



NAPA VALLEY COLLEGE

2277 Napa-Vallejo Highway, Napa CA 94558

707-253-3000

www.napavalley.edu

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

Message from the President



On behalf of Napa Valley College, I am honored to extend to you a warm welcome to the college.

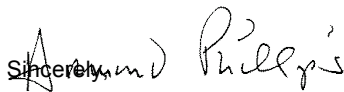
Napa Valley College, founded in 1942, is celebrating its 70th anniversary. This catalog showcases our classes, programs and services, the tools our students need to be successful. As you browse this catalog, we hope you will be inspired as you envision your future. We hope on these pages you will find the support you need to achieve your dreams.

As we celebrate this milestone, we acknowledge you, our students—the reason we are here—and recognize the many faculty and staff members who have served the college over the years. From our facilities staff working behind the scenes to the faculty members in the classroom, there is a “team” cheering you on.

This college depends on community support and is a resource for the whole community. We thank the community members who have served on program advisory committees, supported the work of the Napa Valley College Foundation or contributed in other ways, making an investment in the future.

Our roots, established 70 years ago when we were founded as part of the Napa Union High School District, are strong in the community. Today we are part of the California Community College system. Our campus today has been enhanced by new buildings funded by community supported Bond Measure N.

From providing an educated workforce to preparing students to transfer, the college exists to serve the community and meet changing community needs. Over the last seven decades, the college has provided training for countless nurses and police officers, for child care providers and vintners. Where will your future take you? We are honored to be part of your journey.

Sincerely,


Armond Phillips
Acting President

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NVC Board of Trustees

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



Introducing the College

History

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

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

In 1982, Napa College changed its name to Napa Valley College. The official opening of a permanent Upper Valley Campus in fall 1994 added new dimensions to the college curriculum.

Celebrating its 70th anniversary, the college looks to the future and continues to seek new avenues of service to students and the community.

Accreditation

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

Board of Trustees

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

Foundation and Alumni Relations

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

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

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

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

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

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

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

The Foundation is pleased to assist donors in obtaining substantial tax benefits and income enhancement by making gifts of stocks, property, and other appreciated assets using a variety of estate planning tools. Our Legacy Society honors those who have made bequests to the Foundation. Call the Foundation Office at (707) 256-7170 or visit www.napavalley.edu/AboutNVC/Foundation/Pages/welcome.aspx for ways to support the goals and aspirations of Napa Valley College students.

Faculty

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

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

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

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

Students

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

Approximately 55 percent of our credit students are female, and the majority are under 25. More than 10 percent of NVC students are over 50. Two-thirds of our students attend on a part-time basis, and almost 10 percent hold bachelor degrees.

These statistics translate to NVC classrooms enriched by diversity. The college values diversity in its student body, faculty, staff, and its curriculum. Individual differences are respected and valued in all parts of the NVC campus. The diversity of our student profile is evident by the recent Federal designation as a Hispanic-Serving Institution, for having over 25% of its full-time enrollments as Hispanic students, which then allowed NVC to compete for and successfully receive a Federal Title V grant.

Classified Professionals

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

Mission and Values

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

Mission

Napa Valley College engages its students in high quality programs and services that promote learning and personal growth; enhance academic success and workforce development; and prepare life-long learners for their roles in a diverse, dynamic, and interdependent world.

Values

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

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

- health and wellness

Institutional Student Learning Outcomes

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

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

Approved by the Board of Trustees November 13, 2008

POLICIES

Academic Freedom

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

Drug-Free Campus

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

Equal Employment Opportunity

The Napa Valley Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the district's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the district on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identity, gender expression, genetic condition, genetic information, race, color, ancestry, sexual orientation,

or physical or mental disability, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The district will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the district provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Family Rights and Privacy Act

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

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

Open Classes

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

Prohibition of Unlawful Discrimination

The college is committed to providing an educational environment free from discrimination and harassment. To that end, Board Policy D1130, Equal Employment and Educational Opportunities and Unlawful Discrimination, states that no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis ethnic group identification, national origin, religion, age, sex, gender, gender identity, gender expression, genetic condition, genetic information, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity offered by the Napa Valley College District. To file a complaint of unlawful discrimination, individuals should contact Dean of Human Resources, Room 1544, phone 256-7100. Non-employment complaints must be filed within one year of the date

of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known the facts underlying the allegation of unlawful discrimination.

