet course utilizes and builds on the technique, vocabulary, structure and historical information from the Ballet Basics course. Students will continue to accrue technique and increase their ballet vocabulary and learn level one combinations at the barre', in center floor, and in traveling combinations.  
**CSU, UC**

**DANS 134 D** **1-1.5 UNITS**  
**Ballet Teaching Assistant**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: DANS 134B or higher with minimum grade of B or better and/or demonstrated intermediate or advanced level ballet technique.*  
 Course allows the advanced Ballet student to experience basic ballet dance pedagogy.  
**CSU**

**DANS 135** **1-1.5 UNITS**  
**Street Jazz (Beginning Hip Hop)**  
 36-54 hours integrated lab; 36-54 hours total  
 Street Jazz/Beginning Hip Hop is an entry level exploration of current dance phenomena: Street Jazz. Street Jazz is hybrid dance form combining Jazz, Breaking, Funk, Party and other street dances. The class is taught from classic Jazz dance parameters for warm-up and entry level technique but adapted for the stylization of contemporary mainstream street dance. Course includes historical investigation of contributing dance forms and contemporary cultural relevance.  
**CSU, UC**

**DANS 135 D** **1-1.5 UNITS**  
**Street Jazz (Beg.Hip Hop)Teaching Assistant**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: DANS 135 with a minimum grade of B.*  
 Course allows the more advanced Street Jazz / Hip-Hop student to experience basic dance pedagogy.  
**CSU**

**DANS 136** **1-1.5 UNITS**  
**Jazz Dance I**  
 36-54 hours integrated lab; 36-54 hours total  
 Jazz Dance I focuses on entry level techniques, vocabulary, center floor stretches, isolated movements, and combinations with different rhythmic patterns. Origins of Jazz Dance in America discussed.  
**CSU, UC**

**DANS 136 B** **1-1.5 UNITS**  
**Jazz Dance II**  
 36-54 hours integrated lab; 36-54 hours total  
 Level II Jazz dance course is for advanced beginner and intermediate level jazz dancers. Class builds on dance level I techniques, center floor stretches, and movement and adds small choreographic assignments and level II floor work. This course explores important historical and contemporary figures in Jazz dance.  
**CSU, UC**

**DANS 136 D** **1-1.5 UNITS**  
**Jazz Dance Teaching Assistant**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: DANS 136B with a minimum grade of B.*  
 Course allows the advanced Jazz dance student to experience basic jazz dance pedagogy.  
**CSU**

**DANS 137** **1-1.5 UNITS**  
**Tap Dance**  
 36-54 hours integrated lab; 36-54 hours total  
 Beginning tap dance focuses on the history and terminology of tap; singles and doubles sound techniques; stretching techniques at the barre; and techniques away from the barre such as hop, leap, ball change and grapevine. Intermediate tap moves to combinations such as waltz, clog, and breaks which use different rhythms. Advanced tap builds on the skills learned in the first two levels.  
**CSU, UC**

**DANS 138** **1-1.5 UNITS**  
**Modern Dance Level I**  
 36-54 hours integrated lab; 36-54 hours total  
 Modern Dance is a creative movement class with an emphasis on rhythmic movements, isolated movements, free expression and improvisation. This course will introduce the elemental concepts (space, time, force). Emphasis on alignment, conditioning, elementary and traditional technique.  
**CSU, UC**

**DANS 138 B** **1-1.5 UNITS**  
**Modern Dance II**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: Basic level modern dance experience.*  
 The level II Modern Dance course builds on the concepts, principles and techniques of the Level I Modern dance course. Students will advance their technical acuity, learn elementary improvisational techniques and begin to craft movement combinations. Students will begin to define the modern dance experience as "dance-as-self expression".  
**CSU, UC**

**DANS 138 D** **1-1.5 UNITS**  
**Modern Dance Teaching Assistant**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: DANS 138B with a minimum grade of B.*  
 Course allows the advanced modern dance student to experience basic modern dance pedagogy.  
**CSU**

**DANS 140** **1-1.5 UNITS**  
**Dance Production**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: Student should be concurrently enrolled in a main campus or Upper Valley campus dance technique course.*  
 This course is an introduction to dance production and performance. It covers basic costuming, makeup, rehearsing and performing. Basic theater and stage terminology and etiquette are introduced. Students will participate in a faculty-choreographed dance production.  
**CSU, UC**

**DANS 140 C** **1-1.5 UNITS**  
**Repertory Dance Company**  
 36-54 hours integrated lab; 36-54 hours total  
 Repertory Dance Production is a course with an emphasis on experiential learning from participation in the staging, rehearsing and performing of choreographic repertory works from established choreographers. Emphasis on traditional stage performance and community outreach performances. Audition may be required.  
**CSU, UC**

**DANS 141** **0.5-1.5 UNITS**  
**Dance Production - B**  
 18-54 hours integrated lab; 18-54 hours total  
 This course is offered Fall and provides students with the proper production knowledge and skills, and the proper venue, to produce a dance show using all-student generated choreography.  
**CSU, UC**

**DANS 142** **2 UNITS**  
**Choreography**  
 72 hours integrated lab; 72 hours total  
 This course is an introduction to dance composition skills. It views elements of dance from a choreographic perspective. Course addresses space, time, rhythm, form, phrasing, style and content. Students are required to create choreographic studies for critique and analysis.  
**CSU**

**DANS 154** **1-1.5 UNITS**  
**Mat Pilates**  
*Cross-listed with PHYE-154*  
 36-54 hours integrated lab; 36-54 hours total  
 Course will introduce students to the basic principles and mat exercises to develop strength, flexibility, balance, coordination and proper alignment.  
**CSU**

**DANS 154B** **1-1.5 UNITS**  
**Intermediate Pilates**  
*Cross-listed with PHYE-154B*  
 36-54 hours integrated lab; 36-54 hours total  
 Intermediate course based on the work of Joseph H. Pilates with an emphasis on exercises for improved body alignment, strength and flexibility. This course will include intermediate-level mat work using mats, rings and foam rollers. Students will create a personalized Pilates Mat session.  
**CSU**

**DANS 160** **3 UNITS**  
**Dance Appreciation**  
 54 hours lecture; 54 hours total  
 This course allows the student to critically analyze and appraise dance as an art form, cultural expression, physical activity, potential profession or academic pursuit (such as Anthropology of Dance). Course will discuss the varying cultural relevance of dance, the role of dance to the individual and its importance in contemporary and historical society.  
**CSU, UC**

**DANS 199** **1-3 UNITS**  
**Dance Independent Study**  
 18-54 hours lecture; 18-54 hours total  
 Independent Study course for students interested in specialized reading, research, or projects that deal with an acceptable topic in dance.  
**CSU**

## DIGITAL ART AND DESIGN (DART)

### Digital Art and Graphic Design: AA Degree

This degree provides lower division major preparation courses for students interested in pursuing transfer to a BA or BFA program in graphic design or digital art. Students pursuing this degree option must work with a counselor to develop an education plan that meets the current transfer requirements for the school of their choice.

#### Program Learning Outcomes

- Outcome 1: Critically evaluate and understand the aesthetic, cultural, and political development of design in historical and contemporary cultures.
- Outcome 2: Create finished images and graphics for professional applications based on principles of effective design and communication.
- Outcome 3: Translate ideas into images and designs.
- Outcome 4: Present finished design products for peer, professional or academic review.
- Outcome 5: Evaluate and critique graphic design work and receive criticism from others.
- Outcome 6: Work collaboratively and communicate effectively with others on design projects.

#### Required Courses (15 units)

	<b>Units</b>
DART 120 Intro to Digital Art & Graphic Design	3
DART 130 Introduction to Digital Imaging	3
DART 140 Drawing & Typography	3
ARTS 101 2D Foundations	3
ARTS 110 Fundamentals of Drawing	3

#### Restricted Electives (6 units)

	<b>Units</b>
ARTH 110 History of Graphic Design	3
DART 160 Introduction to Flash	3
DART 170 Digital Video Editing	3
PHOT 150 Beginning Digital Photography	3

<b>Total units for the major</b>	<b>21</b>
<b>Total units</b>	<b>60</b>

### Course Descriptions

**DART 120** **3 UNITS**  
**Intro to Digital Art & Graphic Design**  
 36 hours lecture, 54 hours lab; 90 hours total  
*Recommended Preparation: ARTS 101 with a minimum grade of C.*  
 This course provides an introduction to visual design concepts and contemporary professional practices in graphic art using industry-standard software including Adobe Photoshop, Illustrator and InDesign.  
**CSU, UC**

**DART 125** **3 UNITS**  
**Animation**  
 36 hours lecture, 54 hours lab; 90 hours total  
 An introductory course in the basic principles and technology of animation. Both traditional and alternative animation styles will be covered with an emphasis on creating effective sequences appropriate for the subject or narrative.  
**CSU, UC**

**DART 130** **3 UNITS**  
**Introduction to Digital Imaging**  
 36 hours lecture, 54 hours lab; 90 hours total  
*Recommended Preparation: DART 120 with a minimum grade of C.*  
 This course focuses on the creation and editing of digital images using Adobe Photoshop. Students in this course will learn to fuse traditional artistic concepts with contemporary digital tools to create original art work.  
**CSU**

**DART 140** **3 UNITS**  
**Drawing & Typography**  
 36 hours lecture, 54 hours lab; 90 hours total  
*Recommended Preparation: DART 120 with a minimum grade of C.*  
 This course focuses on the creation and editing of vector-based art and graphic design using Adobe Illustrator, with an emphasis on drawing and typography.  
**CSU, UC**

**DART 160** **3 UNITS**  
**Introduction to Flash**  
 36 hours lecture, 54 hours lab; 90 hours total  
*Recommended Preparation: CISA 130 with a minimum grade of C.*  
 Introduction to Adobe Flash providing a foundation in streaming media, interactive principles, action scripting, and animation for creating rich media websites.  
**CSU**

**DART 170** **3 UNITS**  
**Digital Video Editing**  
 108 hours integrated lab; 108 hours total  
 Introduction to non-linear editing on the computer. Includes historical development, digital video and audio formats, techniques and theory of editing, aspect ratios, organization of the edit, desktop environment, importing digital elements, project organization, video and audio files, non-linear editing skills, applying transitions, designing titles, applying filters, digital and time line effects, importing graphics, mixing audio and video elements, synchronize sound with video, and exporting digital video projects.  
**CSU, UC**

**DART 171** **3 UNITS**  
**Intermediate Digital Video**  
 108 hours integrated lab; 108 hours total  
*Prerequisite: Completion of DART 170 with a minimum grade of C.*  
 Students will learn advanced video compositing methods, image control and key effects in the digital world specific to the Final Cut Pro environment. Basic and advanced titling and graphic animation will be explored as well as storyboarding, sound design and title effects. This class will explore video for performance and as narrative.  
**CSU**



# DIGITAL DESIGN GRAPHICS TECHNOLOGY (DDGT)

## Digital Design Graphics Technology: AS Degree

This is a comprehensive four-semester program that enables a student to be employable as an entry level design drafter and three-dimensional (3D) artist with the versatility to work in a wide range of drafting and 3D graphic fields. The Digital Design Graphics Technology program is also an Autodesk Premier Training Center (ATC) which ensures that students are always taught on the most current releases of the various Autodesk software programs used in their coursework. No prerequisites are required, although students are advised to complete TECH 92, 107; MACH 100; PHYS 110, 111, in the first year of the program. ENGL 120 should be completed during the second year.

### Program Learning Outcomes

- Outcome 1: Be Able to Manage and Create Digital Media/Data.
- Outcome 2: Be Able to Work Positively as a Team Member in an Office Environment
- Outcome 3: Be Able Perform Industry Specific Skills
- Outcome 4: Be Able to Develop Personal Traits Conducive to a Professional Environment
- Outcome 5: Be Able to Effectively apply technology learned/ keep current with technology

Required Courses	Units
DDGT 120 Digital Design Graphics Technology 1	7
DDGT 121 Digital Design Graphics Technology 2	7
DDGT 230 Digital Architectural Drafting & Design	5
DDGT 240 Digital Design Graphics Technology 3	7
DDGT 241 Digital Design Graphics Technology 4	7
ENGL 120 Reading & Composition 1	4
MACH 100 Machine Shop Practice	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
TECH 92 Technical Mathematics 1	3
TECH 107 Technical Mathematics II	3

Required Electives	Units
Physical Education*	3
Elective**	3
Humanities***	3
Social Science****	3

<b>Total units for the major</b>	<b>62</b>
<b>Total units</b>	<b>60</b>

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

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

\*\*\*ANTH 150; DRAM 115; ENGL 217; HUMA 100, 101, 151, 174, 186 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Humanities.

\*\*\*\*ANTH 121, 180; CFS 140, 180; HIST 145, 150, 152; PSYC 128; SPEE 126 will double count for the A.S.

Degree requirements in Multicultural/Gender Studies and Social Science.

### Options

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

## Digital Design Graphics Technology: Certificate of Achievement

Required Courses	Units
DDGT 120 Digital Design Graphics Technology 1	7
DDGT 121 Digital Design Graphics Technology 2	7
DDGT 230 Digital Architectural Drafting & Design	6
DDGT 240 Digital Design Graphics Technology 3	7
DDGT 241 Digital Design Graphics Technology 4	7
ENGL 120 Reading & Composition 1	4
MACH 100 Machine Shop Practice	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
TECH 92 Technical Mathematics 1	3
TECH 107 Technical Mathematics II	3
<b>Total Units</b>	<b>51</b>

## Course Descriptions

**DDGT 110** **3 UNITS**  
**Technical Drawing Fundamentals**  
 36 hours lecture, 54 hours lab; 90 hours total

An entry level course for students with little or no technical drawing experience. Topics covered include national and international drafting standards, drawing scales, two-dimensional geometric construction, orthographic projection, auxiliary views, sectioning, dimensioning, creation and modification of basic templates, and computer-aided drafting (CAD) using the latest version of Autodesk AutoCAD software.

**CSU, UC**

**DDGT 120 7 UNITS**

**Digital Design Graphics Technology 1**

54 hours lecture, 216 hours lab; 270 hours total

*Recommended Preparation: MACH 100 and TECH 92 with a minimum grade of C.*

The first of a four course series in the Digital Design Graphics Technology A.S. Degree program. This course enables the student to learn and apply the fundamental skills of technical drawing towards the creation of graphical engineering documents per current industry standards. Topics covered include national and international drafting standards, drawing scales, two-dimensional and three-dimensional geometric construction, orthographic projection, auxiliary views, sectioning, dimensioning, external references, creation and modification of templates, computer-aided drafting (CAD), basic reverse engineering of parts, and three-dimensional modeling using the latest version of the Autodesk AutoCAD software.

**CSU**

**DDGT 121 7 UNITS**

**Digital Design Graphics Technology 2**

54 hours lecture, 216 hours lab; 270 hours total

*Prerequisite: Completion of DDGT 120 with a minimum grade of C.*

*Recommended Preparation: TECH 107 with a minimum grade of C.*

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, CAD rendered images and drawings, advanced reverse engineering of parts and the engineering document revision process. Manufacturing materials and processes. Development of graphics and graphical manipulation for web and print. Development and posting of internet web pages for communication of engineering documents on department website. Students will create their own logo / brand.

**CSU**

**DDGT 130 3 UNITS**

**Introduction to 3D Printing**

36 hours lecture, 54 hours lab; 90 hours total

This course focuses on 3D Modeling and 3D Printing for the beginner and those currently in industry. This course will cover the study of additive manufacturing as it pertains to 3D Printing. Topics covered include 3D Parametric Modeling, 3D Printing applications, and the advantages and limitations of 3D printing technology. Students will learn how to create three-dimensional parts and assemblies using the current version of the Autodesk Fusion 360 software specifically for 3D Printing. This course also provides the opportunity for students to earn the Autodesk Certificate of Training and to prepare for the Autodesk Certified User exam.

**CSU**

**DDGT 230 5 UNITS**

**Digital Architectural Drafting & Design**

54 hours lecture, 108 hours lab; 162 hours total

*Recommended Preparation: DDGT 121 and TECH 107 with a minimum grade of C.*

A study of the digital graphic representation used by the architectural field, building codes, symbology, floor plans, sectional views, foundation plans, roof framing plans, specifications, interior/exterior elevations, computer animated walk-throughs and fly-bys as relates to residential architecture and design.

**CSU, UC**

**DDGT 240 7 UNITS**

**Digital Design Graphics Technology 3**

54 hours lecture, 216 hours lab; 270 hours total

*Prerequisite: Completion of DDGT 121 with a minimum grade of C.*

The third of a four course series in the Digital Design Graphics Technology A.S. Degree program. This course enables the student to learn and apply mechanical computer-aided design (CAD) drafting skills and techniques to working drawings including Geometric Dimensioning and Tolerancing (GD+T) and weldment symbology. Additional topics include external references and reverse engineering of assemblies. A study of 3D Printing. Students will print to the 3D Printer and retain the printed model. A study of 3ds Max for design visualization including: modeling, materials, lighting, rigging, animation, and rendering. A study of Adobe Premiere as a non-linear video editor. A combined study of 3ds Max and Adobe Premiere to create technically animated presentational videos for their professional portfolios as displayed on the department website.

**CSU**

**DDGT 241 7 UNITS**

**Digital Design Graphics Technology 4**

54 hours lecture, 216 hours lab; 270 hours total

*Prerequisite: Completion of DDGT 240 with a minimum grade of C.*

The last of a four course series in the Digital Design Graphics Technology A.S. Degree program. Study in technical 3D animation, video editing, and compositing. Study of Adobe After Effects as a tool for video compositing, motion graphics design, and animation. Students will work together on a group project showcasing all of the skills they have learned in the two year program. Students will put together and post a resume and portfolio with animated demo reel on their student websites. Students will prepare for Autodesk Certified Professional Exams.

**CSU**

## EARTH SCIENCE (EART)

### Course Descriptions

**EART 110** **4 UNITS**  
**Earth Science**

54 hours lecture, 54 hours lab; 108 hours total

An introduction to the essentials of Earth Science with a laboratory. Topics include the geosphere, atmosphere, hydrosphere, and solar system. The focus is on the interactions between physical and chemical systems of the Earth such as the tectonic cycle, rock cycle, hydrologic cycle, weather and climate.

**CSU, UC**

## ECONOMICS (ECON)

### Course Descriptions

**ECON 100** **3 UNITS**  
**Principles of Macroeconomics**

54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 90 or MATH 97 with a minimum grade of C.*

Introduction to principles of macroeconomic analysis, economic institutions, and the application of these concepts to public policy. Comprehension of the economic vocabulary, the conflicting economic theories, money and banking, national income accounting, the basis of economic growth, and the role of government in our economic lives.

**CSU, UC**

**ECON 101** **3 UNITS**  
**Principles of Microeconomics**

54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 90 or MATH 97 with a minimum grade of C.*

This is an introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure.

**CSU, UC**

**ECON 120** **3 UNITS**  
**Economic History of the U.S.**

54 hours lecture; 54 hours total

A survey of the economic development of the United States from colonial times to the present, with emphasis on the relationship of economic activities to social and political development.

**CSU, UC**

## EDUCATION (EDUC)

### Elementary Teacher Education: AA-T Degree

This program is designed for students interested in a career as an Elementary School Teacher. It is designed to meet the introductory content area subject matter requirements for teaching at the elementary school level and for transfer to a California State University.

#### Program Learning Outcomes

- Outcome 1: Know and understand the established as well as recent theories of child development.
- Outcome 2: Analyze and think critically about the teacher's comprehensive role in early learning and development settings.
- Outcome 3: Apply human development theory to observation and practice.

#### Required Courses

	<b>Units</b>
EDUC 100 Teaching as a Profession	3
CFS 120 Child Development	3
BIOL 110 Survey of Biology	4
CHEM 110 Introduction to Chemistry	4
<b>or</b>	
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
EART 110 Earth Science	3
MATH 130 Mathematical Concepts for Elementary School Teachers - Number Systems	3
SPCOM 122 Public Speaking	3
ENGL 120 Reading & Composition 1	4
ENGL 121 Reading & Composition 2	3
GEOG 101 World Regional Geography	3
HIST 120 United States History 1	3
HIST 122 World Civilization 1	3
POLI 120 Introduction to the Principles of American Government	3

#### List A: Select 1 course

	<b>Units</b>
ENGL 123 Critical Thinking About Literature	4
ENGL 125 Critical Thinking & Composition	3

#### List B: Select 1 course

	<b>Units</b>
THEA 100 Introduction to Theater	3
ARTS 100 Foundations of Studio Arts	3

#### List B: Additional Units

	<b>Units</b>
CFS 145 Language Development and Early Literacy	3
<b>or</b>	
SPCOM 126 Intercultural Communication	3
<b>or</b>	
LGBT 120 Introduction To LGBT Studies In The Family, Education, and Community	3

<b>Total units for the major</b>	<b>52-53</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

### EDUC 100

3 UNITS

#### Teaching as a Profession

36 hours lecture, 54 hours lab; 90 hours total

This course explores teaching as a profession in K-12 education. Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California’s content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 54 hours of structured fieldwork in public school elementary classrooms that represent California’s diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

CSU, UC

## EMERGENCY MEDICAL SERVICES (EMT)

### EMT-P- Paramedic: AS Degree

Paramedicine is an allied health profession whose specialty is to provide pre-hospital emergency medical care at the Advanced Life Support (ALS) level. Didactic, clinical and field internships prepare the student to assess and treat a wide variety of medical and traumatic emergencies in the pre-hospital setting. The knowledge and skills acquired through the program will prepare students to meet the professional responsibilities outlined in the paramedic scope of practice per the California Code of Regulations, Title 22, and to meet certification standards for paramedics as outlined by the National Registry of Emergency Medical Technicians (NREMT). The Napa Valley College Paramedic Training Program will prepare students to sit for the NREMT exam for paramedics and for entry-level paramedic work with fire protection districts, private ambulance companies, or other Emergency Medical Services providers.

#### Program Learning Outcomes

- Outcome 1: Sit for the paramedic National Registry of Emergency Medical Technicians (NREMT) exam and become accredited as a paramedic, enabling the paramedic to be eligible for licensure in the State .
- Outcome 2: Perform competently the roles and responsibilities outlined in the paramedic scope of practice (Title 22, §100145 (2004)).
- Outcome 3: Obtain employment as an entry-level paramedic with an EMS agency in the Napa or surrounding communities.

#### Prerequisite Courses

	<b>Units</b>
EMT 95 Emergency Medical Technician (Basic)	7
HEOC 100 Basic Anatomy & Physiology	3
<b>or</b>	
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5

#### Required Courses

EMT 310 EMT-Paramedic I (Didactic)	24
EMT 311 EMT-Paramedic II (Clinical & Field Internship)	16

#### General Education requirements:

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

<b>Total units for the major</b>	<b>58</b>
<b>Total units</b>	<b>60</b>

**EMT-P -Paramedic : Certificate of Achievement**

Paramedicine is an allied health profession whose specialty is to provide pre-hospital emergency medical care at the Advanced Life Support (ALS) level. Didactic, clinical and field internships prepare the student to assess and treat a wide variety of medical and traumatic emergencies in the pre-hospital setting. The knowledge and skills acquired through the program will prepare students to meet the professional responsibilities outlined in the paramedic scope of practice per the California Code of Regulations, Title 22, and to meet certification standards for paramedics as outlined by the National Registry of Emergency Medical Technicians (NREMT). The Napa Valley College Paramedic Training Program will prepare students to sit for the NREMT exam for paramedics and for entry-level paramedic work with fire protection districts, private ambulance companies, or other Emergency Medical Services providers.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).

*Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756.*

<b>Prerequisite Courses</b>	<b>Units</b>
EMT 95 Emergency Medical Technician Basic	7
HEOC 100 Basic Anatomy & Physiology	3
<b>or</b>	
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5
<b>Required Courses:</b>	
EMT 310 EMT-Paramedic I (Didactic)	24
EMT 311 EMT-Paramedic II (Clinical & Field Internship)	16
<b>Total Units</b>	<b>40</b>

**Course Descriptions**

**EMT 90 2 UNITS**

**First Responder**  
36 hours lecture, 18 hours lab; 54 hours total

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

**EMT 95 7 UNITS**

**Emergency Medical Technician Basic**  
99 hours lecture, 81 hours lab; 180 hours total

*Prerequisite: Completion of EMT 90 with a minimum grade of C.*

The Emergency Medical Technician Basic course is designed to prepare students for entry level work in the Emergency Medical Services (EMS) Sector with an ambulance or other specialized service. Students in the course will learn emergency medical care at the basic life support (BLS) level. This course will prepare students to sit for the National Registry of Emergency Medical Technicians (NREMT) exam. Repeatable for credit. Letter grade only. Prerequisites: EMT 90: First Responder and current American Heart Association BLS Healthcare Provider Certification.

**EMT 310 24 UNITS**

**EMT-Paramedic I (Didactic)**  
360 hours lecture, 216 hours lab; 576 hours total

*Prerequisite: 1) Completion of EMT 95 or equivalent with a minimum grade of C. 2) 2000 Hours of EMT work experience. 3) HEOC 100 with a minimum grade of C or better or equivalent. 4) Current State of California EMT license in good standing .*

The Emergency Medical Technician-P (Paramedic) I course is the first class, two semesters in length, of a four-semester course sequence that will teach pre-hospital emergency medical care at the advanced life support (ALS) level. Upon successful completion of this course, students will be eligible to enroll in EMT 311: Emergency Medical Technician-P (Paramedic) II.

**EMT 311 16 UNITS**

**EMT-Paramedic II (Clinical & Field Internship)**  
54 hours lecture, 716 hours lab; 878 hours total

*Prerequisite: Completion of EMT 310 with a minimum grade of B.*

This course provides paramedic students with direct patient care assessment and treatment experience in the hospital and field setting. Upon successful completion of this course, the student will receive a training program certificate of completion that will allow the student to sit for the paramedic National Registry of Emergency Medical Technicians (NREMT) exam.

## ENGINEERING (ENGI)

### Course Descriptions

#### ENGI 110 3 UNITS

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

This course introduces the major engineering disciplines, engineering decision-making and ethics, and factors for success in academic and professional settings. It provides general knowledge of engineering design, communications, problem solving, fundamental physical concepts, and computational engineering tools. Presents the relationship of engineering to materials, the environment, and mathematics. Speakers, field trips, and classroom activities expose students to the many ways engineering affects our lives and the variety of roles of engineers in society. Recommended for both technical and non-technical majors.

**CSU, UC**

#### ENGI 122 4 UNITS

**Engineering Graphics & Design**  
36 hours lecture, 108 hours lab; 144 hours total

Introduction to the engineering design process and graphical communications tools used by engineers. The fundamentals of orthographic projection, pictorial sketching, dimensioning and tolerancing, and their application in the solution of engineering problems. Use of the computer-aid design package, and AutoCAD, as an analysis, design and documentation tool.

**CSU, UC**

#### ENGI 160 3 UNITS

**Programming with MATLAB for Engineers and Scientists**  
36 hours lecture, 54 hours lab; 90 hours total

*Prerequisite: Completion of MATH 120 with a minimum grade of C.*

This course teaches computer programming using the MATLAB's syntax, control, and data structures. It includes object oriented programming techniques, introduces numerical techniques for scientific and engineering applications, and emphasizes optimal programming practices. Various aspects of the software life-cycle, including design, documentation, implementation, debugging, testing, and maintenance are introduced. Case studies and software projects are significant parts of the course.

**CSU**

#### ENGI 199 1-3 UNITS

**Independent Study in Engineering**  
54-162 hours lab; 54-162 hours total

Study an area of engineering of special interest to student. May include advanced studies and projects begun in other engineering course or engineering related studies not normally included in formal course work.

**CSU**

#### ENGI 240 4 UNITS

**Properties of Materials**  
54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: Completion of CHEM 120 and PHYS 140 with a minimum grade of C.*

This is an introductory course on the properties of engineering materials and how their overall properties relate to internal structure. Topics include: atomic structure and bonding; crystal structure; phases and phase diagrams; properties (mechanical, electrical, magnetic, optical) and structure of metals, polymers, ceramics and composites; mechanical deformation and fracture; taxonomy systems; corrosion and processing methods.

**CSU, UC**

#### ENGI 241 3 UNITS

**Engineering Mechanics: Statics**  
36 hours lecture, 54 hours lab; 90 hours total

*Prerequisite: Completion of PHYS 140 and MATH 121 with a minimum grade of C.*

This course is a study of rigid bodies in static equilibrium when acted upon by forces and couples in two-dimensional and three-dimensional space. Topics include analysis of equilibrium of rigid bodies, trusses, frames, and machines, as well as the calculation of centers of mass, centroids, friction, distributed forces, beams, shear and moment diagrams, and moments of inertia.

**CSU, UC**

#### ENGI 242 4 UNITS

**Circuits 1**  
54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: Completion of MATH 221 and PHYS 240 with a minimum grade of C.*

An introductory course in the analysis of linear circuits containing resistors, inductors, capacitors, independent and dependent voltage, and current sources. Analysis techniques are developed from Kirchhoff's network theorems and include node and loop methods, superposition and source transformations. Thevenin's and Norton's theorems are applied to DC and AC circuits. Differential equations are used to find transient response. Periodic waveform analysis including evaluation of average and rms values. AC analysis techniques include sinusoids and phasors, the concept of impedance, frequency response, and resonance. Use of simulation software, ideal operational amplifiers and transformers, approximations at high and low frequencies, impedance matching, and three-phase circuits.

**CSU, UC**

## ENGLISH (ENGL)

### English: AA-T Degree

The purpose of the Associate in Arts Transfer Degree in English is to provide students with a foundation of knowledge in English which satisfactorily prepares them for transfer to the CSU/UC system for further study towards a baccalaureate degree in English or a related field. The student will develop knowledge which will enable her to understand, evaluate, and apply writing, research and analysis skills. Students who complete the TMC in English prior to transfer will be prepared for upper division coursework in the major.

#### Program Learning Outcomes

- Outcome 1: Think, read, and write critically and/or creatively.
- Outcome 2: Write a unified, coherent, well supported, and grammatically correct document.
- Outcome 3: Demonstrate competent research and MLA documentation skills.

#### Required Courses: (4 or 6 units) Units

##### Option 1 (6 units):

- ENGL 125 Critical Thinking & Composition 3
- ENGL 121 Reading & Composition 2 3

##### Option 2 (4 units):

- ENGL 123 Critical Thinking About Literature 4

#### List A (6 units): Select two courses

- ENGL 213 Survey of British Literature 1 3
- ENGL 214 Survey British Literature 2 3
- ENGL 215 Survey of American Literature 1 3
- ENGL 216 Survey of American Literature 2 3

#### List B:

##### Select course based on option chosen in Required Courses

##### Option 1: 3 units

##### Option 2: 6 units

- ENGL 200 Introduction to Creative Writing 1 3
- Any course from LIST A not already used 3
- Any English course articulated as lower division preparation in the English major at a CSU. 3

#### List C (3 units): Select one course

- ENGL 220 Shakespeare Introduction 3
- ENGL 224 Survey of Native American Literature 3
- Any course from List A not used above 3
- Any English course articulated as preparation for the English major at any CSU. 3

**Total units for the major 18-19**

**Total units 60**

## Course Descriptions

### ENGL 12 2 UNIT

#### Beginning Reading Skills

72 hours integrated lab; 72 hours total

*Prerequisite: Reading scores in Category 1 on the English Placement Test. It is assumed that students have acquired elementary phonetic and comprehension skills.*

An individualized reading course that focuses on acquisition and/or strengthening of the technical skills necessary for decoding, comprehending and interpreting reading material. Special emphasis will be placed on reading in the content areas and developing the ability to respond to assigned readings both in writing and oral discussion. A tutorial lab component will provide individually prescribed self-paced supplemental instruction and skill development activities for all students enrolled in this course. Pass/No Pass grading. Recommended for students scoring in category 1 in reading in the English Placement Test.

### ENGL 13 2 UNIT

#### Beginning Reading Skills

72 hours integrated lab; 72 hours total

*Prerequisite: Completion of ENGL 12 with a passing grade.*

An individualized reading course that focuses on acquisition and/or strengthening of the technical skills necessary for decoding, comprehending and interpreting reading material. Special emphasis will be placed on reading in the content areas and developing the ability to respond to assigned readings both in writing and oral discussion. A tutorial lab component will provide individually prescribed self-paced supplemental instruction and skill development activities for all students enrolled in this course. Pass/No Pass grading. Recommended for students scoring in category 1 in reading in the English Placement Test.

### ENGL 16 2 UNITS

#### Computer Composition

72 hours integrated lab; 72 hours total

ENGL 16 is an integrated lab course which prepares students to write using the computer as preparation for higher level English classes. Students will learn beginning word processing and Modern Language Association formatting. In addition, students will learn to write grammatically correct sentences using rules of grammar and punctuation. This class is appropriate for students needing to develop skills necessary for higher level English classes and/or those who have scored into category 1 of the English Placement testing. Concurrent enrollment in ENGL 18 is recommended. Pass/No Pass Grading.

**ENGL 17** **2 UNITS**

**Computer Composition**

72 hours integrated lab; 72 hours total

*Prerequisite: Completion of ENGL 16 with a passing grade.*

ENGL 17 is an integrated lab course which prepares students to write using the computer as preparation for higher level English classes. Students will learn beginning word processing and Modern Language Association formatting. In addition, students will learn to write grammatically correct sentences using rules of grammar and punctuation. This class is appropriate for students needing to develop skills necessary for higher level English classes and/or those who have scored into category 1 of the English Placement testing.

**ENGL 18** **3 UNITS**

**Beginning Writing**

54 hours lecture; 54 hours total

*Recommended Preparation: Concurrent enrollment in LRNS 16.*

ENGL 18 is a beginning-level course in paragraph writing. This class is appropriate for students needing to develop skills for English 85 and above, and/or students who have scored in Category I of the English Placement Test. Concurrent enrollment in ENGL 16 is recommended.

**ENGL 19** **3 UNITS**

**Intermediate Writing**

54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 18 with a passing grade.*

ENGL 19 is an intermediate writing course emphasizing the development of skills necessary for writing essays. This class is appropriate for students needing to develop skills for English 85 and above, and/or those who have scored in category 1 of the English Placement test. Concurrent enrollment in ENGL 17 is recommended.

**ENGL 84** **0.5 UNIT**

**Supervised Writing Lab**

27 hours lab; 27 hours total

English 84 is a lab course which helps students of all levels strengthen their writing skills. Students may enroll themselves or be referred by teachers who have analyzed specific problems. Credit/No Credit grading; Open Entry/Open Exit.

**ENGL 85** **5 UNITS**

**Basic Reading & Writing**

90 hours lecture; 90 hours total

This course introduces students to beginning academic reading, writing, and research skills, stressing the relationship between reading, thinking, and writing. The course emphasizes the critical reading process, stressing reading comprehension, analysis, and evaluation. Writing is treated as a reflection of critical thinking; therefore, the course emphasizes the writing process, stressing paragraph and essay development, and using grammar as a tool to enhance coherence, clarity, and unity in the writing. Credit/No Credit grading.

**ENGL 90** **4 UNITS**

**Preparing for College Read & Writing 1**

72 hours lecture; 72 hours total

*Prerequisite: Completion of ENGL 85 with a passing grade or appropriate assessment score.*

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

**ENGL 120** **4 UNITS**

**Reading & Composition 1**

72 hours lecture; 72 hours total

*Prerequisite: Completion of ENGL 90 with a minimum grade of C or appropriate skill level established through the English assessment process which includes multiple measures.*

English 120 develops expository, narrative, and argumentative writing based on reading and analysis of essays and other college-level texts. The course emphasizes critical thinking and reasoned support of ideas and reinforces the connections between reading and writing. Students will also be instructed in a range of research methods and practices, including online research, evaluation and correct integration of sources, respect for academic ethics and avoidance of plagiarism. 6,000 to 8,000 words of writing are required.

**CSU, UC**

**ENGL 121** **3 UNITS**

**Reading & Composition 2**

54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 120 with a minimum grade of C.*

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

**CSU, UC**

**ENGL 123** **4 UNITS**

**Critical Thinking About Literature**

72 hours lecture; 72 hours total

*Prerequisite: Completion of ENGL 120 with a minimum grade of C.*

This course develops critical thinking, reading, and writing skills through the study of logical reasoning, the analysis of literary texts and the generation of written arguments. Literature will provide subject matter for approximately 6,000-8,000 words of argumentative essays; however, the course will emphasize the abilities to analyze, criticize and reason inductively and deductively.

**CSU, UC**



**ENGL 125** **3 UNITS**

**Critical Thinking & Composition**

54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 120 with a minimum grade of C.*

This course develops logical reasoning skills through the analysis and generation of written arguments. It focuses on the relationship of language to logic; the abilities to analyze, criticize, advocate ideas; and to reason inductively and deductively. It includes both analysis and writing of argumentative essays to develop critical and creative thinking, reading, and writing skills. Progress in specific writing skills will be developed through instruction in the writing process--particularly revision--and instruction in building arguments, avoiding faulty reasoning, and using evidence effectively. Approximately 6,000 to 8,000 words of writing are required.

**CSU, UC**

**ENGL 200** **3 UNITS**

**Introduction to Creative Writing 1**

54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 90 or equivalent with a minimum grade of C.*

An introductory course in the practice of creative writing, including work in creative nonfiction, short fiction, and poetry. Emphasis is placed on learning and practicing the basic elements of craft and closely examining the work of published writers and students. There will be some use of workshop format to critique student work.

**CSU, UC**

**ENGL 201** **3 UNITS**

**Introduction to Creative Writing 2**

54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 200 or equivalent with a minimum grade of C.*

An intermediate course in the practice of creative writing, including work in creative nonfiction, short fiction, and poetry. Emphasis is placed on learning and practicing elements of craft and closely examining the work of published writers and students. There will be some use of workshop format to critique student work.

**CSU, UC**

**ENGL 202** **3 UNITS**

**Introduction to Creative Writing 3**

54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 201 or equivalent with a minimum grade of C.*

An advanced course in the practice of creative writing, including work in creative nonfiction, short fiction and poetry. Emphasis is placed on learning and practicing elements of craft and closely examining the work of published writers and students. There will be some use of workshop format to critique student work.

**CSU, UC**

**ENGL 203** **3 UNITS**

**Poetry Workshop 1**

54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 200 or equivalent with a minimum grade of C.*

A course designed to teach the craft of reading and writing poetry. Poets will meet in a workshop environment where they will complete weekly reading assignments and write poems based on assignments that facilitate knowledge of the craft of poetry. Students will also learn creative writing workshop techniques as they exchange suggestions on their work in progress as part of workshops. Written critiques of poems and instruction in poetic technique will be provided by the instructor.

**CSU, UC**

**ENGL 213** **3 UNITS**

**Survey of British Literature 1**

54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 120 or equivalent with a minimum grade of C.*

This course focuses on reading and analyzing major works of British literature from the Anglo Saxon and Medieval periods through the eighteenth century. Literature will be reviewed in relation to its historical, political, social, and artistic contexts and its relevance to our times. Written exams and critical papers are required.

**CSU, UC**

**ENGL 214** **3 UNITS**

**Survey British Literature 2**

54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 120 with a minimum grade of C.*

This course focuses on reading and analyzing major works of British literature from the turn of the 19th Century through the present. Literature will be reviewed in relation to its historical, political, social, and artistic contexts and its relevance to our times. Written exams and critical papers are required.

**CSU, UC**

**ENGL 215** **3 UNITS**

**Survey of American Literature 1**

54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 120 with a minimum grade of C.*

This course offers a survey of American literature through the Civil War, including Pre-Colonial, Colonial, Enlightenment, and Romantic texts of diverse writers and all genres. Literary movements are explored as they reflect the social, historical, political, religious, philosophical, economic, cultural, and artistic issues of the United States past and present. Written exams and critical papers are required.

**CSU, UC**

**ENGL 216** **3 UNITS**  
**Survey of American Literature 2**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 120 with a minimum grade of C.*

This course offers a survey of American literature from the Civil War through the present, including 19th and 20th Century Realism, Naturalism, Modernism, and Post-Modernism, as represented in texts of all genres. Literary movements are explored as they reflect social, historical, political, economic, religious, philosophical, and artistic issues of the United States past and present. Written exams and critical papers are required.

**CSU, UC**

**ENGL 220** **3 UNITS**  
**Shakespeare: Introduction**  
 54 hours lecture; 54 hours total

The course offers reading and discussion of representative Shakespearean comedies, tragedies, and histories, as well as other selected plays and poems. The class examines changing texts and performances of Shakespeare's plays from the sixteenth century through the present. Students review the literature in relation to its diverse social, historical, political, religious, cultural, artistic, and literary contexts as well as in relation to its contemporary influence.

**CSU, UC**

**ENGL 224** **3 UNITS**  
**Survey of Native American Literature**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 120 with a minimum grade of C.*

This course examines the unique literary contributions of Native American writers. Emphasis is placed on the living experience as expressed through Native works of nonfiction, fiction, poetry, and film, from pre-contact civilization to present day tribal cultures.

**CSU, UC**

**ENGL 226** **3 UNITS**  
**Survey of African American Literature 2**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of ENGL 120 with a minimum grade of C.*

This course examines African American prose, poetry, fiction, and non-fiction of the Harlem Renaissance to the present. It provides a basic understanding of the cultural, intellectual, artistic, political, and economic trends these eras embody.

**CSU, UC**

## ENGLISH AS A SECOND LANGUAGE (ESL)

### Course Descriptions

**ESL 50** **5 UNITS**  
**Grammar/Writing 1**  
 90 hours lecture; 90 hours total

*Recommended Preparation: Appropriate score on ESL Placement Test.*

This course is the grammar/writing component of Level 1 of the ESL program. Students will study basic English grammar and writing process skills. They will write short paragraphs using simple and compound sentences.

**ESL 54** **3 UNITS**  
**Reading & Discussion 1**  
 54 hours lecture; 54 hours total

*Recommended Preparation: Appropriate score on ESL Placement Test.*

ESL 54 is the reading and discussion component of the first credit level in ESL. Reading skills developed include reading comprehension, vocabulary work, and guessing meaning from context. Class discussion is an important part of this course. Credit/No Credit grading.

**ESL 60** **5 UNITS**  
**Grammar/Writing 2**  
 90 hours lecture; 90 hours total

*Recommended Preparation: ESL 50 and ESL 54 with a minimum grade of C. ESL 64 is recommended concurrently.*

This course is the grammar and writing component of Level 2 of the ESL program. Students will build on basic grammar and writing skills of Level 1, learning to write simple narrative, descriptive, and expository paragraphs and short compositions, using present, past, and future tenses, and simple, compound, and complex sentences. They will learn to revise and edit their writing.

**ESL 64** **3 UNITS**  
**Reading & Discussion 2**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ESL 50, ESL 54 and ESL 55 with a minimum grade of C or appropriate score on the ESL placement test. Concurrent enrollment in ESL 60 and 66 is recommended.*

ESL 64 is the reading component of the second level of the ESL Program. Students will build on basic reading and vocabulary skills from ESL 50, 54, and 55 and improve reading skills such as reading comprehension and speed, vocabulary development (including vocabulary in context) summarizing written material, and overall language fluency. Class discussion is an important part of this course.

**ESL 70 5 UNITS**

**Grammar/Writing 3**  
90 hours lecture; 90 hours total

*Recommended Preparation: ESL 60 and ESL 64 with a minimum grade of C or appropriate score on ESL Placement Test.*

This is the grammar/writing component of Level 3 of the ESL program. Students will build on grammar/writing skills of Level 2, writing and revising paragraphs and short narrative and descriptive compositions with clear introductions, support and conclusions. Grammar will include review of all simple and progressive verb tenses and the construction of compound and complex sentences.

**ESL 74 3 UNITS**

**Reading Level & Discussion Level 3**  
54 hours lecture; 54 hours total

*Recommended Preparation: ESL 60 and ESL 64 with a minimum grade of C or appropriate score on the ESL placement test. Concurrent enrollment in ESL 70 is recommended.*

This is the reading component of the third level of the ESL Program. Students will build on the reading and vocabulary skills of level 2, reading full-length works of fiction and/or nonfiction and continuing to improve and expand reading comprehension, discussion and vocabulary skills, and overall fluency.

**ESL 80 5 UNITS**

**Grammar/Writing 4**  
90 hours lecture; 90 hours total

*Recommended Preparation: ESL 70 and ESL 74 with a minimum grade of C or appropriate score on ESL Placement Test.*

This course is the grammar/writing component of Level 4 of the ESL program. Students will build on grammar/writing skills of Level 3. They will write, revise, and edit paragraphs and short essays, summarize and respond to selected readings, and improve their ability to identify and correct common errors of grammar and syntax.

**ESL 84 3 UNITS**

**Reading & Discussion Level 4**  
54 hours lecture; 54 hours total

*Recommended Preparation: ESL 70 and ESL 74 with a minimum grade of C or appropriate score on the ESL placement test. Concurrent enrollment in ESL 80 is recommended.*

This is the reading component of the fourth level of the ESL Program. Students will build on reading skills of level 3, learning advanced skills for reading and understanding various texts including fiction, nonfiction, and textbooks. Skill development areas include note taking, summarizing, vocabulary development, and library research.

**ESL 106 3 UNITS**

**Oral Communication 5**  
54 hours lecture; 54 hours total

*Recommended Preparation: Concurrent or previous enrollment in ESL 80, ESL 84, and/or ESL 110 with a minimum grade of C or appropriate score on ESL Placement Test.*

Advanced oral communication skills class in which students learn to listen actively, speak with clarity, and communicate effectively in English. Students will work collaboratively to make oral presentations and contribute to group and class discussions about topics of current interest. Concurrent or previous enrollment in ESL 80, 84, 110 or an appropriate score on the ESL placement test is recommended before taking this class.

**CSU**

**ESL 110 3 UNITS**

**Writing 5**  
54 hours lecture; 54 hours total

*Recommended Preparation: Completion of ESL 80 and ESL 84 with a minimum grade of C or appropriate score on ESL Placement Test.*

This course is the most advanced class for English as a Second Language students, offering an integration of reading, composition, grammar, and critical thinking.

**CSU, UC**

## ENVIRONMENTAL SCIENCE (ENVS)

### Course Descriptions

**ENVS 115 3 UNITS**

**Energy, the Environment & Sustainability**  
54 hours lecture; 54 hours total

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

**CSU, UC**

## FILM STUDIES (FILM)

### Course Descriptions

**FILM 100** **3 UNITS**

**Survey and Appreciation of Film**

*Cross-listed with HUMA-185*

54 hours lecture; 54 hours total

This course is an introduction to the history and elements of filmmaking such as narrative, mise-en-scene, cinematography, acting, editing, and sound as well as approaches to film criticism.

**CSU, UC**

**FILM 105** **3 UNITS**

**Film History: 1895-1949**

54 hours lecture; 54 hours total

This course will examine the evolution of film as a cultural medium, from its origins at the turn of the century, to its early development as a social force by the 1940's. Students will explore the history of film technology, its major social and political movements, seminal directors and performers, and the development of its narrative structure.

**CSU, UC**

**FILM 106** **3 UNITS**

**Film History: 1950s-Present**

54 hours lecture; 54 hours total

This course will examine the evolution of film as a cultural medium, from the postwar 1950's to its current climate. Students will explore the history of film technology, its major social and political movements, seminal directors and performers, and the development of its narrative structure.

**CSU, UC**

**FILM 110** **3 UNITS**

**Culture and Gender in Film**

*Cross-listed with HUMA-186*

54 hours lecture; 54 hours total

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

**CSU, UC**

**FILM 115** **3 UNITS**

**World Cinema**

*Cross-listed with HUMA 115*

54 hours lecture; 54 hours total

This course will survey the historical, social, and artistic development of cinema around the globe, introducing a range of international films, movements, and traditions.

**CSU, UC**

**FILM 117** **3 UNITS**

**Director's Cinema**

*Cross-listed with HUMA 117*

54 hours lecture; 54 hours total

This course examines the historical and artistic career of a seminal director in cinema history. Possible subjects include Martin Scorsese, Alfred Hitchcock, Francis Ford Coppola, and Woody Allen.

**CSU**

**FILM 120** **3 UNITS**

**Horror Film**

*Cross-listed with HUMA 120*

54 hours lecture; 54 hours total

This course offers an in-depth examination of the popular horror film through an analysis of its historical evolution, major theories, aesthetics and conventions, and the impact of its role as a reflection of culture & society.

**CSU, UC**

**FILM 121** **3 UNITS**

**Film Comedy**

*Cross-listed with HUMA 121*

54 hours lecture; 54 hours total

This course offers an in-depth examination of the comedy film through an analysis of its historical evolution, major theories, aesthetics and conventions, and its role as a reflection of culture and society.

**CSU, UC**

**FILM 125A** **3 UNITS**

**Film Genres: Film Noir**

*Cross-listed with HUMA 189A*

54 hours lecture; 54 hours total

This course offers an in-depth analysis of the film noir genre through the study of film history, methods of production, film style, evolution of aesthetics and conventions, noted actors and directors, and sociological implications.

**CSU, UC**

**FILM 125B** **3 UNITS**

**Film Genres: Western**

*Cross-listed with HUMA 189B*

54 hours lecture; 54 hours total

This course covers the historical, social, and artistic development of the western film genre from 1903 to the present.

**CSU, UC**

**FILM 125C** **3 UNITS**

**Film Genres: Drama**

*Cross-listed with HUMA 189C*

54 hours lecture; 54 hours total

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

**CSU, UC**

**FILM 125D** **3 UNITS**  
**Film Genres: Musicals**  
*Cross-listed with HUMA 189D*  
 54 hours lecture; 54 hours total  
 This course covers the historical, social, and artistic development of the film musical from the 1920s to the present.  
**CSU, UC**

## FRENCH (FREN)

### Course Descriptions

**FREN 120** **5 UNITS**  
**First Semester French**  
 90 hours lecture; 90 hours total  
 The first part of a four semester sequence of UC/CSU transfer level French courses integrating listening, speaking, reading, and writing skills in real world contexts. Cultural perspectives and practices are also addressed.  
**CSU, UC**

**FREN 121** **5 UNITS**  
**Second Semester French**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of FREN 120 with a minimum grade of C or equivalent or two years of high school French.*  
 The second part of a four-semester sequence of transfer-level French courses. Continued work on language communication integrating listening, speaking, reading, and writing skills in real world contexts. Ongoing development of cultural awareness.  
**CSU, UC**

## GEOGRAPHY (GEOG)

### Course Descriptions

**GEOG 101** **3 UNITS**  
**World Regional Geography**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C.*  
 Survey of the world's culture regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasis on spatial and historical influences on population growth, transportation networks, and natural environments. Identification and importance of significant features of regions.  
**CSU, UC**

**GEOG 110** **3 UNITS**  
**Physical Geography**  
 54 hours lecture; 54 hours total  
 A basic geography course emphasizing physical elements of the human environment. The course includes earth-sun relationships, maps, global time, land forms, oceans, soils, natural vegetation, weather, and climatic regions of the world.  
**CSU, UC**

## GEOLOGY (GEOL)

### Course Descriptions

**GEOL 110** **3 UNITS**  
**Physical Geology**  
 54 hours lecture; 54 hours total  
 Uses of geology in society; the nature of rocks and minerals; the dynamic nature of our planet is explored, including mountain building processes, volcanoes, faulting; plate tectonics; earthquakes; geologic time and surface land forming processes.  
**CSU, UC**

**GEOL 111** **1 UNIT**  
**Physical Geology Laboratory**  
 54 hours lab; 54 hours total  
*Corequisite: Concurrent enrollment in GEOL 110.*  
 This is a laboratory course to supplement Geology 110. The course investigates minerals and rocks and includes the use of topographic maps and profiles as well as three-dimensional aerial photographs in analyzing landforms and geologic structures. The interpretation of geologic maps, cross sections and exercises on geologic processes are all included.  
**CSU, UC**

**GEOL 199** **1-3 UNITS**  
**Independent Study in Geology**  
 54-162 hours lab; 54-162 hours total  
*Prerequisite: Completion of one college level geology course; submission of a written proposal to be reviewed by two regular science/engineering faculty members.*  
 An opportunity to study any area of Geology of special interest to the student. The material may include continuation of knowledge and projects begun in other Geology courses or geological studies not normally included in formal course work.  
**CSU**

## HEALTH (HELH)

### Course Descriptions

**HELH 100** **3 UNITS**  
**Community First Aid & Safety**  
 54 hours lecture; 54 hours total

This course involves the theory and detailed demonstration of the first aid care of the injured. The student will learn to assess the condition of a victim and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements.

**CSU, UC**

**HELH 106** **3 UNITS**  
**Personal & Community Health**  
 54 hours lecture; 54 hours total

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

**CSU, UC**

**HELH 109** **3 UNITS**  
**Sport Nutrition & Weight Management**  
 54 hours lecture; 54 hours total

This course is designed to provide students with a foundation of optimal nutrition for health and fitness. Focus is on importance of nutrients in a healthy diet for sports and weight management; appropriate 'fueling' for increased endurance; basics of energy metabolism and maximizing body fat loss; and skills to identify nutrition quackery and fad diets. Appropriate for all skill levels.

**CSU, UC**

## HEALTH OCCUPATIONS (HEOC)

### Course Descriptions

**HEOC 97** **3 UNITS**  
**Preparation for Healthcare Programs**  
 54 hours lecture; 54 hours total

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

This course introduces the fundamental study, test taking, and communication skills necessary to achieve success in the ADN, RT, or Paramedic programs. Skills on time management, study techniques and test taking strategies are among the areas to be covered.

**HEOC 100** **3 UNITS**  
**Basic Anatomy & Physiology**  
 54 hours lecture; 54 hours total

Introductory lecture course in Anatomy and Physiology. Required for Vocational Nursing, Psychiatric Technician and Paramedic Programs.

**CSU**

**HEOC 101** **3 UNITS**  
**Pharmacology**  
 54 hours lecture; 54 hours total

Pharmacology 101 introduces students to the general principles and application of pharmacology. Topics include drug classifications, indications, side effects and interactions. Drug dosage calculations will be reviewed. This course is a prerequisite for the Vocational Nursing and Psychiatric Technician Programs.

**CSU**

**HEOC 171** **3 UNITS**  
**Medical Terminology**  
 54 hours lecture; 54 hours total

Basic medical terminology used in the health professions.

**CSU**

**HEOC 172** **2 UNITS**  
**Basic Nutrition**  
 36 hours lecture; 36 hours total

Proper nutrition for optimum health and well being. Enables the student to plan proper food selections in health and disease. Required for Vocational Nursing and Psychiatric Technician Program.

**CSU**

**HEOC 372** **1.5 UNITS**  
**Intravenous Therapy**  
 24 hours lecture, 8 hours lab; 32 hours total

*Corequisite: Concurrent enrollment in NURS 233 or NURS 249 and NURS 250 or current California LVN license or RN license.*

This course is designed to prepare students to administer intravenous fluids using the fundamental principles and competencies required to begin, maintain, and discontinue intravenous therapy.

# HISTORY (HIST)

## History: AA-T Degree

The Associate in Arts in History for Transfer degree (AA-T) provides a comprehensive foundation in History in preparation for transfer to baccalaureate programs in the California State University (CSU) system in History. To fulfill the requirements for this degree, students will complete the required and elective courses in the area of emphasis and the appropriate general education pattern totaling 60 semester CSU-transferable units.

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

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

### Program Learning Outcomes

- Outcome 1: Demonstrate familiarity with major developments in American, world and regional histories.
- Outcome 2: Critically assess primary source evidence.
- Outcome 3: Use primary and secondary sources effectively to argue a historical thesis.

Required Courses		Units
HIST 120	United States History 1	3
HIST 121	United States History 2	3
HIST 122	World History 1	3
HIST 123	World History 2	3

### Restricted Electives (List A)

Students must select one course from this list:

HIST 140	History of Modern Latin America	3
HIST 142	History of Mexico	3
HIST 150	History of American Women 1600-1900	3
HIST 152	History of American Women Since 1900	3

### Restricted Electives (List B)

Students must select one course from this list:

ANTH 121	Introduction to Cultural Anthropology	3
ANTH 122	Magic, Witchcraft and Religion	3
ANTH 130	Introduction to Archaeology	3

ANTH 131	Mesoamerican Archaeology	3
ANTH 145	Medical Anthropology	3
ANTH 150	The Anthropology of Sex, Gender, and Sexuality	3
ANTH 180	The Anthropology of Childhood	3
ANTH 200	Introduction to Linguistic Anthropology	3
ECON 120	Economic History of the U.S.	3
HIST 140	History of Modern Latin America	3
HIST 142	History of Mexico	3
HIST 145	California History	3
HIST 150	History of American Women 1600-1900	3
HIST 152	History of American Women Since 1900	3
POLI 120	Introduction to the Principles of American Government	3
POLI 125	Introduction to Modern Political Ideologies	3
PSYC 123	Social Psychology	3
PSYC 135	Human Sexuality	3
PSYC 175	Theories of Personality	3
SOCI 120	Introduction to Sociology	3
SOCI 122	Social Problems	3
SOCI 123	Social Psychology	3
SOCI 154	Sociology of Crime	3

**Total units for the major 18**  
**Total units 60**

## Course Descriptions

**HIST 120 3 UNITS**  
**United States History 1**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C.*  
 Survey of the political, economic, intellectual, social and cultural history of the United States from the colonial era to 1877.  
**CSU, UC**

**HIST 121 3 UNITS**  
**United States History 2**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C.*  
 Survey of the political, social, economic, intellectual and cultural history of the United States from the end of the Civil War (1865) to the present day.  
**CSU, UC**

**HIST 122** **3 UNITS**  
**World History 1**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C.*  
 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** **3 UNITS**  
**World History 2**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C.*  
 A global survey of the world civilizations from the 15th century to the present. Emphasis will be placed on the social, political, economic, cultural and religious forces within the civilizations of Asia, Africa, Europe, and the Americas, the interaction among those civilizations, and their impact on an legacy to the contemporary world.  
**CSU, UC**

**HIST 140** **3 UNITS**  
**History of Modern Latin America**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C.*  
 Survey of the political, economic, social and intellectual evolution of post-colonial, 19th-20th Century Latin America.  
**CSU, UC**

**HIST 142** **3 UNITS**  
**History of Mexico**  
 54 hours lecture; 54 hours total  
 A survey of Mexico from pre-conquest to the present, with emphasis on political, cultural, economic, intellectual and social history. Topics covered include: indigenous population, Spanish conquest, independence and revolutions, reconstruction, and contemporary life.  
**CSU, UC**

**HIST 145** **3 UNITS**  
**California History**  
 54 hours lecture; 54 hours total  
 The course surveys California history from its earliest settlement to the present. It addresses political, economic, social, and cultural developments that accompanied the state's transformation from the Native American through the Spanish, Mexican, and American periods, and examines how national and global events influenced these developments.  
**CSU, UC**

**HIST 150** **3 UNITS**  
**History of American Women 1600-1900**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C.*  
 A survey of the experiences and contributions of women in the political, social, economic, and cultural development of the U.S. from the pre-colonial period to the end of the 19th century. This course will include study of diverse groups of women, including Native Americans, African Americans, Latinas, and Asian Americans.  
**CSU, UC**

**HIST 152** **3 UNITS**  
**History of American Women Since 1900**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C.*  
 A survey of the experiences, perspectives, and contributions of women in the political, social, economic, and cultural development of the U.S. during the twentieth century. This course will include study of diverse groups of women, including Native Americans, African Americans, Latinas, and Asian Americans.  
**CSU, UC**

**HIST 160** **3 UNITS**  
**History of the Middle East**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C.*  
 An exploration of the history of the Middle East, with a focus on the period between 600 CE and the present. Topics include: The origins and expansion of Islam; the Islamic Golden Age; the Ottoman Empire; European colonialism; the two world wars; the Arab-Israeli conflict; the politics of oil; and the Arab Spring.  
**CSU**

**HIST 199** **1-3 UNITS**  
**Independent Study in History**  
 54-162 hours lab; 54-162 hours total  
 An independent study course for students interested in specialized reading or research, or in completing a project that deals with an acceptable topic in history.  
**CSU**

**HIST 200** **3 UNITS**  
**Napa Community History**  
 54 hours lecture; 54 hours total  
 A semester-length seminar focusing on the history of the Napa region and the methods of oral history and public history. Participants will produce original work through local history research and oral history interviews.  
**CSU, UC**



# HOSPITALITY, CULINARY & TOURISM MANAGEMENT (HOSP)

## Hospitality and Tourism Management: AS Degree

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

### Program Learning Outcomes

- Outcome 1: Demonstrate the ability to prepare a business plan related to the hospitality and tourism industry
- Outcome 2: Identify the areas of liability associated with the hospitality and tourism industry
- Outcome 3: Identify career opportunities in the hospitality and tourism management industry and the required skills, knowledge and abilities of a successful employee in the industry

### Required Courses

	<b>Units</b>
ACCT 120 Introduction to Accounting	3
BUSI 90A Business Mathematics (Part 1)	1
BUSI 90B Business Mathematics (Part 2)	1
BUSI 90C Business Mathematics (Part 3)	1
BUSI 105 Business Communication	3
BUSI 110 Human Relations in Organizations	3
BUSI 170 Keyboarding 1/Part 1	1
BUSI 185 Business English	2
BUSI 251 Marketing	3
COMS 167 Intro Excel for Business Professionals	1
ECON 101 Principles of Microeconomics	3
GEOG 114 California Geography	3
HIST 153 Napa-Vallejo Community History	3
HOSP 120 Introduction to Hospitality Management	3
HOSP 122 Principles of Hotel Administration	3
HOSP 124 Hospitality Law	3
HOSP 125 Food, Beverage & Restaurant Mgmt	3
SPAN 120 Elementary Spanish I	5
SPCOM 126 Intercultural Communication	3
VWT 137 Wines of California	3
WOEX 190 Work Experience Seminar	1
WOEX 193 Vocational Work Experience	1 - 4

### Choose one class as an elective:

#### Winery Hospitality

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

<b>Spa Management</b>	<b>Units</b>
BIOL 103 Introduction to Nutrition	3
EART 110 Earth Science: Earth, Sea, and Sky	4
HEOC 370 Therapeutic Massage	2
PHYE 130 Yoga	1-1.5
<b>Total units for the major</b>	<b>53-56</b>
<b>Total units</b>	<b>60</b>

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

## Hospitality: Certificate of Achievement

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

### Program Learning Outcomes

- Outcome 1: Identify the area of liability associated with the hospitality and tourism industry.
- Outcome 2: Identify career opportunities in the hospitality and tourism management industry and the required skills, knowledge and abilities of a successful employee in the industry.

### Required Courses

	<b>Units</b>
HOSP 120 Introduction to Hospitality Management	3
HOSP 122 Principles of Hotel Administration	3
HOSP 124 Hospitality Law	3
HOSP 125 Food, Beverage & Restaurant Management	3
CUL 100 Sanitation and Safety	2
CUL 110 Culinary Production and Operations for Hospitality Professionals	3
<b>Total Units</b>	<b>17</b>

## Course Descriptions

### HOSP 100 2 UNITS

#### Sanitation and Safety

*Cross-listed with CUL-100*

36 hours lecture; 36 hours total

This class provides students with the basic principles of food safety and sanitation as they apply to food service operations. Includes instruction on federal, state, and local sanitation regulations; personal hygiene; HACCP protocol; microbiology; preventing foodborne illnesses through flow of food systems; development and management of a comprehensive cleaning and sanitizing program; and basic concepts of workplace safety. Also includes training on responsible alcohol service. National Restaurant Association ServSafe Test will be given as a course assessment and certification may be received with a passing score.

**CSU**

### HOSP 110 3 UNITS

#### Culinary Production and Operations for Hospitality Professionals

*Cross-listed with CUL-110*

36 hours lecture, 54 hours lab; 90 hours total

*Prerequisite: A current ServSafe Manager Certification or concurrent enrollment in CUL 100.*

Through a combination of lecture and lab sessions, students are introduced to fundamental culinary principles, techniques and operations. Students are introduced to and apply skills in product identification, ingredient handling, recipe costing, commercial recipe development, cooking fundamentals and professional standards of commercial kitchen operations.

**CSU**

### HOSP 120 3 UNITS

#### Intro to Hospitality Management

54 hours lecture; 54 hours total

A beginning course presenting an overview of the hospitality industry with all its segments. This overview will include lodging, restaurants, food and beverage, tourism and recreation, and other operational areas of the hospitality industry.

**CSU**

### HOSP 121 3 UNITS

#### Hospitality Cost Control

54 hours lecture; 54 hours total

*Recommended Preparation: HOSP 120 with a minimum grade of C.*

Analyzing and managing: food, beverage, labor and other costs within a hospitality operation. Emphasis on problem solving, applying cost control techniques to maximize profits while managing expenses. Topics include: establishing standards, cost-volume-profit-analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor control.

**CSU**

### HOSP 122 3 UNITS

#### Principles of Hotel Administration

54 hours lecture; 54 hours total

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

**CSU**

### HOSP 123 3 UNITS

#### Hospitality & Tourism Management Sales

54 hours lecture; 54 hours total

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

**CSU**

### HOSP 124 3 UNITS

#### Hospitality Law

54 hours lecture; 54 hours total

*Prerequisite: Completion of HOSP 120 with a minimum grade of C.*

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

**CSU**

### HOSP 125 3 UNITS

#### Food, Beverage & Restaurant Management

54 hours lecture; 54 hours total

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

**CSU**

### HOSP 126 3 UNITS

#### Culture and Cuisine

54 hours lecture; 54 hours total

This course explores cuisines with a focus on the geographic, historic, cultural, religious, and economic influences that shape food availability and consumption. Students will examine how diversity shapes cultural food patterns. Additionally, this course will examine women's contribution to the culinary world.

**CSU**

## HUMANITIES (HUMA)

### Ethnic Studies: AA Degree

The Associate's of the Arts Degree in Ethnic Studies will provide students with a critical understanding of the complex and diverse experiences and contributions of major ethnic groups in the United States including African-Americans, Mexican-Americans/Latina(o)-Americans, Asian Pacific Islander-Americans, and Native-Americans.

#### Program Level Outcomes

- Outcome 1: Demonstrate an understanding of the intersection of culture, ethnicity, race, gender, class and sexual orientation within major ethnic groups in the United States.
- Outcome 2: Critically assess the artistic, religious, philosophical, social, and historical influences of diverse ethnic groups on the development of society in the United States.
- Outcome 3: Critically assess the interplay between gender, class, religion, ethnicity and sexuality when examining women of various ethnic backgrounds in the United States.

To obtain an Associate's of the Arts Degree in Ethnic Studies, student must complete a total of 27 units. These units include six required courses (18 units) and three electives (9 units). Course listings are shown below.

Required Courses (18 units total)	Units
HUMA 100 The American Mind 1	3
HUMA 101 The American Mind 2	3
HUMA 112 Introduction to Africana Studies	3
HUMA 113 Introduction to Mexican-American and Chicana(o) Studies	3
HUMA 160 Filipina(o)-American Heritage	3
HUMA 151 Women's Ethnic Heritage	3
<b>List A (3 units)</b>	
ENGL 224 Survey of Native American Literature	3
ENGL 225 Survey of African American Literature 1	3
ENGL 226 Survey of African American Literature 2	3
SPCOM 126 Intercultural Communication	3
<b>List B (3 units)</b>	
ANTH 150 The Anthropology of Sex, Gender, and Sexuality	3
HIST 150 History of American Women 1600-1900	3
HIST 152 History of American Women Since 1900	3
PSYC 128 Cross-Cultural Psychology	3
<b>List C (3 units)</b>	
FILM 110 Culture and Gender in Film	3
MUSI 114 Survey & History of Jazz	3
THEA 105 Culture and Gender in Theater	3
<b>Total units for the major</b>	<b>27</b>
<b>Total units</b>	<b>60</b>

### Humanities and Philosophy: AA Degree

This degree focuses on studying and analyzing the interplay of significant philosophical, artistic, historical, political, religious, and cultural issues, preparing students for further study in Philosophy and Humanities Baccalaureate programs. Students will gain a historical understanding of major civilizations and cultures, both Western and non-Western, as well as an understanding and appreciation of the contributions and perspectives of prominent intellectual women and men, including those of ethnic and other minorities.

To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Level Outcomes

- Outcome 1: Critically assess political, cultural, and civic thought and the influence of diverse ethno-cultural groups on the development of American society.
- Outcome 2: Appraise, critique, and evaluate major philosophical systems, comparing and contrasting conceptual similarities and differences between and among the Western and non-Western traditions.

#### Required Courses (18 units total)

Students must complete nine units from each of the following areas, totaling eighteen units.

Humanities (9 units)	Units
HUMA 100 The American Mind 1	3
HUMA 101 The American Mind 2	3
HUMA 104 Comparative Religion	3
HUMA 125 Introduction to Latin American Studies	3
HUMA 151 Women's Ethnic Heritage	3
HUMA 160 Filipina(o)-American Heritage	3
<b>Philosophy (9 units)</b>	
PHIL 120 Introduction to Philosophy 1	3
PHIL 121 Introduction to Philosophy 2	3
PHIL 125 Introduction to Ethics	3
PHIL 130 Introduction to Logic	3
PHIL 133 World Philosophy	3
PHIL 134 Philosophy of Religion	3
<b>Total units for the major</b>	<b>18</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

**HUMA 100** **3 UNITS**  
**The American Mind 1**  
 54 hours lecture; 54 hours total

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

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

**CSU, UC**

**HUMA 101** **3 UNITS**  
**The American Mind 2**  
 54 hours lecture; 54 hours total

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

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

**CSU, UC**

**HUMA 112** **3 UNITS**  
**Introduction to Africana Studies**  
 54 hours lecture; 54 hours total

This course explores African American identity by using an interdisciplinary approach, drawing upon the artistic, philosophical, religious, social, and historical aspects of African and African American heritage to understand the formation of the moral and aesthetic values of African American culture today. There will also be a particular focus on the interplay between African American cultural identity and gender, class, and sexual orientation.

**CSU, UC**

**HUMA 113** **3 UNITS**  
**Introduction to Mexican-American and Chicana(o) Studies**  
 54 hours lecture; 54 hours total

This course explores Mexican-American/Chicana(o) identity by using an interdisciplinary approach, drawing upon the artistic, religious, philosophical, social, and historical aspects of Mexican and Mexican-American heritage to understand the formation of the moral and aesthetic values of Mexican-American/Chicana(o) culture today. There is a particular focus on the interplay between Mexican-American/Chicana(o) cultural identity and gender, class, and sexual orientation.

**CSU, UC**

**HUMA 115** **3 UNITS**  
**World Cinema**

*Cross-listed with FILM 115*

54 hours lecture; 54 hours total

This course will survey the historical, social, and artistic development of cinema around the globe, introducing a range of international films, movements, and traditions.

**CSU, UC**

**HUMA 117** **3 UNITS**  
**Director's Cinema**

*Cross-listed with FILM 117*

54 hours lecture; 54 hours total

This course examines the historical and artistic career of a seminal director in cinema history. Possible subjects include Martin Scorsese, Alfred Hitchcock, Francis Ford Coppola, and Woody Allen.

**CSU**

**HUMA 120** **3 UNITS**  
**Horror Film**

*Cross-listed with FILM 120*

54 hours lecture; 54 hours total

This course offers an in-depth examination of the popular horror film through an analysis of its historical evolution, major theories, aesthetics and conventions, and the impact of its role as a reflection of culture & society.

**CSU, UC**

**HUMA 121** **3 UNITS**  
**Film Comedy**

*Cross-listed with FILM 121*

54 hours lecture; 54 hours total

This course offers an in-depth examination of the comedy film through an analysis of its historical evolution, major theories, aesthetics and conventions, and its role as a reflection of culture and society.

**CSU, UC**

**HUMA 125** **3 UNITS**  
**Introduction to Latin American Studies**

54 hours lecture; 54 hours total

Introduction to Latin American Studies is an interdisciplinary course drawing upon the artistic, philosophical, religious, social and historical aspects of Mexico, Central America, South America and the Caribbean to understand the moral and aesthetic values amongst various Latin American cultures from the Pre-Columbian era to the present. This course will also examine the relationship of Latin American and Caribbean communities in the United States with their countries/regions of origin.

**CSU, UC**

**HUMA 151** **3 UNITS**  
**Women's Ethnic Heritage**  
 54 hours lecture; 54 hours total

This course is an exploration of concepts related to the understanding of ethnic heritage. Literature, film and the arts will be surveyed to demonstrate the power of one's heritage in constructing meaning for oneself in the world. Students will have the opportunity to observe how they view their own cultures, and to think critically about how their ethnic identity affects their sense of self and consequently, their choices. They will also exchange stories and observations about others' cultures, and in so doing examine their own ideas and assumptions about others' ethnicities.

**CSU, UC**

**HUMA 160** **3 UNITS**  
**Filipina(o)-American Heritage**  
 54 hours lecture; 54 hours total

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

**CSU, UC**

**HUMA 170** **3 UNITS**  
**Introduction to Theater**  
*Cross-listed with THEA 100*  
 54 hours lecture; 54 hours total

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

**CSU, UC**

**HUMA 174** **3 UNITS**  
**Culture and Gender in Theater**  
*Cross-listed with THEA 105*  
 54 hours lecture; 54 hours total

This course explores the contributions and perspectives of various cultural, ethnic and gender groups to contemporary American drama. Students in this course will study plays by African Americans, Latino Americans, Asian Americans and other cultural and gender groups.

**CSU, UC**

**HUMA 185** **3 UNITS**  
**Survey & Appreciation of Film**  
*Cross-listed with FILM-100*  
 54 hours lecture; 54 hours total

This course is an introduction to the history and elements of filmmaking such as narrative, mise-en-scene, cinematography, acting, editing, and sound as well as approaches to film criticism.

**CSU, UC**

**HUMA 186** **3 UNITS**  
**Culture & Gender in Films**  
*Cross-listed with FILM-110*  
 54 hours lecture; 54 hours total

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

**CSU, UC**

**HUMA 189A** **3 UNITS**  
**Film Genres: Film Noir**  
*Cross-listed with FILM 125A*  
 54 hours lecture; 54 hours total

This course offers an in-depth analysis of the film noir genre through the study of film history, methods of production, film style, evolution of aesthetics and conventions, noted actors and directors, and sociological implications.

**CSU, UC**

**HUMA 189B** **3 UNITS**  
**Film Genres: Western**  
*Cross-listed with FILM 125B*  
 54 hours lecture; 54 hours total

This course covers the historical, social, and artistic development of the western film genre from 1903 to the present.

**CSU, UC**

**HUMA 189C** **3 UNITS**  
**Film Genres: Drama**  
*Cross-listed with FILM 125C*  
 54 hours lecture; 54 hours total

This course covers the historical, social, and artistic development of the drama film genre from 1940 to the present.

**CSU, UC**

**HUMA 189D** **3 UNITS**  
**Film Genres: Musicals**  
*Cross-listed with FILM 125D*  
 54 hours lecture; 54 hours total

This course covers the historical, social, and artistic development of the film musical from the 1920s to the present.

**CSU, UC**

**HUMA 199** **1-3 UNITS**  
**Independent Study in Humanities**  
 54-162 hours lab; 54-162 hours total

*Prerequisite: Completion of one prior Humanities course.*

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

**CSU**

**HUMA 298**

**Selected Topics in Humanities**

54-162 hours lab; 54-162 hours total

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

**CSU**

**1-3 UNITS**

**LEARNING SKILLS (LRNS)**

**Course Descriptions**

**LRNS 1**

**Differential Learning Diagnosis**

18 hours integrated lab; 18 hours total

Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

**0.5 UNIT**

**LRNS 2**

**Differential Learning Diagnosis**

18 hours integrated lab; 18 hours total

*Prerequisite: Completion of LRNS 1 with a passing grade.*

Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

**0.5 UNIT**

**LRNS 3**

**Differential Learning Diagnosis**

18 hours integrated lab; 18 hours total

*Prerequisite: Completion of LRNS 2 with a passing grade.*

Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

**0.5 UNIT**

**LRNS 4**

**Differential Learning Diagnosis Course**

18 hours integrated lab; 18 hours total

*Prerequisite: Completion of LRNS 3 with a passing grade.*

Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

**0.5 UNITS**

**LRNS 60**

**Study and Test-Taking Techniques**

54 hours lecture; 54 hours total

*Prerequisite: A minimum of a Category 2 score on English placement test, or assessment by the instructor.*

Students will learn skills necessary for success in college such as: reading textbooks; taking lecture notes; studying; taking tests; managing time; becoming familiar with the college resources; and reducing test anxiety. Grading for this class is Pass/No Pass Credit. This class is recommended for students with at least a score in Category 2 in reading.

**3 UNITS**

**ITALIAN (ITAL)**

**Course Descriptions**

**ITAL 120**

**First Semester Italian**

90 hours lecture; 90 hours total

A beginning course in Italian with emphasis on listening, understanding, speaking, and writing. The basic structures of the language are covered. Italian is used exclusively. Reading of simple cultural material.

**CSU, UC**

**5 UNITS**

**ITAL 121**

**Second Semester Italian**

90 hours lecture; 90 hours total

*Prerequisite: Completion of ITAL 120 with a minimum grade of C.*

This course is the second part of a four-semester sequence of transfer-level Italian courses. Continued work on language communication, integrating listening, speaking, reading and writing skills in real world contexts. Exposure to Italian Culture.

**CSU, UC**

**5 UNITS**

**JAPANESE (JAPN)**

**Course Descriptions**

**JAPN 101**

**Elementary Japanese I**

54 hours lecture; 54 hours total

Introduction to the two basic writing systems of Japanese (hiragana and katakana), as well as approximately 30 kanji characters. Students will be introduced to the basic grammar and vocabulary of Japanese, as well as cultural information about daily life in Japan. The class will be conducted in both Japanese and English.

**CSU, UC**

**3 UNITS**

## LESBIAN, GAY, BISEXUAL AND TRANSGENDER STUDIES (LGBT)

### LGBT Studies: Certificate of Achievement

This certificate provides students with a concentrated study of lesbian, gay, bisexual, and transgender issues related to the family, education, and the community. Students will explore a wide range of topics related to how people identify their sexuality and gender and how those identities are impacted and influenced in the family, in schools, and throughout the community. Completion of this certificate can prepare students for work in a variety of social services and education. It can also prepare students for transfer to another institution offering a degree in LGBT Studies.

To fulfill requirements for this certificate, students must complete the required courses and electives as outlined below.

#### Program Learning Outcomes

- Outcome 1: Identify the major issues and vocabulary in the field of LGBT Studies.
- Outcome 2: Discuss the issues faced by sexual orientation and gender identity minorities in the family, education, and community.
- Outcome 3: Explain the differences in how people identify their sexual orientation and their gender identity.

#### Required Courses (12 Units)

	Units
ANTH 150 Anthropology of Sex, Gender, and Sexuality	3
LGBT 120 Introduction to LGBT Studies In The Family, Education, and Community	3
LGBT 121 LGBT Communities, Family and Education In The 21st Century	3
PSYC 135 Human Sexuality	3

#### Restricted Electives (6 units)

*Select 2 courses from the following;*

CFS 140 The Child, Family and Community	3
COUN 124 Working With Diverse Populations	3
HUMA 186 Culture & Gender in Films	3
LGBT 190 LGBT Internship	3
PHIL 137 Comparative Religions	3
PSYC 125 Human Development	3

**Total Units** **18**

## Course Descriptions

**LGBT 120** **3 UNITS**  
**Introduction To LGBT Studies In The Family, Education, and Community**  
 54 hours lecture; 54 hours total

This introductory course examines a wide range of issues related to the lesbian, gay, bisexual, and transgender community and how those issues impact family, education and the community.  
**CSU, UC**

**LGBT 121** **3 UNITS**  
**LGBT Communities, Family and Education in the 21st Century**  
 54 hours lecture; 54 hours total

This course examines the Lesbian, Gay, Bisexual and Transgender community in the 21st century including issues, events, and activism impacting LGBT families and education.  
**CSU, UC**

**LGBT 190** **3 UNITS**  
**LGBT Internship**  
 18 hours lecture, 144 hours lab; 162 hours total

A service-learning course designed for LGBT program students to work as an intern with an LGBT specific serving organization. Students are evaluated by organization and college staff.  
**CSU**

## LIBRARY RESEARCH (LIBR)

### Course Descriptions

**LIBR 100** **1 UNIT**  
**Becoming a Skilled Researcher**  
 18 hours lecture; 18 hours total

*Recommended Preparation: Completion of ENGL 90 with a minimum grade of C.*

An introductory course to college-level research. Students will explore the interconnected core concepts of information, research and scholarship and will apply research skills for effective use of traditional and electronic library resources. Instruction includes print and non-print information sources such as reference books, scholarly material, online subscription databases and the Internet. Students will visit a library to complete hands-on exercises.  
**CSU, UC**

# MACHINE TOOL TECHNOLOGY (MACH)

## Machine Tool Technology: AS Degree

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.