Sexual Harassment

Board Policy D1130 also intends to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism or other verbal or physical conduct or communications constituting sexual harassment. Sexual Harassment is one form of unlawful discrimination and is defined in Section 212.5 of the Education Code. Administrative Regulations to Policy D1130, Section 4, Prohibition of Sexual Harassment, define sexual harassment as follows: Unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting. Board Policy D1130 and the accompanying regulations are available in the Office of Human Resources and on the Board of Trustees' webpage of the college's website. To file a complaint of unlawful discrimination, individuals should contact the Dean of Human Resources, Room 1544, phone 256-7100.

Release of Student Information

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

Directory information includes: student's name, phone number, date and place of birth, major field of study, current enrollment, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent institution attended. The above categories of information will not be released if the college determines that such release is not in the best interests of the student. For more information on this policy, contact the Admissions and Records Office (707) 256-7200.

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

Shared Governance

Shared governance is defined as the collaborative participation of appropriate members of the college in planning for the future and in developing policies, regulations, and recommendations under which the college is governed and administered. The Board of Trustees of Napa Valley Community College District

embraces shared governance as the means of continuously improving programs and services, drawing upon the expertise of the college community.

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

Smoking

Napa Valley Community College District has designated the interiors of all campus buildings and all exterior areas as non-smoking areas. Smoking on the NVC campuses will be permitted only in designated outdoor areas at least 30 feet from doorways, windows, and ventilation systems that 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.

Student Complaint and Grievance Procedure

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

The complaint/grievance must be filed during the semester in which the problem occurs. The complainant/grievant is asked to first address the concern directly to the person or office causing the complaint/grievance.

A grade assigned by an instructor is not a grievable matter, except for specific reasons, as outlined in the California Education Code (Section 76224): "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final." For a copy of the Student Complaint and Grievance Policy and Procedures Booklet, please refer to the Student Services Website at www.napavalley.edu (select the "Students Rights and Responsibilities" section).

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

Complete clarification and explanation of the student complaint/grievance process can be obtained from the Office of Student Services in Room 1330, (707) 256-7360 or from the Office of Instruction in Room 1531, (707) 256-7150.

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

Student Records Retention and Destruction

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

Student Right-to-Know Information

To comply with the federal Student Right-to-Know (SRTK) and the Campus Security Act (Public Law 101-542), Napa Valley College provides information to the public on 1) the safety and security of the campus and 2) the educational outcomes of a specific group of students. These students are first-time, full-time freshmen entering in the fall and seeking a degree, certificate, or transfer to another institution. For information on these students, please go to www.nvcpd.org. If you do not have access to the Internet, call (707) 253-3330 to obtain a paper copy.

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

Standards of Student Conduct

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

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

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

The Standards of Student Conduct provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these regulations shall relate specifically to an alleged violation of the established Standards of Student Conduct. Students may obtain more information on the Standards of Student Conduct by referring to the Student Services website at www.napavalley.edu/student-services (select the "Student Rights and Responsibilities" section).



The College at a Glance

Credit Program

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

Online Education

Another facet of the Napa Valley College experience is online education. Online education students and teachers engage in a cooperative learning experience by accessing a virtual classroom, utilizing a variety of web-based technologies, such as 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.

Top Reasons for Studying Online:

- You can set your own time schedule for learning.
- You don't have to travel to campus, saving time and gas.
- Courses are available 24 hours a day, 7 days a week.
- You can study at home, at work, or at a café.
- You can read materials online and review them at your own pace.

- If you have small children, you can "attend" class at home, reducing childcare costs.
- You can work individually or collaboratively with other students, depending upon the course design.
- You can contact the instructor by email, telephone, or video chat for questions, individual and confidential help, and guidance.

Online classes are not less academically challenging. On the contrary, not only are students discovering the course material, they are often re-learning how to learn. Online classes require as much or more work as a traditional face-to-face class. Fully online and hybrid courses are offered each semester and summer terms. Students must have access to a computer and reliable Internet service throughout the term of the course. For more information about the online classes, certificates, and degree programs available, go to www.napavalley.edu/online-edu.

Community Education

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

The flexible nature of Community Education programs allows the college to be responsive to the expressed interests and needs of specific populations or organizations. This includes courses such as

one-day workshops and seminars or classes ranging from a few weeks to an entire semester. Classes are offered on a “not for credit” basis and do not normally require lengthy student preparation or regular exams.