### Program Learning Outcomes

- Outcome 1: Demonstrate good work and safety habits, while using hand tools and power equipment.
- Outcome 2: Perform basic machining operations on lathes, mills, surface grinders and drill presses.
- Outcome 3: Perform basic measuring functions using precision measuring tools.
- Outcome 4: Read engineering drawing to accomplish required operations on machine tools.
- Outcome 5: Accomplish advanced lathe and mill processes, while working independently.
- Outcome 6: Understand tool geometry, carbide insert tooling.
- Outcome 7: Calculate all required math to accomplish machining processes.
- Outcome 8: Set-up, operate, and program basic CNC lathes and mills.

### Required Courses

	<b>Units</b>
DDGT 110 Technical Drawing Fundamentals	3
MACH 110 Machine Technology 1	7
MACH 111 Machine Technology 2	7
MACH 210 Machine Technology 3	7
MACH 211 Machine Technology 4	7
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
TECH 92 Technical Mathematics 1	3
TECH 107 Technical Mathematics II	3
WELD 100 Welding Theory & Practice 1	3

**Total for the major** **44**

**Total units** **60**

### Options

1. All courses required to complete the major must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required.
2. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

## Machine Tool Technology: Certificate of Achievement

This program prepares students for employment in the machinist and/or toolmaking trade. The courses covers 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.

### Program Learning Outcomes

- Outcome 1: Demonstrate good work and safety habits, while using hand tools and power equipment.
- Outcome 2: Perform basic machining operations on lathes, mills, surface grinders and drill presses.
- Outcome 3: Perform basic measuring functions using precision measuring tools.
- Outcome 4: Read engineering drawing to accomplish required operations on machine tools.
- Outcome 5: Accomplish advanced lathe and mill processes, while working independently.
- Outcome 6: Understand tool geometry, carbide insert tooling.
- Outcome 7: Calculate all required math to accomplish machining processes.
- Outcome 8: Set-up, operate, and program basic CNC lathes and mills.

### Required Courses

	<b>Units</b>
MACH 110 Machine Technology 1	7
MACH 111 Machine Technology 2	7
MACH 210 Machine Technology 3	7
MACH 211 Machine Technology 4	7
DDGT 110 Technical Drawing Fundamentals	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
TECH 92 Technical Mathematics 1	3
TECH 107 Technical Mathematics II	3
WELD 100 Welding Theory & Practice 1	3

**Total Units** **44**

## Machine Tool Technology-One Year: Skills Certificate

### Required Courses

	<b>Units</b>
MACH 110 Machine Technology 1	7
MACH 111 Machine Technology 2	7
<b>Total Units</b>	<b>14</b>



## Course Descriptions

### **MACH 100** **3 UNITS**

#### **Machine Shop Practice**

36 hours lecture, 54 hours lab; 90 hours total

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

**CSU**

### **MACH 110** **7 UNITS**

#### **Machine Technology 1**

54 hours lecture, 216 hours lecture; 270 hours total

This is a beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the engine lathe, drill press, vertical milling machine, horizontal milling machine, and surface grinder.

**CSU**

### **MACH 111** **7 UNITS**

#### **Machine Technology 2**

54 hours lecture, 216 hours ; 270 hours total

*Prerequisite: Completion of MACH 110 with a minimum grade of C.*

An intermediate course in the Machine Tool Technology degree program. Emphasis is placed on accuracy and efficiency of producing machined parts on conventional machine tools. Advanced lathe operations, including various thread forms, are a focus of the course.

**CSU**

### **MACH 210** **7 UNITS**

#### **Machine Technology 3**

54 hours lecture, 216 hours lab; 270 hours total

*Prerequisite: Completion of MACH 111 with a minimum grade of C.*

An advanced course in the machine tool technology degree program. This course emphasizes skills in the operation of horizontal and vertical milling machines. Advanced milling operations include gear cutting, gear calculations, and the use of rotary tables, index heads and dividing heads and multiple-lead threading.

**CSU**

### **MACH 211** **7 UNITS**

#### **Machine Technology 4**

54 hours lecture, 216 hours lab; 270 hours total

*Prerequisite: Completion of MACH 210 and MATH 107 (or equivalent) with a minimum grade of C.*

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. This course further develops skills in the use of precision measuring

instruments, the reading of prints and engineering drawings, and provides students with an intermediate overview of the programming and operation of CNC vertical machining centers and CNC turning centers along with hands-on operation of hand tools, grinders, engine lathes and vertical milling machines.

**CSU**

## MATHEMATICS (MATH)

### Mathematics: AS-T Degree

#### Program Learning Outcomes

- Outcome 1: Generate and Analyze Graphs.
- Outcome 2: Solve Application Problems.
- Outcome 3: Implement Computational Procedures.

#### Required Courses

Required Courses	Units
MATH 120 Calculus I	5
MATH 121 Calculus II	5
MATH 221 Multivariable Calculus	5

#### List A: Choose one

MATH 220 Linear Algebra	3
or	
MATH 222 Differential Equations	3

#### List B: Choose one

MATH 232 Statistics	4
---------------------	---

<b>Total units for the major</b>	<b>22</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

### **MATH 50** **1-2 UNITS**

#### **Basic Mathematics**

36-72 hours integrated lab; 36-72 hours total

Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

### **MATH 51** **1-2 UNITS**

#### **Basic Mathematics**

36-72 hours integrated lab; 36-72 hours total

*Prerequisite: Completion of MATH 50 with a passing grade.*

Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers and fractions. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

**MATH 52** **1-2 UNITS**

**Basic Mathematics**

36-72 hours integrated lab; 36-72 hours total

*Prerequisite: Completion of MATH 51 with a passing grade.*

Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions and decimals. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

**MATH 53** **1-2 UNITS**

**Basic Mathematics**

36-72 hours integrated lab; 36-72 hours total

*Prerequisite: Completion of MATH 52 with a passing grade.*

Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions, decimals, ratio and proportion and percents. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

**MATH 54** **1-2 UNITS**

**Basic Mathematics**

36-72 hours integrated lab; 36-72 hours total

*Prerequisite: Completion of MATH 53 with a passing grade.*

Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions, decimals, ratio and proportion, percents, and pre-algebra. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

**MATH 55** **3 UNITS**

**Pre Algebra**

54 hours lecture; 54 hours total

*Prerequisite: Math 55 assumes that the student is comfortable with basic arithmetic operations with whole numbers.*

A course which provides students with the prerequisite skills necessary for success in Beginning Algebra (MATH 90). Students will solve practical problems from daily life, learn how to use their calculator, and prepare for a transition to algebra.

**MATH 90** **5 UNITS**

**Beginning Algebra**

90 hours lecture; 90 hours total

*Prerequisite: Completion of MATH 55 with a minimum grade of C or qualification through the assessment process.*

MATH 90 is the first course in the MATH 90-94 algebra sequence. It is a prerequisite for MATH 94 or MATH 98 and is equivalent to both MATH 96 and MATH 97. Content includes order of operations, linear equations, inequalities, graphing, polynomials, factoring, rational expressions and applications.

**MATH 92** **7 UNITS**

**Accelerated Pre- & Beginning Algebra**

126 hours lecture; 126 hours total

*Recommended Preparation: Students should be competent with basic arithmetic operations on whole numbers (addition subtraction, multiplication and division). They should also have some experience with negative numbers and fractions.*

This course is designed to provide an accelerated option for students combining pre-algebra and beginning algebra into one semester. Course topics include arithmetic operations, order of operations, linear equations, inequalities, graphing, polynomials, factoring, rational expression and applications. Students will use real numbers, including fractions and decimals. Upon successful completion, students will be prepared to succeed in Intermediate Algebra (MATH 94).

**MATH 94** **5 UNITS**

**Intermediate Algebra**

90 hours lecture; 90 hours total

*Prerequisite: Completion of MATH 90 or MATH 92 or MATH 97 with a minimum grade of C or qualification through the assessment process.*

MATH 94 is the second course in the MATH 90-94 sequence. It is a prerequisite for MATH 106, MATH 232 and MATH 235 and is equivalent to both MATH 98 and MATH 99. Content includes introduction to functions, systems of equations, absolute value equations and inequalities, complex numbers, simplifying radicals, graphing quadratic and exponential functions, solving equations involving radicals, quadratics, exponentials, or logarithms, and applications.

**MATH 96** **3 UNITS**

**Beginning Algebra, Part A**

54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 55 with a minimum grade of C or qualification through the assessment process.*

MATH 96 is the first course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 97 and together with MATH 97 is equivalent to MATH 90. Content includes order of operations, linear equations, inequalities, graphing, polynomials and applications.

**MATH 97** **3 UNITS**

**Beginning Algebra, Part B**

54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 96 with a minimum grade of C or qualification through the assessment process.*

MATH 97 is the second course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 98 or MATH 94 and together with MATH 96 is equivalent to MATH 90. Content includes polynomials, factoring, rational expressions and applications.

**MATH 98** **3 UNITS**

**Intermediate Algebra Part A**  
54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 97 with a minimum grade of C or qualification through the assessment process.*

MATH 98 is the third course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 99 and together with MATH 99 is equivalent to MATH 94. Content includes functions, systems of linear equations, compound inequalities and radicals.

**MATH 99** **3 UNITS**

**Intermediate Algebra, Part B**  
54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 98 with a minimum grade of C or qualification through the assessment process.*

MATH 99 is the fourth course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 106, MATH 232 and MATH 235 and together with MATH 98 is equivalent to MATH 94. Content includes complex numbers, quadratics, exponentials, logarithms, conic sections, series and applications.

**MATH 106** **5 UNITS**

**College Algebra**

90 hours lecture; 90 hours total

*Prerequisite: Completion of MATH 94 or MATH 99 with a minimum grade of C.*

This course provides a strong algebraic foundation for the study of Calculus. From numerical, graphing, and analytical views, the course studies functions, including: polynomial, rational, exponential and logarithmic. Series, sequences and conic sections are also included. A graphing calculator is required.

**CSU, UC**

**MATH 108** **3 UNITS**

**Trigonometry**

54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 94 or MATH 99 with a minimum grade of C or equivalent.*

The course provides a strong trigonometric foundation for the study of Calculus. Included are trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, polar coordinates, and an introduction to vectors. A graphing calculator is required.

**CSU**

**MATH 115** **5 UNITS**

**Applied Calculus**

90 hours lecture; 90 hours total

*Prerequisite: Completion of MATH 106 with a minimum grade of C or equivalent.*

Presents a study of the techniques of calculus with emphasis on applications to business, life sciences and social sciences. Topics include modeling, applications of derivatives and integrals

for polynomial, rational, exponential and logarithmic functions. Graphing calculator is required.

**CSU, UC**

**MATH 120** **5 UNITS**

**Calculus I**

90 hours lecture; 90 hours total

*Prerequisite: Completion of MATH 106 and MATH 108 with a minimum grade of C.*

Math 120 is the first semester of a three course sequence in differential and integral calculus. Topics include functions, limits and continuity, techniques and applications of differentiation and integration, and the Fundamental Theorem of Calculus. Primarily for students majoring in mathematics, engineering or sciences. A Graphing Calculator is required.

**CSU, UC**

**MATH 121** **5 UNITS**

**Calculus II**

90 hours lecture; 90 hours total

*Prerequisite: Completion of MATH 120 with a minimum grade of C.*

The second semester of a three-course sequence in differential and integral calculus. Topics include integration, techniques of integration, infinite sequences and series, polar and parametric equations, and applications of integration. Primarily for majors of mathematics, engineering, and sciences. Graphing calculator is required.

**CSU, UC**

**MATH 130** **3 UNITS**

**Mathematical Concepts for Elementary School Teachers-Number Systems**

54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 94 with a minimum grade of C.*

This course emphasizes problem solving techniques and mathematical structure associated with numeration, set theory, elementary number theory, the real number system, ratio, proportion and patterns. Designed for prospective elementary teachers, this course includes activity-based explorations implementing the common core state curriculum standards.

**CSU, UC**

**MATH 220** **3 UNITS**

**Linear Algebra**

54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 121 with a minimum grade of C.*

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Properties of vectors are investigated in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included. Graphing calculator is required.

**CSU, UC**

**MATH 221** **5 UNITS**  
**Multivariable Calculus**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of MATH 121 with a minimum grade of C.*  
 The third semester of a three course sequence in differential and integral calculus. Topics include vector valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, and divergence theorem. Primarily for majors of mathematics, engineering, and science. A Graphing Calculator is required.  
**CSU, UC**

**MATH 222** **3 UNITS**  
**Differential Equations**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MATH 221 with a minimum grade of C.*  
 The course is an introduction to ordinary differential equations. Such equations are solved by both quantitative and qualitative methods while applications from a variety of disciplines are examined. The course introduces theoretical aspects of differential equations, including establishing criteria for existence of solutions, and techniques for obtaining solutions including, but not limited to, series representation, singular points, Laplace transforms and matrices.  
**CSU, UC**

**MATH 232** **4 UNITS**  
**Statistics**  
 72 hours lecture; 72 hours total  
*Prerequisite: Completion of MATH 94 or MATH 99 with a minimum grade of C.*  
*Recommended Preparation: ENGL 90 with a minimum grade of C.*  
 The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.  
**CSU, UC**

**MATH 235** **3 UNITS**  
**Finite Mathematics**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MATH 94 or MATH 99 with a minimum grade of C.*  
 This course covers linear functions, systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability. Applications from business, economics and social sciences are included in this class.  
**CSU, UC**

## MUSIC (MUSI)

### Music – Instrumental Emphasis: AA Degree

This degree provides a basic foundation in music for students interested in pursuing a career in the musical entertainment industry. As part of this degree, students will have an Instrumental Emphasis in music. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Learning Outcomes

- Outcome 1: Apply skills essential for instrumental performance in music.
- Outcome 2: Demonstrate proficiency through rehearsal and performance in solo and/or ensemble for peer, professional or academic review.
- Outcome 3: Show an aesthetic knowledge of music.

<b>Required Courses (12 units)</b>	<b>Units</b>
MUSI 112 Survey & Appreciation of Music	3
MUSI 121 Music Theory I	3
MUSI 122 Music Theory II	3
MUSI 120A Musicianship I	1
MUSI 235 Class Piano III	2

#### Restricted Electives (13 Units)

MUSI 114 Survey & History of Jazz	3
MUSI 120B Musicianship II	1
MUSI 120C Musicianship III	1
MUSI 120D Musicianship IV	1
MUSI 135 Class Piano I	2
MUSI 138 Class Piano II	2
MUSI 140 Guitar I	2
MUSI 142 Guitar II	2
MUSI 145 Woodwind Methods	2
MUSI 146 Brass Methods	2
MUSI 150 Percussion Methods	2
MUSI 152 Guitar Ensemble	1
MUSI 155 String Methods	2
MUSI 174 Rehearsal & Performance Strings	1
MUSI 176 Repertory Orchestra	1
MUSI 181 Jazz Ensemble	1
MUSI 185 Stage Band	1
MUSI 177 Rehearsal & Performance Winds	1
MUSI 179 Repertory Wind Ensemble	1
MUSI 238 Class Piano IV	2
MUSI 240 Guitar III	2
MUSI 242 Guitar IV	2
MUSI 280 Instrumental Performance Seminar	1

<b>Total units for the major</b>	<b>25</b>
<b>Total units</b>	<b>60</b>

## Music – Vocal Emphasis: AA Degree

This degree provides a basic foundation in music for students interested in pursuing a career in the musical entertainment industry. As part of this degree, the students will select a vocal music emphasis. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

### Program Learning Outcomes

- Outcome 1: Apply skills essential for vocal performance in music.
- Outcome 2: Demonstrate proficiency through rehearsal and performance in solo and/or ensemble for peer, professional or academic review.
- Outcome 3: Show an aesthetic knowledge of music.

### A. Required Courses (14 units)

	<b>Units</b>
MUSI 112 Survey & Appreciation of Music	3
MUSI 121 Music Theory I	3
MUSI 122 Music Theory II	3
MUSI 120A Musicianship I	1
MUSI 238 Class Piano IV	2
MUSI 130 Voice I	2

### B. Restricted Electives (11 units)

MUSI 120B Musicianship II	1
MUSI 120C Musicianship III	1
MUSI 132 Voice II	2
MUSI 134 Lyric Diction for Singers	3
MUSI 135 Class Piano I	2
MUSI 138 Class Piano II	2
MUSI 160 College Chorale	1
MUSI 161 Vocal Ensemble, Prima Voce	1
MUSI 166 Women's Chorale	1
MUSI 169 Men's Chorale	1
MUSI 230 Voice III	2
MUSI 232 Voice IV	2
MUSI 235 Class Piano III	2
MUSI 260 Vocal Performance Seminar	1
MUSI 266 Women's Ensemble	1

<b>Total units for the major</b>	<b>25</b>
<b>Total units</b>	<b>60</b>

## Musical Theater: AA Degree

This degree provides a foundation in musical theater for students interested in pursuing a Bachelor of Fine Arts in Musical Theater or pursuing a career in the music entertainment industry. To fulfill the requirements for this degree, students will complete the required courses for one of three areas of emphasis and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

### Program Learning Outcomes

- Outcome 1: Collaborate with others through rehearsal and performance of a musical theater production for peer, professional or academic review.
- Outcome 2: Apply skills essential for performing in a musical.
- Outcome 3: Show an aesthetic appreciation of musical theater.

### Required Courses (12 units)

	<b>Units</b>
THEA 100 Introduction to Theater	3
MUSI 121 Music Theory I	3
THEA 110 Technique of Acting	3
MUSI 170 Musical Theater Performance	3

### Restricted Electives (9 Units)

MUSI 110 Fundamentals of Music	3
MUSI 122 Music Theory II	3
MUSI 128 Audition Techniques for Musical Theater	1.5 - 1
MUSI 133 Musical Theater Voice I	2
MUSI 160 College Chorale	1
THEA 153 Musical Theater Production: Repertory	0.5 - 3
THEA 155 Dance Theater Production	1 - 3
THEA 135 Stage Movement	2
THEA 220 Acting for Fun and Profit	2
THEA 166 Musical Theater Production: Young Audiences	1 - 3
THEA 167 Musical Theater Production: Broadway	1 - 3
THEA 168 Musical Theater Production: Contemporary	1 - 3
MUSI 143 Musical Theater Voice II	2
MUSI 223 Musical Theater Voice III	2
MUSI 243 Musical Theater Voice IV	2
MUSI 183 Musical Theater Performance: Contemporary	0.5 - 3
MUSI 173 Musical Theater Performance: Young Audiences	0.5 - 3
MUSI 172 Musical Revue Performance	0.5 - 3

<b>Total units for the major</b>	<b>21</b>
<b>Total units</b>	<b>60</b>

## Music: AA-T Degree

This degree option provides a comprehensive foundation in music preparation for transfer to Baccalaureate programs for instrumental or vocal music majors in the California State University system. To fulfill the requirements for this degree, students will complete lower division major preparation courses listed below and the appropriate general education pattern (CSU GE or IGETC). Additional NVC graduation requirements do not apply to this degree. Students must pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA. Additionally, students pursuing this degree option must work with a counselor and faculty advisor to ensure appropriate elective course selections for their intended area of emphasis, e.g. Instrumental, Vocal. Total Units in Area of Emphasis: 22-24 units (6 units double counted in CSU GE Area C-1.) Total Units in GC (CSU and IGETC): 39

### Program Learning Outcomes

- Outcome 1: Analyze and compose harmonic examples including and up to the use of 20th century techniques.
- Outcome 2: Sight read and aurally recognize music including and up to post-tonal melodies and distantly related keys.
- Outcome 3: Perform on designated major instrument/voice, integrating musical and technical skills, creative interpretation and professional performance practice.
- Outcome 4: Evaluate and critique musicality, stylistic interpretation and technique of musicians in rehearsal and performance.
- Outcome 5: Perform musically and with authority in large ensemble situations exhibiting pitch, rhythmic, intonation, balance and blending accuracy.
- Outcome 6: Integrate, wherever possible, digital technology into the process of learning and presenting music.

### Required Theory Courses: 12 units

	Units
MUSI 121 Music Theory I	3
MUSI 122 Music Theory II	3
MUSI 221 Music Theory III	3
MUSI 222 Music Theory IV	3

### Required Musicianship Courses: 4 units

MUSI 120A Musicianship I	1
MUSI 120B Musicianship II	1
MUSI 120C Musicianship III	1
MUSI 120D Musicianship IV	1

### Applied Music Courses: 4 semesters for 2 - 4 units

Student selects major instrument/voice for Individual instruction:

MUSI 116 Applied Music: Strings, Winds, Brass, Percussion, Piano, Voice	0.5 -1
---	--------

### Large Ensemble Required: 4 semesters/4 units

Student selects ensemble in alignment with major instrument/voice.

MUSI 160 College Chorale	1
<b>or</b>	
MUSI 176 Repertory Orchestra	1
<b>or</b>	
MUSI 179 Repertory Wind Ensemble	1
<b>or</b>	
MUSI 181 Jazz Ensemble	1

<b>Total units for the major</b>	<b>22-24</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

### MUSI 90 0.5-1 UNIT

#### Supervised Music Lab

27-54 hours lab; 27-54 hours total

Music 90 is a laboratory course which helps students of all levels strengthen their music skills. Students may enroll themselves or be referred by teachers who have analyzed specific problems.

### MUSI 110 3 UNITS

#### Fundamentals of Music

54 hours lecture; 54 hours total

This course is an introduction to the notation and primary elements of tonal music, which incorporates the following concepts: staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. Suitable for music majors (as a pre-requisite for further music theory study) and non-majors, as general education requirement.

**CSU, UC**

### MUSI 112 3 UNITS

#### Survey & Appreciation of Music

54 hours lecture; 54 hours total

This course covers and provides the foundations, vocabulary and skills necessary for actively listening to and appraising music performances; with particular emphasis given to musical styles and music history. Also covered in the course are the origins of musical language with explorations into musical practices, composers and repertoire of the Middle Ages, Renaissance, Baroque, Classical, Romantic, 20th Century and Contemporary styles. Recommended for all music majors.

**CSU, UC**

### MUSI 114 3 UNITS

#### Survey & History of Jazz

54 hours lecture; 54 hours total

A history of jazz that offers the student an analysis and interpretation of jazz, both historical and musical. Incorporates research from the fields of sociology, cultural anthropology, and American history, as well as from music history.

**CSU, UC**

**MUSI 116** **0.5-1 UNIT**  
**Applied Music: Strings, Winds, Brass, Percussion, Piano, Voice**  
 9-18 hours lecture; 9-18 hours total  
*Recommended Preparation: MUSI 130, MUSI 135, MUSI 140, MUSI 150, with a minimum grade of C; Concurrent participation in an ensemble to align with selected major instrument/voice:*  
 1) Music 160--College Chorale (vocal emphasis)  
 2) Music 176--Repertory Orchestra (instrumental emphasis)  
 3) Music 179--Repertory Wind Ensemble (instrumental emphasis)  
 4) Music 181--Jazz Ensemble (instrumental emphasis)  
*Limitation on Enrollment: Audition required*  
 Individualized study of the appropriate techniques and repertoire for the specific instrument or voice. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.  
*Repeatable for credit three times.*  
**CSU, UC**

**MUSI 120A** **1 UNIT**  
**Musicianship I**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C.*  
 This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory I through ear training, sight singing, analysis and dictation.  
**CSU, UC**

**MUSI 120B** **1 UNIT**  
**Musicianship II**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Recommended Preparation: MUSI 121, MUSI 120A with a minimum grade of C.*  
 This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis and dictation.  
**CSU, UC**

**MUSI 120C** **1 UNIT**  
**Musicianship III**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Recommended Preparation: MUSI 122, MUSI 120B with a minimum grade of C.*  
 Applies and develops the rhythmic, melodic, and harmonic materials of Music Theory III through ear training, sight singing, analysis and dictation.  
**CSU, UC**

**MUSI 120D** **1 UNIT**  
**Musicianship IV**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Recommended Preparation: MUSI 221, MUSI 120C with a minimum grade of C.*  
 Applies and develops the rhythmic, melodic and harmonic materials of Music Theory IV through ear training, sight singing, analysis and dictation.  
**CSU, UC**

**MUSI 121** **3 UNITS**  
**Music Theory I**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C.*  
 This course, through guided composition and analysis, incorporates the following concepts: rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Development of skills in handwritten notation is expected. Required for music majors and minors.  
**CSU, UC**

**MUSI 122** **3 UNITS**  
**Music Theory II**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MUSI 121 with a minimum grade of C.*  
 This course incorporates the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and introduction to secondary/applied chords and modulation.  
**CSU, UC**

**MUSI 123** **3 UNITS**  
**Introduction to Music Technology**  
 36 hours lecture, 54 hours lab; 90 hours total  
 This course examines the terminology, equipment, techniques and concepts related to music technology. The course will survey the principles and practices of sound, MIDI (Musical Instrument Digital Interface), synthesis, notation, and audio recording utilizing hardware and software platforms.  
**CSU**

**MUSI 124** **2 UNITS**  
**Electronic Music**  
 18 hours lecture, 54 hours lab; 72 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C.*  
 The course is a study of techniques and elements of electronic music production. Topics include synthesis, sampling, and MIDI (Musical Instrument Digital Interface) sequencing. Compositions are expected of students utilizing electronic music techniques.  
**CSU**

**MUSI 126** **2 UNITS**  
**Live Sound I**  
 18 hours lecture, 54 hours lab; 72 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C.*  
 Music 126 is an overview of live performance sound reinforcement including basic principles of acoustics, use and maintenance of the equipment for sound reinforcement, and techniques for manipulating and troubleshooting audio signals.  
**CSU**

**MUSI 128** **3 UNITS**  
**Audition Techniques for Musical Theater**  
 54 hours lecture; 54 hours total  
 This course will help students develop multi-faceted singing and acting techniques, prepare songs and monologues for a variety of audition circumstances, select appropriate material, and ascertain a comprehensive understanding of audition protocol.  
**CSU**

**MUSI 130** **2 UNITS**  
**Voice I**  
 36 hours lecture; 36 hours total  
 This course teaches the basic techniques of singing including musicianship, body alignment, breath management and freedom of phonation in vocal performance while introducing a variety of musical and cultural repertoire and styles. Intended for students wishing to improve their vocal skills while expanding their knowledge of repertoire and performance styles of singing.  
**CSU, UC**

**MUSI 132** **2 UNITS**  
**Voice II**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 130 with a minimum grade of C.*  
 This course applies the techniques from Voice I with a focus on improving solo vocal performance through the development of resonance, articulation, and communication. Students develop practice techniques and collaboratively rehearse and perform with a pianist. The class is presented in a lecture/seminar environment.  
**CSU, UC**

**MUSI 133** **2 UNITS**  
**Musical Theater Voice I**  
 36 hours lecture; 36 hours total  
 Musical Theater Voice I teaches the basics of musical theater vocal technique, musicianship, repertoire and style of presentation. It focuses on individual development in a group learning environment.  
**CSU, UC**

**MUSI 134** **3 UNITS**  
**Lyric Diction for Singers**  
 54 hours lecture; 54 hours total  
 The study of diction for singing which uses the International Phonetic Alphabet (IPA) to develop skills in traditional and dialectic diction. Appropriate for students interested in improving their development of language skill for singing and especially useful for vocal music majors and minors.  
**CSU, UC**

**MUSI 135** **2 UNITS**  
**Class Piano I**  
 36 hours lecture; 36 hours total  
 This course is designed to teach basic piano skills to the student with no piano experience. It includes the fundamentals of music reading/notation, keyboard knowledge, piano techniques and musicianship, using a variety of styles and repertoire. Designed for music majors requiring piano proficiency while also providing non-majors an opportunity to study piano.  
**CSU, UC**

**MUSI 138** **2 UNITS**  
**Class Piano II**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 135 with a minimum grade of C.*  
 This course develops keyboard musicianship through the study of major and minor scales, arpeggios, and performance of beginning to intermediate-level piano repertoire. Designed for music majors requiring piano proficiency while also providing minors and non-majors an opportunity to study piano.  
**CSU, UC**

**MUSI 140** **2 UNITS**  
**Guitar I**  
 36 hours lecture; 36 hours total  
 This course teaches basic guitar technique, musicianship, chord and melody playing and accompaniments. Students will learn the first two positions of the guitar as well as practice techniques and rehearsal/concert etiquette.  
**CSU, UC**

**MUSI 142** **2 UNITS**  
**Guitar II**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 140 with a minimum grade of C.*  
 This course expands on the concepts and skills from Guitar I including technique, musicianship, chord and melody playing, accompaniments, additional fretboard positions and introduction to basic counterpoint. Practice, rehearsal and performance techniques are refined.  
**CSU, UC**



**MUSI 143** **2 UNITS**  
**Musical Theater Voice II**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 133 with a minimum grade of C.*  
 This course applies the techniques from Music Theater Voice I and focuses on expanding the resonating capabilities of the voice and expanding the vocal range. Music Theater songs concentrate on solo repertoire from productions up to 1950. The course is presented in a lecture/seminar environment.  
**CSU, UC**

**MUSI 145** **2 UNITS**  
**Woodwind Methods**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C.*  
 This course is focused on developing fundamental performance skills and methods of instruction for woodwind instruments. Topics include challenges of woodwind playing, diagnostic techniques, teaching strategies, basic woodwind repair and other related subject matter for instruction in elementary/secondary school settings.  
**CSU, UC**

**MUSI 146** **3 UNITS**  
**Brass Methods**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C.*  
 This course is focused on the development of fundamental performance and teaching skills for brass instruments. Included in the course will be examination of student performance problems, diagnostic techniques, teaching strategies, basic brass repair and other specialized topics related to brass instruction in school settings.  
**CSU, UC**

**MUSI 147** **2 UNITS**  
**Songwriting**  
 18 hours lecture, 54 hours lab; 72 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C.*  
 A study of music composition (songwriting, arranging, editing) using industry standard music software. Compositions will be analyzed on chord structure, form, rhythm, melody, harmony and lyrics.  
**CSU, UC**

**MUSI 148** **2 UNITS**  
**Sound Recording I**  
 18 hours lecture, 54 hours lab; 72 hours total  
*Recommended Preparation: MUSI 110 and MUSI 126 with a minimum grade of C.*  
 Music 148 is a course in sound recording (live and studio) including principles of acoustics, use and maintenance of equipment for analog and digital sound recording, and techniques for capturing and manipulating audio signals.  
**CSU**

**MUSI 149** **3 UNITS**  
**Legal, Business and Management Aspects of Performing Arts**  
 54 hours lecture; 54 hours total  
 This course presents an overview of the business and legal aspects of the performing arts industry. Emphasis will be given to contracts, publishing, licensing, distribution and copyright law. In addition, the duties and responsibilities of producers, agents, managers, promoters and performing artists will be examined.  
**CSU**

**MUSI 150** **2 UNITS**  
**Percussion Methods**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C.*  
 This course is focused on the development of fundamental performance and teaching skills for percussion instruments. Included in the course will be examination of student performance problems, diagnostic techniques, teaching strategies, basic percussion repair and other specialized topics related to percussion instruction in school settings.  
**CSU, UC**

**MUSI 152** **1 UNIT**  
**Guitar Ensemble**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Recommended Preparation: MUSI 142 with a minimum grade of C.*  
*Limitation on Enrollment: Audition required.*  
 This course is for the study, rehearsal, and public performance of guitar repertoire with emphasis on the development of skills needed to perform within a guitar ensemble. Different repertoire will be studied each semester.  
*Repeatable for credit four times*  
**CSU, UC**

**MUSI 155** **2 UNITS**  
**String Methods**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C.*  
 The course is focused on developing fundamental performance skills and methods of instruction for the orchestral string family. Topics include challenges of string playing, diagnostic techniques, teaching strategies, basic string instrument/bow maintenance and other related subject matter for instruction in elementary/secondary school settings.  
**CSU, UC**

**MUSI 160** **1 UNIT**  
**College Chorale**  
 54 hours lab; 54 hours total  
*Limitation on Enrollment: Audition required.*  
 A choral group, composed of male and female voices, studies, rehearses, and performs music from the traditional choral repertoire dating from medieval through contemporary musical periods. The course emphasis is on the development of skills

needed to perform within an ensemble, with different repertoire to be studied each semester. The course is repeatable for credit.  
*Repeatable for credit three times*

**CSU, UC**

**MUSI 161** **1 UNIT**  
**Vocal Ensemble, Prima voce**  
9 hours lecture, 27 hours lab; 36 hours total

*Limitation on Enrollment: Audition required*

A small vocal ensemble, called Prima voce, that rehearses and performs musical works from the traditional choral literature dating from medieval through contemporary periods. Concerts are performed regularly throughout the area as well as on occasional outside trips.

**CSU, UC**

**MUSI 162** **1.5 UNITS**  
**Gospel Choir**  
18 hours lecture, 36 hours lab; 54 hours total

*Limitation on Enrollment: Audition required*

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.

**CSU, UC**

**MUSI 164** **0.5-2 UNITS**  
**Ensemble Movement**  
27-108 hours lab; 27-108 hours total

*Limitation on Enrollment: Audition required*

Ensemble Movement is designed to add essential synchronized movement and dance to choral and musical theater performances.

**CSU, UC**

**MUSI 166** **1 UNIT**  
**Women's Chorale**  
9 hours lecture, 27 hours lab; 36 hours total

*Limitation on Enrollment: Audition required.*

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.

**CSU, UC**

**MUSI 169** **1 UNIT**  
**Men's Chorale**  
9 hours lecture, 27 hours lab; 36 hours total

A choral group that studies, rehearses, and performs music from the men's choral repertoire dating from medieval through contemporary musical periods and styles. Concerts are performed on campus, as well as on occasional off-campus venues.

**CSU, UC**

**MUSI 170** **0.5-3 UNITS**  
**Musical Theater Performance**  
27-162 hours lab; 27-162 hours total

*Limitation on Enrollment: Audition required.*

Musical Theater Performance is designed for the performance of musicals, to be presented before the campus and community with full production and dance support. The course is appropriate for all music and musical theater majors.

**CSU, UC**

**MUSI 172** **0.5-3 UNITS**  
**Musical Revue Performance**  
27-162 hours lab; 27-162 hours total

*Limitation on Enrollment: Audition required.*

Musical Revue Performance is designed for the production of musical revues to be presented before the campus and community with full production and dance support.

**CSU, UC**

**MUSI 173** **0.5-3 UNITS**  
**Musical Theater Performance: Young Audiences**  
27-162 hours lab; 27-162 hours total

*Limitation on Enrollment: Audition required.*

Musical Theater Performance: Young Audiences is designed for the rehearsal and performance of musicals for young audiences to be presented before the campus and community with full production support.

**CSU, UC**

**MUSI 174** **1 UNIT**  
**Rehearsal & Performance Strings**  
9 hours lecture, 27 hours lab; 36 hours total

*Limitation on Enrollment: Audition required.*

A rehearsal, lecture and performance class for strings or small mixed orchestral ensembles.

**CSU, UC**

**MUSI 176** **1 UNIT**  
**Repertory Orchestra**  
54 hours lab; 54 hours total

*Limitation on Enrollment: Audition required.*

This course is for the study, rehearsal, and public performance of orchestral repertoire from the Baroque through the contemporary periods, with an emphasis on the development of skills needed to perform within an orchestra. Different repertoire will be studied each semester. Choice of ensemble is based on each student's identified major instrument. The course is repeatable for credit.  
*Repeatable three times for credit*

**CSU, UC**

<p><b>MUSI 177</b> <b>1 UNIT</b>  <b>Rehearsal &amp; Performance Winds</b>                      9 hours lecture, 27 hours lab; 36 hours total  <i>Limitation on Enrollment: Audition required.</i>                      A rehearsal, lecture and performance course for winds or small mixed orchestral ensembles.  <b>CSU, UC</b></p>	<p><b>MUSI 196</b> <b>3 UNITS</b>  <b>Music &amp; Movement in Early Childhood</b>  <i>Cross-listed with CFS-196</i>                      54 hours lecture; 54 hours total                      Introduction to teaching music and movement to young children. Basic elements such as beat, rhythm, timbre, 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.  <b>CSU</b></p>
<p><b>MUSI 179</b> <b>1 UNIT</b>  <b>Repertory Wind Ensemble</b>                      54 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required</i>                      This course is for the study, rehearsal, and public performance of repertoire appropriate for a wind ensemble. The North Bay Wind Ensemble performs great works of wind ensemble and concert band repertoire with an emphasis on the development of wind instrumental skills needed to perform within a wind ensemble. Different repertoire will be studied each semester. Choice of ensemble is based on each student's identified major instrument. The course is repeatable for credit.  <i>Repeatable for credit three times</i>  <b>CSU, UC</b></p>	<p><b>MUSI 199</b> <b>1-3 UNITS</b>  <b>Independent Study in Music</b>                      54-162 hours lab; 54-162 hours total                      Designed for students wishing to pursue special topics not included in the regular curriculum. Projects include: Performance skills (requiring a recital); Theory or Composition study (which requires a composition); and History/Literature (which requires a research paper).  <b>CSU</b></p>
<p><b>MUSI 181</b> <b>1 UNIT</b>  <b>Jazz Ensemble</b>                      54 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required.</i>                      This course is focused on the study, rehearsal, and public performance of the jazz ensemble repertoire, with an emphasis on the development of skills needed to perform within a jazz ensemble. Different repertoire will be studied each semester. Choice of ensemble is based on each student's identified major instrument. Assessment of proficiency on traditional jazz instrument: saxophone, trumpet, trombone, piano, bass, guitar, drums is required. The course is repeatable for credit.  <i>Repeatable for credit three times</i>  <b>CSU, UC</b></p>	<p><b>MUSI 221</b> <b>3 UNITS</b>  <b>Music Theory III</b>                      54 hours lecture; 54 hours total  <i>Prerequisite: Completion of MUSI 122 with a minimum grade of C.</i>                      The course incorporates the concepts from Music Theory II. In addition, through writing and analysis, the course will include: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords.  <b>CSU, UC</b></p>
<p><b>MUSI 183</b> <b>0.5-3 UNITS</b>  <b>Musical Theater Performance: Contemporary</b>                      27-162 hours lab; 27-162 hours total  <i>Limitation on Enrollment: Audition required.</i>                      The objective of this course is to focus on musical theater productions from the contemporary genre (1950-present day).  <b>CSU, UC</b></p>	<p><b>MUSI 222</b> <b>3 UNITS</b>  <b>Music Theory IV</b>                      54 hours lecture; 54 hours total  <i>Prerequisite: Completion of MUSI 221 with a minimum grade of C.</i>                      This course incorporates the concepts from Music Theory III. In addition, through writing and analysis, the course will include: Post-Romantic techniques such as borrowed chords/modal mixture; chromatic mediants; Neapolitan and augmented-sixth chords; ninths, elevenths and thirteenth chords; altered chords and dominants; and 20th century techniques such as Impressionistic harmony, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm.  <b>CSU, UC</b></p>
<p><b>MUSI 185</b> <b>1 UNIT</b>  <b>Stage Band</b>                      9 hours lecture, 27 hours lab; 36 hours total  <i>Limitation on Enrollment: Audition required.</i>                      Rehearsal and performance of stage band works of the past 50 years. Proficiency on a traditional stage band instrument required for participation. Public performance required.  <b>CSU, UC</b></p>	<p><b>MUSI 223</b> <b>2 UNITS</b>  <b>Musical Theater Voice III</b>                      36 hours lecture; 36 hours total  <i>Recommended Preparation: MUSI 143 with a minimum grade of C.</i>                      This course applies the vocal skills from Music Theater Voice II, expanding the repertoire to include the contemporary era and duets. The focus is on the continued development of resonance, projection and intelligible articulation of the text. Class is presented in a lecture/seminar environment.  <b>CSU, UC</b></p>

**MUSI 230** **2 UNITS**  
**Voice III**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 132 with a minimum grade of C.*  
 This course applies the techniques from Voice II, with continued emphasis on solo performance, range expansion and resonance balance throughout the range. It also continues to develop collaborative rehearsal and performance strategies with the pianist, while using a variety of repertoire and languages. The class is presented in a lecture/seminar environment. Recital performance is suggested for all students.  
**CSU, UC**

**MUSI 232** **2 UNITS**  
**Voice IV**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 230 with a minimum grade of C.*  
 This course applies the techniques from Voice III, focusing on solo vocal performance with emphasis on expanding the range, developing resonance, flexibility and text communication. Repertoire increases in difficulty including use of art song, opera and/or oratorio. Rehearsal/performance collaboration with pianist strengthens with increased independence of the singer. The class is presented in a lecture/seminar environment. Recital performance is required for all students.  
**CSU, UC**

**MUSI 235** **2 UNITS**  
**Class Piano III**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 138 with a minimum grade of C.*  
 This course develops keyboard musicianship through the study of major and minor scales, arpeggios, diatonic chord progressions, harmonization of melodies, transposition and intermediate-level piano repertoire. Designed for music majors requiring piano proficiency while also providing non-majors an opportunity to study piano.  
**CSU, UC**

**MUSI 238** **2 UNITS**  
**Class Piano IV**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 235 with a minimum grade of C.*  
 This course continues the systematic development of keyboard musicianship through the study of all diatonic scales, arpeggios, harmony and intermediate-level to advanced repertoire. Designed for music majors requiring piano proficiency while also providing non-majors an opportunity to study piano.  
**CSU, UC**

**MUSI 240** **2 UNITS**  
**Guitar III**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 142 with a minimum grade of C.*  
 This course expands on the concepts and skills learned in Guitar II. Students develop increased accuracy and speed in performance including counterpoint. Practice, rehearsal and performance techniques continue to be refined.  
**CSU, UC**

**MUSI 242** **2 UNITS**  
**Guitar IV**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 240 with a minimum grade of C.*  
 The course expands on the concepts and skills learned in Guitar III. Students continue to perform repertoire of increased difficulty including counterpoint. Ensemble playing is stressed throughout, with an emphasis on melodic techniques, including dynamics, articulation and phrasing.  
**CSU, UC**

**MUSI 243** **2 UNITS**  
**Musical Theater Voice IV**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 223 with a minimum grade of C.*  
 Musical Theater Voice IV applies the combined skills from Musical Theater Voice I-III. The course focuses on strengthening vocal technique, resonance, intelligibility of text, and intense character development and communication using solo, duet, and ensemble repertoire from Musical Theater productions. The class is presented in a lecture/seminar environment.  
**CSU, UC**

**MUSI 260** **1 UNIT**  
**Vocal Performance Seminar**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Limitation on Enrollment: Audition required.*  
 This mixed (SATB) choral group rehearses and performs music from the traditional and contemporary repertoire. The student will study and perform music of increased difficulty in flexible performance situations and locations on-campus and off-campus in North Bay locations.  
**CSU, UC**

**MUSI 266** **1 UNIT**  
**Women's Ensemble**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Recommended Preparation: MUSI 166 with a minimum grade of C*  
*Limitation on Enrollment: Audition required.*  
 A select vocal women's ensemble that rehearses and performs musical works from the serious choral literature dating from medieval through contemporary periods, including contemporary popular arrangements, focusing on "a cappella" performance. Concerts are performed regularly throughout the area as well as on occasional outside trips.  
**CSU, UC**

**MUSI 280** **1 UNIT**  
**Instrumental Performance Seminar**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Limitation on Enrollment: Audition required.*  
 This instrumental group rehearses and performs music from the traditional and contemporary repertoire. The student will prepare and perform music of increasing difficulty in flexible performance situations and varied repertoire.  
**CSU, UC**

# NURSING (NURS)

## Nursing: AS Degree

The Associate Degree in Nursing (ADN) program has had significant curriculum changes to keep current with the rapidly changing health care environment and was approved by the California Board of Registered Nursing (BRN) in December, 2016. It is designed to prepare qualified men and women to practice nursing in entry-level positions. To remain in the nursing program once admitted, a student must maintain a "C" grade or above in all courses, inclusive of a satisfactory clinical grade, all of which is explained in detail in the Student Handbook for the admitting cohort.