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

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

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

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

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

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

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

Evening and Weekend Classes

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

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

To better serve students who find it difficult to attend classes

scheduled on weekdays, Napa Valley College offers a limited number of courses scheduled on the weekend. Students should refer to the current Schedule of Classes online each semester for course offerings.

Summer Session

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

Small Business Development Center

The Small Business Development Center provides counseling, training, and information services to small business owners in the areas of business planning, business management, and access to capital. The Small Business Development Center works closely with Chambers of Commerce, government agencies, and Napa Valley College Business and Computer Studies Division to coordinate services. It functions as a clearing house for assistance and information for area businesses. The Small Business Development Center is located on the main campus in Bldg. 4100. For more information, call (707) 253-3210 or online at www.napasbdc.org.

Bookstore

The Napa Valley College bookstore is operated as a service to students for the purpose of making available required tools of education and related items as economically and efficiently as possible. The bookstore stocks required and recommended textbooks and supplies as requested by faculty. Used editions are sometimes available at reduced rates. Selected titles are available to rent. Rental returns are due back by the last day of the semester. At the end of each semester, the bookstore may buy back used textbooks in good condition if a demand exists for them.

The bookstore is open from 7:30 am to 5:15 pm, Monday through Thursday; Friday, 7:30 am to 12:00 pm Fall and Spring Semesters only. Extended evening hours are offered the first two weeks of Fall and Spring Semesters. Testing materials can be purchased from the vending machine in the lobby of the McCarthy Library. Call (707) 253-3320 for hours and other specific information about the bookstore.

Library Café

The café is located on the first floor of the McCarthy Library, Bldg. 1700. Regular hours will be 7:30 a.m. to 6:30 p.m. during Spring and Fall semester. The coffee shop hours are subject to change.

Campus Parking and Traffic Guidelines

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

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

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

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

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

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

Designated Parking

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

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

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

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

- Parking Lots, 10 MPH
- Maximum, 25 MPH

For more information and complete parking regulations, contact the College Police Department (707) 253-3330 or www.nvcpd.org.

Accident Insurance

The college provides accident insurance, which is a secondary to any other health insurance, to registered students who are injured in class or while participating in other college sponsored activities, subject to the terms of the policy. Coverage information is available at the Risk Management Services offices, (707) 253-3349. All accidents should be reported immediately to your instructor and the Risk Management Services office.

Field Trips

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

Emergency Telephones

Emergency phones are located throughout the campus. The phones allow you to contact the College Police or the Napa County 911 Center for help. The phones are very distinctive with the word "EMERGENCY" written on their sides and have a blue light marking their location. For 911 emergencies, such as violence, ambulance, or fire, use the large red "emergency" button. For urgent help (511), such as a suspicious situation or assistance, use the small black "college police" button. To get help on campus via cell phone, call (707) 253-3333.

Center of Student Activities

Student activities are centered primarily in two locations on campus, the Library Plaza (front of the McCarthy Library) and the Quad (the courtyard in front of the Bookstore). These locations are often used by students for planned and impromptu concerts, meetings, and speakers. Student activities and community events are announced on the bulletin boards located throughout campus including bulletin boards in the Quad area and the Library Plaza. A Cultural Center (previous known as the student lounge), located in the northeast corner of the Cafeteria (Room 930A), is also available for small student gatherings and meetings and can be reserved through the Student Life/ASNVC Office. For information on campus activities, contact the Student Life/ASNVC Office at (707) 256-7340.

Information

If you would like information about the college or its services, you may call Napa Valley College at (707) 256-7000. From outside Napa, call (800) 826-1077, toll-free. For individual office phone numbers, please refer to the telephone directory.

The Welcome Center next to the Admissions and Records Office provides general college information and Student Ambassador assistance with the admissions process for both new and returning students. The Welcome Center also provides Web Advisor guidance and referrals to appropriate student support services. The center is open from 9:00 a.m. to 5:00 p.m. Monday through Thursday, and 9:00 a.m. to 12:00 noon, Fridays (except during the summer semester). For information on specific programs, call the division chairperson or find their website through the A-Z Index on the

homepage (www.napavalley.edu). For questions which require the services of one of our counselors, call the General Counseling Center at (707) 256-7220.