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. Opportunities are also available for concurrent work with collaborative schools to gain a Bachelors of Science in Nursing degree (BSN).

The California BRN may deny applications to test in the case of criminal convictions. If you have had such a conviction, you should review the Act-Section 480, available at [www.rn.ca.gov](http://www.rn.ca.gov). Students must demonstrate proficiency in Math. Students planning to transfer to a four year college should consult the catalog of their choice and a Napa Valley College counselor for specific requirements.

Humanities is a degree requirement. It is not required for eligibility to take the NCLEX-RN but without an A.S. Degree in Nursing (ADN), one will probably not be eligible for licensure outside of California. All students are strongly encouraged to complete all co-requisite general education courses.

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

Program Admission Requirements: Refer to BRN Curriculum document and [www.napavalley.edu/adn](http://www.napavalley.edu/adn) for more details.

### Program Learning Outcomes

- Outcome 1: Create individualized care using the nursing process to assist individuals and groups to achieve, maintain and restore health.
- Outcome 2: Critique own professional nursing practice in accordance with the ethical and legal guidelines in the Nurse Practice Act, ANA Code of Ethics and Nurse Practice Standards.
- Outcome 3: Establish effective therapeutic communication with individuals, families, groups and members of the healthcare team.

- Outcome 4: Integrate knowledge of scientific nursing principles, cultural diversity, and growth and development, along with teamwork and collaboration, when practicing nursing.
- Outcome 5: Manage safe and effective nursing care for a group of patients in a safe and effective manner, in collaboration with the interdisciplinary team.
- Outcome 6: Generate a plan for continued personal and professional development.

### Prerequisites (22 units)

	<b>Units</b>
BIOL 218 Human Anatomy*	5
BIOL 219 Human Physiology*	5
BIOL 220 General Microbiology*	5
ENGL 120 Reading & Composition 1	4
PSYC 125 Human Development	3

### Required Courses

NURS 151 Nursing Fundamentals	4
NURS 152 The Role of the Nurse in Health & Wellness, Chronic Illness and Geriatric Care	8
NURS 153 Maternal/Newborn Nursing Care	4.5
NURS 154 Mental Health Nursing Care	4.5
NURS 155 Pediatric Nursing Care	2.5
NURS 251 Community and Acute Medical-Surgical Nursing Care I	12
NURS 252 Community and Acute Medical Surgical Nursing Care II	8
NURS 253 Capstone Course	4
Social Science Elective	3
SPCOM 124 Career Communication	3
HUMA/Multicultural/Gender Studies GE ***	3

### Total units for the major

**80**

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

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

### Notes:

*To remain in the nursing program, a student must maintain a "C" grade or above in all required arts and science courses and nursing theory courses with a satisfactory evaluation in all clinical experiences and meet passing requirements in Math and national standardized tests.*

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

*Students must demonstrate proficiency in Math either by test and successful completion of MATH 94 or higher. Students planning to transfer to a four-year college should consult*

the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements. Most BSN programs require grades of A's and B's.

Humanities is a degree requirement. It is not required for eligibility to take the NCLEX-RN. Students who do not receive an A.S. Degree in Nursing probably will not be eligible for licensure by endorsement in other states. Students are strongly encouraged to complete all corequisite general education courses while waiting for entry.

**Nursing –Advanced Placement Program for Licensed Vocational Nurses and Licensed Paramedics: AS Degree**

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

1. Current, valid California LVN license or Paramedic license.
2. 4,000 hours of work experience as a LVN or Paramedic.

<b>Prerequisites (22 units)</b>	<b>Units</b>
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5
ENGL 120 Reading & Composition 1	4
PSYC 125 Human Development	3

**Bridge/Transition Course**

NURS 245 Nursing Transition (Required for LVNs and Paramedics)	6
---	---

**Required Courses**

NURS 144 Mental Health Nursing in the Community	5.5
NURS 246 Nursing in Health Alterations III	6.5
NURS 247 Maternal-Newborn Nursing	4
NURS 248 Nursing in Community-Based Setting (For Paramedics only)	1
NURS 249 Nursing in Health Alterations IV	7
NURS 250 Nursing Preceptorship	3
Social Science Course (except PSYC 125) from approved A.S. Degree GE list	3
SPCOM 124 Career Communication	3
Humanities/Multicultural/Gender Studies GE*	3

<b>Total units for the major</b>	<b>63-64</b>
<b>Total units</b>	<b>60</b>

**Nursing-Non-Degree 30 unit Option for Licensed Vocational Nurses: AS Degree**

The 30-unit option was created by the legislature for LVN's. Students entering this option must have a current valid California LVN license. LVN's complete 30 units of nursing & related sciences, but do not meet graduation requirements. They can take the NCLEX-RN in California ONLY & will probably not be able to become licensed by endorsement in other states. (Physiology and Microbiology are the required prerequisite courses for the 30-unit option.) Work experience, etc., are the same requirements as other advanced placement students.

<b>Prerequisites (10 units)</b>	<b>Units</b>
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5

**Required Courses**

NURS 245 Nursing Transition	6
NURS 144 Mental Health Nursing in the Community	5.5
NURS 246 Nursing in Health Alterations III	6.5
NURS 249 Nursing in Health Alterations IV	7

<b>Total units for the major</b>	<b>35</b>
<b>Total units</b>	<b>60</b>

**Vocational Nursing: AS Degree**

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

The student who completes additional requirements may receive an Associate of Science Degree. The extended format program is the only format currently being offered at this time, and is designed for students who are certified Nurse's Aides (CNA) or equivalent (completion of one semester of an accredited psychiatric technician, respiratory care or nursing program with a "C" or better).

The program is extended to twenty three months to accommodate the working student. Class meets two full days per week, year round, inclusive of summer and winter breaks usually scheduled by the college. Admission Requirements All coursework must be completed with a "C" or better within 5 years of the start of the class, as required by the BVNPT, and all program requirements must be met before applications will be accepted. All applicants meeting these requirements will be eligible for admission to the program and will be enrolled on a first-come, first-served basis.

**Admission Requirements:**

All new admission, re-admission and advanced placement applicants will follow this procedure.

1. Complete an application for admission to the college. (can only be done online at [www.napavalley.edu](http://www.napavalley.edu)). This needs to be done only once.
2. Complete the matriculation requirements of:
  - a. English and Math assessment testing;
  - b. College orientation. \*Contact the Testing and Tutoring Center at 253-3270 or the Counseling Center in person in the 1300 Building to sign up for assessment and orientation sessions.
3. Take the Reading Assessment test (CTEP) and pass with a score of 59 or higher OR have ENGL 85 or higher with a "C" or better
4. Take the Math Assessment test (MTDP) and pass with a score of 29 or higher on the Elementary Algebra Test OR have MATH 90 or higher with a "C" or better. Test scores are good for five years and equivalency coursework must be taken with the past two years
5. Be a currently Certificateified Nurse's Aid (CNA) or have equivalent training i.e. (as determined by the Program coordinator).
6. Completion of PREREQUISITE courses before submitting an application to the program. a. HEOC 100 – Anatomy and Physiology (with a "C" or better) b. HEOC 101 – Pharmacology (with a "C" or better)
7. Official Verification (unopened transcripts) of high school graduation or its equivalent (GED, CHSPE, or AA/AS or a higher degree).

\*All Foreign Transcripts must be evaluated by an International Evaluation Service prior to submission of program application; this service must provide Napa Valley College with an evaluation Certificate of the international coursework. (Forms to request this evaluation are available in Admissions & Records and the Health Occupations Department; your official foreign transcripts evaluations must accompany this form.)

**Program Learning Outcomes**

- Outcome 1: Qualify for and pass the state Vocational Nursing licensing exam.
- Outcome 2: Use the nursing process in various settings to assist individuals and groups to promote, maintain, and restore health.
- Outcome 3: Integrate ethical and legal guidelines from the Vocational Nurse Practice Act, ANA Code of Ethics and Vocational Nurse Practice Standards.
- Outcome 4: Collaborate with individuals, families, groups, and the health care team using therapeutic communication.
- Outcome 5: Utilize theory and evidence-based knowledge for decision making to guide nursing practice.
- Outcome 6: Integrate leadership and management principles in the nursing care of individuals or groups with alterations in health.
- Outcome 7: Demonstrate consistent commitment to professional growth and self development.

<b>Prerequisites Courses</b>	<b>Units</b>
HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3

<b>Required Courses</b>	<b>Units</b>
HEOC 172 Basic Nutrition	2
NURS 131 Vocational Nursing 1	13
NURS 132 Vocational Nursing 2	14.5
NURS 233 Vocational Nursing 3	13
PSYC 125 Human Development	3

**Total units for the major (including prerequisite courses) 45**  
**Total units 60**

*Options*

1. *Certificate Programs (51.5 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.*
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.*

**Vocational Nursing: Certificate of Achievement**

This is a three-semester program designed to prepare qualified men and women to practice vocational nursing. At Napa Valley College we offer a patient-centered program operated in cooperation with community health care agencies and hospitals. The college grants a Certificate of Achievement Vocational Nursing after successful completion of the program, and the student is then eligible to apply to take the state examination for licensure (offered by the Board of Vocational Nursing/ BVNPT). The student who completes additional requirements may receive an Associate in Science Degree. The extended format program is the only format currently being offered at this time, and is designed for students who are certified Nurse's Aides (CNA) or equivalent (completion of one semester of an accredited psychiatric technician, respiratory care or nursing program with a "C" or better). The program is extended to twenty three months to accommodate the working student. Class meets two full days per week, year round, inclusive of summer and winter breaks usually scheduled by the college.

**Admission Requirements:**

(see [www.napavalley.edu/adn](http://www.napavalley.edu/adn) for more details)

**Program Learning Outcomes**

- Outcome 1: Use the nursing process in various settings to assist individuals and groups to promote, maintain, and restore health.
- Outcome 2: Integrate ethical and legal guidelines from the Vocational Nurse Practice Act, ANA Code of Ethics and Vocational Nurse Practice Standards.

- Outcome 3: Collaborate with individuals, families, groups, and the health care team using therapeutic communication.
- Outcome 4: Utilize theory and evidence-based knowledge for decision making to guide nursing practice.
- Outcome 5: Integrate leadership and management principles in the nursing care of individuals or groups with alterations in health.
- Outcome 6: Demonstrate consistent commitment to professional growth and self development.
- Outcome 7: Qualify for and pass the state Vocational Nursing licensing exam.

Prerequisites Courses	Units
HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3
Required Courses	
HEOC 172 Basic Nutrition	2
NURS 131 Vocational Nursing 1	13
NURS 132 Vocational Nursing 2	14.5
NURS 233 Vocational Nursing 3	13
PSYC 125 Human Development	3

**Total units for the major (including prerequisite courses) 51.5**  
**Total units 60**

## Course Descriptions

### NURS 100 3 UNITS **Introduction to Professional Nursing: Health Promotion & Risk Reduction**

54 hours lecture; 54 hours total

*Recommended Preparation: Applied or admitted to NVC ADN Program or current licensed healthcare provider (e.g. LVN, CNA, RT, PTEC, Paramedic).*

Focus is on the introduction of the nursing process and professional nursing values, attitudes and behaviors. Basic concepts related to roles, functions, legal and ethical issues, critical thinking, communication, research, patient-centered care, diversity, collaboration, health promotion, student success strategies and teaching/learning principles are included.

**CSU**

### NURS 131 13 UNITS **Vocational Nursing 1**

122 hours lecture, 336 hours lab; 458 hours total

*Prerequisite: Completion of HEOC 100 and HEOC 101 with a minimum grade of C, and current Certified Nursing Assistant (C.N.A.) certificate from California Board of Registered Nursing.*

*Corequisite: Concurrent enrollment in HEOC 172 and PSYC 125 with a minimum grade of C.*

*Limitation on Enrollment: High School graduate or equivalent, CTEP-English Assessment Testing, MDTP Assessment Testing, and completion of an Orientation Meeting.*

This is the first course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Introduces role of Vocational Nurse, fundamental nursing skills, medical terminology, administration of medication including injections, lab values, Preoperative and Postoperative care, Pediatrics I, Maternity I, Gerontological nursing and care of the patient with Peripheral Vascular System Disorder I.

**CSU**

### NURS 132 14.5 UNITS **Vocational Nursing 2**

144 hours lecture, 366 hours lab; 510 hours total

*Prerequisite: Completion of NURS 131 and HEOC 172 with a minimum grade of C.*

*Corequisite: Concurrent enrollment in PSYC 125 with a minimum grade of C.*

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 II, Peripheral Vascular II, Pediatrics II, Rehabilitative Nursing, Lab Values, Fluids & Electrolytes, Musculoskeletal, Gastrointestinal, Endocrine and Mental Health Disorders.

**CSU**

### NURS 151 4 UNITS **Nursing Fundamentals**

36 hours lecture, 108 hours lab; 144 hours total

*Prerequisite: Completion of BIOL 218, BIOL 219, BIOL 220, ENGL 120 and PSYC 125 with a minimum grade of C.*

*Recommended Preparation: CNA Certification by the California Department of Consumer Affairs is required. Equivalency can be met via appropriate licensure as determined by program director.*

The beginning in a series of courses that sets the framework for understanding and practicing the art and science of nursing which includes the nursing process, critical thinking, patient centered care, legal and ethical standards, professionalism, effective professional communication, teamwork and collaboration, evidence based practice/informatics, and the reduction of risk potential. Also included is review of basic nursing skills from the nursing prospective initially learned as a CNA, in addition to more advanced nursing skills that will be used in practice throughout the program.

**CSU**



**NURS 152** **7.5 UNITS**  
**The Role of the Nurse in Health & Wellness, Chronic Illness and Geriatric Care**

72 hours lecture, 192 hours lab; 264 hours total

*Prerequisite:* Completion of NURS 151 with a minimum grade of C.

*Corequisite:* Concurrent enrollment in SPCOM 124 with a minimum grade of C.

Using the knowledge gained taking pre-requisite courses and the concepts and skills learned in NURS 151 regarding the role of the nurse and the practice of nursing, the student will also learn to integrate cultural awareness and growth and development concepts to promote health and maintain wellness in all persons, integrate psychosocial and physiologic knowledge to care for those with chronic illness, understand the unique needs of the geriatric population and how to provide them care.

**CSU**

**NURS 153** **4.5 UNITS**  
**Maternal/Newborn Nursing**

48 hours lecture, 100 hours lab; 148 hours total

*Prerequisite:* Completion of NURS 151 and 152 with a minimum grade of C.

Using concepts and skills previously introduced, this course is focused on the use of nursing process in caring for the mother, neonate and the child-bearing family, with and without alterations in health. Emphasis is placed on family-centered nursing care and client teaching.

**CSU**

**NURS 154** **4.5 UNITS**  
**Mental Health Nursing Care**

48 hours lecture, 100 hours lab; 148 hours total

Using concepts and skills previously introduced, this course focuses on the use of nursing process in caring for patients, patient centered groups, and communities with actual mental illness and those with potential psychosocial alterations. Emphasis is placed on therapeutic communication and group communication.

**CSU**

**NURS 155** **2.5 UNITS**  
**Pediatric Nursing Care**

24 hours lecture, 64 hours lab; 88 hours total

Using concepts and skills previously introduced, this course focuses on the use of nursing process in the promotion of health and wellness in the pediatric client/ family as well as the pediatric patient with and without alterations in health. Emphasis is placed on health alterations specific to the pediatric client being cared for in the out-patient setting, acute alterations in the out-patient setting, and for chronic alterations. The hospitalized pediatric patient with acute health alterations in pediatrics will be incorporated in the acute medical surgical courses.

**CSU**

**NURS 156** **1.5 UNITS**  
**Nursing Transition**

18 hours lecture, 27 hours lab; 45 hours total

*Prerequisite:* Licensure to practice as a Vocational Nurse in California.

This course is designed for the California Licensed Vocational Nurse who has graduated from an accredited VN program (preferably within the last ten years) and who has at least one year of full time work as an LVN, who desires to transition into the Associate Degree in Nursing program (where appropriate, based on didactic and experiential evaluation and assessment). On-campus class as well as on-line learning modules/ assignments to review and enhance nursing knowledge to assist in transition from VN to RN focus. Lab, sim lab, and clinical evaluation of safe skills and practice prior to transitioning into the appropriate Associate Degree Nursing course.

**CSU**

**NURS 233** **13 UNITS**  
**Vocational Nursing 3**

121 hours lecture, 343 hours lab; 464 hours total

*Prerequisite:* Completion of NURS 132 with a minimum grade of C.

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, Rehabilitative and Home Health Nursing; Care of the patient with Cardiovascular, Respiratory, Urinary, Reproductive, Neurological and Dermatological Disorders

**CSU**

**NURS 249** **7 UNITS**  
**Nursing in Health Alterations IV**

72 hours lecture, 162 hours lab; 234 hours total

*Prerequisite:* Completion of NURS 246, NURS 247, NURS 248, SPCOM 124, and a Social and Behavioral Science Elective (Except PSYC 125 - Human Development) with a minimum grade of C.

*Corequisite:* Concurrent enrollment in a Humanities Elective.

Focus is on the application of the nursing process for patients with multiple complex health alterations. The student functions in the roles of manager and provider of care.

**CSU**

**NURS 250** **3 UNITS**  
**Nursing Preceptorship**

18 hours lecture, 108 hours lab; 126 hours total

*Prerequisite:* Completion of NURS 249 with a minimum grade of C.

Provides a clinical environment for the student to integrate scientific principles and management skills. The student assumes increasing responsibilities under the direct supervision of a RN preceptor.

**CSU**

**NURS 251** **12 UNITS**  
**Community and Acute Medical-Surgical Nursing Care I**  
 108 hours lecture, 324 hours lab; 432 hours total

Using information and skills learned in previous semesters, the focus of this course is on chronic to acute medical surgical conditions of all populations, including multi-system alterations. Integration of new knowledge with pathophysiological and psychosocial skills, evidence based practice, detailed assessment skills and the use of critical thinking for the application to patient care. Time management and leadership skill progression is important to meeting objectives in caring for groups of patients in a variety of settings: homes, clinic, acute care, community groups, skilled nursing facilities, rehabilitation settings. Letter grade only.

**CSU**

**NURS 252** **12 UNITS**  
**Community and Acute Medical Surgical Nursing Care II**  
 72 hours lecture, 216 hours lab; 288 hours total

Using information and skills learned in previous semesters, the focus of this medical surgical continuation course is on additional acute medical- surgical conditions, inclusive of multi-system alterations, of all populations. Integration of new knowledge with pathophysiologic and psycho-social skills, evidence based practice, detailed assessment skills and the use critical thinking for the application to patient care with the goal of providing safe and timely care for positive patient outcomes. Progressive demonstration of management skills, leadership, provision of patient education, and consistent safe patient care is important to meeting objectives in caring for groups of patients in a variety of settings. Letter grade only.

**CSU**

**NURS 253** **4 UNITS**  
**Capstone Course**  
 24 hours lecture, 144 hours lab; 168 hours total

*Prerequisite: Completion of NURS 151 and/or NURS 152 and/or NURS 153 and/or NURS 154 and/or NURS 155 and/or NURS 251 and/or NURS 252 with a minimum grade of C.*

During the capstone experience the last six weeks of the Associate Degree Nursing Program, the student will demonstrate collective knowledge, skills and attitudes learned to provide safe, culturally competent, evidence based professional nursing care to people of all ages in the clinical setting. Course content will focus on leadership skills and demonstration of the appropriate role of the novice RN, inclusive of age appropriate nursing care to individuals/groups. Letter grade only.

**CSU**

## PHILOSOPHY (PHIL)

### Humanities and Philosophy: AA Degree

This degree focuses on studying and analyzing the interplay of significant philosophical, artistic, historical, political, religious, and cultural issues, preparing students for further study in Philosophy and Humanities Baccalaureate programs. Students will gain a historical understanding of major civilizations and cultures, both Western and non-Western, as well as an understanding and appreciation of the contributions and perspectives of prominent intellectual women and men, including those of ethnic and other minorities.

To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Level Outcomes

- Outcome 1: Critically assess political, cultural, and civic thought and the influence of diverse ethno-cultural groups on the development of American society.
- Outcome 2: Appraise, critique, and evaluate major philosophical systems, comparing and contrasting conceptual similarities and differences between and among the Western and non-Western traditions.

#### Required Courses (18 units total)

*Students must complete nine units from each of the following areas, totaling eighteen units.*

<b>Humanities (9 units)</b>	<b>Units</b>
HUMA 100 The American Mind 1	3
HUMA 101 The American Mind 2	3
HUMA 104 Comparative Religion	3
HUMA 125 Introduction to Latin American Studies	3
HUMA 151 Women's Ethnic Heritage	3
HUMA 160 Filipina(o)-American Heritage	3

<b>Philosophy (9 units)</b>	<b>Units</b>
PHIL 120 Introduction to Philosophy 1	3
PHIL 121 Introduction to Philosophy 2	3
PHIL 125 Introduction to Ethics	3
PHIL 130 Introduction to Logic	3
PHIL 133 World Philosophy	3
PHIL 134 Philosophy of Religion	3

<b>Total units for the major</b>	<b>18</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

**PHIL 120** **3 UNITS**

**Introduction to Philosophy 1**  
54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 120 or higher with a minimum grade of C.*

Introduces students to the ideas of major Western philosophers from pre-Socratic times to the end of the 16th Century and develops the students' critical-thinking and problem-solving skills.

**CSU, UC**

**PHIL 121** **3 UNITS**

**Introduction to Philosophy 2**  
54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 120 or higher with a minimum grade of C.*

Introduces students to the ideas of major Western philosophers from the early 17th Century to the present and develops students' critical thinking and problem-solving skills.

**CSU, UC**

**PHIL 125** **3 UNITS**

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

*Recommended Preparation: ENGL 120 or higher with a minimum grade of C.*

A survey of major ethical theories in Western thought with reference to questions of right, good and duty, combined with application of these theories to situations in our personal lives.

**CSU, UC**

**PHIL 126** **3 UNITS**

**Contemporary American Ethics**  
54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 120 or higher with a minimum grade of C.*

The critical examination of personal beliefs related to contemporary American moral issues such as abortion, drugs, capital punishment, euthanasia, privacy, etc. Attention is given to weighing issues, making judgments and understanding diverse positions on any moral issue.

**CSU, UC**

**PHIL 127** **3 UNITS**

**Feminist Philosophy**  
54 hours lecture; 54 hours total

This course introduces students to the major themes in feminist philosophy examined through the lens of the historical development of the tradition and studied from the metaphysical, epistemological, ethical and philosophy-of-the-self areas of philosophical discourse. This course develops the students' critical-thinking and problem-solving skills.

**CSU, UC**

**PHIL 128** **3 UNITS**

**Social and Political Philosophy**  
54 hours lecture; 54 hours total

This course investigates issues central to the question, "How can we best live together?" It addresses the philosophical underpinnings of the theories of justice, freedom, natural law, personal and civic responsibilities, social and political affiliation, cultural diversity vis-a-vis the aforementioned and the constitution of the good society. Students will also develop critical thinking and problem-solving skills.

**CSU, UC**

**PHIL 129** **3 UNITS**

**Introduction to Epistemology and Metaphysics**  
54 hours lecture; 54 hours total

*Recommended Preparation: PHIL 120 with a minimum grade of C.*

Epistemology (the study of knowledge) and metaphysics (the study of reality) are two important branches in philosophy. Epistemology explores the themes of artificial intelligence versus human intelligence and the relationships between knowledge, beliefs, and evidence. Metaphysics examines our reality and everything in existence, including the acquisition of knowledge and the question of consciousness. This course emphasizes the historical and classical works that provide a foundation for the basic principles of good argumentation and critical analysis.

**CSU, UC**

**PHIL 131** **3 UNITS**

**Introduction to Logic and Critical Thinking**  
54 hours lecture; 54 hours total

Develops skills in the use of deductive and inductive inferences; propositional and sentential logic; logical fallacies; and various syllogistic arguments for evaluating formal and informal arguments. Includes analytical and argumentative reading and writing exercises.

**CSU, UC**

**PHIL 133** **3 UNITS**

**World Philosophy**  
54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 120 or higher with a minimum grade of C.*

Introduces students to the major themes in philosophy such as metaphysics, epistemology, ethics, determinism and freedom, and ontology. Major philosophers from every continent of the globe are presented on each issue. The course develops the students' critical-thinking and problem-solving skills.

**CSU, UC**

**PHIL 134** **3 UNITS**  
**Philosophy of Religion**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 120 or higher with a minimum grade of C.*  
 Introduces the student to major themes such as the existence of God, faith and reason, evil, death, fate, mysticism and the role of logic in religious language. The course develops the students' critical-thinking and problem-solving skills.  
**CSU, UC**

**PHIL 137** **3 UNITS**  
**Comparative Religions**  
 54 hours lecture; 54 hours total  
 Comparative Religions offers a philosophical survey of the world's major religions, thereby providing a trenchant knowledge of avenues to spiritual growth, multicultural values and critical thinking skills.  
**CSU, UC**

## PHOTOGRAPHY (PHOT)

### Photography: AS Degree

This degree provides a comprehensive foundation in Photography that is appropriate for students interested in working in the Photography field. This program offers two options: traditional and digital.

#### Program Learning Outcomes

- Outcome 1: Critically evaluate and understand the aesthetic, cultural, and political development of Photography in historical and contemporary cultures.
- Outcome 2: Create finished images for professional/fine art applications based on principles of effective design and communication.
- Outcome 3: Express ideas in visual terms.
- Outcome 4: Present finished design products for peer, professional or academic review.
- Outcome 5: Evaluate and critique photographic work and receive criticism from others.
- Outcome 6: Work collaboratively and communicate effectively with others on photographic projects.

#### Traditional Option:

Required Courses: 18 units	Units
PHOT 121 Beginning Darkroom Photography	3
PHOT 122 Intermediate Darkroom Photography	3
PHOT 180 History of Photography	3
PHOT 280 Professional Portfolio	3
PHOT 123 Advanced Darkroom Photography	3
PHOT 181 Contemporary Issues in Photography	

#### Digital Option:

Required Courses: 18 units	Units
PHOT 150 Beginning Digital Photography	3
PHOT 151 Intermediate Digital Photography	3
PHOT 180 History of Photograph	3
PHOT 280 Professional Portfolio	3
PHOT 152 Advanced Digital Photography	3
PHOT 181 Contemporary Issues in Photography	3

#### Restricted Electives: (Select 9 units)

PHOT 123 Advanced Darkroom Photography	3
PHOT 152 Advanced Digital Photography	3
PHOT 153B Adobe Lightroom	1.5
PHOT 155 The Digital Fine Print	1
PHOT 181 Contemporary Issues in Photo	3
PHOT 199 Independent Study in Photography	1 - 3
ART 270 Professional Practices	1
PHOT 298 Selected Topics in Photography	1 - 3

<b>Total units for the major</b>	<b>27</b>
<b>Total units</b>	<b>60</b>

### Photography: Certificate of Achievement

This certificate option provides a comprehensive foundation in the studio arts with two distinct areas of emphasis. This certificate is designed for students interested in participating in the local cultural community as studio artists, studio assistants, or in other arts-related positions through community and private arts organizations.

#### Program Learning Outcomes

- Outcome 1: Critically evaluate and understand the aesthetic, cultural, and political development of Photography in historical and contemporary cultures.

#### Required Courses

Required Courses	Units
PHOT 120 Introduction to Photography	3
PHOT 150 Beginning Digital Photography	3
PHOT 151 Intermediate Digital Photography	3
PHOT 152 Advanced Digital Photography	3
PHOT 153A Apple Aperture	1.5
PHOT 153B Adobe Lightroom	1.5
PHOT 180 History of Photography	3
PHOT 280 Professional Portfolio	3

<b>Total Units</b>	<b>21</b>
--------------------	-----------

## Course Descriptions

**PHOT 110** **3 UNITS**  
**Smart Phone Photography**  
 54 hours lecture; 54 hours total

This course explores the utilization of smartphone technology to create fine art photography. Topics covered will include exploring how to see the world through a camera, organize visual spaces and fill these photographs with meaningful content that can communicate personal vision to a broader audience.

**CSU**

**PHOT 120** **3 UNITS**  
**Introduction to Photography**  
 54 hours lecture; 54 hours total

This non-darkroom, lecture/demonstration course is designed to introduce the student to basic concepts of photography and to improve upon technical skills in the operation of both digital and film cameras. Emphasis is placed on developing an understanding of design, composition, and creative vision. The course will explore the many applications of photography, career possibilities, and its impact as a major communication force. Not intended for photography majors.

**CSU, UC**

**PHOT 121** **3 UNITS**  
**Beginning Darkroom Photography**  
 108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 120 with a minimum grade of C.*

This beginning course in traditional photography methods is designed to teach basic skills in black & white printing. This course provides guidance in film processing, use of laboratory equipment and chemicals, traditional darkroom printing and presentation techniques.

**CSU, UC**

**PHOT 122** **3 UNITS**  
**Intermediate Darkroom Photography**  
 108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 121 with a minimum grade of C.*

Lectures, demonstrations and hands-on experimentation providing technical skills necessary for refining camera operations, exposure, film development, printing and presentation. Class emphasis will be on developing image content via a small body of work. A brief survey of the history of photography will be integrated with discussions and illustrations of contemporary practice and criticism.

**CSU, UC**

**PHOT 123** **3 UNITS**  
**Advanced Darkroom Photography**  
 108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 122 with a minimum grade of C.*

This course is an exploration of special processing and fine printing techniques. Topics include techniques associated with the Zone

System and Alternative Processes. Appreciation of contributions by photographers of diverse backgrounds.

**CSU**

**PHOT 150** **3 UNITS**  
**Beginning Digital Photography**  
 108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 120 with a minimum grade of C.*

Explore the digital darkroom. This course is an introduction to digital imaging processes. Acquire tools for expressive communication, using Adobe Photoshop for image editing and printing. Develop skills in a variety of outputs for both fine art and commercial applications. Survey photography's role in society and culture, including the evolution of various photographic genre and the contributions to the development of digital photography by people of diverse ethnic and cultural backgrounds.

**CSU, UC**

**PHOT 151** **3 UNITS**  
**Intermediate Digital Photography**  
 108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 150 with a minimum grade of C.*

A further exploration of digital photography and digital imaging processes, involving a deeper understanding of the technical and aesthetic issues of digitally created images. This course emphasizes personal creative expression in relation to artistic practice. Additional study of photography's role in society and culture, including the evolution of various photographic genre and the contributions to the development of digital photography by people of diverse ethnic and cultural backgrounds. Formal critique of images. Exploration of collaborative strategies involving Quicktime VR and alternative presentation of images.

**CSU**

**PHOT 152** **3 UNITS**  
**Advanced Digital Photography**  
 108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 151 with a minimum grade of C*

PHOT 152 continues to refine and extend the skills of photographic seeing by exploring the role of the computer in personal studio practice as well as in contemporary culture.

**CSU, UC**

**PHOT 153B** **1.5 UNITS**  
**Adobe Lightroom**  
 27 hours lecture; 27 hours total

This course provides the basics of Adobe Lightroom. Topics include techniques to manage, adjust, and present large volumes of digital photographs. Prepares student for optional Adobe Certified Expert exam for industry certification.

**CSU**

**PHOT 155** **1 UNIT**  
**The Digital Fine Print**  
 36 hours integrated lab; 36 hours total  
*Recommended Preparation: PHOT 150 with a minimum grade of C.*  
 This course is an exploration of the process of consistently producing excellent digital prints. Students will explore the factors to produce high-quality, digital, archival, exhibition quality fine art prints.  
**CSU**

**PHOT 170** **2 UNITS**  
**Multimedia for Photographers**  
 72 hours integrated lab; 72 hours total  
*Recommended Preparation: PHOT 150 with a minimum grade of C.*  
 This course is an introduction to the creative concepts and technical elements of acquiring video, audio, and still images to create documentary style multimedia content.  
**CSU, UC**

**PHOT 172** **2 UNITS**  
**Night Photography**  
 72 hours integrated lab; 72 hours total  
 This course will explore creating images illuminated by artificial light sources as well as the light of the full moon. Emphasis will be on evaluating existing lighting situations to create images that result in a finished portfolio of nocturnal work. Locations may include Fort Mason, the Presidio and the Marin Headlands.  
**CSU, UC**

**PHOT 180** **3 UNITS**  
**History of Photography**  
*Cross-listed with ARTH 180*  
 54 hours lecture; 54 hours total  
 This course traces the history of still photography from the earliest investigations of the camera obscura to 21st Century electronic imaging. Emphasis will be on photography as social force and artistic practice. Required for photography majors.  
**CSU, UC**

**PHOT 181** **3 UNITS**  
**Contemporary Issues in Photography**  
 54 hours lecture; 54 hours total  
 This course will focus on contemporary trends in post-World War II photography. The diversity of photographic practice, both digital and traditional methods, will be explored as well as photography's role in modern and postmodern society.  
**CSU, UC**

**PHOT 182** **3 UNITS**  
**Photography in a Multicultural United States**  
 54 hours lecture; 54 hours total  
 Examination of photography's role in shaping ideas about race, class, gender, sexuality and identity. The course emphasizes critical analysis of images from a wide range of genres includ-

ing: commercial photography, portraiture, social documentary, photojournalism, ethnographic and scientific photography, and fine-art photography.  
**CSU, UC**

**PHOT 200** **3 UNITS**  
**Lighting for Photography 1**  
 27 hours lecture, 81 hours lab; 108 hours total  
*Recommended Preparation: PHOT 151 with a minimum grade of C.*  
 Introduces fine art and commercial applications of ambient and studio lighting for film and digital photography. Covers basic lighting principles and techniques for lighting, tabletop setups, and larger sets. Materials fee may apply.  
**CSU**

**PHOT 210** **3 UNITS**  
**Lighting for Photography 2**  
 27 hours lecture, 81 hours lab; 108 hours total  
*Recommended Preparation: PHOT 151 with a minimum grade of C.*  
 A continuation of the Lighting for Photography 1 course with an emphasis on portrait photography both in the studio and on location. Covers expressive and interpretive lighting for both fine art and commercial applications. Includes on-location lighting techniques, complex lighting situations, and use of multiple lighting sources. Materials fee may apply.  
**CSU**

**PHOT 230** **3 UNITS**  
**Lifestyle Photography**  
 27 hours lecture, 81 hours lab; 108 hours total  
*Recommended Preparation: PHOT 150 with a minimum grade of C.*  
 This class covers the ideas, aesthetics and the execution of Lifestyle Photography. students will produce images through assignments where they can explore the Lifestyle sub-genre of photography. Class activities will be based off real world assignment that a working photographer might encounter throughout their professional career.  
**CSU**

**PHOT 261** **3 UNITS**  
**Photography Workshop**  
 108 hours integrated lab; 108 hours total  
*Recommended Preparation: PHOT 121 and/or PHOT 150 with a minimum grade of C.*  
 This course provides students with tools for critical analysis of images. Students will develop a self-determined body of work over the course of the semester. The class will exhibit their work in the NVC gallery at the end of the semester, giving students experience in promoting, hanging, and exhibiting their artwork.  
**CSU**

## PHYSICAL EDUCATION & ATHLETICS (PHYE)

### Kinesiology: AA-T Degree

Kinesiology is the study of human movement. The curriculum offered at Napa Valley College is designed to prepare the student for transfer to the four-year level college. The Associate in Arts in Kinesiology for Transfer degree prepares students for advanced study in a number of exercise and movement related fields. Graduates will be prepared for further study or careers in teaching, coaching, adapted physical education, allied health fields, health and fitness industries, sport industries, or exercise and movement science. Students are required to complete a core of courses. The Associate in Arts in Kinesiology for Transfer (AA-T) degree is part of the Transfer Model Curriculum.

### Program Learning Outcomes

- Outcome 1: Students will use basic principles of health and wellness to develop an informed, personal approach to mental and physical health.
- Outcome 2: Students will understand the principles of life time fitness and will incorporate fitness activities into a healthy and active lifestyle.
- Outcome 3: Students will demonstrate and value knowledge of psychological and sociological concepts, principles, and strategies that apply to physical activity and sport.
- Outcome 4: Students will acquire knowledge and demonstrate skills to safely engage in physical activity.
- Outcome 5: Students will understand basic principles of anatomy, physiology, and/or biomechanics and apply the knowledge to movement activity.
- Outcome 6: Students will acquire the personal skills and attitudes to function as a competitor and member of an athletic team.