Transportation

Bus service: Both VINE Routes 5 and 10 serve the main campus. Route 5A and 5B provide service to and from the main campus to downtown Napa hourly, Monday to Saturday. Route 10 operates between Calistoga and the Vallejo Ferry Terminal with both northbound (10N Vallejo/Calistoga) and southbound (10S Calistoga/Vallejo) stops on campus. Route 10 serves the main campus with 24 stops in each direction on the weekdays and Saturdays. Service is also available during specific hours on Sundays (see VINE bus schedule for specific hours). Fares range from \$1.50 from Napa and \$2.25 from Vallejo to \$3.00 from up valley. Monthly passes for unlimited rides are \$48. Discounts are available for those with disabilities, youth 18 or younger, seniors 65 or older, and Medicare cardholders.

The main campus bus stop is located on James Diemer Drive. The Upper Valley Campus bus stop is located on College Avenue in front of the main driveway entrance.

The Upper Valley Campus is served by the St. Helena VINE Shuttle on weekdays between 7:45 a.m. and 4:41 p.m.; there is no service between 12 noon and 1 p.m. The St. Helena VINE Shuttle bus transfers with the VINE Route 10 in St. Helena. The VINE and St. Helena Shuttle buses are fully accessible and provide bicycle racks that will hold two bicycles. For more information call 1-800-696-6443 or visit NapaValleyVINE.net. Assistance by telephone is available in English or Spanish.

Carpooling: Students offering or looking for rides may post a sign on the campus bulletin board at the ASNVC office. Students, faculty, or staff may also call 1-800-53-KMUTE (1-800-535-6883) during business hours, or visit www.communterinfo.net to sign up for the 511 RideMatch Service to begin or join a carpool. The information is provided free of charge by Solano Napa Commuter Information (SNCI), a public agency program.

Bicycling: Napa Valley College encourages bicycling and has provided bike racks throughout the campus. Cyclists are advised to wear a properly fitted helmet, obey traffic regulations, and use a bicycle lock. To obtain a free BikeLinks Map that covers Solano County, most of Yolo County and portions of southern Napa County, contact Solano Napa Commuter Information at 1-800-53-KMUTE (1-800-535-6883) or visit www.communterinfo.net.

Visitors in the Classroom

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

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



Registration Information

Eligibility for Admission

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

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

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

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

Residence requirements

Residents of California may be admitted to Napa Valley

College provided they meet entrance requirements. Some programs have additional prerequisite requirements. Call the Admissions and Records Office at (707) 256-7200 for additional information.

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

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

Applicants who cannot verify residency may be exempted from payment of the non-resident tuition if they meet the following condition: attended high school in California for three or more years and graduated from a California high school or attained the equivalent thereof. If the applicant is not a lawful immigrant, a California Non-Resident Tuition Exemption Request (AB540) should be completed and submitted to the Admissions and Records Office. Forms can be found online and in the Admissions and Records Office. Applicants must also provide the college with a copy of their high school transcript showing three years of enrollment in a California high school, and graduation from a high school in California.

For complete information about residency requirements, applicants should contact the Admissions and Records Office, at (707) 256-7200.

International Students

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

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

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

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

*There is no financial aid available for international students.

How to Apply

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

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

When to Apply

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

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

English Proficiency

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

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

* 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. E-mail: info@wes.org

Assessment

Assessment sessions gather vital student information using tests and other measures to help predict courses in which students will be successful. Assessment may include, but is not limited to, information about the student's math, reading and writing skills, study habits, English language proficiency, learning skills and aptitudes, educational goals, career aspirations, academic performance and need for special services. College counselors evaluate assessment results and recommend appropriate course placement and support services. Students need to contact the Testing and Tutoring Center at (707) 256-7434 or 256-7437 for information regarding English and Math assessment.

Orientation

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

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

Matriculation

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

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

Napa Valley College will:

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

Napa Valley College students will:

1. State a broad educational goal upon admission.
2. Declare a specific educational goal after 15 units have been completed.
3. Regularly attend class.
4. Complete assigned homework.

5. Participate actively in counseling, orientation/advising.
6. Actively seek support services as needed.
7. Make progress towards the declared educational goal.
Napa Valley College believes that students who meet their responsibilities will enhance their success in college.

Matriculation Status

A student is matriculated when the student has:

1. An A.A./A.S. degree or higher.
or
2. Completed orientation at NVC.
and
3. Completed assessment through one of the following:
 - a. Completed English testing at NVC within the last 3 years.
 - b. Completed English testing at another college within the last 3 years.