### Required Courses: Kinesiology

	Units
PHYE 201 Introduction to Kinesiology	3
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5

### Required Core Courses: Movement (3 units)

PHYE 100 Swimming	1 - 1.5
PHYE 112 Golf	1 - 1.5
PHYE 113 Badminton	1 - 1.5
PHYE 118 Racquetball	1 - 1.5
PHYE 123 Tennis	1 - 1.5
PHYE 125 Volleyball	1 - 1.5
PHYE 130 Yoga	1 - 1.5
PHYE 131 Cardio Kickboxing	1 - 1.5
PHYE 146 Fitness Flexibility	1 - 1.5
PHYE 147 Swim for Fitness	1 - 1.5
PHYE 151 Weight Training	1 - 1.5
PHYE 154 Mat Pilates	1 - 1.5

DANS 128 Salsa and Latin Social Dance	1 - 1.5
DANS 128 B Int. Salsa and Latin Social Dance	1 - 1.5
DANS 134 Ballet	1 - 1.5
DANS 135 Street Jazz (Beginning Hip Hop)	1 - 1.5
DANS 136 Jazz Dance	1 - 1.5
DANS 137 Tap Dance	1 - 1.5
DANS 138 Modern Dance	1 - 1.5
DANS 126 Cardio Salsa	1 - 1.5

### Restricted Electives: (Choose two courses)

MATH 232 Statistics	4
BIOL 105 Human Biology	4
CHEM 120 General Chemistry 1	5
PHYS 120 General Physics 1	4
HELH 100 Community First Aid & Safety	3

<b>Total units for the major</b>	<b>23-25</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

### PHYE 100 Swimming 1-1.5 UNITS

36-54 hours integrated lab; 36-54 hours total

Swimming 100 is an introduction to the basic fundamentals of swimming. This course will instruct the student in basic water safety skills-introduction to the water, front and back floating, prone glide, flutter kick on front and back, arm stroke both front and back, rhythmic breathing and drown proofing. This course is to emphasize mental and physical adjustment to the water.

**CSU, UC**

### PHYE 100B Intermediate Swimming 1-1.5 UNIT

36-54 hours integrated lab; 36-54 hours total

*Recommended Preparation: equivalent swimming skills.*

*Limitation on Enrollment: Based on placement in Course Family: Swimming.*

Course is designed to learn the intermediate techniques of swimming, terminology and fluid mechanics. Strokes will included back crawl, breast stroke and butterfly strokes.

**CSU, UC**

### PHYE 101 Muscle and Tension Release Techniques 0.5-1.5 UNIT

*Cross-listed with DANS 101*  
18-54 hours integrated lab; 18-54 hours total

This course teaches the athlete/ dancer / mover the proper maintenance of the body to ensure longevity and greater movement ability. Emphasis will be on foam roller techniques (self myofascial release) and stretching techniques but will cover general performance recovery topics and may incorporate other mind-body modalities.

**CSU, UC**

**PHYE 102A** **1-1.5 UNITS**  
**Water Exercise-Beginning**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed to improve cardiovascular endurance, muscle tone and flexibility using the water as a medium for exercise. This is an excellent life long activity for non-swimmers and novice swimmers.  
**CSU, UC**

**PHYE 102B** **1-1.5 UNITS**  
**Water Exercise (Deep Water)**  
 36-54 hours integrated lab; 36-54 hours total  
 A conditioning workout emphasizes cardiovascular endurance activities in deep water. Students must be comfortable in deep water (intermediate level swimmer) to participate in this class.  
**CSU, UC**

**PHYE 103** **1.5 UNITS**  
**Fitness for Life**  
 54 hours integrated lab; 54 hours total  
 Online introductory fitness class designed to learn the fundamentals of an overall fitness program, including setting goals, strength and fitness evaluation, body composition, target heart rate, resistance training, flexibility training, relaxation training and dietary awareness. Students will be required to develop and evaluate an individualized exercise plan.  
**CSU, UC**

**PHYE 112** **1-1.5 UNITS**  
**Golf**  
 36-54 hours integrated lab; 36-54 hours total  
 This course will help a student in the development of understanding and attitudes relative to the game of golf. Specific attention is given to the proper fundamentals (grip, stance, swing) with different clubs in various situations. The rules and etiquette of golf are presented and practiced. The course may be presented specifically to students of particular skill levels.  
**CSU, UC**

**PHYE 112 B** **1-1.5 UNITS**  
**Intermediate Golf**  
 18-54 hours integrated lab; 18-54 hours total  
 Continuation of fundamentals of golf. Increased refinement in stroke techniques for shots, strategy, and course management. Designed to improve the golfer's handicap and mental attitude.  
**CSU, UC**

**PHYE 113** **1-1.5 UNITS**  
**Badminton**  
 36-54 hours integrated lab; 36-54 hours total  
 The course is designed for the beginning player. Basic skills will be developed and refined. Strategy, rules, etiquette and match tactics will be reviewed. Singles, doubles, and mixed doubles matches will be played.  
**CSU, UC**

**PHYE 113 B** **1-1.5 UNITS**  
**Intermediate Badminton**  
 36-54 hours integrated lab; 36-54 hours total  
 The course is designed for the intermediate player. Basic skills will be developed and refined. Strategy, rules, etiquette, and match tactics will be reviewed. Singles, doubles, and mixed doubles matches will be played.  
**CSU, UC**

**PHYE 123** **1-1.5 UNITS**  
**Tennis**  
 36-54 hours integrated lab; 36-54 hours total  
 Fundamentals of tennis. Beginning: Rules, scoring, etiquette, and tactics for singles. Emphasis on forehand and backhand ground strokes, serve and volley. Text required.  
**CSU, UC**

**PHYE 123B** **1-1.5 UNITS**  
**Intermediate Tennis**  
 36-54 hours integrated lab; 36-54 hours total  
 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.  
**CSU, UC**

**PHYE 125** **1-1.5 UNITS**  
**Volleyball**  
 36-54 hours integrated lab; 36-54 hours total  
 Fundamentals of volleyball. Beginning: Instruction on the pass, set, spike, serve and block. Emphasis on rules, etiquette and strategy for six person team play. Text required.  
**CSU, UC**

**PHYE 125B** **1-1.5 UNITS**  
**Intermediate Volleyball**  
 36-54 hours integrated lab; 36-54 hours total  
 Intermediate skills and strategies and the introduction of techniques and team play. Emphasis on officiating and participation in tournament competition, as well as on six person team and introduction to two person play. Text required.  
**CSU, UC**

**PHYE 127** **1-1.5 UNITS**  
**Sand Volleyball**  
 36-54 hours integrated lab; 36-54 hours total  
 This course teaches the principles of sand volleyball including doubles, three, four or six player combinations. Basic volleyball skills will be taught. This course encourages fitness and wellness.  
**CSU, UC**



**PHYE 127 B** **1-1.5 UNITS**  
**Intermediate/Advanced Sand Volleyball**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: PHE 127 with a minimum grade of C.*  
 This class is designed to prepare students to compete at the intermediate and advanced levels for sand volleyball.  
**CSU, UC**

**PHYE 129** **1-1.5 UNITS**  
**Spinning**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed to provide students with a cardiovascular and muscle conditioning workout through a continuous movement on a bicycle (stationary). Each workout begins with a warm-up, then an increasing level of workload and finishes with a cool-down. This course provides a workout suitable for all levels of fitness.  
**CSU, UC**

**PHYE 129B** **1-1.5 UNITS**  
**Intermediate Spinning**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed to provide students with a cardiovascular and muscle conditioning workout on a spin bicycle (stationary). Each workout begins with a warm-up, then an increasing level of workload and finishes with a cool-down. Intermediate students will learn more advanced concepts of metabolism as it pertains to exercise. This course will also include a core strengthening portion that is designed to increase the student's performance on the bike. This course provides a workout suitable for experienced spin cyclists  
**CSU, UC**

**PHYE 130** **1-1.5 UNITS**  
**Yoga**  
 36-54 hours integrated lab; 36-54 hours total  
 This class is an introduction to Hatha Yoga. Students will be taught the theory, history and philosophy of yoga. Students will participate in the practice of yoga postures, while integrating breath work and concentration. The physiological and emotional benefits will be discussed.  
**CSU, UC**

**PHYE 130 B** **1-1.5 UNITS**  
**Intermediate Yoga**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is an intermediate yoga class. The class will build on the beginning yoga postures and poses and will focus on developing flow, energy, and strength.  
**CSU, UC**

**PHYE 131** **1-1.5 UNITS**  
**Cardio Kickboxing**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed to provide students with a cardiovascular and muscle conditioning workout through continuous movements such as kicks, punches, jumping rope and calisthenic exercises. Each workout, which begins with a warm-up and finishes with a final stretch, emphasizes proper execution of movements and body alignment. This course is a non-contact workout appropriate for all levels of fitness.  
**CSU, UC**

**PHYE 131B** **1-1.5 UNITS**  
**Intermediate Cardio Kickboxing**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed to provide students with a cardiovascular and muscle conditioning workout through continuous movements such as kicks, punches, jumping rope and calisthenic exercises. Each workout emphasizes proper execution of movements and body alignment. Flexibility, strength training, focus mitt training and muscular endurance activities may also be incorporated. This course is a non-contact workout appropriate for students with an intermediate level of fitness.  
**CSU, UC**

**PHYE 133** **1-1.5 UNITS**  
**Body Sculpting**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed to provide students an environment for improving muscular strength, muscular endurance, and muscular flexibility. These three components of fitness will be addressed using a variety of equipment including free weights, bands, tubing, benches, and mats. Emphasis will be placed on proper technique and form, and safe execution of exercises.  
**CSU, UC**

**PHYE 133B** **1-1.5 UNITS**  
**Intermediate Body Sculpting**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed to provide students with a healthy environment for continued development in muscle strength, endurance, and flexibility. These three techniques will be developed through various free weights, bands, tubing, benches, and mat exercises.  
**CSU, UC**

**PHYE 139** **1-1.5 UNITS**  
**Kickboxing with Jeet Kune Do Concepts - Level 1**  
 36-54 hours integrated lab; 36-54 hours total  
 Entry level kickboxing course incorporating June Fan Jeet Kune Do boxing concepts. Level 1 focuses on conditioning, skills and attribute training. Most techniques and practice drills will be from the kicking and punching range. Some basic trapping techniques will be discussed. No grappling techniques will be incorporated at this level. This course will require student to purchase boxing gloves. Light contact focus mitts provided.  
**CSU, UC**

**PHYE 139D** **1-1.5 UNITS**  
**JKD Kickboxing Teaching Assistant**  
 36-54 hours integrated lab; 36-54 hours total  
 Teaching Assistant for Level I JKD (Jeet Kune Do)kickboxing course. Successful completion of PHEY 139 before enrolling in the teaching assistant course strongly recommended.  
**CSU**

**PHYE 141** **1-1.5 UNITS**  
**Jeet Kune Do Level 2**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: Successful completion of PHEY 139 JKD Kickboxing or beginning level martial arts or boxing experience.*

Martial art intermediate level training using Jeet Kune Do (JKD) training methods and concepts. Course builds on the boxing skill-sets developed in the level one course and continues into trapping, grappling and other techniques such as arm bars and submissions. It is recommended that the student successfully complete the level 1 course before registering for level 2. Note: some equipment will need to be provided by the student.  
**CSU, UC**

**PHYE 146** **1-1.5 UNITS**  
**Fitness Flexibility**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed for students to achieve greater overall flexibility, strengthen, and tone the muscles. This class will focus on abdominal conditioning so the student can receive the benefits of a sturdy low back and optimal posture. Stability balls, stretch bands, and light weights will be used.  
**CSU, UC**

**PHYE 146B** **1-1.5 UNITS**  
**Intermediate Fitness and Flexibility**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed for students to achieve greater overall flexibility, strength, and muscle tone. Focus on intense abdominal conditioning for greater stability in the lower back and for optimal posture. Stability balls, stretch bands, and light weights will be used.  
**CSU, UC**

**PHYE 147** **1-1.5 UNITS**  
**Swim for Fitness**  
 36-54 hours integrated lab; 36-54 hours total  
 This is a course designed to improve basic aquatics skills (crawl stroke, back stroke, breast stroke) and provide life long fitness through increased endurance and knowledge gained about the major components of a workout.  
**CSU, UC**

**PHYE 148** **1-1.5 UNITS**  
**Walking for Fitness**  
 36-54 hours integrated lab; 36-54 hours total  
 Instruction in this course is focused on improving cardiovascular endurance through a safe and effective exercise program of walking.  
**CSU, UC**

**PHYE 148 B** **1-1.5 UNITS**  
**Intermediate Walking for Fitness**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed to develop skills for advanced cardiovascular training using advanced walking and race walking.  
**CSU, UC**

**PHYE 149** **1-1.5 UNITS**  
**Physical Fitness**  
 36-54 hours integrated lab; 36-54 hours total  
 This course focuses on fundamental concepts of physical fitness. Aerobics, strength, flexibility, posture, nutrition and relaxation are discussed and incorporated into the program. A general program will be established with students eventually working into individualized programs.  
**CSU, UC**

**PHYE 149 B** **1-1.5 UNITS**  
**Intermediate Physical Fitness**  
 36-54 hours integrated lab; 36-54 hours total  
 The purpose of this course is designed to further develop the physical fitness principles of cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition for the intermediate level student.  
**CSU, UC**

**PHYE 150** **1.5 UNITS**  
**Triathlon Training**  
 18 hours lecture, 36 hours lab; 54 hours total  
 This course is designed to introduce students to the concepts and practices involved in preparing for a triathlon competition involving biking ( stationary and non-stationary), swimming and running. Some classes will take place off campus, and students will be responsible for providing their own road or mountain bike and helmet.  
**CSU, UC**

**PHYE 151** **1-1.5 UNITS**  
**Weight Training**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed to provide a meaningful understanding of the purpose of weight training, to enable individuals to evaluate their own level of muscular fitness, and to design and engage in personalized training programs using the components of muscular strength, muscular endurance, and joint flexibility that can be beneficial throughout life.  
**CSU, UC**

**PHYE 151 B** **1-1.5 UNITS**  
**Intermediate Weight Training**  
 36-54 hours integrated lab; 36-54 hours total

The purpose of this course is to provide students with an intermediate level of muscular strength and fitness. Students will design and engage in intermediate level programs which apply the components of muscular strength, endurance and joint flexibility.  
**CSU, UC**

**PHYE 151 C** **1-1.5 UNITS**  
**Olympic Weight Training**  
 36-54 hours integrated lab; 36-54 hours total

This course is designed to provide an understanding of basic lift mechanics and considerations for ensuring proper preparations to perform Olympic lifts.  
**CSU, UC**

**PHYE 152** **1-1.5 UNITS**  
**Strength Training and Conditioning**  
 36-54 hours integrated lab; 36-54 hours total

This course provides the student an individualized approach to achieving muscular strength and endurance, flexibility, and understanding the motivational and mental concentration techniques needed for proper conditioning.  
**CSU, UC**

**PHYE 152 B** **1-1.5 UNITS**  
**Strength Training and Conditioning**  
 36-54 hours integrated lab; 36-54 hours total

*Prerequisite: Completion of PHE 152 with a minimum grade of C.*  
 Students will apply scientific principles and concepts to develop and engage in a comprehensive, intermediate level strength training and conditioning program.  
**CSU, UC**

**PHYE 153** **0.5-1.5 UNITS**  
**Sport Specific Training and Conditioning for Student Athletes**  
 29-87 hours lab; 29-87 hours total

In order to improve, succeed, and achieve in any sport, one must perform, practice, and compete in that sport. In addition to your specific sport training, a strength and conditioning program designed to compliment your sports needs will enhance your opportunity to reach your highest potential.  
*Repeatable for credit three times*

**CSU, UC**

**PHYE 154** **1-1.5 UNITS**  
**Mat Pilates**  
 36-54 hours integrated lab; 36-54 hours total

Course will introduce students to the basic principles and mat exercise system developed by Joseph H. Pilates. Students will use mat exercises to develop strength, flexibility, balance, coordination and proper alignment.  
**CSU, UC**

**PHYE 154 B** **1-1.5 UNITS**  
**Intermediate Pilates**  
 36-54 hours integrated lab; 36-54 hours total

Intermediate course based on the work of Joseph H. Pilates with an emphasis on exercises for improved body alignment, strength and flexibility. This course will include intermediate-level mat work using mats, rings and foam rollers. Students will create a personalized Pilates Mat session.  
**CSU, UC**

**PHYE 160** **1-1.5 UNITS**  
**Adaptive Physical Education**  
 36-54 hours integrated lab; 36-54 hours total

*Prerequisite: Medical verification form must be completed by a physician.*

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.  
**CSU, UC**

**PHYE 162** **1.5 UNITS**  
**Adaptive Aquatics**  
 54 hours integrated lab; 54 hours total

This course is designed to teach the fundamentals of swimming for the disabled student. In addition to skill acquisition, students will develop cardiovascular endurance, strength, balance and flexibility using aquatic techniques.  
**CSU, UC**

**PHYE 169** **1.5 UNITS**  
**Corrective Physical Education for T.A.'s**  
 54 hours integrated lab; 54 hours total

This course is designed to train assistants in the field of corrective physical education and to provide these students with actual experience in working with a wide variety of handicaps and abilities. The student will gain an understanding of the physical, mental, and social effects of physical education on the exceptional individual. The course will provide experience and training for students interested in pursuing a career in Physical Education, Corrective Therapy and Rehabilitative Physical Education. Open entry/open exit.  
**CSU**

**PHYE 171** **3 UNITS**  
**Care & Prevention of Athletic Injuries**  
 54 hours lecture; 54 hours total

An introduction to the concepts of athletic training: care and management of sports injuries; rehabilitation of injuries through selection and use of equipment and proper training, and taping techniques.  
**CSU, UC**

**PHYE 172** **1.5 UNITS**  
**Rugby**  
 54 hours integrated lab; 54 hours total  
 This course is designed to introduce students to the sport of rugby. Basic skills needed for competitive and recreational play will be developed.  
**CSU**

**PHYE 174** **0.5-1.5 UNITS**  
**Skills and Conditioning for Team Sports**  
 29-87 hours lab; 29-87 hours total  
 This course focuses on techniques and analysis of sport and conditioning used in preparing an student to compete at an advanced level. The course is available to all students.  
**CSU, UC**

**PHYE 176** **1-1.5 UNITS**  
**Team Sports**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is an introduction to the basic movements and skills necessary for participation in an athletic event. Instruction also identifies rules, team concepts, scoring, etiquette, safety, and conditioning for competitive situations. This course is designed for the beginning student who has never played varsity basketball and/or enrolled in a college team sport class. This course is open to all students.  
**CSU, UC**

**PHYE 176B** **0.5-1.5 UNITS**  
**Intermediate Team Sports**  
 18-54 hours integrated lab; 18-54 hours total  
 This course is a continuation in the development of the movements and skills necessary for participation in a team oriented athletic event. Instruction also identifies rules, team concepts, scoring, etiquette, safety, and conditioning for competitive situations. The course is designed for intermediate players who have experience playing the specified sport either on a high school team or in a college class. This course is open to all students.  
**CSU, UC**

**PHYE 178** **0.5-3 UNITS**  
**Pre-Season Conditioning**  
 29-175 hours lab; 29-175 hours total  
 This course prepares students for a competitive season. It is a solid conditioning program that will prepare the student both mentally and physically through training and competition, decreasing injury potential. This class is a requirement for athletes who participate in the "non-traditional season." This class is available to all students.  
*Repeatable for credit three times*  
**CSU, UC**

**PHYE 190** **3 UNITS**  
**Intro to Personal Training**  
 54 hours lecture; 54 hours total  
 This course provides students with information regarding exercise, stretching, nutrition and business practices of personal trainers. Course prepares students to take the national exam to become certified personal trainers.  
**CSU**

**PHYE 199** **1-3 UNITS**  
**Independent Study in Physical Education**  
 54-162 hours lab; 54-162 hours total  
*Prerequisite: Consent of a full-time faculty member.*  
 Independent study course for students interested in specialized reading, research, or projects that deal with an acceptable topic in physical education.  
**CSU**

**PHYE 200** **3 UNIT**  
**Coaching & Athletic Administration**  
 54 hours lecture; 54 hours total  
 Instruction in the theories and techniques of coaching sport and the variables which contribute to team performance and success. Course will focus on coaching philosophy, psychology, pedagogy and sport management.  
**CSU**

**PHYE 201** **3 UNITS**  
**Introduction to Kinesiology**  
 54 hours lecture; 54 hours total  
 This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.  
**CSU, UC**

**PHYE 272** **1 UNIT**  
**Sports Medicine Training Lab**  
 54 hours lab; 54 hours total  
*Recommended Preparation: PHE 271 with a minimum grade of C.*  
 This course is designed to provide students with experience through internship hours working directly in the athletic training room. The course also gives students interested in physical therapy, massage therapy and personal fitness training hands-on experience.  
**CSU**

**PHYE 285** **0.5-3 UNITS**  
**Men's Basketball Team**  
 29-175 hours lab; 29-175 hours total  
 This course is designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play.  
*Repeatable for credit three times*  
**CSU, UC**

**PHYE 286** **0.5-3 UNITS**  
**Women's Basketball Team**  
 29-175 hours lab; 29-175 hours total  
 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** **3 UNITS**  
**Baseball Team**  
 175 hours lab; 175 hours total  
 This is 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** **3 UNITS**  
**Golf Team**  
 175 hours lab; 175 hours total  
 This is 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** **3 UNITS**  
**Soccer Team**  
 175 hours lab; 175 hours total  
 This is 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** **3 UNITS**  
**Softball Team**  
 175 hours lab; 175 hours total  
 This is a course designed for the competitive softball player who will represent Napa Valley College in intercollegiate play.  
*Repeatable for credit three times*  
**CSU, UC**

**PHYE 297** **3 UNITS**  
**Women's Volleyball Team**  
 175 hours lab; 175 hours total  
 This is a course designed for the competitive volleyball player who will represent Napa Valley College in intercollegiate matches.  
*Repeatable for credit three times*  
**CSU, UC**

## PHYSICS (PHYS)

### Physics: AS-T Degree

The Associate in Science in Physics for Transfer degree provides students with a thorough overview of the field of physics. Students will have demonstrated sufficient understanding in the fields of mechanics, electricity and magnetism, thermodynamics, mechanical and electromagnetic waves, modern physics, the scientific method and mathematics to successfully transfer to a four-year institution with a major in physics.

#### Program Learning Outcomes

- Outcome 1: Solve qualitative problems using physics principles.
- Outcome 2: Solve quantitative physics problems correctly using mathematics from the calculus sequence.
- Outcome 3: Operate laboratory equipment to successfully execute physics experiments.

#### Required Courses (24 units)

	<b>Units</b>
PHYS 140 Physics for Scientists and Engineers 1	4
PHYS 240 Physics for Scientists and Engineers 2	4
PHYS 241 Physics for Scientists and Engineers 3	4
MATH 120 Calculus 1	5
MATH 121 Calculus 2	5
MATH 221 Multivariable Calculus	5

<b>Total units for the major</b>	<b>27</b>
<b>Total units</b>	<b>60</b>

### Course Descriptions

**PHYS 110** **3 UNITS**  
**Descriptive Physics**  
 54 hours lecture; 54 hours total  
 A nonmathematical descriptive introduction to physics for non-science majors. Numerous slides and demonstrations will be used to illustrate the fundamental laws and applications of mechanics, heat, electricity, optics, atomic and nuclear physics.  
**CSU, UC**

**PHYS 111** **1 UNIT**  
**Descriptive Physics Laboratory**  
 54 hours lab; 54 hours total  
*Corequisite: Concurrent enrollment in PHYS 110 is required.*  
 A non-mathematical, descriptive physics laboratory for non-science majors. This class is an optional companion to the lecture course PHYS 110, Descriptive Physics. Laboratory exercises will be used to explore the fundamental laws and applications of mechanics, heat, electricity, optics, atomic and nuclear physics.  
**CSU, UC**

**PHYS 120** **4 UNITS**  
**General Physics 1**  
 54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: Completion of MATH 106 and MATH 108 with a minimum grade of C.*  
 This algebra-based physics course covers mechanics, fluids, wave motion, and heat. Biological and medical applications are emphasized.  
**CSU, UC**

**PHYS 121** **4 UNITS**  
**General Physics 2**  
 54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: Completion of PHYS 120 with a minimum grade of C.*  
 This algebra-based physics course covers electricity, magnetism, optics, and modern physics. Biological and medical applications are emphasized in this course.  
**CSU, UC**

**PHYS 140** **4 UNITS**  
**Physics for Scientists & Engineers 1**  
 54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: Completion of MATH 120 with a minimum grade of C.*  
*Corequisite: Concurrent enrollment in MATH 121 is required.*  
 This is a calculus-based introduction to the principles of mechanics and wave motion. Topics include measurements, vectors, linear and circular motion, gravitation, work and mechanical energy, conservation of energy, linear and angular momentum, rotational motion, static equilibrium, oscillations, and fluid mechanics.  
**CSU, UC**

**PHYS 199** **1-3 UNITS**  
**Independent Study in Physics**  
 54-162 hours lab; 54-162 hours total  
 For the physics students who wish to pursue topics not included in the regular curriculum. Possible projects include a research paper, a computer project, sophisticated problem-solving, or innovative experiments in physics. Students must contract with a physics instructor specifying course content and hours/week. Credit/No Credit grading.  
**CSU**

**PHYS 240** **4 UNITS**  
**Physics for Scientists & Engineers 2**  
 54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: Completion of PHYS 140 and MATH 121 with a minimum grade of C.*  
 This is a calculus-based introduction to the principles of heat, electricity, and magnetism. Topics include temperature, kinetic theory of gases, heat, laws of thermodynamics, electric charge and electric field, Gauss's Law, electric potential, capacitance, resistance, electric current, DC circuits, magnetism, sources of magnetism, Faraday's Law, inductance, and AC circuits.  
**CSU, UC**

**PHYS 241** **4 UNITS**  
**Physics for Scientists & Engineers 3**  
 54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: Completion of PHYS 240 with a minimum grade of C.*  
 This is a calculus-based introduction to electromagnetic waves, physical optics, relativity, and atomic and quantum physics. Topics include Maxwell's Equations and electromagnetic waves, light, lenses, diffraction and polarization, relativity, quantum mechanics, molecules and solids, nuclear physics and radioactivity, nuclear energy, elementary particles, and astrophysics and cosmology.  
**CSU, UC**

**PHYS 250** **3 UNITS**  
**Theory and Experimentation with Drones and Rockets**  
 36 hours lecture, 54 hours lab; 90 hours total  
*Prerequisite: Completion of PHYS 240 with a minimum grade of C.*  
*Corequisite: Concurrent enrollment in PHYS 240 is required.*  
*Recommended Preparation: COMS 215 and/or prior computer programming experience is recommended.*  
 This course introduces students to the creation and implementation of electronic payloads and unmanned flight vehicles. After building electronic payloads and unmanned vehicles, such as rockets and drones, students will collect inflight atmospheric data and present analysis of the data.  
**CSU**

## POLITICAL SCIENCE (POLI)

### Political Science: AA-T Degree

This Associate in Arts in Political Science for Transfer (AA-T) degree option provides a comprehensive foundation in Political Science in preparation for transfer to baccalaureate programs in the California State University (CSU) system in Political Science. To fulfill the requirements for this degree, students will complete the required and elective courses in the area of emphasis and the appropriate general education pattern (either CSU GE or IGETC) totaling 60 semester CSU-transferrable units.

#### Program Learning Outcomes

- Outcome 1: Describe the fundamentals of specific political systems.
- Outcome 2: Understand and explain the foundations of specific government structures: the organization, powers, procedures, and patterns.
- Outcome 3: Evaluate and assess the ideas, interests, and institutions of specific political systems.

#### Required Core Courses (3 units)

POLI 120 Intro to the Principles of American Govt	3
---	---

#### List A. Political Science Electives (choose 3 courses)

POLI 125 Introduction to Modern Political Ideology	3
POLI 135 Comparative Government	3
POLI 140 International Relations	3
MATH 232 Statistics	4

#### List B: Restricted Electives (choose 6 units)

ECON 100 Principles of Macroeconomics	3
ECON 101 Principles of Microeconomics	3
HIST 120 United States History 1	3
HIST 121 United States History 2	3
POLI 140 International Relations	3
POLI 145 International Political Economy	3
SOCI 120 Introduction to Sociology	3

<b>Total units for the major</b>	<b>18-19</b>
<b>Total units</b>	<b>60</b>

### Course Descriptions

**POLI 120** **3 UNITS**  
**Introduction to the Principles of American Government**  
 54 hours lecture; 54 hours total

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

Introduction to American political processes and institutions. Topics include the constitutional framework of national, state, and local government, federalism, the presidency, Congress, political parties, voting and elections, public opinion and the role of the media.

**CSU, UC**

**POLI 121** **3 UNITS**  
**Introduction to the Principles of American Government II**  
 54 hours lecture; 54 hours total

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

A study of the constitutional basis for national, state and local government, citizenship, civil liberties, civil rights, the judiciary, government's role in the economy, interest groups, and foreign policy.

**CSU, UC**

**POLI 125** **3 UNITS**  
**Introduction to Modern Political Ideology**  
 54 hours lecture; 54 hours total

This course comparatively and historically examines the major ideological approaches to government and politics including Liberalism, Conservatism, Socialism, Fascism and Communism. Contemporary political ideological movements will also be explored.

**CSU, UC**

**POLI 135** **3 UNITS**  
**Comparative Government**  
 54 hours lecture; 54 hours total

This course presents various analytical methods used to compare political systems. Several countries are examined in a comparative fashion focusing on similarities and differences in interests, institutions, and processes. Country studies vary.

**CSU, UC**

**POLI 140** **3 UNITS**  
**International Relations**  
 54 hours lecture; 54 hours total

Study of the economic, political, and social factors affecting the behavior of states and other international actors in world politics. Reviews contending theoretical perspectives and analytical approaches to the study of conflict and cooperation among international actors.

**CSU, UC**

**POLI 145** **3 UNITS**  
**International Political Economy**  
 54 hours lecture; 54 hours total

This course examines the international economy including trade, finance, and development, within the context of politics. Alternative analytical and theoretical perspectives will be examined for their value in helping to understand and evaluate the historical development and current operation of the world economy.

**CSU, UC**

**POLI 199** **1-3 UNITS**  
**Independent Study in Political Science**  
 54-162 hours lab; 54-162 hours total

*Prerequisite: Minimum of one prior course in Political Science and assessment by instructor.*

An independent study course for students interested in specialized reading, research, field work, or a project which deals with an acceptable topic in the area of political science.

**CSU**

## PSYCHOLOGY (PSYC)

### Psychology: AA Degree

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

#### Program Learning Outcomes

- Outcome 1: Understand the major theoretical perspectives in psychology and analyze the implications of these theories.
- Outcome 2: Comprehend the findings of research in psychology and apply this understanding to everyday life.

#### Required Courses (7 units)

	Units
MATH 232 Statistics	4
PSYC 120 General Psychology	3

#### Restricted Electives (12 – 13 units)

Choose four courses from the following list including no more than one BIOL course.

BIOL 105 Human Biology	4
BIOL 110 Survey of Biology	4
BIOL 120 General Biology	4
PSYC 123 Social Psychology	3
PSYC 124 Psychology of Adjustment	3
PSYC 125 Human Development	3
PSYC 126 Abnormal Psychology	3
PSYC 128 Cross-Cultural Psychology	3
PSYC 135 Human Sexuality	3
PSYC 175 Theories of Personality	3
PSYC 220 Research Methods in Psychology	3

<b>Total units for the major</b>	<b>19-20</b>
<b>Total units</b>	<b>60</b>

### Psychology: AA-T Degree

The Associate in Arts in Psychology for Transfer (AA-T) degree option provides a comprehensive foundation in psychology in preparation for transfer to baccalaureate programs in the California State University system in psychology.

#### Program Learning Outcomes

- Outcome 1: Understand the major theoretical perspectives in psychology and analyze the implications of these theories.
- Outcome 2: Comprehend the findings of research in psychology and apply this understanding to everyday life.

#### Required Courses (10 Units)

	Units
MATH 232 Statistics	4
PSYC 120 General Psychology	3
PSYC 220 Research Methods in Psychology	3

#### List A: Choose one course

BIOL 105 Human Biology	4
BIOL 110 Survey of Biology	4
BIOL 120 General Biology	4

#### List B: Choose one course

PSYC 123 Social Psychology	3
PSYC 125 Human Development	3
PHYS 135 Human Sexuality	3

#### List C: Choose one course

PSYC 126 Abnormal Psychology	3
PSYC 128 Cross-Cultural Psychology	3
PSYC 175 Theories of Personality	3

<b>Total units for the major</b>	<b>20</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

### PSYC 120 3 UNITS

#### General Psychology

54 hours lecture; 54 hours total

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

This course provides a general introduction to the field of psychology. Topics covered include research methods, neuropsychology, sensation and perception, cognitive psychology, developmental psychology, personality, social psychology, and clinical psychology.

**CSU, UC**



**PSYC 123 3 UNITS**

**Social Psychology**

*Cross-listed with SOCI 123*

54 hours lecture; 54 hours total

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

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Topics may include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group dynamics, gender roles, cultural norms, and social cognition.

**CSU, UC**

**PSYC 124 3 UNITS**

**Psychology of Adjustment**

54 hours lecture; 54 hours total

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

This course addresses several major topics in the field of psychology with an emphasis on personal application. Topics covered include personality theory, stress and coping, the self, social cognition and influence, communication, attraction, gender and sexuality, human development, psychological disorders, and psychotherapy.

**CSU, UC**

**PSYC 125 3 UNITS**

**Human Development**

54 hours lecture; 54 hours total

*Recommended Preparation: PSYC 120 with a minimum grade of C.*

This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems.

**CSU, UC**

**PSYC 126 3 UNITS**

**Abnormal Psychology**

54 hours lecture; 54 hours total

*Prerequisite: Completion of PSYC 120 with a minimum grade of C.*

An introduction to the concepts of abnormal and maladaptive behavior. Models of diagnosis, classification and treatment are discussed in depth. A discussion of major psychological disorders and study of the different perspectives on their causation, development and treatment.

**CSU, UC**

**PSYC 128 3 UNITS**

**Cross-Cultural Psychology**

54 hours lecture; 54 hours total

This course will address the way cultural contexts influence human behavior and mental processes. The focus will be on culture, broadly-defined, including concepts such as gender, race, age, ethnicity, sexual orientation, religion, and socioeconomic status,

and examining the role of culture in psychological theories and research relevant to cognition, emotion, motivation, personality, and developmental processes. The course will enable the student to acquire an understanding of research methods in cross-cultural psychology, an awareness of current research and theories in the field, and a better comprehension of the way cultural contexts affect everyday life experiences.

**CSU, UC**

**PSYC 135 3 UNITS**

**Human Sexuality**

54 hours lecture; 54 hours total

*Recommended Preparation: PSYC 120 with a minimum grade of C.*

This course presents a survey of the study of human sexuality from biological, cognitive, emotional, behavioral, and social perspectives. Topics covered include sexual behavior, sexual identity, attraction, gender, sexual anatomy and physiology, and the role of sexuality in cultural and social contexts. This course is intended for adults and involves the presentation of explicit material.

**CSU, UC**

**PSYC 175 3 UNITS**

**Theories of Personality**

54 hours lecture; 54 hours total

*Prerequisite: Completion of PSYC 120 with a minimum grade of C.*

The study of personality examines the sources of our similarities and our differences. This course will cover several major perspectives on personality including psychodynamic, behavioral, phenomenological, social-cognitive, and biological/evolutionary theories. An emphasis will be placed on integrating these theories and relating them to everyday life.

**CSU, UC**

**PSYC 199 1-3 UNITS**

**Independent Study in Psychology**

54-162 hours lab; 54-162 hours total

*Prerequisite: Completion of any previous transferable, college-level course in psychology with a minimum grade of C.*

Independent study courses for students interested in specialized reading or research in psychology.

**CSU**

**PSYC 220 3 UNITS**

**Research Methods in Psychology**

54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 232 and PSYC 120 with a minimum grade of C.*

*Recommended Preparation: ENGL 120 with a minimum grade of C.*

This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the disciplines and subdisciplines in psychology.

**CSU, UC**

## PSYCHIATRIC TECHNICIAN (PTEC)

### Psychiatric Technician: AS Degree

The Psychiatric Technician Program is a three-semester program designed to prepare qualified men and women to practice as psychiatric technicians. The program provides two approaches to learning; coursework is combined with practical application. Clinical training occurs in hospitals and health agencies. A Certificate in Psychiatric Technician is granted by the college after completion of the program, and the student is eligible to take the examination for licensure. The academic subjects for both the Certificate and A.S. Degree are offered at Napa Valley College.

#### Program Learning Outcomes

- Outcome 1: Act ethically and respect the parameters of client privacy and confidentiality.
- Outcome 2: Correctly perform basic physical and mental assessments and basic nursing skills.
- Outcome 3: Advocate for patients with mental illness and developmental disabilities within and beyond the clinical setting.
- Outcome 4: Accurately document all clinical assessments and interventions in a timely manner.
- Outcome 5: Prioritize patient care and identify need for crisis intervention using least restrictive measures.
- Outcome 6: Deliver age appropriate services
- Outcome 7: Supervise licensed and non-licensed health care workers; leadership management.
- Outcome 8: Continue professional development in the health care field.
- Outcome 9: Effectively participate in a therapeutic environment and communicate professionally with integrity, respect, with safety prevailing, dignity a priority.
- Outcome 10: Pass state boards.

#### Admission Requirements

All coursework must be completed with a “C” or better within the last five years as required by the BVNPT.

All program requirements must be met before your application will be accepted. All applicants meeting these requirements will be eligible for admission to the program. Applications will be accepted by admissions and records during a designated registration period prior to each semester.

All new admission, re-admission and advanced placement applicants will follow this procedure:

1. Complete an application for admission to the college online at [www.napavalley.edu](http://www.napavalley.edu).
2. Complete the matriculation requirements of a) English and Math assessment testing; b) college orientation. Contact the Testing and Tutoring Center at (707) 256-7434 or the Counseling Center in person to sign up for assessment and orientation sessions.

- a. Take the Reading Assessment test (CTEP) and pass with a score of 59 or higher OR have ENGL 85 or higher with a “C” or better
- b. Take the Math Assessment test (MTDP) and pass with a score of 30 or higher OR have MATH 55 or higher with a “C” or better
- c. Test scores are good for two years and equivalency coursework must be taken with the past five years
3. Complete PREREQUISITE courses before submitting an application for the program.
  - a. HEOC 100 – Anatomy and Physiology (with a “C” or better)
  - b. HEOC 101 – Pharmacology (with a “C” or better)
  - c. HEOC 172 – Basic Nutrition (with a “C” or better)
4. Official Verification (unopened transcripts) of high school graduation or its equivalent (GED, CHSPE, or AA/AS or a higher degree). All foreign transcripts must be evaluated by an international evaluation service prior to submission of program application; this service must provide Napa Valley College with An evaluation Certificate of the international coursework. (Forms to request this evaluation are available in Admissions & Records and the Health Occupations Department; your official foreign transcripts evaluations must accompany this form.

### Psychiatric Technician- Fast-Track: AS Degree

Required courses *	Units
PTEC 160 Nursing Science	18
PTEC 161 Developmental Disabilities	15
PTEC 162 Mental Disabilities	17
<b>Total units for the major</b>	<b>50</b>
<b>Total units</b>	<b>65</b>

### Psychiatric Technician: Three-Semester Program: AS Degree

Prerequisite courses	Units
HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3
HEOC 172 Basic Nutrition	2
<b>Required courses*</b>	
PTEC 150 Principles & Practices for Psychiatric Technicians 1	13
PTEC 155 Principles & Practices for Psychiatric Technicians 2	12
PTEC 156 Principles & Practices for Psychiatric Technicians 3	12
PSYC 124 Psychology of Adjustment	3
PSYC 125 Human Development	3
<b>Total units for the major</b>	<b>51</b>
<b>Total units</b>	<b>65</b>

\*Notes: All courses required to complete the major must be completed with a grade of C or better.

**Psychiatric Technician-Three-Semester:  
Certificate of Achievement**

<b>Prerequisite Courses</b>	<b>Units</b>
HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3
HEOC 172 Basic Nutrition	2
<b>Required courses*</b>	
PTEC 150 Principles & Practices for Psychiatric Technicians 1	13
PTEC 155 Principles & Practices for Psychiatric Technicians 2	12
PTEC 156 Principles & Practices for Psychiatric Technicians 3	12
PSYC 124 Psychology of Adjustment	3
PSYC 125 Human Development	3
<b>Total Units</b>	<b>51</b>

**Psychiatric Technician- Fast-Track: Certificate of Achievement**

<b>Required courses</b>	<b>Units</b>
PTEC 160 Nursing Science	18
PTEC 161 Developmental Disabilities	15
PTEC 162 Mental Disabilities	17
<b>Total Units</b>	<b>50</b>

**Course Descriptions**

**PTEC 150 Principles & Practice for Psychiatric Technicians 1** **13 UNITS**

126 hours lecture, 324 hours lab; 450 hours total

*Prerequisites: Completion of HEOC 100, HEOC 101 and HEOC 172 with a minimum grade of C;*

*High School Transcript or Equivalent (GED, CHSPE, OR AA/AS or Higher). All foreign transcripts must be evaluated by an outside evaluation company. All transcripts and evaluations must be official;*

*MDTP Math Assessment Testing with a score of 30 or higher (or MATH 55 or higher with a "C" or better);*

*CTEP English Assessment Testing with a score of 59 or higher (or ENGL 85 or higher with a "C" or better);*

*College Orientation Meeting;*

*Program orientation meeting (once accepted).*

This is the first course in a series of three semesters designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes role of the Psychiatric Technician, Nurse/Patient Relationship, Nursing Process and Medical Records, Medical Terminology, Nursing Fundamentals, and Medical/Surgical Nursing.