Appeals

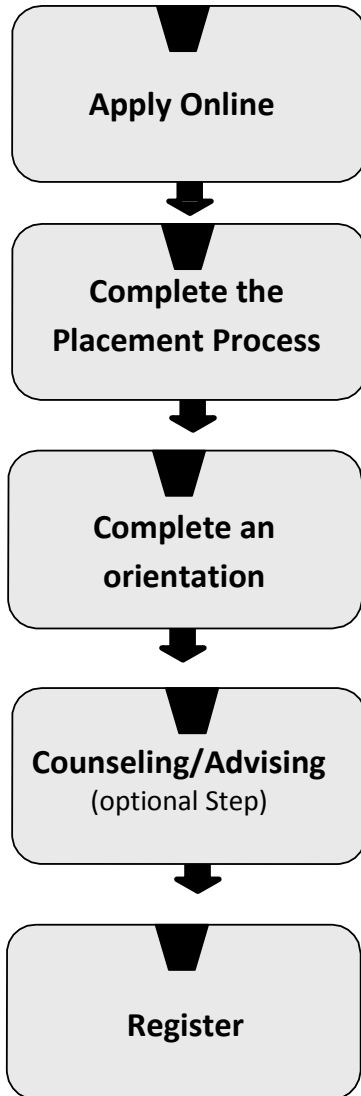
A student may appeal any portion of the matriculation procedures to the Vice President, Student Services. Appeals may be based on disputes over equivalent courses or tests, misapplication of these guidelines or other student concerns. For more information, contact the Office of Student Services, Room 1330, 1300 Student Services Building.

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



Five Steps to Successfully Enroll as a New Student

Welcome New Students! Applications for admissions to Napa Valley College are accepted at any time for any future semester. A Matriculated student is a student who has completed the Placement Process and Orientation. The following procedures are required for all prospective students:



Step 1 APPLY FOR ADMISSION

Admissions and Records, (707) 256-7200

Complete the Application for Admission by selecting the “Apply to NVC Online” link at www.napavalley.edu. It pays to Declare Yourself, so please make sure to provide us your biographical/ demographic information under section 2 of the application.

Step 2 COMPLETE THE PLACEMENT PROCESS

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

Take a placement test in the Testing and Tutoring Center, Room 1764 in Building 1700, to determine the course placement for English and Math classes. No appointment is necessary. Call office or check website for drop-in hours. Some students are exempt from the placement process.

Step 3 COMPLETE AN ORIENTATION

www.napavalley.edu/orientation

Take the online orientation at www.napavalley.edu/orientation and then print the Online Orientation Quiz from the Counseling website (www.napavalley.edu/counseling).

Step 4 COUNSELING/ADVISING (Optional Step)

Counseling Center, (707) 256-7220

If you are taking over 6 units, it is recommended that you meet with a Counselor or Student Services Specialist, after you have completed your application, placement process and orientation.

Step 5 REGISTER FOR CLASSES

www.napavalley.edu/webadvisor

Registration for classes can be done through the WebAdvisor system up to midnight before the first day of classes. All students register according to their priority registration status. After the first day of classes, students will need an add card from their instructor to register.

5 Steps to Become a New Matriculated Student

Apply Online

Admissions and Records
(707) 256-7200

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

Complete the Placement Process

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

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

Complete an orientation

General Counseling Center
(707) 256-7220

1. Complete the online orientation session at www.napavalley.edu/orientation, and then print the Online Orientation Quiz from the Counseling website (www.napavalley.edu/counseling).
2. In orientation, students learn about academic programs, services, regulations and student services.
3. Students need to bring Math and English placement test results to the in-person session to guide in course selection.

Counseling / Advising

General Counseling Center
(707) 256-7220 (Optional
Step)

1. Counselors and Specialists are available to all students on a drop-in only basis during registration periods.
2. A counseling session is not required in order to complete registration, but is advised for students taking 6 or more units.
3. Counselors will assist students with selection of their first semester courses, based on their academic goal and placement results.
4. Appointments are available during the non-registration periods for students who would like to develop an Educational Plan that reflects their career/academic goals.
5. Counselors and Specialist are available in the General Counseling Center, Transfer Center, Career Center, Student Support Services, EOPS, CARE, Athletics, WorkAbility III, and DSPS.
6. Students with transcripts from another college can bring official sealed copies to their counseling appointment.

Register

Admissions and Records
(707) 256-7200

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

Prerequisite Equivalencies:

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

Prerequisite Challenges:

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



The Admissions Process

Adjustments to Schedule of Classes

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

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

Study Load

A full-time course load is 12 units or more per semester or 7 units per summer session. Since each unit generally entails 2-3 hours of preparation outside of class, an average load means about 45-60 hours per week spent in classes and preparing for classes. To do well academically,

it is expected that students devote this much time to preparation of assignments and study. Students who are employed should limit their unit loads based on the number of hours they spend on their jobs.

Students may register for more than 18 units per semester (7 units in summer) only with a counselor's approval. Approval may be denied based on the student's academic history, field of study and hours per week committed to employment.

Students must meet with a counselor, complete an Excess Unit Limit Form, and have counselor's approval and signature before registering for an overload. Contact the Counseling Office for additional information, (707) 256-7220.

Fees

Enrollment fee

All students enrolling in credit classes are required to pay an enrollment fee when they submit their registration requests. The

current enrollment fee is \$46 per unit, but is subject to change without prior notice.

Students who cannot pay the fee may be eligible for financial aid or a fee waiver. For more information about fee waivers, scholarships, loans, and grants, students should contact the Financial Aid Office, (707) 256-7300, Room 1132.

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

Auditing Fee

Students may audit many classes offered by Napa Valley College. To audit a course, students must have an application for admission on file and an Audit Request Form. The instructor must approve and sign the audit form. The Audit Request Form is submitted to the Admissions and Records Office on or after the first day of classes of each semester. Students may not later change their enrollment status in any audited course to receive credit for the course. Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.

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

Tuition Fee

In addition to the enrollment fee, students who are non-residents of California are required to pay tuition of \$200 per unit. International students pay tuition of \$200 per unit. These fees are subject to change without prior notice. Check the current class schedule for more information.

Accident Insurance Fee

All students are required to pay an Accident Insurance Fee of \$1 per semester when they register for courses. The policy provides secondary insurance coverage for injuries, not illnesses, sustained by a registered student while involved in a class or other college sponsored activity. A copy of the policy is available from Risk Management Services, (707) 253-3349.

Student Health Services Fee

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

Student Representation Fee

All credit students are required to pay a \$1 Student Representation

Fee. This fee will be used so that students may represent student's views at positions at city, county and district governments, as well as state legislative offices and other government agencies.

Technology Fee (optional fee)

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

Instructions on how to request a refund of the Technology Fee can be found online under the Admissions and Records website (www.napavalley.edu/admissions; select the *Fees and Refunds* link). Refunds must be submitted by the deadline to receive a refund of fees within the *current* semester the fee is charged. A refund request form must be completed for *each* optional fee you want refunded.

Student Activities Fee (Optional Fee)

Students taking credit classes will be automatically charged \$5 per semester (Fall and Spring). This fee is optional. This fee will support student organizations and student government. For detailed information, contact ASNVC (707) 256-7340.

Students MUST request a refund of this optional fee by the deadline to receive a refund of fees for the semester the fee is charged.

Appealing fees

Students who wish to appeal fee decisions must file a Petition for Late Add, Drop, or Refund by the end of the term in which the fee is charged. More information concerning these appeals can be obtained through the Admissions and Records Office, (707) 256-7200 or on our website.

Refunds

Enrollment and Accident Insurance Enrollment fees can be refunded for all units a student drops during the first three weeks of the semester. The Accident Insurance Fee can only be refunded prior to the start of classes. Students are able to drop classes online via WebAdvisor or they can submit a Drop Card in person to Admissions and Records. A student cannot drop by simply not attending class.

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

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

Tuition Refund (Out-of-State and Foreign)

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

Date drop request submitted:	Regular Session	Semester	Summer
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.

Special Admit Students

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

High school students enrolling in a physical education course must first attend the course, obtain an Add Card from the instructor and Dean of Physical Education, and submit the Add Card along with the High School Permit to Attend Form to the Admissions and Records Office.

Students can choose to receive high school or college credit for a course. Students who choose college credit pay the college enrollment fees of \$46 per unit enrolled plus Accident Insurance, Student Activities Fee, Student Representation Fee, Student Health Fee and Technology Fee. Students who choose high school credit pay only the Accident Insurance and Student Health Fee and may later submit payment for those courses and receive college credit.

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

Napa Valley College Advanced Placement Procedures

(Coordination with Counseling Division, Faculty and Admission & Records)

Use of AP Exams for GE, Majors and Prerequisites

1. Credit will be given for scores of 3 or higher and will be used for associate degree general education according to the chart on page two (unit values in parenthesis). Credit will not be equated to specific

courses, rather general education areas.