**CSU**

**PTEC 155 Principles & Practice for Psychiatric Technicians 2** **12 UNITS**

108 hours lecture, 324 hours lab; 432 hours total

*Prerequisite: Completion of PTEC 150 and HEOC 172 with a minimum grade of C.*

*Corequisite: Concurrent enrollment in PSYC 125 is required.*

A course designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes Psychopharmacology, Assessment and Interventions for a Client with Developmental Disabilities, Etiologies, Diseases Associated with Developmental Disabilities, Teaching and Training using a Developmental Model, Developmental Disabilities, Client's Rights, Tests and Measurements, Normalization, Behavior Modification, Autism, and Case Management.

**CSU**

**PTEC 156 Principles & Practice for Psychiatric Technicians 3** **12 UNITS**

108 hours lecture, 324 hours lab; 432 hours total

*Prerequisite: Completion of PTEC 150 and PTEC 155 with a minimum grade of C.*

*Corequisite: Concurrent enrollment in PSYC 124 is required.*

A course designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes: Role of Psychiatric Technician, Psychopharmacology, Mental Health Nursing I and II, Management of Assaultive Behaviors, Clients Rights, Psychophysiological, Neurotic and Psychotic Disorders, Group Therapy, Crisis Intervention, Suicide, Substance Abuse, Domestic Violence, Personality Disorders, Eating Disorders, Mood Disorders, Organic Mental Syndrome and Leadership/Supervision.

**CSU**

**PTEC 160 Nursing Science** **18 UNITS**

224 hours lecture, 320 hours lab; 544 hours total

*Prerequisite: Completion of MDTP - Mathematics Diagnostic Testing Project;*

*CTEP - College Tests for English Placement;*

*CNA-Current Certified Nursing Assistant;*

*High School or Equivalent*

One trimester of three designed to prepare the student for licensure as a Psychiatric Technician in the State of California. Nursing Science will present the principles of mental and physical health, the maintenance of health, anatomy and physiology, and an understanding of disease and its treatment. Students will develop the ability to perform basic care activities, with learning experiences in the care of children, adults, and aged patients with medical/surgical conditions.

**CSU**

**PTEC 161** **15 UNITS**  
**Developmental Disabilities**  
 160 hours lecture, 360 hours lab; 520 hours total  
*Prerequisite: Completion of PTEC 160 with a minimum grade of C.*  
 One trimester of three designed to prepare the student for licensure as a Psychiatric Technician in the State of California. This course will examine the care of the developmentally disabled by providing learning experience in State Developmental Centers as well as community facilities and continued practice in individual and group work.  
**CSU**

**PTEC 162** **17 UNITS**  
**Mental Disabilities**  
 208 hours lecture, 320 hours lab; 528 hours total  
*Prerequisite: Completion of PTEC 161 with a minimum grade of C.*  
 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.  
**CSU**

## RESPIRATORY CARE (RESP)

### Respiratory Care: AS Degree

The Respiratory Care Program is four-semester and one six week summer session. The program is designed to prepare qualified men and women to practice as respiratory care practitioners (RCP). Upon completion of the program the student will be eligible to take the state licensing exam and the national registry examination. The program is accredited by the Commission on Accreditation for Respiratory Care. Respiratory care is a healthcare specialty which deals with care and treatment of patients with respiratory and cardiac disorders. RCPs work in a variety of settings, including acute and subacute hospitals, clinics, and home care.

#### Program Learning Outcomes

- Outcome 1: Comprehend, apply, and evaluate clinical information relevant to their roles as advanced-level respiratory therapists (cognitive domain).
- Outcome 2: Be technically proficient in all the skills necessary to fulfil their roles as advanced-level respiratory therapists (psychomotor domain).
- Outcome 3: Exhibit professional behavior consistent with employer expectations as advanced-level respiratory therapists (affective domain)
- Outcome 4: Attempt RRT exam within one year of graduation.

<b>Prerequisites for Admission</b>	<b>Units</b>
MATH 94 Intermediate Algebra	5
CHEM 110 Introduction to Chemistry	4
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5
(or the equivalent) with minimum grades of "C".	

Notes: To remain in the program, student must maintain a "C" grade or above in Respiratory Care and a satisfactory grade in clinical. In addition to the Respiratory Care courses listed below, students are required to complete PSYC 124 or PSYC 125 and the following AS degree General Education requirements: Area D.1, English Composition; Area D.2, Mathematics; Area C, Humanities; and Area E, Multi-Cultural I Gender Studies. It is highly recommended that these be taken prior to admission.

### Respiratory Care - Full-time Track: AS Degree

<b>Required courses</b>	<b>Units</b>
ENGL 120 Reading & Composition 1	4
RESP 120 Respiratory Care Theory I	6
RESP 130 Respiratory Care Laboratory I	4
RESP 140 Preparation for Clinical	1.5
RESP 150 Respiratory Care Theory II	3
RESP 160 Respiratory Care Pharmacology	3
RESP 170 Respiratory Care Clinical I	2.5
RESP 175 Respiratory Care Laboratory II	1.5
RESP 185 Respiratory Care Clinical II	2.5
RESP 200 Respiratory Care Theory III	2
RESP 210 Principles & Applications of Mechanical Ventilation	4
RESP 220 Neonatal/Pediatric Respiratory Care	3
RESP 230 Respiratory Care Topics I	1
RESP 250 Respiratory Care Clinical IV	5
RESP 260 Respiratory Care Theory IV	1.5
RESP 270 Advanced Respiratory Care Laboratory	1
RESP 280 Respiratory Care Topics II	2
RESP 290 Respiratory Care Clinical VI	4
RESP 290B Comp Simulations in Respiratory Care	1
RESP 292 Respiratory Care Preceptorship	2.5
PSYC124 Psychology of Adjustment	3
<b>or</b>	
PSYC 125 Human Development	3
<b>Total units for the major</b>	<b>58</b>
<b>Total units</b>	<b>60</b>

#### Options

1. All required courses must be completed with a grade of C or better.
2. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

**Respiratory Care - Part-Time Track: AS Degree**

<b>Required courses</b>	<b>Units</b>
ENGL 120 Reading & Composition 1	4
RESP 120 Respiratory Care Theory I	6
RESP 130 Respiratory Care Laboratory I	4
RESP 140 Preparation for Clinical	1.5
RESP 150 Respiratory Care Theory II	3
RESP 160 Respiratory Care Pharmacology	3
RESP 170 Respiratory Care Clinical I	2.5
RESP 175 Respiratory Care Laboratory 2	1.5
RESP 185 RESP Care Clinical II	2.5
RESP 191 Respiratory Care Clinical III	1
RESP 200 Respiratory Care Theory III	2
RESP 210 Principles & Applications of Mechanical Ventilation	4
RESP 220 Neonatal/Pediatric Respiratory Care	3
RESP 230 Respiratory Care Topics I	1
RESP 250 Respiratory Care Clinical IV	2.5
RESP 251 Respiratory Care Clinical V	2.5
RESP 260 Respiratory Care Theory IV	1
RESP 270 Advanced Respiratory Care Laboratory	1
RESP 280 Respiratory Care Topics II	2
RESP 290 Respiratory Care Clinical VI	2
RESP 290B Comp Sim in Respiratory Care	1
RESP 291 Respiratory Care Clinical VII	2
RESP 292 Respiratory Care Preceptorship	2.5
PSYC 124 Psychology of Adjustment	3
<b>or</b>	
PSYC 125 Human Development	3
<b>Total units for the major</b>	<b>58.5</b>
<b>Total units</b>	<b>60</b>

*Options*

1. All required courses must be completed with a grade of C or better.
2. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

**Course Descriptions**

**RESP 120** **6 UNITS**  
**Respiratory Care Theory I**  
 108 hours lecture; 108 hours total

*Prerequisite:* Completion of BIOL 218, BIOL 219 and BIOL 220, CHEM 110, MATH 94, with a minimum grade of C.

*Recommended Preparation:* Completion of HEOC 171 and PHYS 110 with a minimum grade of C.

Students will receive instruction in the theoretical foundations of respiratory care. The course will cover the anatomy and physiology of the respiratory system, the mechanics of breathing, and acid-base balance.

**CSU**

**RESP 130** **4 UNITS**  
**Respiratory Care Laboratory I**  
 54 hours lecture, 54 hours lab; 108 hours total

*Corequisite:* Concurrent enrollment in RESP 120 is required.

This course covers basic patient assessment, oxygen therapy, bronchial hygiene techniques, and arterial blood gas punctures. Students' knowledge and technical skills will be developed through integrated laboratory work.

**CSU**

**RESP 140** **1.5 UNITS**  
**Preparation for Clinical**  
 54 hours integrated lab; 54 hours total

*Corequisite:* Concurrent enrollment in RESP 120 and RESP 130 is required.

This course prepares the student for entrance into the clinical portion of the Respiratory Care program. The course will cover patient and practitioner safety, infection control, and legal and ethical issues.

**CSU**

**RESP 150** **3 UNITS**  
**Respiratory Care Theory II**  
 54 hours lecture; 54 hours total

*Prerequisite:* Completion of RESP 130 with a minimum grade of C.

Students will receive instruction in the treatment of patients with cardiopulmonary disease. The course will cover advanced techniques in patient assessment, pulmonary diseases, and beginning concepts of the coronary system.

**CSU**

**RESP 160** **3 UNITS**  
**Respiratory Care Pharmacology**  
 54 hours lecture; 54 hours total

*Prerequisite:* Completion of RESP 130 with a minimum grade of C.

Students will receive instruction in the pharmacology of respiratory care. The course will cover medication calculations, inhaled bronchodilators, steroids and aerosolized antimicrobials.

**CSU**

**RESP 170** **2.5 UNITS**  
**Respiratory Care Clinical I**  
 136 hours lab; 144 hours total

*Corequisite:* Concurrent enrollment in RESP 150 and RESP 160 is required.

Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students will work primarily in the non-critical care areas of the hospital.

**CSU**

**RESP 175** **1.5 UNITS**  
**Resp Care Laboratory II**  
 54 hours integrated lab; 54 hours total  
*Prerequisite: Completion of RESP 120 with a minimum grade of C.*  
 The course will cover airway management, positive pressure ventilation, non-invasive ventilation, Introduction to mechanical ventilation and beginning critical care concepts.  
**CSU**

**RESP 185** **2.5 UNITS**  
**Respiratory Care Clinical II**  
 135 hours lab; 135 hours total  
*Prerequisite: Completion of RESP 170 with a minimum grade of C.*  
 Students will receive respiratory therapy supervised clinical experience. Full time students will spend 135 hours in clinical; part-time students will spend 66 hours in clinical.  
**CSU**

**RESP 191** **1 UNIT**  
**Respiratory Care Clinical III**  
 54 hours lab; 54 hours total  
*Prerequisite: Completion of RESP 180 with a minimum grade of C.*  
 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. Letter grade only.  
**CSU**

**RESP 200** **2 UNITS**  
**Respiratory Care Theory III**  
 36 hours lecture; 36 hours total  
*Prerequisite: Completion of RESP 180 with a minimum grade of C.*  
*Corequisite: Concurrent enrollment in RESP 210, RESP 211 and RESP 250 is required.*  
 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.  
**CSU**

**RESP 210** **3 UNITS**  
**Principles & Applications of Mechanical Ventilation**  
 54 hours lecture, 54 hours lab; 108 hours total  
*Prerequisite: Completion of RESP 185 with a minimum grade of C.*  
*Corequisite: Concurrent enrollment in RESP 220 and RESP 250 is required.*  
 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. This course's laboratory work will develop the student's knowledge and technical skills in adult, pediatric, and neonatal mechanical ventilation. The course lab will cover application and management of state-of-the-ventilators. Letter grade only.  
**CSU**

**RESP 220** **3 UNITS**  
**Neonatal/Pediatric Respiratory Care**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of RESP 185 with a minimum grade of C.*  
 Students will receive instruction in neonatal and pediatric respiratory care. The course will cover fetal lung development, circulatory changes in the newborn, and neonatal and pediatric diseases and treatment.  
**CSU**

**RESP 230** **1 UNIT**  
**Respiratory Care Topics I**  
 18 hours lecture; 18 hours total  
*Prerequisite: Completion of RESP 185 with a minimum grade of C.*  
 Students will receive instruction in advanced concepts in respiratory care. The course will cover acute respiratory failure, chest x-ray interpretation, and specialty areas within the respiratory care profession.  
**CSU**

**RESP 250** **2.5-5 UNITS**  
**Respiratory Care Clinical IV**  
 144-288 hours lab; 144-288 hours total  
*Prerequisite: Completion of RESP 180 with a minimum grade of C.*  
 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.  
**CSU**

**RESP 251** **2.5 UNITS**  
**Respiratory Care Clinical V**  
 144 hours lab; 144 hours total  
*Prerequisite: Completion of RESP 180 with a minimum grade of C.*  
 Students will receive supervised clinical experience in the care of patients with cardiopulmonary diseases. The course will cover the practical application of theory and techniques. Students will work primarily in the adult critical care areas of the hospital. This course is for students enrolled in the part-time program.  
**CSU**

**RESP 260** **1.5 UNITS**  
**Respiratory Care Theory IV**  
 18 hours lecture, 36 hours lab; 54 hours total  
*Prerequisite: Completion of RESP 200, RESP 210 and RESP 250 with a minimum grade of C.*  
*Corequisite: Concurrent enrollment in RESP 290 is required.*  
 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.  
**CSU**

**RESP 270** **1 UNIT**  
**Advanced Respiratory Care Laboratory**  
 46 hours lab; 46 hours total

*Prerequisite: Completion of RESP 211 with a minimum grade of C.*

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.

**CSU**

**RESP 280** **2 UNITS**  
**Respiratory Care Topics II**  
 38 hours lecture; 38 hours total

*Prerequisite: Completion of RESP 200 with a minimum grade of C.*

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.

**CSU**

**RESP 290** **2-4 UNITS**  
**Respiratory Care Clinical VI**  
 112-224 hours lab; 112-224 hours total

*Prerequisite: Completion of RESP 250 with a minimum grade of C*

Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students will work primarily in adult, neonatal, and pediatric critical care areas of the hospital. Full-time students must complete the 4.0 unit option. Part-time students complete only 2.0 units.

**CSU**

**RESP 290B** **1 UNIT**  
**Computer Simulations in Respiratory Care**  
 42 hours integrated lab; 42 hours total

*Corequisite: Concurrent enrollment in RESP 290 is required.*

This course prepares students for the National Board for Respiratory Care's Registry Examination, which requires specialized knowledge in solving patient management problems in a branching logic format. Students will practice with web-based clinical simulations, identify their strengths and weaknesses, and develop a study plan to prepare for this exam.

**CSU**

**RESP 291** **3 UNITS**  
**Respiratory Care Clinical VII**  
 216 hours lab; 216 hours total

Students will receive supervised clinical experience in the care of patients with cardiopulmonary diseases. The course will cover the practical application of theory and techniques. Students will work primarily in adult, neonatal, and pediatric critical areas of the hospital. This course is for students enrolled in the part-time program.

**CSU**

**RESP 292** **2.5 UNITS**  
**Respiratory Care Preceptorship**  
 128 hours lab; 128 hours total

*Prerequisite: Completion of RESP 260 and RESP 290 with a minimum grade of C.*

This course will provide a clinical environment for the student to integrate knowledge, skills, and work ethic. The student will assume increasing responsibilities under the supervision of a preceptor. This course will prepare the student for post-graduate employment.

**CSU**

## SOCIOLOGY (SOCl)

### Sociology: AA-T Degree

The purpose of the Associates in Arts Transfer Degree in Sociology is to provide a student with a foundation of knowledge in the field of sociology which prepares them for transfer to the CSU/UC system for further study towards a baccalaureate degree in sociology or related field. The student will develop knowledge and skills which will enable them to understand, evaluate, and apply social science research and theories. Students who complete the AA-T in Sociology will be prepared for upper-division coursework in the major.

#### Program Learning Outcomes

- Outcome 1: Understand, evaluate, and apply social science research, methods and theories.
- Outcome 2: Identify how social experiences and outcomes are shaped by gender, race, ethnicity, age, social class, and sexual orientation.
- Outcome 3: Use sociological theories to examine and explain social situations and social behaviors.

#### Required Course (9-10 units):

	<b>Units</b>
SOCI 120 Introduction to Sociology	3
SOCI 122 Social Problems	3
MATH 232 Statistics	4
<b>or</b>	
PSYC 220 Research Methods in Psychology	3

#### List A (6 units):

SOCI 123 Social Psychology	3
SOCI 154 Sociology of Crime	3

#### List B (3 units):

ADMJ 120 Introduction to the Criminal Justice Sys	3
ADMJ 121 Introduction to Criminal Law	3
ANTH 121 Introduction to Cultural Anthropology	3
ANTH 122 Magic, Witchcraft, and Religion	3
ANTH 150 The Anthropology of Sex, Gender, and Sexuality	3
ANTH 180 The Anthropology of Childhood	3
ANTH 200 Introduction to Linguistic Anthropology	3
CFS 120 Child Development	3
CFS 140 The Child, Family and Community	3

CFS 180 The Anthropology of Childhood	3
GEOG 101 World Regional Geography	3
ECON 100 Principles of Macroeconomics	3
ECON 101 Principles of Microeconomics	3
ECON 120 Economic History of the U.S.	3
HIST 120 United States History 1	3
HIST 121 United States History 2	3
HIST 122 World History 1	3
HIST 123 World History 2	3
HIST 140 History of Modern Latin America	3
HIST 145 California History	3
HIST 150 History of American Women 1600-1900	3
HIST 152 History of American Women Since 1900	3
HUMA 100 The American Mind 1	3
HUMA 101 The American Mind 2	3
HUMA 112 Introduction to Africana Studies	3
HUMA 113 Introduction to Mexican-American and Chicana(o) Studies	3
HUMA 160 Filipina(o)-American Heritage	3
LGBT 120 Introduction To LGBT Studies In The Family, Education, and Community	3
LGBT 121 LGBT Communities, Family and Education In The 21st Century	3
PHIL 127 Feminist Philosophy	3
POLI 120 Introduction to the Principles of American Government	3
POLI 125 Introduction to Modern Political Ideolog	3
POLI 135 Comparative Government	3
POLI 140 International Relations	3
PSYC 120 General Psychology	3
PSYC 128 Cross-Cultural Psychology	3
PSYC 135 Human Sexuality	3
PSYC 220 Research Methods in Psychology	3
SPCOM 126 Intercultural Communication	3
<b>Total units for the major</b>	<b>18-19</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

**SOCI 120** **3 UNITS**  
**Introduction to Sociology**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 or equivalent with a minimum grade of C.*

Introduction to Sociology is an introductory study of the basic concepts, theoretical approaches and methods of sociology. Topics typically include the analysis and explanation of culture, social structures, social stratification (including class, race, ethnicity and gender), social change, group and global dynamics, and self and socialization. Course objectives include the ability to apply sociological ideas to everyday life.

**CSU, UC**

**SOCI 122** **3 UNITS**  
**Social Problems**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 or equivalent and SOCI 120 with a minimum grade of C.*

An identification and analysis of the basic concepts, theoretical approaches (conflict, functionalist, and interactionist) and methods of contemporary social problems including: (1) the role of power and ideology in the definition of social problems, (2) causes and consequences of social problems, and (3) methods of intervention. Topics may include illness, environmental issues, abuse, migration, poverty, crime, unemployment, and labor force conditions. Topics will vary based upon current events.

**CSU, UC**

**SOCI 123** **3 UNITS**  
**Social Psychology**  
*Cross-listed with PSYC 123*  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 or equivalent with a minimum grade of C.*

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Topics may include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group dynamics, gender roles, cultural norms, and social cognition.

**CSU, UC**

**SOCI 140** **3 UNITS**  
**Sociology of Sex and Gender**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 or equivalent with a minimum grade of C.*

Sociological analysis of the historical, contemporary, and cross-cultural constructions of gender in the US. Students will explore how institutions shape gender (macro-analysis), and how individuals are socialized to "do" gender (micro-analysis).

**CSU**

**SOCI 150** **3 UNITS**  
**Sociology of Race and Ethnicity**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 or equivalent with a minimum grade of C.*

Sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as historical and contemporary patterns of interaction between various racial and ethnic groups.

**CSU**



**SOCI 154**

**Sociology of Crime**

54 hours lecture; 54 hours total

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

Sociological analysis of crime, criminal behavior, and the criminal justice system using the structural-functional, conflict, and symbolic interactionist perspectives. Explores the history and social construction of crime and criminality, and examines violations, punishments, and methods used to control criminal behavior. The methods used to quantify and measure crime and criminality will be discussed.

**CSU, UC**

**3 UNITS**

**SOCI 190**

**Introduction to Social Research**

54 hours lecture; 54 hours total

*Prerequisite: Completion of SOCI 120 with a minimum grade of C.*

Students will examine fundamental elements of empirical research and the ways social scientists gather, evaluate, and critique social data. Includes attention to the nature of theory, hypotheses, variables, and research ethics. Qualitative and quantitative methods such as survey, experiment, field work, case study, content analysis, and comparative historical research will be applied. Computer applications will be introduced.

**CSU**

**3 UNITS**

**SOCI 199**

**Independent Study In Sociology**

54-162 hours lab; 54-162 hours total

Independent study for students interested in specialized reading, research, field work, or special projects.

**CSU**

**1-3 UNITS**

**SPANISH (SPAN)**

**Spanish: AA Degrees**

The purpose of this program is for students to learn Spanish as a first or second language so they can communicate successfully with the Spanish-speaking world, and understand and appreciate the Hispanic cultures. Students may select from two areas of emphasis in this degree: Spanish for Non-Heritage Speakers and Spanish for Heritage Speakers. To fulfill the requirements for this degree, students will complete the required courses in one of two areas of emphasis. The student must meet with a full-time member of the Spanish Department to determine the appropriate emphasis for this degree.

**Program Learning Outcomes**

- Outcome 1: Communicate orally and in writing in Spanish in real life situations.
- Outcome 2: Read and comprehend Spanish at levels commensurate with those of students seeking a degree in Spanish.
- Outcome 3: Understand the Hispanic cultures, through the study of their history, literature, arts, contributions of prominent figures, and foreign travel.

**Spanish for Heritage Speakers: AA Degree**

**Required Courses (13 units)**

	<b>Units</b>
SPAN 280 Spanish for Heritage Speakers I	5
SPAN 281 Spanish for Heritage Speakers II	5
SPAN 282 Introduction to Hispanic Literature	3

**Restricted Electives (6 units)**

*Students must select courses totaling at least six units from the following:*

ANTH 121 Introduction to Cultural Anthropology	3
ANTH 131 Mesoamerican Archaeology	3
ENGL 123 Critical Thinking About Literature	4
FREN 120 First Semester French	5
FREN 121 Second Semester French	5
HIST 142 History of Mexico	3
HUMA 125 Introduction to Latin American Studies	3
ITAL 120 First Semester Italian	5
ITAL 121 Second Semester Italian	5
SPAN 130 First Semester Spoken Spanish	3
SPAN 131 Second Semester Spoken Spanish	3
SPAN 260 Third Semester Spoken Spanish	3
SPAN 261 Fourth Semester Spoken Spanish	3

<b>Total units for the major</b>	<b>19</b>
<b>Total units</b>	<b>60</b>

### Spanish for Non-Heritage Speakers: AA Degree

<b>Required Courses (20 – 21 unit)</b>	<b>Units</b>
SPAN 120 Elementary Spanish I	5
<b>or</b>	
SPAN 110 First Semester Spanish (Part A)	3
<b>and</b>	
SPAN 111 First Semester Spanish (part B)	3
SPAN 121 Elementary Spanish II	5
SPAN 240 Third Semester Spanish	5
<b>or</b>	
SPAN 280 Spanish for Heritage Speakers I	5
SPAN 241 Fourth Semester Spanish	5
<b>or</b>	
SPAN 281 Spanish for Heritage Speakers II	5
<b>Restricted Electives (3 units)</b>	
<i>Select one course from the following:</i>	
SPAN 130 First Semester Spoken Spanish	3
SPAN 131 Second Semester Spoken Spanish	3
ANTH 131 Mesoamerican Archaeology	3
HIST 142 History of Mexico	3
ANTH 121 Introduction to Cultural Anthropology	3
SPAN 282 Introduction to Hispanic Literature	3
ANTH 200 Introduction to Linguistic Anthropology	3
<b>Total units for the major</b>	<b>23-24</b>
<b>Total units</b>	<b>60</b>

### Spanish: AA-T Degree

This Associate in Arts in Spanish for Transfer degree option provides a comprehensive foundation in the Spanish language in preparation for transfer to baccalaureate programs in the California State University system in Spanish.

#### Program Learning Outcomes

- Outcome 1: Communicate orally and in writing in Spanish in real life situations.
- Outcome 2: Read and comprehend Spanish at levels commensurate with those of students seeking a degree in Spanish.
- Outcome 3: Understand the Hispanic cultures, through the study of their history, literature, arts, contributions of prominent figures, and foreign travel.

<b>Required Courses (20 – 21 unit)</b>	<b>Units</b>
SPAN 120 Elementary Spanish I	5
<b>or</b>	
SPAN 110 First Semester Spanish (Part A)	3
<b>and</b>	
SPAN 111 First Semester Spanish (part B)	3
SPAN 121 Elementary Spanish II	5
SPAN 240 Third Semester Spanish	5
<b>or</b>	
SPAN 280 Spanish for Heritage Speakers I	5
SPAN 241 Fourth Semester Spanish	5
<b>or</b>	
SPAN 281 Spanish for Heritage Speakers II	5

<b>List A: Select one (3-5 units)</b>	<b>Units</b>
ASL 120 First Semester American Sign Language	5
ASL 121 Second Semester American Sign Language	5
ENGL 123 Critical Thinking About Literature	4
FREN 120 First Semester French	5
FREN 121 Second Semester French	5
HIST 142 History of Mexico	3
ITAL 120 First Semester Italian	5
ITAL 121 Second Semester Italian	5
SPAN 282 Introduction to Hispanic Literature	3

#### Substitution Courses:

*Some students may need courses to substitute for units they placed out of, from Required Courses. Course substitutions may come from List A or the Course Substitutions list below:*

ANTH 200 Introduction to Linguistic Anthropology	3
ANTH 121 Introduction to Cultural Anthropology	3
SPAN 130 First Semester Spoken Spanish	3
SPAN 131 Second Semester Spoken Spanish	3
SPAN 260 Third Semester Spoken Spanish	3
SPAN 261 Fourth Semester Spoken Spanish	3
FREN 120 First Semester French	5
FREN 121 Second Semester French	5
ITAL 120 First Semester Italian	5
ITAL 121 Second Semester Italian	5

<b>Total units for the major</b>	<b>23-26</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

**SPAN 90** **0.5-3 UNITS**  
**Occupational Spanish**  
 9-54 hours lecture; 9-54 hours total

Occupational Spanish teaches the basic Spanish phrases necessary to carry out specific procedures or protocols in various occupations. The course is taught to specific job needs and will include how to relate appropriately to pertinent cross-cultural issues.

**SPAN 110** **3 UNITS**  
**Elementary Spanish I (Part A)**  
 54 hours lecture; 54 hours total

The first half of a two-course sequence that introduces the basic elements of the language (listening, speaking, reading and writing) in real world contexts. Emphasis is on language, production, grammar, vocabulary building, and exposure to the Hispanic culture. (NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111).

**CSU, UC**

**SPAN 111** **3 UNITS**  
**Elementary Spanish I (Part B)**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of SPAN 110 with a minimum grade of C.*

The second half of a two-course sequence that introduces the basic elements of the language: listening, speaking, reading and writing in real world contexts. Emphasis is on language production, grammar, vocabulary building, and exposure to the Hispanic culture. (NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111).

**CSU, UC**

**SPAN 120** **5 UNITS**  
**Elementary Spanish I**  
 90 hours lecture; 90 hours total

The first part of a four semester sequence of UC/CSU transfer level Spanish courses integrating listening, speaking, reading, and writing skills in real world and cultural contexts. Cultural perspectives and practices are emphasized.

**CSU, UC**

**SPAN 121** **5 UNITS**  
**Elementary Spanish II**  
 90 hours lecture; 90 hours total

*Prerequisite: Completion of SPAN 111 or SPAN 120 with a minimum grade of C.*

The second semester part of a four-semester sequence of transfer level Spanish courses. Continued work on language communication integrating listening, speaking, reading, and writing skills in real world and cultural contexts. Ongoing development of cultural awareness and understanding continues to be emphasized.

**CSU, UC**

**SPAN 130** **3 UNITS**  
**First Semester Spoken Spanish**  
 54 hours lecture; 54 hours total

The course provides students with fundamental listening and speaking skills. In-depth study of grammatical concepts, with major emphasis on accurate pronunciation and intonation. Study of the life and culture of Spanish-speaking people.

**CSU**

**SPAN 131** **3 UNITS**  
**Second Semester Spoken Spanish**  
 54 hours lecture; 54 hours total

Pronunciation, vocabulary, listening, speaking, and grammar. Readings and conversations stress the culture and life of the Spanish speaking people.

**CSU**

**SPAN 240** **5 UNITS**  
**Intermediate Spanish I**  
 90 hours lecture; 90 hours total

*Prerequisite: Completion of SPAN 121 or equivalent with a minimum grade of C.*

This intermediate level course is the third part of a four-semester sequence of transferable Spanish courses. The class will consolidate and improve first-year skills. Students will work at an increasingly complex levels both orally and in writing. Readings include a variety of selections in literature, culture, and other relevant topics.

**CSU, UC**

**SPAN 241** **5 UNITS**  
**Intermediate Spanish II**  
 90 hours lecture; 90 hours total

*Prerequisite: Completion of SPAN 240 or SPAN 280 with a minimum grade of C.*

This intermediate level course is the fourth part of a four-semester sequence of transfer level Spanish courses. The class continues skill consolidation and improvement at the intermediate level through focused practice and synthesis. Students continue work at complex levels both orally and in writing. Readings include longer reading selections for further exposure to literature, culture, and other relevant topics.

**CSU, UC**

**SPAN 280** **5 UNITS**  
**Spanish for Heritage Speakers I**  
 90 hours lecture; 90 hours total

*Prerequisite: Completion of SPAN 121 or equivalent with a minimum grade of C.*

Designed for bilingual students whose native language is Spanish who wish to improve their skills in reading and writing in Spanish through literature analysis, but open to other linguistically qualified students. Writing composition will be the main focus of the class, but grammar, spelling, speaking, pronunciation, and a variety of Spanish reading selections will also be included; as

well as exposure to local and international Hispanic culture as a meaning system and common heritage of the U.S. It is highly recommended for Spanish majors.

**CSU, UC**

**SPAN 281**

**5 UNITS**

**Spanish for Heritage Speakers II**

90 hours lecture; 90 hours total

*Prerequisite: Completion of SPAN 240 and SPAN 280 with a minimum grade of C.*

Designed for bilingual students whose native language is Spanish (and other linguistically qualified students) who wish to continue to improve their development of writing and reading skills in Spanish through literature analysis. Intensive grammar and writing instruction are included. Class will be conducted entirely in Spanish. Course should be taken after Spanish 280. It is highly recommended for Spanish majors.

**CSU, UC**

**SPAN 282**

**3 UNITS**

**Introduction to Hispanic Literature**

54 hours lecture; 54 hours total

*Recommended Preparation: Students should be proficient in reading, speaking, and writing Spanish.*

This course is designed for Spanish native speakers and other linguistically qualified students who wish to improve their skills to a high-advanced level of reading, writing, and literary analysis. The emphasis is on critical thinking and reasoned support of ideas. Literary discussions will be an important component of the class, but writing composition will also be included, as well as exposure to international Hispanic culture. This course is strongly recommended for prospective Spanish majors. This course is conducted entirely in Spanish.

**CSU, UC**

## TECHNICAL STUDIES (TECH)

**TECH 92**

**3 UNITS**

**Technical Mathematics 1**

54 hours lecture; 54 hours total

The first of a two-semester course involving the study of practical mathematics as applied to technical and trade work. It is particularly useful for those anticipating a career in an industrial environment. Content includes: mathematical symbols, fractions, percentages, geometry, algebra, metric system, and applications to technical/trade work. Calculator is required. Letter grade only.

**TECH 107**

**3 UNITS**

**Technical Mathematics II**

54 hours lecture; 54 hours total

*Prerequisite: Completion of TECH 92 with a minimum grade of C.*

The second of a two-semester course involving the study of practical mathematics as applied to technical and trade work. It is particularly useful for those anticipating a career in an industrial environment. Content includes: mathematical symbols, geometry, algebra, trigonometry, graphing, unit factoring, and applications to technical/trade work. Calculator is required. Letter grade only.

**CSU**

## THEATER ARTS (THEA)

### Theater Arts: AA Degrees

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

#### Program Learning Outcomes

- Outcome 1: Analyze dramatic literature.  
 Outcome 2: Show a cultural and artistic appreciation of dramatic art.  
 Outcome 3: Demonstrate basic performance and production skills.

### Theater Arts-Acting: AA Degree

Required Core Courses (12 units)	Units
THEA 100 Introduction to Theater	3
THEA 105 Culture and Gender in Theater	3
THEA 110 Introduction to Acting	3
THEA 140 Technical Theater in Production	3

List A (3 units)	Units
<i>Select 3 units from 1 of the following courses</i>	
THEA 151 Theater Production: Contemporary	1 - 3
THEA 152 Theater Production: Young Audiences	1 - 3
THEA 153 Musical Theater Production: Repertory	1 - 3
THEA 154 Theater Production: Repertory	1 - 3
THEA 156 Theater Production: Classical	1 - 3
THEA 166 Musical Theater Production: Young Audiences	1 - 3
THEA 167 Musical Theater Production: Broadway	1 - 3
THEA 168 Musical Theater: Contemporary	1 - 3

List B: Restricted Electives (6 units)	Units
<i>Students must select courses not already completed from List A</i>	
THEA 110 Introduction to Acting	3
THEA 122 Improvisation and Physical Theater	2
THEA 135 Stage Movement	2
THEA 151 Theater Production: Contemporary	1 - 3
THEA 152 Theater Production: Young Audiences	1 - 3
THEA 153 Musical Theater Production: Repertory	1 - 3
THEA 154 Theater Production: Repertory	1 - 3
THEA 155 Dance Theater Production	1 - 3
THEA 156 Theater Production: Classical	1 - 3
THEA 166 Musical Theater Production: Young Audiences	1 - 3

THEA 167 Musical Theater Production: Broadway	1 - 3
THEA 168 Musical Theater Production: Contemporary	1 - 3
THEA 215 Acting Shakespeare	2
THEA 220 Acting for Fun and Profit	2
<b>Total Units</b>	<b>21</b>

### Theater Arts- Technical Theater : AA Degree

A. Required Courses (12 units)	Units
THEA 100 Introduction to Theater	3
THEA 105 Culture and Gender in Theater	3
THEA 140 Technical Theater in Production	3
THEA 244 Fundamentals of Acting	3

List A (3 units)	Units
<i>Select 3 units from 1 of the following courses</i>	
THEA 152 Theater Production: Young Audiences	1 - 3
THEA 153 Musical Theater Production: Repertory	1 - 3
THEA 154 Theater Production: Repertory	1 - 3

List B: Restricted Electives (6 units)	Units
<i>Students must select courses not already completed from List A</i>	
THEA 140 Technical Theater in Production	1 - 3
THEA 141 Stagecraft	3
THEA 142 Introduction to Stage Costume	3
THEA 151 Theater Production: Contemporary	1 - 3
THEA 152 Theater Production: Young Audiences	1 - 3
THEA 153 Musical Theater Production: Repertory	1 - 3

<b>Total units for the major</b>	<b>21</b>
<b>Total units</b>	<b>60</b>

## Theater Arts: AA-T Degree

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

### Program Learning Outcomes

- Outcome 1. Analyze dramatic literature.
- Outcome 2. Show a cultural and artistic appreciation of dramatic art.
- Outcome 3. Demonstrate basic performance and production skills.
- Outcome 4. Produce a piece of dramatic art for peer, professional and academic review.

### Required Courses (6 units)

	<b>Units</b>
THEA 100 Introduction to Theater	3
THEA 110 Technique of Acting	3

### List A (3 units)

THEA 151 Theater Production: Contemporary	1 - 3
THEA 152 Theater Production: Young Audiences	1 - 3
THEA 153 Musical Theater Production: Repertory	1 - 3
THEA 154 Theater Production: Repertory	1 - 3
THEA 166 Musical Theater Production: Young Audiences	1 - 3
THEA 167 Musical Theater Production: Broadway	1 - 3
THEA 168 Musical Theater Production: Contemporary	1 - 3
THEA 140 Technical Theater in Production	3

### List B: Restricted Electives (9 units)

THEA 140 Technical Theater in Production	1 - 3
THEA 141 Stagecraft: Scenery and Props	3
THEA 142 Stagecraft: Costume and Make-up	1 - 3
THEA 151 Theater Production: Contemporary	3
THEA 152 Theater Production: Young Audiences	3
THEA 153 Musical Theater Production: Repertory	3
THEA 154 Theater Production: Repertory	3
THEA 156 Theater Production: Classical	3
THEA 166 Musical Theater Production: Young Audiences	3
THEA 167 Musical Theater Production: Broadway	3
THEA 168 Musical Theater Production: Contemporary	3

<b>Total units for the major</b>	<b>18</b>
<b>Total units</b>	<b>60</b>

## Course Descriptions

**THEA 89** **0.5-3 UNITS**  
**Theater Arts Academy**  
 18-108 hours integrated lab; 18-108 hours total

This course providing a broad introduction to educational opportunities and career pathways in theater arts. This course is designed for first-time college students and does not require any theater experience.

**THEA 99** **1-3 UNITS**  
**Independent Study in Theater Arts**  
 54-162 hours lab; 54-162 hours total

Allows students to explore in depth an area of theater arts practice, production or performance under the guidance of an instructor. Production and performance projects culminate with a final work evaluated by the instructor.

**THEA 100** **3 UNITS**  
**Introduction to Theater**  
*Cross-listed with HUMA-170*  
 54 hours lecture; 54 hours total

This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions.

**CSU, UC**

**THEA 105** **3 UNITS**  
**Culture and Gender in Theater**  
*Cross-listed with HUMA-174*  
 54 hours lecture; 54 hours total

This course explores the contributions and perspectives of various cultural, ethnic and gender groups to contemporary American drama. Students in this course will study plays by African Americans, Latino Americans, Asian Americans and other cultural and gender groups.

**CSU, UC**

**THEA 110** **3 UNITS**  
**Introduction to Acting**  
 54 hours lecture; 54 hours total

This course provides students with a study of the essential skills required for acting. Course content includes movement, speech, theater games and improvisation, reading and viewing plays.