2. Use of AP exams for the major will be determined by the program coordinator.
3. Use of AP exams for satisfying prerequisites will follow the prerequisite challenge process.
4. Official AP exams must be sent by College Board to NVC Exams posted on High School transcripts will not be accepted as official for credit.

Advanced Placement Test Policy

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

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

AP Policy

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

1. Napa Valley College shall apply Advanced Placement examinations, for those who have scored 3 or higher, when certifying completion of Napa Valley College General Education requirements for obtaining an AA/AS degree.
2. Napa Valley College shall apply Advanced Placement examinations when certifying the completion of CSU-General Education/Breadth requirements in accordance with standards set by the CSU system.
3. Napa Valley College shall apply Advanced Placement examinations when certifying the completion of Intersegmental General Education Curriculum (IGETC) requirements in accordance with the Standards, Policies & Procedures for Intersegmental General Education Curriculum (IGETC)

Advanced Placement Exams and Certification of NVC General Education

AP Examination

NVC

AA/AS GE (units awarded are in parenthesis)

Art History	Area B	Humanities (3)
Biology	Area A	Natural Science (4)
Calculus AB	Area D.2	Mathematics (3)
Calculus BC	Area D.2	Mathematics (3)
Chemistry	Area A	Natural Science (4)
Chinese Language and Culture	Area B	Humanities (3)
Comparative Government and Politics	Area C	Social/Behavioral Sciences (3)
English Language & Composition	Area D.1	English Composition (3)
English Literature & Composition	Area D.3	Communication & Analytical Thinking or
	Area B	Humanities (3)
Environmental Science	Area A	Natural Science (3)
European History	Area C	Social/Behavioral Sciences (3) or
	Area B	Humanities (3)
French Language	Area B	Humanities (3)
French Literature	Area B	Humanities (3)
German Language	Area B	Humanities (3)
Human Geography	Area C	Social/Behavioral Sciences (3)
Italian Language and Culture	Area B	Humanities (3)
Japanese Language and Culture	Area B	Humanities (3)
Latin Literature	Area B	Humanities (3)
Latin: Vergil	Area B	Humanities (3)
Macroeconomics	Area C	Social/Behavioral Sciences (3)
Microeconomics	Area C	Social/Behavioral Sciences (3)
Physics B	Area A	Natural Science (4)
Physics C mechanics	Area A	Natural Science (3)
Physics C electricity/magnetism	Area A	Natural Science (3)
Psychology	Area C	Social/Behavioral Sciences (3)
Spanish Language	Area B	Humanities (3)
Spanish Literature	Area B	Humanities (3)
Statistics	Area D.2	Mathematics (3)
U.S. Government and Politics	Area C	Social/Behavioral Sciences (3)
U.S. History	Area C	Social/Behavioral Sciences (3)
World History	Area C	Social/Behavioral Sciences (3) or
	Area B	Humanities (3)

College Level Entrance Program Exams (CLEP)

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

Credit by Examination

Any student who is currently enrolled at Napa Valley College may challenge certain courses upon approval of the Program Coordinator and/or Division Chair and Vice-President of Instruction. Typically, students take an examination, and the grade received (including an "F" or Pass/No-Pass) will become part of the student's permanent record. Credit earned by examination cannot be used to change a grade or to remove a "W" or "I" grade. Students may earn up to 12 total units by challenge.

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

Students who are interested in challenging a course should contact the Office of Instruction, 1500 Administration Building, (707) 256-7150, Room 1531.

Independent Study

Students may earn up to a total of twelve units over the total period of student residency through independent study. Independent study courses are repeatable three times and are planned by the instructor and student together. The program includes weekly meetings to discuss the student's progress. In a typical program, 50 hours of work in a semester will earn one unit. The independent study option may not be used in lieu of existing credit courses which cover the same or similar subject matter. Independent study must be approved by the instructor, division chair, and the Vice President of Instruction. Independent Study Forms are available in the Office of Instruction, Room 1531. Once the form is approved by the instructor and division chair, the student must enroll in the class.

Military Service Credit

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

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

Evaluation of Credit from Other Institutions

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

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

The Admissions and Records Specialist will determine eligibility for, and extent of, credit. In general, there are no limits to the number of units a student may transfer to Napa Valley College. Courses may be used to meet degree requirements at Napa Valley College even if they have been used to meet requirements at another college or even if they are several years old. Napa Valley College does not grant college credit for courses completed at non-accredited colleges/universities, for life experiences or for upper division courses. See the graduation requirements for more information.