**CSU, UC**

**THEA 115** **3 UNITS**  
**Acting Shakespeare**  
 54 hours lecture; 54 hours total

This course is designed to provide a basic approach to the creation of effective dramatic presentations of the plays of William Shakespeare. Students will study Elizabethan and contemporary stage

technique; and develop skills dealing with interpretive, vocal and physical demands of contemporary Shakespearean performance.  
**CSU, UC**

**THEA 120** **3 UNITS**  
**History of Theater**  
54 hours lecture; 54 hours total

This course covers the development of world theater its origin to the present day with a focus on the evolution of theater spaces, traditions, and productions.  
**CSU**

**THEA 122** **3 UNITS**  
**Improvisation and Physical Theater**  
54 hours lecture; 54 hours total

This interactive course explores improvisation and physical theater through theater games, somatic awareness, individual and ensemble performance and devised work. The course also increases spontaneity, in the moment problem solving and dynamism on stage through physical expression. Topics may include the works of Spolin, Johnstone, Bogart, Meyerhold, Barba and Grotowski.  
**CSU, UC**

**THEA 140** **1-3 UNITS**  
**Technical Theater in Production**  
36-108 hours lab; 36-108 hours total

This course covers the study and practice of technical theater. Topics will include theatrical design, scenic painting and construction techniques, sound, lighting, and computer technology, special effects, costume and makeup, stage and front of house management, theater safety, and production crews.  
**CSU, UC**

**THEA 141** **3 UNITS**  
**Stagecraft**  
108 hours integrated lab; 108 hours total

An introduction to technical theater and the creation of scenic elements. Course content includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. May include stage management, lighting, and/or sound techniques. Lecture, reading, projects, and practical experience.  
**CSU, UC**

**THEA 142** **3 UNITS**  
**Introduction to Stage Costume**  
108 hours integrated lab; 108 hours total

Students will study costume history, design and fashion, as well as basic construction techniques as an introduction to theatrical costuming.  
**CSU, UC**

**THEA 143** **1-3 UNITS**  
**Technical Theater in Production: Lighting and Sound**  
36-108 hours integrated lab; 36-108 hours total

This course covers theory and techniques utilized in lighting and sound design and sound engineering for the stage. It involves the study and execution of stage lighting with emphasis on equipment, control, color and their relationship to design and sound with an emphasis on design and reinforcement.  
**CSU, UC**

**THEA 144** **1-3 UNITS**  
**Technical Theater in Performance: Production Management**  
36-108 hours integrated lab; 36-108 hours total

Introduction to all aspects of Production Management including production coordination, stage management, run crew, and front of house.  
**CSU, UC**

**THEA 151** **1-3 UNITS**  
**Theater Production: Contemporary**  
36-108 hours integrated lab; 36-108 hours total

*Limitation on Enrollment: Enrollment by audition.*

Theater Production: Contemporary provides instruction and supervised participation in rehearsals and performances of contemporary plays to be presented before the campus and community with full production support.  
**CSU, UC**

**THEA 152** **1-3 UNITS**  
**Theater Production: Young Audiences**  
36-108 hours integrated lab; 36-108 hours total

*Limitation on Enrollment: Enrollment by audition.*

Theater Production: Young Audiences provides instruction and supervised participation in rehearsals and performances of plays for young audiences to be presented before the campus and community with full production support. Students develop rehearsal and performance etiquette and methodologies for performing with and for K-12 students.  
**CSU, UC**

**THEA 153** **1-3 UNITS**  
**Musical Theater Production: Repertory**  
36-108 hours integrated lab; 36-108 hours total

*Limitation on Enrollment: Enrollment by audition.*

Musical Theater Production: Repertory provides instruction and supervised participation in rehearsals and performances of musicals to be presented before the public with full production support.  
**CSU, UC**

**THEA 154** **1-3 UNITS**  
**Theater Production: Repertory**  
 36-108 hours integrated lab; 36-108 hours total  
*Limitation on Enrollment: Enrollment by audition.*  
 Theater Production: Repertory provides performance, arts administration and technical theater skills through supervised participation in rehearsals and performances of plays on stage for the campus and community with full production support.  
**CSU, UC**

**THEA 155** **1-3 UNITS**  
**Dance Theater Production**  
 36-108 hours integrated lab; 36-108 hours total  
*Limitation on Enrollment: Enrollment by audition.*  
 Theater Dance Production provides instruction and supervised participation in choreography for musicals to be presented for the campus and community with full music and production support.  
**CSU, UC**

**THEA 156** **1-3 UNITS**  
**Theater Production: Classical**  
 36-108 hours integrated lab; 36-108 hours total  
*Limitation on Enrollment: Enrollment by audition.*  
 Theater Production: Classical provides instruction and supervised participation in rehearsals and performances of classical texts to be presented before the campus and community with full production support.  
**CSU, UC**

**THEA 157** **3 UNITS**  
**Theater Making**  
 108 hours integrated lab; 108 hours total  
 This course is an introduction to making and performing original works. Collaboration, communication, and creative risk-taking are explored as students learn the concepts of independent and collaborative theater making.  
**CSU**

**THEA 161** **1-2 UNITS**  
**Summer Theater Workshop: Comedy**  
 36-72 hours integrated lab; 36-72 hours total  
*Limitation on Enrollment: Enrollment by audition.*  
 Summer Theater Workshop: Comedy is designed for the production of comedic plays to be presented before the campus and community during the summer with full production support.  
**CSU, UC**

**THEA 162** **1-2 UNITS**  
**Summer Theater Production: Drama**  
 36-72 hours integrated lab; 36-72 hours total  
*Limitation on Enrollment: Enrollment by audition.*  
 Summer Theater Workshop: Drama is designed for the production of dramatic plays to be presented before the campus and community during the summer with full production support.  
**CSU, UC**

**THEA 163** **1-2 UNITS**  
**Summer Theater Production: Musical**  
 36-72 hours integrated lab; 36-72 hours total  
*Limitation on Enrollment: Enrollment by audition.*  
 Summer Theater Workshop: Musical is designed for the production of musicals to be presented before the campus and community during the summer with full musical and production support.  
**CSU**

**THEA 166** **1-3 UNITS**  
**Musical Theater Production: Young Audiences**  
 36-108 hours integrated lab; 36-108 hours total  
*Limitation on Enrollment: Enrollment by audition.*  
 Musical Theater Production: Young Audiences provides instruction and participation in rehearsals and performances of musicals for young audiences with full production support. Students develop rehearsal and performance etiquette and techniques to perform with and for K-12 students.  
**CSU, UC**

**THEA 167** **1-3 UNITS**  
**Musical Theater Production: Broadway**  
 36-108 hours integrated lab; 36-108 hours total  
*Limitation on Enrollment: Enrollment by audition.*  
 Musical Theater Production: Broadway provides instruction and participation in rehearsal and performance of Broadway musicals with full production support.  
**CSU, UC**

**THEA 168** **1-3 UNITS**  
**Musical Theater Production: Contemporary**  
 54-162 hours lab; 54-162 hours total  
*Limitation on Enrollment: Enrollment by audition.*  
 Musical Theater Production: Contemporary is designed for the rehearsal and performance of contemporary musical with full production support.  
**CSU, UC**

**THEA 210** **3 UNITS**  
**Intermediate Acting**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of THEA 110 with a minimum grade of C.*  
 This course is a continuation of the study of acting technique and the creation of dramatic roles on an intermediate level. Students continue to refine technique utilizing improvisation, monologues and scripted scenes from realistic and non-realistic plays.  
**CSU, UC**



**THEA 215**

**Acting Shakespeare**

36 hours lecture; 36 hours total.

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

**CSU**

**2 UNITS**

**THEA 220**

**Acting for Fun and Profit**

54 hours lecture; 54 hours total

This course provides students with a study of the fundamental skills required for gaining employment as an actor on stage and in film as well as other mediums. Course content includes audition techniques, voice over and on-camera acting skills, guidance for securing an agent, working with casting directors, preparing photographs and resumes, and joining the entertainment unions. In addition, students will prepare monologues and other materials necessary for transfer and work as a professional actor.

**CSU**

**3 UNITS**

**THEA 244**

**Fundamentals of Acting**

54 hours lecture; 54 hours total

The exploration and development of acting skills through technique and performance.

**CSU, UC**

**3 UNITS**

**VITICULTURE AND WINERY TECHNOLOGY (VWT)**

**Viticulture and Winery Technology: AS Degrees**

The programs of the Viticulture and Winery Technology department are designed to prepare students for careers in the North Coast wine industry. The one-year Certificate and two-year Associate of Science options provide students with the knowledge and skills essential for success. The Certificate in Viticulture and Winery Technology consists of production-oriented courses in viticulture and winemaking. The Certificate in Wine Marketing and Sales is a mix of viticulture, winemaking and business courses. Certificate programs may be modified to meet the career goals of the individual student. The typical student will be able to earn a Certificate in one to two years.

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

**Program Learning Outcomes**

- Outcome 1: Viticulture—Lead our sustainable viticulture industry into the future and create a skilled workforce by applying local, regional and global methods.
- Outcome 2: Winemaking—Possess a fundamental knowledge of wine styles, the annual winemaking cycle, the contribution of viticulture. culture and winemaking process to the wine style and how to maintain the integrity of the wine.
- Outcome 3: Interpersonal Skills—Display an understanding of interpersonal relationships and the ability to develop effective relationships on both a personal and professional level.
- Outcome 4: Regulations—Create a vineyard/winery development plan, and maintain operational compliance consistent with county-state-federal regulations and land use policies.
- Outcome 5: Research—Develop skills to access information and apply it effectively.
- Outcome 6: Writing—Display the ability to analyze research, develop, write, and present a strategic plan for the various elements of the wine industry: vineyards, winemaking and marketing.
- Outcome 7: Work Skills—Display a basic range of professional habits and skills to meet the HR standards of the wine industry.

*All required courses for the AS degrees must be completed with a grade of "C" or better. Consultation with Program Coordinator is required.*

## WWT-Viticulture Option: AS Degree

Required courses	Units
BIOL 110 Survey of Biology *	4
CHEM 110 Introduction to Chemistry	4
or	
EART 110 Earth Science: Earth, Sea, and Sky	4
VWT 130 General Viticulture	3
VWT 132 Vineyard Soils, Fertilizers & Irrigation	3
VWT 134 Vineyard Pruning	1
VWT 135 Grapevine Propagation	1
VWT 230 Fall Viticulture Operations	3
VWT 231 Spring Viticulture Operations	3
VWT 232 Vineyard Management	3
VWT 234 Integrated Pest Control for Grapes	3
VWT 180 Fundamentals of Enology	3
VWT Program Electives***	9
VWT Independent Study and/or	
VWT Work Experience **	5
<b>Total units for the major</b>	<b>45</b>
<b>Total units</b>	<b>60</b>

\*Satisfies General Education requirement.

\*\*Students must complete a minimum of 5 units in VWT 190, 191, 199, 290, 291.

\*\*\*Program electives for the AS degrees may be selected from the following: VWT 130, 131, 132, 133, 134, 135, 136, 137, 139, 140, 172, 173, 180, 190, 191, 199, 229, 230, 231, 232, 233, 234, 241, 270, 271, 272, 275, 280, 281, 282, 288, 290, 291, 298; any BUSI, FREN, SPAN or natural science course; WELD 100, 101.

### Options

1. Transfer to a baccalaureate degree granting institution: Students are encouraged to coordinate their courses with those required by the four-year institution of choice, and to closely consult with a Napa Valley College counselor and the Program Coordinator

## WWT- Winemaking Option: AS Degree

Required Courses	Units
BIOL 110 Survey of Biology*	4
CHEM 110 Introduction to Chemistry*	4
CHEM 111 Intro to Organic & Biological Chemistry	4
VWT 130 General Viticulture	3
VWT 136 Wines of the World	3
VWT 137 Wines of California	3
VWT 172 Laboratory Analysis of Musts & Wines	3
VWT 173 Sensory Evaluation of Wine	3
VWT 180 Fundamentals of Enology	3
VWT 270 Advanced Winemaking	3
VWT 271 Winery Management	3
VWT 272 Fund of Wine Chemistry & Microbiology	3
VWT 280 Fall Winery Operations	3
VWT 281 Spring Winery Operations	3
<b>Total units for the major</b>	<b>45</b>
<b>Total units</b>	<b>60</b>

\*Satisfies General Education requirement.

### Notes:

All required courses for the AS degrees must be completed with a grade of "C" or better. Consultation with Program Coordinator is required.

### Options

1. Transfer to a baccalaureate degree granting institution: Students are encouraged to coordinate their courses with those required by the four-year institution of choice, and to closely consult with a Napa Valley College counselor and the Program Coordinator.

## WWT- Wine Marketing and Sales Option: AS Degree

Required Courses	Units
BUSI 100 Introduction to Business	3
VWT 130 General Viticulture	3
VWT 136 Wines of the World	3
VWT 137 Wines of California	3
VWT 140 Cultural Appreciation of Wine	3
VWT 173 Sensory Evaluation of Wine	3
VWT 180 Fundamentals of Enology	3
VWT 241 Wine Marketing	3
VWT Independent Study and/or	
VWT Work Experience *	5
Business Elective	3
Program Elective **	6
<b>Total units for the major</b>	<b>38</b>
<b>Total units</b>	<b>60</b>

\*Students must complete a minimum of 5 units in VWT 190, 191, 199, 290, 291.

\*\*Program electives for the AS degrees may be selected from the following: VWT 130, 131, 132, 133, 134, 135, 136, 137, 139, 140, 172, 173, 180, 190, 191, 199, 229, 230, 231, 232, 233, 234, 241, 270, 271, 272, 275, 280, 281, 282, 288, 290, 291, 298; any BUSI, FREN, SPAN or natural science course; WELD 100, 101.

## WWT- Viticulture: Certificate of Achievement

Required Courses	Units
VWT 130 General Viticulture	3
VWT 132 Vineyard Soils, Fertilizers & Irrigation	3
VWT 172 Laboratory Analysis of Musts & Wines	3
VWT 180 Fundamentals of Enology	3
VWT 230 Fall Viticulture Operations	3
VWT 231 Spring Viticulture Operations	3
VWT 232 Vineyard Management	3
VWT 271 Winery Management	3
VWT 280 Fall Winery Operations	3
VWT 281 Spring Winery Operations	3
<b>Total Units</b>	<b>30</b>

---

## **VWT-Wine Marketing and Sales: Certificate of Achievement**

<b>Required Courses</b>	<b>Units</b>
VWT 130 General Viticulture	3
VWT 136 Wines of the World	3
VWT 137 Wines of California	3
VWT 140 Cultural Appreciation of Wine	3
VWT 173 Sensory Evaluation of Wine	3
VWT 180 Fundamentals of Enology	3
VWT 241 Wine Marketing	3
<b>Total Units</b>	<b>21</b>

## **Course Descriptions**

**VWT 130** **General Viticulture** **3 UNITS**  
54 hours lecture; 54 hours total

Introduction to grape growing, including history; varieties and rootstocks; anatomy and physiology; climate and soils; propagation, planting and training; production practices; common diseases and pests.

**CSU, UC**

**VWT 132** **Vineyard Soils, Fertilizers & Irrigation** **3 UNITS**  
54 hours lecture; 54 hours total

Introduction to basic principles of soil science, mineral nutrition and plant/water relationships for North Coast grape production.

**CSU**

**VWT 134** **Vineyard Pruning** **1 UNIT**  
15 hours lecture, 6 hours integrated lab; 21 hours total

Introduction to the theory and practice of pruning grapevines. Lecture stresses vine responses to pruning and introduces terminology. Laboratory consists of pruning and training field work.

**CSU**

**VWT 135** **Grapevine Propagation** **1 UNIT**  
18 hours lecture; 18 hours total

An introduction to the theory and practice of grape vine propagation, including field budding; bench grafting; grafting to change varieties.

**CSU**

**VWT 136** **Wines of the World** **3 UNITS**  
54 hours lecture; 54 hours total

*Limitation on Enrollment: Must be at least 18 years of age.*

Introduction to world wine regions, including history; viticulture practices; winemaking styles. Sensory evaluation of representative wines. Laboratory materials fee.

**CSU, UC**

**VWT 137** **Wines of California** **3 UNITS**  
54 hours lecture; 54 hours total

*Limitation on Enrollment: Must be at least 18 years of age.*

Introduction to the wines of California, including history, viticulture practices and winemaking styles. Sensory evaluation of representative wines. Laboratory materials fee.

**CSU**

**VWT 140** **Cultural Appreciation of Wine** **3 UNITS**  
54 hours lecture; 54 hours total

*Limitation on Enrollment: Must be at least 18 years of age.*

A survey of wine and its role in religion, art, culture and society from pre-history to the modern day. Sensory evaluation of representative wines. Laboratory materials fee.

**CSU**

**VWT 145** **The Greatest Wines of the World** **1 UNIT**  
18 hours lecture; 18 hours total

*Limitation on Enrollment: Must be at least 18 years of age.*

A survey of the greatest wines in the world, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Laboratory materials fee.

**CSU**

**VWT 147** **The Greatest Wines of the New World** **1 UNIT**  
18 hours lecture; 18 hours total

*Limitation on Enrollment: Must be at least 18 years of age.*

A survey of the greatest wines of the new world, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Six week course.

**CSU, UC**

**VWT 150** **The Wines of the Napa Valley** **1 UNIT**  
18 hours lecture; 18 hours total

*Limitation on Enrollment: Must be at least 18 years of age.*

A survey of the wines of the Napa Valley, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Six week course.

**CSU, UC**

**VWT 151** **The Wines of France** **1 UNIT**  
18 hours lecture; 18 hours total

*Limitation on Enrollment: Must be at least 18 years of age.*

A survey of the wines of France, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Six week course.

**CSU, UC**

<p><b>VWT 152</b>  <b>The Wines of Italy</b>  18 hours lecture; 18 hours total</p> <p><i>Limitation on Enrollment: Must be at least 18 years of age.</i></p> <p>A survey of the wines of Italy, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Six week course.</p> <p><b>CSU, UC</b></p>	<p><b>1 UNIT</b></p>	<p><b>VWT 190</b>  <b>Viticulture &amp; Winery Technology WOEX 1</b>  180 hours lab; 180 hours total</p> <p>Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.</p> <p><b>CSU</b></p>	<p><b>2 UNITS</b></p>
<p><b>VWT 153</b>  <b>The Wines of Spain and Portugal</b>  18 hours lecture; 18 hours total</p> <p><i>Limitation on Enrollment: Must be at least 18 years of age.</i></p> <p>A survey of the wines of Spain and Portugal, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Six week course.</p> <p><b>CSU, UC</b></p>	<p><b>1 UNIT</b></p>	<p><b>VWT 191</b>  <b>Viticulture &amp; Winery Technology WOEX 2</b>  180 hours lab; 180 hours total</p> <p>Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.</p> <p><b>CSU</b></p>	<p><b>2 UNITS</b></p>
<p><b>VWT 154</b>  <b>The Wines of Germany and Austria</b>  18 hours lecture; 18 hours total</p> <p><i>Limitation on Enrollment: Must be at least 18 years of age</i></p> <p>A survey of the wines of Germany and Austria, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Six week course.</p> <p><b>CSU, UC</b></p>	<p><b>1 UNIT</b></p>	<p><b>VWT 192</b>  <b>Viticulture and Winery Technology Internship</b>  36 hours integrated lab; 36 hours total</p> <p>Student assists faculty member on a Viticulture and Winery Technology department project in viticulture, winemaking and/or wine marketing.</p> <p><b>CSU</b></p>	<p><b>1 UNIT</b></p>
<p><b>VWT 172</b>  <b>Laboratory Analysis of Musts &amp; Wines</b>  54 hours lecture; 54 hours total</p> <p>An introduction to winery laboratory practices, including basic principles, techniques and common methods of analysis for musts and wines. Students learn laboratory methods used to determine when to add amendments to wines and how to stabilize and clarify wines.</p> <p><b>CSU</b></p>	<p><b>3 UNITS</b></p>	<p><b>VWT 199</b>  <b>Independent Study in Viticulture &amp; Winery Tech</b>  54 hours lab; 54 hours total</p> <p>Special project for advanced Viticulture and Winery Technology students. Student must meet with the Program Coordinator before enrolling.</p> <p><b>CSU</b></p>	<p><b>1 UNIT</b></p>
<p><b>VWT 173</b>  <b>Sensory Evaluation of Wine</b>  54 hours lecture; 54 hours total</p> <p><i>Limitation on Enrollment: Must be at least 18 years of age.</i></p> <p>Introduction to wine sensory evaluation, including statistical analysis of trials; study of wine styles; sensory testing techniques; identification of wine traits. Sensory evaluation of representative wines. Laboratory materials fee.</p> <p><b>CSU</b></p>	<p><b>3 UNITS</b></p>	<p><b>VWT 229</b>  <b>Summer Viticulture Operations</b>  12 hours lecture, 12 hours lab; 24 hours total</p> <p>Vineyard practices for the summer session. Class operates NVC Student Vineyard, with an emphasis on the practical applications of viticulture theory.</p> <p><b>CSU</b></p>	<p><b>1 UNIT</b></p>
<p><b>VWT 180</b>  <b>Fundamentals of Enology</b>  54 hours lecture; 54 hours total</p> <p>An introduction to the science of winemaking, including grape maturation, harvesting, fermentation, wine development, blending, filtration and preparation for bottling. Students learn the winemaking options available to create different wine styles.</p> <p><b>CSU</b></p>	<p><b>3 UNITS</b></p>	<p><b>VWT 230</b>  <b>Fall Viticulture Operations</b>  36 hours lecture, 36 hours lab; 72 hours total</p> <p>Vineyard practices for the fall and winter seasons. Class operates NVC Student Vineyard, with an emphasis on the practical applications of viticulture theory.</p> <p><b>CSU</b></p>	<p><b>3 UNITS</b></p>

---

**VWT 231** **3 UNITS**  
**Spring Viticulture Operations**  
36 hours lecture, 36 hours lab; 72 hours total  
Vineyard practices for the winter and spring seasons. Class operates the NVC Student Vineyard, with an emphasis on practical applications of viticulture theory.  
**CSU**

**VWT 232** **3 UNITS**  
**Vineyard Management**  
54 hours lecture; 54 hours total  
Vineyard management practices, including annual plans and budgets; labor management and supervision; crop sale contracts, and legal compliance.  
**CSU**

**VWT 234** **3 UNITS**  
**Integrated Pest Control for Grapes**  
54 hours lecture; 54 hours total  
Introduction to the theory and practice of integrated pest control in grape growing including biology and control of common insects and disease problems of North Coast vineyards.  
**CSU**

**VWT 241** **3 UNITS**  
**Wine Marketing**  
54 hours lecture; 54 hours total  
*Limitation on Enrollment: Must be at least 18 years of age.*  
Introduction to wine marketing methods, to basic approaches to packaging, and the advertising and promotion of wine.  
**CSU**

**VWT 270** **3 UNITS**  
**Advanced Winemaking**  
54 hours lecture; 54 hours total  
*Prerequisite: Completion of VWT 180 with a minimum grade of C.*  
*Limitation on Enrollment: Must be at least 18 years of age.*  
Advanced course in winemaking, including development of winemaking style, experimentation in production practices and enhancement of wine quality. Course provides essential skills for a career in commercial winemaking. Laboratory materials fee.  
**CSU**

**VWT 271** **3 UNITS**  
**Winery Management**  
54 hours lecture; 54 hours total  
Fundamentals of winery management including the preparation of annual plans and budgets; labor management; legal compliance, and record-keeping.  
**CSU**

**VWT 272** **3 UNITS**  
**Fundamentals of Wine Chemistry & Microbiology**  
54 hours lecture; 54 hours total  
Chemistry and microbiology of winemaking, including use of enzymes and yeasts; fermentation management; wine microorganisms; phenols; aging; flavor development.  
**CSU**

**VWT 275** **1 UNIT**  
**Winery Compliance and Recordkeeping**  
18 hours lecture; 18 hours total  
Introduction to federal, state and county laws and regulations for California wineries, including bonded winery establishment; winery operations recordkeeping; label compliance; government reporting.  
**CSU**

**VWT 280** **3 UNITS**  
**Fall Winery Operations**  
36 hours lecture, 36 hours lab; 72 hours total  
*Limitation on Enrollment: Must be at least 18 years of age.*  
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.  
**CSU**

**VWT 281** **3 UNITS**  
**Spring Winery Operations**  
36 hours lecture, 36 hours lab; 72 hours total  
*Limitation on Enrollment: Must be at least 18 years of age.*  
Winery operations for the winter and spring seasons, including handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery.  
**CSU**

**VWT 282** **1 UNIT**  
**Summer Winery Operations**  
12 hours lecture, 12 integrated hours lab; 24 hours total  
*Limitation on Enrollment: Must be at least 18 years of age.*  
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.  
**CSU**

**VWT 288** **1 UNIT**  
**Current Topics in Winemaking**  
18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age.*  
A presentation of current issues in winemaking. Course may include guest speakers and field trips to observe commercial practices. Topics vary with each offering.  
**CSU**

**VWT 290** **3 UNITS**  
**Viticulture and Winery Technology WOEX 3**  
 270 hours lab; 270 hours total

Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.

**CSU**

**VWT 291** **3 UNITS**  
**Viticulture & Winery Technology WOEX 4**  
 270 hours lab; 270 hours total

Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.

**CSU**

## WELDING TECHNOLOGY (WELD)

### Welding Technology: AS Degree

This is an extensive two year program in all phases of welding: oxyacetylene, semiautomatic MIG & TIG, and submerged arc, as well as stick electrode. Courses must be taken in sequence.

Required Courses	Units
WELD 120 Welding Technology 1	7
WELD 121 Welding Technology 2	7
WELD 240 Welding Technology 3	7
WELD 241 Welding Technology 4	7
DDGT 110 Technical Drawing Fundamentals	3
MACH 100 Machine Shop Practice	3
PHOT 120 Introduction to Photography	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
TECH 92 Technical Mathematics 1	3
TECH 107 Technical Mathematics II	3

**Total units for the major** **47**

**Total units** **60**

*Notes:*

All required courses must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required.

**Options**

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

### Combination Welding Technician: Certificate of Achievement

The Combination Welding Technician Certificate of Achievement prepares the student for more advanced placement in an entry level position in the welding industry of their choice.

- Outcome 1: The student will be able to work safely and follow safety procedure in a welding environment.
- Outcome 2: The student will be able to utilize SMAW, GMAW, FCAW,GTAW, OAC, PAC, and CAC-A in all positions on structural and pipe welding applications.
- Outcome 3: The student will be able to read and interpret blueprints, shop drawings, assembly details and American Welding Society welding symbols.
- Outcome 4: The student will be able to work and contribute to a team and work with minimal supervision.

Required Courses	Units
WELD 120 Welding Technology 1	7
WELD 121 Welding Technology 2	7
WELD 150 Metal Fabrication 1	3
WELD 240 Welding Technology 3	7

**Total Units** **24**

### Welding Technician Basic: Certificate of Achievement

The Welding Technician Basic Certificate of Achievement prepares the student for pre-apprentice positions in the welding industry. The required courses are applicable to the Welding AS degree.

- Outcome 1: The student will be able to set up and operate manual and semi-automatic welding and cutting equipment commonly used in the welding industry.
- Outcome 2: The student will be able to perform basic layout and fabrication to construct welded metal parts common to the welding industry.
- Outcome 3: The student will be able to read and interpret blueprints, shop drawings, basic welding codes and American Welding Society Weld Symbols.
- Outcome 4: The student will be able to work as part of a team and perform skills in a professional, ethical manner.
- Outcome 5: The student will be able to perform welding and cutting operations in the flat, horizontal, vertical up and down, and in the overhead fabrication positions using GMAW, SMAW, FCAW, GTAW, OAC, PAC.
- Outcome 6: The student will be able to develop the skills needed to qualify as a certified welder under the AWS D1.1 Structural Welding Code.

<b>Required Courses</b>	<b>Units</b>
WELD 120 Welding Technology 1	7
WELD 121 Welding Technology 2	7
WELD 150 Metal Fabrication 1	3
<b>Total Units</b>	<b>17</b>

### **Welding Technology: Certificate of Achievement**

This is an extensive two year program in all phases of welding: oxyacetylene, semiautomatic MIG & TIG, and submerged arc, as well as stick electrode. Classes must be taken in sequence. A Certificate will be granted upon completion of the following required courses.

#### **Program Learning Outcomes**

- Outcome 1: Work efficiently and safely in a variety of welding environments.
- Outcome 2: Exhibit good work habits while working independently and/or part of a team.
- Outcome 3: Identify, understand and apply appropriate welding processes and technologies to a planned end result.
- Outcome 4: Develop the knowledge base to accomplish the above outcome.
- Outcome 5: Have the ability to qualify in all positions and with no thickness limitations in structural Steel and pipe welding codes.
- Outcome 6: The student will be able to interpret blueprints and American Welding Society welding symbols and apply the interpretation of a planned end result.

<b>Required Courses</b>	<b>Units</b>
WELD 120 Welding Technology 1	7
WELD 121 Welding Technology 2	7
WELD 240 Welding Technology 3	7
WELD 241 Welding Technology 4	7
DDGT 110 Technical Drawing Fundamentals	3
MACH 100 Machine Shop Practice	3
WELD 150 Metal Fabrication 1	3
<b>Total Units</b>	<b>37</b>

### **Welders Assistant: Local Certificate**

The Welders Assistant Local Certificate prepares the student for entry-level in a welding operation as a welders assistant. Required courses are applicable toward the AS degree and Welding Technician and Combination Welder certificates.

#### **Program Learning Outcomes**

- Outcome 1: The student will be able to perform rudimentary layout and fabrication skills used in the welding industry.
- Outcome 2: The student will be able to interpret blueprint and American Welding Society welding symbols.
- Outcome 3: The student will be able to identify and mitigate safety issues and follow direction from the welder or welding supervisor.
- Outcome 4: The student will be able to assist in the set-up of manual and semi-automatic welding and cutting equipment and apparatus used in the welding industry.

<b>Required Courses</b>	<b>Units</b>
WELD 100 Welding Theory & Practice 1	3
WELD 101 WELDING THEORY & PRACTICE 2	3
WELD 150 Metal Fabrication 1	3
<b>Total Units</b>	<b>9</b>

### **Course Descriptions**

**WELD 100** **3 UNITS**  
**Welding Theory & Practice 1**  
 36 hours lecture, 54 hours lab; 90 hours total  
 This is a basic welding course which provides an awareness of welding and cutting processes and develops or upgrades limited manipulative skills involving oxy-fuel and plasma cutting and stick and wire feed welding. It is designed to introduce welding to community members and students in other vocational areas, and upgrade welders already in industry. This course satisfies the degree requirement for Machine Tool and DDGT.  
**CSU**

**WELD 101** **3 UNITS**  
**Welding Theory & Practice 2**  
 36 hours lecture, 54 hours lab; 90 hours total  
*Prerequisite: Completion of WELD 100 or WELD 120 or WELD 130 with a minimum grade of C.*  
*Recommended Preparation: WELD 100 with a minimum grade of C.*  
 The second of a two-semester welding course designed to fit the needs of students in other vocational areas and upgrade welders already in the industry. This welding course is designed to develop and upgrade manipulative skills, technical knowledge and an appreciation of welding.  
**CSU**

---

**WELD 120** **7 UNITS**  
**Welding Technology 1**  
54 hours lecture, 216 hours lab; 270 hours total

This class provides a basis for all intermediate and advanced level courses. It is the first course of an extensive two-year program preparing the student for a skilled job in the field of welding. Beginning with trade safety, it provides training in manipulative skills in all phases of oxygen-fuel gas cutting, stick electrodes in various joints and positions, introduces GMAW, PAC, CAC-A, and related theory. Students will need to purchase some safety equipment.

**CSU**

**WELD 121** **7 UNITS**  
**Welding Technology 2**  
90 hours lecture, 180 hours lab; 270 hours total

*Prerequisite: Completion of WELD 100 or WELD 120 or WELD 130 with a minimum grade of C.*

*Corequisite: Concurrent enrollment in WELD 120 or equivalent coursework is required.*

The second semester of Welding Technology advances into Gas Tungsten Arc Welding, SMAW electrode selection and the semi-automatic processes of hardwire and Flux core. Concepts and skills are developed with TIG, stick electrodes, core wire and Innershield in the vertical and overhead positions. Materials, preparation of joints and their design and related subjects will be covered.

**CSU**

**WELD 150** **3 UNITS**  
**Metal Fabrication 1**  
36 hours lecture, 54 hours lab; 90 hours total

*Prerequisite: Completion of WELD 100 or WELD 120 with a minimum grade of C.*

*Recommended Preparation: MATH 90 and MATH 94 or equivalent.*

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. Repeatable once for credit. Students will need to purchase some safety equipment.

**CSU**

**WELD 240** **7 UNITS**  
**Welding Technology 3**  
54 hours lecture, 216 hours lab; 270 hours total

*Prerequisite: Completion of WELD 100 or WELD 120 or WELD 130 with a minimum grade of C.*

*Recommended Preparation: WELD 120 and WELD 121 or equivalent coursework with a minimum grade of C.*

The third semester of Welding Technology continues with the advancement of welding skills in all areas. The study of joint design, materials, layout, symbols, metallurgy, material identification is expanded; material preparation and finishing, including patination is introduced.

**CSU**

**WELD 241** **7 UNITS**  
**Welding Technology 4**  
54 hours lecture, 216 hours lab; 270 hours total

*Prerequisite: Completion of WELD 240 with a minimum grade of C.*

This is the capstone class of Welding Technology and 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 amount of time to fabricate the project. This is the fourth semester in a series of Welding Technology courses leading to an A.S. Degree or Certificate. This class prepares the student for AWS Qualification Tests in the use of stick electrodes and inert gas processes. Students will need to purchase some safety equipment.

**CSU**



---

## WORK EXPERIENCE (WOEX)

### Course Descriptions

#### **WOEX 190** **1 UNIT**

##### **Work Experience Seminar**

18 hours lecture; 18 hours total

*Corequisite: Concurrent enrollment in WOEX 191 or WOEX 193 is mandated by Education Code.*

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. The student may re-enroll in this course until a maximum of 16 units of work experience credit have been cumulatively earned from all types of work experience courses.

**CSU**

#### **WOEX 191** **1-3 UNITS**

##### **General Work Experience 1**

60-225 hours lab; 60-225 hours total

*Corequisite: Concurrent enrollment in WOEX 190 is required. Students must also be enrolled in a total of 7 college units including work experience.*

A course designed to provide supervised on-the-job experience to assist students in acquiring desirable work habits, attitudes, and career awareness. The work assignment need not be related to the student's occupational or educational goals. The student may re-enroll in this course until a maximum of 16 units of work experience credit have been cumulatively earned from all types of work experience courses.

**CSU**

#### **WOEX 193** **1-4 UNITS**

##### **Vocational Work Experience**

75-300 hours lab; 75-300 hours total

*Corequisite: Concurrent enrollment in WOEX 190 is required. Students must also be enrolled in a total of 7 college units including work experience.*

Provides learning opportunities of an occupational nature through employment (paid, unpaid or volunteer) in an occupation related to the student's major course of study. Work experience coordinates the practical on-the-job training with work maturely counseling and information and skills enrichment to enhance value and success in one's employment/employ-ability. The student may re-enroll in this course until a maximum of 16 units of work experience credit have been cumulatively earned from all types of work experience courses.

**CSU**

---

# NONCREDIT ADULT BASIC EDUCATION (ABEN)

## Adult Basic Education I/II: Certificate of Competency

Required Course	Hours
ABEN 600      Adult Basic Education	2

### ABEN 600 Adult Basic Education

This basic skills course for adults will include foundation work and practice in listening, speaking, reading, writing, critical thinking and math. The class has an all inclusive format of individualized instruction and study group work for improvement and increased proficiency in adult basic skills. The course objective is to prepare students for continuing education, GED, college and future careers.

### ABEN 650 GED Preparation

This course will prepare individuals to successfully complete the high school equivalency examination. The course materials covered in this class will be math, social science, English, natural science and literature.

### ABEN 651 High School Credit - Social Science

This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors. The curriculum is based upon a sequence of 4 social Science courses beginning with a grade of 9 survey of Western Civ and ending with grade 12 American Govt.

### ABEN 652 High School Credit - Leadership

This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors.

### ABEN 653 High School Credit - ESL

This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors. The curriculum is based upon a sequence of 1 course beginning with grade 9 ESL and ending with grade 12 ESL.

### ABEN 654 High School Credit - Science

This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for, high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors. The curriculum is based upon a sequence of 3 science courses beginning with grade 9 LA Comunidad and ending with grade 12 Earth Science.

### ABEN 655 High School Credit - English

This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors. The curriculum is based upon a sequence of 4 English courses beginning with grade 9 English and ending with grade 12 English.

---

**ABEN 656**  
**High School Credit - Math**

This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested upon completing of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors. The curriculum is based upon a sequence of 4 mathematics courses beginning with grade 9 general math and ending with grade 12.

**ABEN 750**  
**English as a Second Language**

This course is designed for students whose primary language is not English. The emphasis will be on understanding English both in conversation and writing.

**ABEN 751**  
**ESL for Health Workers**

A practical course of study for those with limited English language skills who are employed or seeking employment in the health care field.

**ABEN 753**  
**ESL for Hospitality Workers**  
32 hours integrated lab; 32 hours total

This course is designed for hospitality employees interested in improving basic English skills in the workforce environment. The course will help prepare workers for entry-level jobs and other related positions. The emphasis will be on conversational skills; however, grammar and vocabulary development will also be addressed.

**ABEN 755**  
**Preparation for College ESL**

This course is designed for non-English-speaking students interested in taking credit ESL classes. The emphasis is on basic grammar and vocabulary and academic skills needed to succeed in a college environment. Literacy in native language is recommended.

**ABEN 800**  
**Citizenship**

This course is designed to help prepare you for the Immigration and Naturalization Services (INS) Interview/Exam. The class will cover topics on U.S. history, federal, state, and local government and the structure of our political system. Students will also review frequently asked questions and practice reading and writing English.

**NONCREDIT BUSINESS -  
(BUSNC)****BUSNC 600**  
**Keyboarding**  
24 hours lecture; 24 hours total

This class introduces students to the basic operation of a microcomputer that emphasizes the mastery of the keyboard by touch. Correct posture and keying techniques are highlighted.

**BUSNC 605**  
**Microsoft Word-Beginning**  
36 hours lecture; 36 hours total

An introduction to the fundamentals of a current word processing program. Emphasis is on developing word processing skills and techniques for the workplace. Topics will include: an overview of the major commands, steps to create documents, and applied skills to prepare letters, notes, and memos.

**BUSNC 610**  
**Microsoft Word-Advanced**  
27 hours lecture; 27 hours total

A practical course that covers the advanced features of one or more word processing programs. Material will include enhancing and manipulating documents with special features, using borders and frames with pictures, tables, charts, outlines, graphic features, formatting, styles, and designing of various types of documents. Emphasis is on developing advanced word processing skills and techniques for the workplace.

**BUSNC 615**  
**Microsoft PowerPoint**  
27 hours lecture; 27 hours total

A hands-on course designed to introduce the fundamentals of a current presentation software program. Emphasis is on developing presentation software skills for use in the workplace. Topics include: Overview of commands in the slide development process, formatting, templates, printing of handouts, themes, transitions, and customization.

**BUSNC 620**  
**Introduction to Microsoft Excel for Business Professional**  
18 hours lecture; 18 hours total

Students will design and create professional, well-organized spreadsheets for the business and home environment using Microsoft Excel. This introductory class will focus on preparing and formatting spreadsheets, inserting formulas, moving data within and between workbooks, and creating charts.

**BUSNC 625**  
**Microsoft Outlook**  
27 hours lecture; 27 hours total

This course covers the major components in Microsoft Outlook: E-mail, Calendar, People, and Tasks. The components will be explored in step-by-step tutorials.

---

## NONCREDIT CRIMINAL JUSTICE TRAINING (CJTNC)

### **CJTNC 600**

#### **Law Enforcement Skills And Knowledge** 2-40 hours total

This course provides law enforcement skills and knowledge training from one to 42 topical areas designed to enhance job performance and to meet California P.O.S.T requirements for continuing professional training for peace officers and dispatchers.

### **CJTNC 610**

#### **Preparing For The Basic Police Academy** 4 hours total

This course assists students with preparing for entrance to a basic police academy training program.

## NONCREDIT EDUCATIONALLY DISABLED (YEDD, YEPL, YNVS)

### **YEDD 800**

#### **Reading and Writing Skills**

This course includes instruction in pre-reading skills, word analysis, vocabulary development, reading comprehension, oral and silent reading handwriting and spelling with primary emphasis on the application of these skills to real life situations. Instruction is individualized according to the needs and abilities of each student and includes one-to-one sessions, group activities, independent study and occasional field trips to provide opportunities to apply survival reading skills to the real world.

### **YEDD 820**

#### **Basic Math Concepts**

Following diagnostic testing each student is independently placed in an appropriate math unit. Once placed, the student works on an individual basis toward the goal of being able to use the math concepts to function and serve in society. Units include money management, time management and basic operational skills.

### **YEPL 641**

#### **Expressive Movement**

This course is designed to promote integrated (physical, mental, emotional) health through expressive movements and exercises. Students will learn techniques of movement, relaxation, awareness and breath control that will aid flexibility, balance, balance of pain and- increased energy.

### **YEPL 700**

#### **Creative Journey**

Topics & Issues regarding past, present, future are brought to consideration thru the use of multimedias. Music, pictures and tapes (video) as well as actual materials will be used to generate expression of memories, ideas, and sense stimulation.

### **YEPL 750**

#### **Singing Music Basic**

This class will provide an opportunity to experience and participate in a music setting through singing, movement and playing rhythm instruments. Music fundamentals and history of songs will be presented with discussion and reminiscence encouraged.

### **YNVS 760**

#### **Community Participation Skills**

This course is designed to aid students in vocational exploration and basic living skills. Each student is evaluated to determine the level at which they and work and participate in the community. A program is developed for each and student and might include piece work, cooking, cleaning, craft and music, living skills in activities at the facility or out in the community.

### **YEPL 952**

#### **Art for the Physically Handicapped**

The goal of this course is to encourage, and facilitate, the student's introduction into the field of art. Emphasis will be placed on strengthening the student's self confidence and self expression through two basic modes. 1. Challenging the student to greater awareness and sensitivity to his/her individual processes. 2. use of various art media in essentially non-goal oriented creative expression. The course will be experiential, and integrative of modes of perception, e.g. visual and verbal, mind and feeling.

### **YEPL 954**

#### **Expressive Arts**

This course will explore the therapeutic value of self expression through visual art experiences. A variety of media and techniques will be used to increase self-awareness and self-esteem.

## NONCREDIT EDUCATION FOR OLDER ADULTS-VISUAL AND PERFORMING ARTS (ARTSNC, MUSINC)

### **ARTSNC 954**

#### **Visual Expression for Older Adults**

24-48 hours lecture; 24-48 hours total

This non-credit course provides older adults with the opportunity to expand their knowledge of the visual arts through the study of various artistic techniques, tools and materials. In addition to hands-on projects, students will also explore the role of art in current and past cultures.

### **ARTSNC 980**

#### **Ceramic Arts for Older Adults**

24-48 hours lecture; 24-48 hours total

This non-credit course provides students with the opportunity to expand their knowledge of ceramics through the study of various forming techniques and / or firing techniques. In addition to hands-on projects, students will also explore the role of Ceramic Art and Craft in current and past cultures.

---

## **MUSINC 750**

### **Mindful Singing for Older Adults**

32-64 hours total

This class will provide an opportunity to experience and participate in a music setting through singing and playing rhythm instruments. No previous musical experience necessary.

## **MUSINC 770**

### **Instrumental Ensemble for Seasoned Musicians**

32-64 hours lecture; 32-64 hours total

This class provides an opportunity for mature adults to participate in a music ensemble setting by playing musical instruments.

## **NONCREDIT ENGLISH (ENGLN)**

### **ENGLN 800**

#### **Writing Success 1**

18 hours lab; 18 hours total

English 800 provides directed study to strengthen basic writing skills under supervision of the Writing Success Center. Part of a sequence to support student writing, this course is frequently linked with other English classes. Open Entry/Open Exit.

### **ENGLN 800**

#### **Writing Success 2**

18 hours lab; 18 hours total

English 801 provides directed study of college-preparatory writing skills under supervision of the Writing Success Center. Part of a sequence to support student writing, this course may be taken independently; it may also be offered as a link to more advanced English classes. Open Entry/Open Exit.

## **NONCREDIT HOSPITALITY (HOSPNC)**

### **HOSPNC 600**

#### **TIPS Training-Responsible Beverage Service**

3.5 hours lecture; 3.5 hours total

TIPS is a nationally certified program providing the skills to help servers, sellers, and consumers of alcohol, on how to prevent intoxication, drunk driving, and underage drinking. A test will be given at the end of the class. Students passing the test will receive an industry recognized, third-party certificate upon completion of class.

### **HOSPNC 601**

#### **Culinary Customer & Banquet Service**

6 hours lecture; 6 hours total

This class will explore the differences between customer service and hospitality, and provide an overview of the basics of banquet service including the tools to be successful in an entry level service position. Students will explore Sequence of Service; establishing team metrics for service; problem solving customer service issues and best practices for product knowledge and upselling techniques. This hands-on training will familiarize students with

industry procedures, train servers on efficiently and effectively performing the role of a banquet server and provide the basics to present a strong service ethic while working as a server.

### **HOSPNC 602**

#### **Food Handler: Food Safety Certification**

3 hours lecture; 3 hours total

Completion of this course and successfully passing the exam will result in participants receiving the Food Handler's Certificate and Card, recognized by the Napa County Health Department. Completion of the course will give you a better understanding of what causes food-borne illnesses and what you can do to help prevent them. Food handlers must maintain a valid Food Handler Card for the duration of employment. The cards are valid throughout most of the state including Napa & Sonoma County. Certification is valid for three years from issuance. Each food facility must maintain records documenting that each employee possesses a valid California Food Handler Card that can be provided to local enforcement officials upon request. Please note that a valid photo ID is needed to take the exam.

## **NONCREDIT LANGUAGE ARTS (LARN)**

### **LARN 650**

#### **Creative Writing**

16-24 hours total

If you've lived a life, you have a story to tell. This course, for beginning or seasoned writer, give you the tools as well as the attitude you need to begin shaping stories from the rich, raw material of your life. You will learn how to touch memories and moments, making them come alive through your writing. Practice exercises, shared in class, help you create a compelling piece using effective imagery, dialogue and details.

## **NONCREDIT LESBIAN, GAY, BISEXUAL AND TRANSGENDER STUDIES (LGBTNC)**

### **LGBTN 600**

#### **LGBT Community Awareness for the Workforce**

2-8 hours lecture; 2-8 hours total

This course provides a variety of topics for members of the public and private workforce on how to better understand and serve individuals and families in the lesbian, gay, bisexual, and transgender community.

### **LGBTN 610**

#### **Safe Space Training for Educators**

3 hours lecture; 3 hours total

This course prepares members of K-16 educational institutions to create safe learning environments for LGBT students and meets the training for requirements for "Safe Space" programs.



# NAPA VALLEY COLLEGE STAFF

## ADMINISTRATORS

Dr. Ronald Kraft  
 Superintendent/President  
 Ph.D - Capella University

Oscar de Haro  
 Assistant Superintendent/  
 Vice President of Student Affairs  
 B.A. - San Jose State University  
 M.A. - Sonoma State University

Robert Parker  
 Assistant Superintendent/  
 Vice President of Administrative Services  
 B.A. -Glassboro State College  
 B.A. - University of Pennsylvania  
 M.S. - San Diego State University

Erik Shearer  
 Assistant Superintendent/  
 Vice President of Academic Affairs  
 B.A. - Sonoma State University  
 M.F.A. - University of Oregon

Dianna Chiabotti  
 Dean of Career Education and Workforce Development  
 B.S.- University of California- Davis  
 M.S.- California State University- Hayward

Robert Harris  
 Dean of Health Occupations, Kinesiology, Athletics and Dance  
 B.A.- Cal Poly- San Luis Obispo  
 M.S.- University of Arizona

Patricia Morgan  
 Dean of Financial Aid, EOPS, Veterans and Pre-College  
 TRIO Programs  
 B.S., M.A. - University of Phoenix

Dr. Robert Van Der Velde  
 Dean of Social Sciences and Science, Math and Engineering  
 B.S. – Ohio State University  
 M.S. – Cleveland State University  
 Juris Doctor – Cleveland - Marshall College of Law

María L. Villagómez  
 Dean of Language Arts, Educational Support and Learning  
 Technologies  
 B.A., M.A.- California State University- Sacramento  
 M.A.Ed.- Sonoma State University

Howard Willis  
 Dean of Counseling Services and Student Success  
 B.A.- Sonoma State University  
 M.A.- California State University- Sacramento

Dr. Robyn Wornall  
 Dean of Research, Planning and Institutional Effectiveness  
 B.A.- Stanford University  
 M.A.- University of Kansas  
 M.A., Ph.D - University of California- Los Angeles

Mechele Manno  
 Interim Dean of Arts and Humanities  
 M.F.A. - California College of the Arts

Charo Albarrán  
 Executive Director of Human Resources

Jerry Dunlap  
 Associate Dean of Physical Education and Athletics Director  
 B.A.- B.S.- M.A.- University of Nebraska

Jessica Erickson  
 Associate Dean of Enrollment and Outreach Services  
 B.A.- U.C. Davis  
 M.A.- Argosy University

Mary Cervantes  
 Director of Business Services/  
 Napa and Sonoma Small Business Development Centers/  
 Economic Workforce Development Grants and Programs

Carollee Cattolica  
 Special Assistant to the President  
 Managing Director of College Foundations  
 Superintendent/President's Office/Office of Institutional  
 Advancement

Ken Arnold  
 Director of College Police  
 A.S.- Napa Valley College  
 A.S.- Sacramento City College  
 B.A.- St. Mary's College  
 B.S.- University of California- Davis

Damien Sandoval  
 Director of Criminal Justice Training Center  
 M.P.A- Hayward State University

Matt Christensen  
 Director of Facilities Services and Risk Management  
 B.A.- University of South Dakota

Christopher Farmer  
 Director, Project RISE  
 B.S.- Texas State University  
 M.S.- University of Tampa

Ramon Salceda  
 Director of Talent Search  
 M.S.- Capella University

Dr. Craig Alimo  
 Director, Equity and Inclusivity

Nancy Tamarisk  
 Director, Student Health Services

Eric Houck  
 Director, Institutional Technology  
 B.A. - Seattle Pacific University  
 M.S. - Western Governors University

Matthew Cowell  
 Technical Director, Performing Arts  
 Arts and Humanities

Charles Monahan  
 Director of Workforce Development

Shawntel Ridgle  
 Assistant Director, Child Development Center

Lissa Gibbs  
 Interim Director, Upper Valley Campus  
 B.A., U.C., Berkeley  
 M.A., U.C., Berkeley

Joseph Latunski  
 Controller, Business and Finance  
 B.A. - Michigan State University  
 M.B.A. - Saginaw Valley State University

Molly Stuart  
 Small Business Deputy Sector Navigator

Scott Allen  
 Coordinator, Communications and Marketing  
 Office of Institutional Advancement

Charlie Spruill  
 Criminal Justice Training Center Coordinator

Paul Bradshaw  
 Criminal Justice Training Center Coordinator

Jolie Brown  
 Welcome Center Supervisor/Coordinator

James Snook  
 Upper Valley Campus Maintenance Supervisor

Douglas Ernst  
 Interim Public Information Officer  
 Office of Institutional Advancement  
 B.A. - San Jose State University

## CONFIDENTIAL STAFF

Imelda Basco  
Payroll Supervisor  
B.A.- University of Santo Tomas- Philippines

Michelle Bullock  
Human Resources Specialist  
Part-Time Faculty and Personnel Support

Annie Chindavong  
Classification and Compensation Analyst

Donnelle Cotten  
Payroll Specialist

Rebecca Gonzalez  
Senior Human Resources Analyst

Katherine Kittel  
Executive Coordinator to the Superintendent/President  
& Board of Trustees  
B.A. - San Jose State University  
M.A. - Monterey Institute of International Studies

Isabel Mostanfanejad  
Health Benefits Officer  
B.S. - California State University-Sacramento

Martha Navarro  
Executive Assistant to the Assistant Superintendent/President,  
Student Affairs

Christina Rivera  
Coordinator, Instructional Grants and Special Projects  
Office of Academic Affairs

Hector Sanchez  
Administrative Assistant, Office of Human Resources

Kimberly Smith  
Human Resources Specialist, Employment Services

James Snook  
Custodial Supervisor

Cristine Tapia  
Executive Assistant to Superintendent/Vice-President of  
Academic Affairs  
B.S.- University of the Philippines- Diliman- Philippines

Danielle Savage  
Human Resources Technician  
B.A. - University of California, Davis

Michele Villante  
Coordinator, Testing & Tutoring Center  
B.S.- California State University- Sacramento

## FACULTY

Dr. Jessica Amato  
Faculty-Anthropology  
A.A., B.A.- University of Florida  
M.A., Ph.D.- Michigan State University

Dr. Seth Anderson  
Faculty - History

Janice Ankenmann RN, MSN, CCRN, FNP-C  
Faculty- Nursing, Health Occupatons  
Coordinator-Licensed Vocational Nursing Program  
A.A.-University of Florida  
A.S, A.D.N.-Indian River Community College  
B.S.- University of San Francisco  
M.B.A.-St. Mary's College  
M.S.N.,F.N.P.- University of Phoenix

Amanda Badgett  
Faculty- Art History  
President- Academic Senate  
B.A.- College of William and Mary  
M.A., M. Phil.- Columbia University

Dr. Steven Balassi  
Faculty- Economics  
B.A.- Sonoma State University  
M.B.A.- St. Mary's College  
Ph.D.- Golden Gate University

Steve Ball  
Faculty- Physical Education and Athletics  
B.S., M.A.- Sonoma State University

Andrea Bewick  
Faculty-English  
B.A.- University of Michigan  
M.F.A.- University of Iowa

Maria Biddenback RN, MSN, FNP-C  
Faculty- Nursing  
A.S.- San Antonio College  
B.S.N.- University of Texas-El Paso  
M.S.N./F.N.P.- University of Phoenix at Sacramento

Rhue Bruggeman  
Faculty-Studio Art/Ceramics  
B.F.A.- Alfred University  
M.F.A.- Kent State University

Dr. Stephanie Burns  
Faculty- Biology  
B.S., M.S., Ph.D.- University of California- Davis



Shawna Bynum  
Faculty- Mathematics  
B.S.- California State University- Chico  
M.A.T.- University of California - Davis

Nicole Carrier  
Faculty- Spanish  
B.A., M.A. - Brigham Young University

Antonio Castro  
Faculty- Engineering/Physics  
M.S.-Stanford University

Dianna Chiabotti  
Faculty-Child and Family Studies  
B.S.- University of California- Davis  
M.S.- California State University- Hayward

Naomi Chianese  
Faculty- Sociology  
M.A.- California State University - Fullerton

Dr. Daniel Clemens  
Faculty- Biology  
B.A.- University of California- Santa Cruz  
Ph.D.- University of California- Los Angeles

Dr. Aaron DiFranco  
Faculty- English  
B.A.- Cornell University  
M.A., Ph.D. University of California- Davis

John Dotta  
Faculty- Photography  
Coordinator- Photography Program  
A.S.- Santa Rosa Junior College  
B.A.- San Francisco State University  
M.A.- Prescott College  
M.F.A.- San Jose State University

Tyler Downie  
Counselor/Instructor - DSPS

Janet Duffey RN, APRN, BC  
Faculty- Nursing  
B.S., M.S.N.- San Jose State University

Dr. Iris Dunkle  
Faculty- English  
Ph.D.- Case Western Reserve University

David Ellingson  
Faculty- Mathematics  
B.S.- University of Wisconsin- Madison  
M.A.- University of California- Santa Barbara

Dr. Steven Fawl  
Faculty- Chemistry  
Division Chair-Science, Mathematics and Engineering  
B.A., Ph.D.- University of California- Davis

Sheryl Fernandez  
Counselor/Faculty- Disabled Students Program Services  
B.A.- University of Phoenix  
M.S.- San Diego State University

Wayne Fortier RCP, RRT  
Faculty- Respiratory Technology  
Clinical Director- Respiratory Technology Program  
A.A.- Riverside City College  
B.S., M.S.- St. Mary's College

Robert Freschi  
Faculty- Physical Education and Athletics  
B.A.- University of San Francisco  
M.A.- Western Michigan University

William Fried  
Faculty- Mathematics  
B.A.- State University of New York  
M.A.- University of California- Berkeley

Donna Geiger  
Faculty- Nursing  
A.D.N.- Napa Valley College  
B.S.N., M.S.N.- Sonoma State University

Michael Gianvecchio  
Faculty- Mathematics  
B.S.- Rochester Institute of Technology  
M.S.- Colorado State University

Catherine Gillis  
Faculty- English  
B.A., M.A., ABD/Ph.D.- University of California- Riverside

Dr. Roberto-Juan Gonzalez  
Faculty- Instrumental Music  
B.A.- Inter-American University- Puerto Rico  
M.M., D.A.- Ball State University- Indiana

Paul Gospodarczyk  
Faculty - Viticulture & Winery Technology  
Coordinator - Vineyard and Winery Technology

Stephanie Grohs  
Faculty Librarian  
B.A.- University of California- Berkeley  
M.A.- University of Washington

Ann Gross  
Faculty- Speech Communication  
B.A., M.A.- University of California- Davis

Alejandro Guerrero  
Faculty Counselor-EOPS  
B.A.- University of California- Davis  
M.S.W.- Sacramento State University

Ricardo Guzman  
Faculty- Respiratory Care Instructor/Clinical Coordinator  
A.A. - Mount San Antonio College  
B.A. - California State University, San Bernardino  
M.A. - University of Redlands

Dr. Joshua Hanson  
Faculty- Chemistry  
B.S. - New Mexico Institute of Mining and Technology  
Ph.D. - University of California, Davis

Stan Hitchcock  
Faculty- Machine Tool Technology  
A.A. - Napa Valley College  
B.S. - University of San Francisco

Michelle Hobbs  
Faculty- Physical Education and Athletics  
B.A.- California State University- Chico  
M.S.- Azusa Pacific University

Molly Hodges  
Faculty- Viticulture and Winery Technology

Stacey Howard  
Faculty Counselor  
M.A.- California State University - Dominguez Hills

Jaime Huston-Sylvester  
Counselor, Student Success and Support Program (SSSP)  
A.A. - Butte College  
B.A. - San Francisco State University  
M.A. - San Jose State University

Maricel Ignacio  
Faculty Counselor-EOPS, CARE, CalWORKS  
B.S.- Systems Technology Institute  
M.A.- Argosy University

Kristie Iwamoto  
Faculty- English  
B.A., M.A.- California State University - East Bay

May Jong  
Faculty- Studio Art/Digital Art Instructor  
B.A. - University of California - Berkeley  
M.F.A. - Claremont Graduate University

Gwen Kell  
Faculty Counselor  
B.A.- Kalamazoo College- Michigan  
M.S.- San Francisco State University

John Kincheloe  
Faculty - English

Jennifer King  
Faculty- Theater Arts  
B.A.- University of Southern California  
M.F.A.- University of California- Davis

Christy Kling  
Faculty- Physical Education and Health  
A.A.- Tao College  
B.A.- Point Loma Nazarene University  
M.S.- Washington State University  
ABD/Ed.D- University of San Francisco

Matthew Kronzer  
Faculty - English

Elizabeth Lara-Medrano  
Faculty Counselor  
A.A.- Napa Valley College  
B.A.- University of California- Davis  
M.A.- St. Mary's College

Brian Larsen  
Faculty- English  
M.A.- University of California- Davis

Karen Larsen  
Faculty- English  
B.A.- University of California- Davis  
M.A.- California State University- Sacramento

Karen Lewis  
Faculty- Medical-Surgical Nursing  
B.S.N. - Pacific Union College  
M.S.N. - Sonoma State University

Dr. John Liscano  
Faculty- Political Science  
B.A. (1), B.A. (2),- University of California- Irvine  
M.A., Ph.D.- University of California- Santa Barbara

Ida Logan  
Faculty- Psychiatric Technician Instructor  
B.S. - Saint Mary's College of California

Sherry Lohse  
Faculty- Mathematics  
B.A.- Sonoma State University  
M.A.- San Francisco State University

Dr. Tia Madison  
Faculty- Speech Communication  
B.A. - Bethune-Cookman University  
M.F.A.- University of California- Los Angeles  
Ph.D.- University of Phoenix

Eric Martinez  
Counselor, Student Success and Support Program (SSSP)  
B.A. - University of California-Berkeley  
M.A. - Sonoma State University

Kelly McCann  
Faculty- Dance  
B.A.- California State University -Sacramento  
M.F.A.- Mills College

Sean McCann  
Faculty- Administration of Justice  
B.A.- University of Maryland  
C.T.C. – University of California-Berkeley

Jeannette McClendon  
Faculty Counselor  
Coordinator- UMOJA  
B.S.- San Jose State University  
M.S.- San Diego State University

Nancy McEnery  
Faculty Librarian  
B.A.- California State University - East Bay  
M.S.- San Jose State University

Dr. James McGowan  
Faculty- History  
Division Chair- Social Sciences  
Ph.D.- University of California - Davis

Merrick McKeig  
Faculty- Hospitality and Tourism  
M.B.A- University of North Carolina  
ABD/Ph.D.- University of Las Vegas

Robert Millay  
Faculty- Psychiatric Technician  
B.S.- California State University- Sacramento

Robert Miller  
Faculty- Computer Studies  
Coordinator- Computer Studies Program  
B.A.- Sonoma State University  
M.S.- Golden Gate University

Lynda Monger  
Faculty Counselor  
B.A., M.A.- California State University- Chico

Angela Moore  
Faculty Counselor  
B.S., M.S. - California State University- Sacramento

Dr. Bonnie Moore  
Faculty- Biology  
A.S.- Gavilan College  
B.A.- California State University- Sacramento  
Ph.D.- University of California- Davis

Dr. Linda Napholz RN  
Faculty- Nursing  
B.S.N.- University of Wisconsin- Milwaukee  
M.S.N.- University of Wisconsin- Oshkosh  
Ph.D.- University of Wisconsin- Madison

Cliff Nelson  
Faculty- Mathematics  
B.S. - Cal Poly, San Luis Obispo  
M.A. - University of California, Santa Barbara

Tracy Nunley  
Counselor/Coordinator, Student Support Services (SSS) TRIO  
B.A. - San Jose State University  
M.A. - Saint Mary's College of California

Lisa Nussdorfer  
Faculty- Mathematics  
B.A. - California State University-Fullerton  
M.S. - California State University-Chico

Regina Orozco  
Faculty- Health Occupations, Nursing  
B.A., M.S.N.- Sonoma State University

Ksenia Owens  
Faculty- Mathematics  
M.S.- Samara State Aerospace University

Christine Palella  
Faculty- English  
M.A.- Sonoma State University

Patricia Posada  
Counselor- Hispanic Serving Institutions (HIS) –  
Strengthening Institution (HIS) Grant Project  
M.A.- John F. Kennedy University

Kari Powell  
Faculty - Child and Family Studies

Dr. Erin Quealy  
Faculty- Physics  
M.A., Ph.D - University of California - Berkeley

Dr. Forest Quinlan  
Faculty- Chemistry  
A.A.- Modesto Junior College  
A.B.- San Jose State University  
M.S.- California State University- Hayward  
M.A.- California Institute of Integral Studies  
Ph.D.- University of California- Davis

## Faculty & Staff

---

Katherine Ratliff  
Instructor- Medical-Surgical Nursing Instructor  
B.S.N. - University of Colorado  
M.S.N. - Sonoma State University

Andrea Ruybal  
Faculty- Health Occupations Skills Lab Instructor  
A.S. - Napa Valley College  
B.S. - Pacific Union College

Mary Salceda-Nuñez  
Faculty Counselor  
B.A.- University of California- Santa Barbara  
M.S.- California State University- Sacramento

Marci Sanchez  
Faculty Counselor  
Transfer Center Program Coordinator  
B.A.- University of California- Davis  
M.A.- University of California-Los Angeles

Hope Scott  
Counselor  
B.A. - San Francisco State University  
M.A. - John F. Kennedy University

Claudette Shatto  
Faculty - Business & Computer Studies  
Program Coordinator, Business- Entrepreneurship  
B.A. - California State University-Sacramento  
M.A. - University of Phoenix

Mary Shea  
Faculty- Spanish, English  
B.A., M.A.- University of California- Santa Barbara  
M.A. - Sonoma State University

Faye Smyle  
Faculty- Child and Family Studies  
Program Coordinator, Child & Family Studies and Education  
B.S., M.A. - University of Connecticut- Storrs

Emery Stafford  
Instructor - Mathematics

Janet Stickmon  
Faculty- Humanities  
B.S.- University of California- Irvine  
M.A.- Graduate Theological Union- Berkeley

Gary Strommen  
Faculty- Digital Design Graphics Technology  
B.A.- Cogswell Polytechnical College

Eileene Tejada  
Faculty- English  
B.A.- University of California- San Diego  
M.A.- Andrews University

Dr. Alysia Thomas  
Faculty- Biology  
B.S., M.S, Ph.D.- University of California- Davis

Melinda Tran  
Faculty Counselor  
Articulation Officer  
B.A., B.S.- University of California- Davis  
M.A.- San Francisco State University

Christina Trujillo  
Faculty- Speech Communications  
M.A.- California State University - Northridge

Diane Van Deusen  
Faculty- Mathematics  
A.A.- Napa Valley College  
B.S.- California State University- Sonoma  
M.S.- California State University- Hayward

Randy Villa  
Faculty- Mathematics  
B.S.- California State University- Sonoma  
M.S.- California State University- Hayward

María L. Villagómez  
Faculty- Spanish  
B.A., M.A.- California State University- Sacramento  
M.A.Ed.- Sonoma State University

Dr. Jeff Wachsmuth  
Faculty- Psychology  
B.A., B.S.- California State Polytechnic University- Pomona;  
M.A., Ph.D.- University of California- Los Angeles

Eric Wade  
Faculty- Welding  
B.S.- California State University - Chico

Dr. Nadine Wade-Gravett  
Faculty- Physical Education, Work Experience  
B.A., M.A.- San Francisco State University  
Ed.D.- University of San Francisco

Terry Wegner  
Faculty - Accounting  
B.A. - Michigan State University  
M.A. - Central Michigan University

Dr. Mary Williams  
Faculty- Psychiatric Technology  
B.S., D.C.- Texas Chiropractic College

Dr. Lauren Winczewski  
Faculty- Psychology Instructor  
B.A. - De Paul University  
M.A., Ph.D - University of California - Santa Barbara

**EMERITUS FACULTY**

David Angelovich  
 Glen Bell  
 Kate Bencoter  
 Dr. Bill Blair  
 Richard Bremer  
 Carolyn Broadwell  
 Carole Chassereau  
 John Charlesworth  
 Michael Conroy  
 Lauren Coodley  
 Emily Cosby  
 Agapito de la Garza  
 Richard Della Valle  
 Richard Donohoe  
 Michael Dow  
 Dean Ehlen  
 Curt Fromke  
 Donna Geiger  
 Sharon Gocke  
 Dr. Julie Hall  
 Fain Hancock  
 Judith Heys  
 Betty Hopperstad  
 Sable Howard Hughes  
 Jose Hurtado  
 Margo Kennedy  
 Barbara Kraig  
 Andrew McConnell  
 Jan Molen  
 Helen M. Ortega  
 Ron Rogers  
 Dr. Scott Rose  
 Ronald Rhyno  
 Denise Rosselli  
 Debra Saunders  
 Lorraine Segal  
 Niles Severy  
 Dr. Melody Seymour  
 Gary Silva  
 Dr. Jerry Somerville  
 Rhoda Stewart  
 Olga Travis  
 Dr. William Weddington  
 Janice Whitmer  
 Dr. Eve-Anne Wilkes  
 Terry Woodward  
 Cliff Zyskowski

Academic Rank is earned under the specific requirements of the Academic Senate and is awarded under its authority.

**CLASSIFIED PROFESSIONALS**

Danielle Alexander  
 Instructional Assistant IV- Biology  
 A.A.- Napa Valley College  
 B.A.- Mills College  
 M.A.- Sonoma State University

Kayla Alexander  
 Scheduling Specialist  
 B.A. - Arizona State University

Duane Almeida  
 Carpenter/Lead Maintenance Mechanic/Project Coordinator

Irene Avina  
 Custodian II

Rebecca Avina  
 Custodian I

Joe Azevedo  
 Custodian II

Lauren Azevedo  
 Custodian I

Lori Barron  
 Instructional Assistant IV- Writing Center  
 B.A.- Lake Forest College  
 M.A.- San Francisco State University

Sandy Barros  
 Secretary IV- HIS/Student Equity  
 B.A.- Universidad Dr. José Matías Delgado- El Salvador

Debra Beechtree  
 Custodian II

Jason Bell  
 Instructional Assistant III- DSPS

Valerie Bible  
 Secretary IV- Small Business Development Center

Megan Bonilla  
 Research Analyst- Research, Planning, Institutional Effectiveness  
 B.A. - University of California-Irvine  
 M.P.P. - University of Southern California

Joaquin Brambila  
 Custodian II

Jorge Calderon Gonzalez  
 Groundskeeper

Rocio Ceballos  
 Admissions & Records Clerk

## Faculty & Staff

---

Liliana Ceja  
Secretary II- Financial Aid/EOPS

Margarita Ceja  
Admissions and Records Specialist  
A.S.- Napa Valley College

Roman Chavez Soza  
Custodian II

Lars Christianson  
Instructional Assistant IV- Physics, Engineering and Geology

Renee Coffin  
Administrative Assistant- Counseling Services and Student  
Success  
A.A.- Napa Valley College  
B.S.- Sonoma State University

Lynette Cortes  
Veterans Services Specialist-Financial Aid

Georgina Cota  
Secretary IV- Counseling  
A.S.- Napa Valley College

Jessenia Cota  
Counseling Division Clerk- Counseling  
A.A. – Napa Valley College

Mark Cratty  
IT Lead Computer Specialist

Bethany Cravea  
Master Teacher- Child Development Center

Hubert Crawford  
Custodian II

Esmeralda Curiel  
Campus Service Officer - College Police

Jazmin De La Cruz  
Office Coordinator-Student Health Center/College Police

Jovita De La Cruz  
Child Care Food Program Assistant

Nwamata Dim  
Applications Support Analst - Institutional Technology

Farrel Dobbins  
Secretary IV - Disability Support Programs & Services  
B.S. - University of Colorado Colorado Springs

Amira Donnelly  
Secretary III- Research, Planning and  
Institutional Effectiveness  
B.S. – Sonoma State University

Erin Dowling-Michael  
Instructional Assistant II- Visual Arts

Janet Duarte  
CDC Teacher - Child Development Center

Kelly Dunn  
Instructional Assistant IV-Photography  
B.F.A.- Academy of Art College

Destinee Ecklin  
Testing and Tutoring Center Technician

Donnelle Estrada  
Payroll Technician

Mayra Estrada  
Master Teacher- Child Development Center

Spencer Falor-Ward  
Winery Lab Technician - VWT/Winemaking

Sara Featherstone  
Master Teacher- Child Development Center  
B.S.- San Francisco State University

Rick Foley  
Printing Services Specialist

Kathlene Franco  
IT Computer Specialist  
Networking Certificate, A.S. - Napa Valley College

Brianna Fritz  
Secretary I- Office of Student Life

Amanda Frost  
Student Services Specialist- Title V HSI Grant Project  
B.S.- Sonoma State University

Cristina Garcia  
Instructional Assistant II - Adaptive PE

Jorge Garcia  
Custodian II

Noreen Garcia (Del Rosario)  
Accountant I  
B.A., B.S.- Rizal Technological Colleges

Doris Gentry  
Foster and Kinship Care Education Program Specialist  
Health Occupations

Fernando Gopar Zavaleta  
Custodian II

Gregory Grandfield  
Welding Shop Technician - Welding Technology

Melissa Grubbs  
Athletic Trainer- Physical Education and Athletics  
B.S.- Sacramento State University  
M.S.- Ohio University

Amy Guan  
Learning Resources Technician  
B.A.- San Francisco State University

M’Kormik Hamilton  
Secretary III- Arts and Humanities  
A.A. - Sacramento City College  
B.A. - California State University, Sacramento

Alfredo Hernandez  
Student Services Specialist-Outreach

Everardo Hernandez  
Custodian-Upper Valley Campus

Michelle Hinchcliff  
Secretary III- Student Support Services

Stacy Hitchcock  
Secretary IV– Technical Division  
B.A.- Pomona College

Ian Holbrook  
Warehouse/Operations Technician

Marlene Holden  
Accountant II  
B.S.- Sonoma State University

Timothy Holtslag  
Instructional Assistant III –Theater Arts

Teuila Huerta  
Account Clerk III

Linda Hunter  
Account Clerk IV

Heidi Jacks  
Administrative Assistant- Facilities & Services

Brooke Jackson  
Secretary III –Criminal Justice Training Center  
B.A.- University of California – Santa Barbara

Ruth Jimenez  
Learning Resources Assistant

Solange Kada  
Administrative Assistant- Business and Finance  
A.S.- Napa Valley College

Choolwe Kalulu  
Instructional Technology Specialist

Bryan King  
Research Analyst - Research, Planning and Institutional  
Advancement

James Kisel III  
Digital Design and Graphics Technician

Dixie Larson  
Admissions and Records Specialist

Spencer Lasswell  
Welding Shop Technician - Welding Technology

Lauren Lee Farmer  
Secretary IV- Physical Education and Athletics  
B.S.- Chico State University

Jacqueline Limtiaco  
Business Office Clerk

Maria de Jesus Lopez  
Admissions and Records Technician

Yazmin Lopez  
Teacher- Child Development Center

Stephanie Luu  
Instructional Assistant IV- Learning Services  
B.A. - University of California - Daviss

Curtis Lyle  
Maintenance Mechanic/Electrician

Elvia Macias Pena  
Testing & Tutoring Center Assistant

Hoyt Maddox  
Police Sergeant

Alba Madrigal  
Police Officer

Marylouise Manning  
Financial Aid Advisor- Financial Aid/EOPS

Sheree Marcos  
IT Technician I- Help Desk  
Certificates (3) - Napa Valley College

Mark Martin  
Student Services Specialist- Title V HIS Grant Project  
B.F.A.- University of Wisconsin  
M.F.A.- University of Wisconsin - Madison

Flor Martin-Del Campo  
Student Services Specialist- EOPS/CARE/CalWORKS

Catalina Martinez  
Administrative Assistant- Child Development Center

## Faculty & Staff

---

Geverson Mattei  
Custodian II

Dennis McHugh  
Machine Tool Shop Technician

Sue McNerney-Simich  
Secretary IV- Health Occupations  
A.A.- Phoenix College- Arizona

Eva Mijares  
Master Teacher- Child Development Center

Cindy Miller  
Secretary III- Health Occupations  
B.A. - Cincinnati Christian University

Isabel (Ana) Montanez (Garcia)  
Custodian II

Valerie Mull  
Financial Aid Officer- Financial Aid/EOPS  
A.S.- Napa Valley College  
B.S.- Pacific Union College

Leticia Naranjo  
Admissions and Records Specialist  
B.A.- California State University- East Bay

James Nelson  
Instructional Assistant III - Criminal Justice Training Center

Elizabeth Nesbitt-Rivera  
Secretary III - Academic Senate

Richard "Gil" Nixon  
Head Groundskeeper

Wendy Nucho  
Chief Accountant - Business and Finance

Martin Olguin  
Student Services Specialist- Student Support Services- TRIO  
B.A.- University of California- Berkeley

Maria Ortiz  
Secretary IV- CalWorks- Financial Aid/EOPS

Mark Osten  
Accompanist- Arts & Humanities  
B.M., M.A.- San Francisco State University

Evangeline Pare  
Account Clerk III  
B.A., B.S.- University of the East- Philippines

Omar Pena  
Student Services Specialist - Transfer Center  
A.A. (4) - Napa Valley College  
B.A. - California State University, Sacramento

Katherine Peralta  
Secretary III- Upper Valley Campus

Angelina Pineda  
Master Teacher- Child Development Center

Mario Plancarte  
Custodian I

Russ Polstin  
Maintenance Mechanic-/Plumbing and Irrigation

Mary Profitt  
Financial Aid Technician  
A.S.- Napa Valley College

Benjamin Quesada  
Coordinator of Student Life- Student Services

Maria De Jesus Quevedo  
Teacher- Child Development Center

Michael Rayford  
Custodian III  
A.S.- Napa Valley College  
B.S.- Sonoma State University

Katherine Rhyno  
Curriculum Analyst  
A.S.- Napa Valley College  
B.A.- University of California- Davis

Heather Richter  
Upper Valley Campus Clerk

Mary Robinett  
Instructional Assistant- Mathematics

Brenda Rodriguez  
Welcome Center Specialist

Laura Rodriguez  
Financial Aid Technician  
A.S.- Napa Valley College

Michael Ronald Belew  
PE & Athletic Equipment Attendant II

Rene Rubio  
Student Services Specialist- MESA  
A.A.- Napa Valley College  
B.S.- Sacramento State University

Jose Sanchez  
Web Applications Analyst  
B.A.- California State University- Sacramento

Janet Schardt  
Accommodations Specialist- DSPS  
B.A.- Pacific Union College  
M.A.- University of Phoenix



---

Angela Seyer  
Instructional Assistant I - Adaptive PE

Martin Shoemaker  
Maintenance Mechanic/HVAC

Renate Sicard  
Counseling Services Specialist  
A.A.- Napa Valley College  
B.S.- Sonoma State University

Gregory Siewert  
Winery Lab Technician- VWT/Winemaking

Gurpreet Singh  
Printing/Warehouse Services Technician

Karen Smith  
IT Computer Specialist  
Certificate in Computer Networking- Napa Valley College

Tereasa Snowder  
Media Services Technician I  
A.S.- Napa Valley College

Chanthara Soungpanya  
Learning Resources Assistant

Matthew Souza  
Mail and Facilities Clerk

Gina Stofan  
Secretary III- Language and Developmental Studies  
A.S.- Napa Valley College

Josephine Stubitsch  
Administrative Assistant- Upper Valley Campus  
A.S.- Napa Valley College  
B.S.- Columbia College- Missouri

Vicki Tevlin  
Secretary III- Office of Academic Affairs

Lance Thompson  
Instructional Assistant III- Mathematics  
B.A.- University of the Pacific  
M.A.- University of California- Davis

Brandon Tofanelli  
Distance Education Technician

Angelica Torres  
Admissions and Records Specialist  
Certificate in Computer Business Studies- Napa Valley College

Jennifer Tronstad  
Instructional Assistant IV- Learning Services  
B.A.- University of California - Davis

Francine Turner  
Admissions and Records Technician

John Uboldi  
Applications Support Analyst

Maria Vazquez  
Secretary III- Talent Search

Daniel Vega  
IT Network Specialist

Lilianna Vega  
Student Services Specialist - TRIO Educational Talent Search

Mai Vo  
Financial Aid Specialist  
B.S.- California State University- Sacramento

Amber Wade  
Police Officer

Roger Wallace  
Instructional Assistant IV- Writing Center

Hilary Wardlaw  
Secretary III- Social Sciences/Science, Mathematics and  
Engineering

Scott Watts  
Groundskeeper

Corrinne Wicks  
Secretary III - Financial Aid/EOPS

Kyle Wilkerson  
Instructional Assistant IV- Chemistry

Marian Wouters  
Secretary III- Admissions and Records  
A.A.- Napa Valley College  
B.A.- California State University- Chico

Manuel Zamudio Meza  
Financial Aid Technician

## INDEX

About Napa Valley College	9	Health	132
Academic Calendar	4-5	Health Occupations	132
Academic Honesty	46	History	133
Academic Requirements And Policies	33	Hospitality	135
Accounting	72	Humanities	137
Administration of Justice	73	Instructional Divisions	69
Admission Requirements	12	Italian	140
Advanced Placement	35-38	Japanese	140
American Sign Language	76	Learning Skills	140
Anthropology	76	LGBT Studies	141
Art History	78	Library Research	141
Arts	80	Machine Tool Technology	142
Associate Degrees	53	Mathematics	143
Astronomy	85	Music	146
Biology	85	Noncredit Education	200
Business & Entrepreneurship	87	Nondiscrimination Policy	31
Career Technical Education Programs	54	Nursing	155
Chemistry	94	Philosophy	160
Child and Family Studies	95	Photography	162
C-ID	62	Physical Education & Athletics	165
College Policies	30	Physics	171
Communication Studies	101	Policies	30
Computer Information Systems Application	102	Political Science	173
Computer Studies	103	Program & Course Descriptions	72-203
Counseling	106	Program Length	68
Courses and Programs	68	Psychiatric Technician	176
Criminal Justice Training	111	Psychology	174
Culinary-Credit	113	Registration	14
Dance	114	Respiratory Care	178
Degrees and Certificates	70	Sociology	181
Digital Art and Design	117	Spanish	183
Digital Design Graphics Technology	119	SSSP	21
Earth Science	121	Staff	204
Economics	121	Student Fees	15
Education	121	Student Financial Aid	17
Emergency Medical Services	122	Student Rights and Responsibilities	46
Engineering	124	Student Success and Support Services	21
English	125	Technical Studies	186
English As A Second Language	128	Theater Arts	187
Environmental Science	129	Transfer Information	51
Faculty	204	Viticulture and Winery Technology	191
Film Studies	130	WebAdvisor	14
French	131	Welding Technology	196
General Education Patterns	54-56	Work Experience	199
General Information	8		
Geography	131		
Geology	131		
Getting Help at NVC	27		