Allow at least 8-10 weeks for evaluation of transcripts from other institutions during non-peak periods. During peak periods, evaluations could take longer to process. Students receiving financial aid, veteran's benefits, or are currently enrolled will receive priority. To expedite an evaluation, students must make an appointment with a counselor. Contact the Counseling Office at (707) 256-7220.

Transcripts of Academic Records

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

The first two official copies of a student's transcript will be issued at no charge but must be ordered in person; each additional copy is \$4.00. Students should allow at least 7-10 working days to process a transcript request.

Rush transcripts are available for pick-up or to be mailed regular USPS Mail the next business day after 12:00 noon for a fee of \$10. Transcripts of records prior to 1978 that are on microfilm are not available within this timeline. Certifications of UC and CSU (IGETC and GEC) are not available with a rush transcript.

International Transcripts

Students who attended schools in other countries must have their transcripts evaluated by an international evaluating service. Napa Valley College neither endorses nor recommends any particular service. Evaluations have, however, been accepted from World Education Services. For more information on World Education

Services, please call (415) 677-9378 or visit www.wes.org.

Prerequisites

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

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

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

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

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

Challenging a Prerequisite

Prerequisites may be challenged for the following reasons:

1. You have the knowledge or ability to succeed in the course or program despite not meeting the prerequisite.
2. You have not completed the health and safety prerequisite, but can demonstrate that you do not pose a threat to yourself or others.
3. You will suffer undue delay (a semester or more) in attaining your degree or certificate, as specified in your educational plan, because:
 - a. A course has not been made reasonably available or
 - b. The course has limitation on enrollment due to

intercollegiate competition or public performance or
c. Enrollment has been limited to a set group of students.

4. The prerequisite or condition on enrollment is in violation of Title 5.
5. The prerequisite has not been established in accordance with the district's process for establishing prerequisites and co-requisites.
6. The prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

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

Course Repetition

Students may repeat credit courses at Napa Valley College under specific circumstances as outlined in NVC Board Policy I7320 and the associated administrative regulations. There are three general circumstances when a course may be repeated for credit:

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

Courses designated as repeatable are clearly marked as such on the official Course Outline of Record and in the NVC catalog. In this instance, the course grade for each enrollment will be recorded on the student's transcript and calculated into their grade point average (GPA).

Courses that are not specifically designated as repeatable may be repeated each time the student receives a grade of "D", "F", or "NP" up to a maximum of three enrollments. In this instance, the units from the original course will be removed from the student's GPA. The new grade will be recorded on the student's transcript and will be calculated in the GPA. Under no circumstances will the original course be deleted from the student's permanent record. Students may petition for one additional enrollment if they have earned a substandard grade three times. All attempts to take a course that result in the student earning a grade or a non-evaluative symbol of "W" or "I" on their record will be counted for the purposes of calculating the total number of time a student has enrolled in a course.

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

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

- Students entering impacted (limited enrollment) majors where a grade better than "C" is required in prerequisite courses.
- Students preparing for professional careers such as medicine, dentistry, pharmacy, veterinary medicine, law,

teaching, engineering and master's degree programs.

- Students who have changed majors and need to change a "P" to a letter grade for the new major.
- Students with "P" in English 120 and 121 who are transferring.
- Students required to periodically enroll in a course to maintain a professional certification.

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

Work Experience Courses and Repetition

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

Waiting List

A non-paid waiting list for some classes will be established in the event that a class becomes full. Students will be given the option to be placed on the waiting list. It is the instructor's prerogative to accept

students from the waiting list into the class. Should an instructor choose to include students from a waiting list, students need to obtain an add card signed by the instructor and pay enrollment fees. Contact the Admissions and Records Office for more information.

Withdrawal from Classes

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

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

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



Academic Standards

Attendance

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

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

Unit/Hours

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

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

Classification of Students

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

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

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

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

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

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

Special Admit: High school students with permission from parent and high school principal or designee. Students may enroll in up to 11 units (to enroll in more than 11 units, permission from the Associate Dean of Admissions and Records is required) See

page for more information regarding high school students or go to www.napavalley.edu.

GRADING

Pass/No Pass

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

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

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

Grading System

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

- A — excellent
- B — good
- C — satisfactory
- D — barely passing
- F — failed
- P — satisfactory and credit awarded (passing)
- NP— no credit (not passing)
- W — withdrawal and no credit
- IB — incomplete* IC
- incomplete* ID —
- incomplete* IF —
- incomplete* INC —
- incomplete* IP —in
- progress

- CIP — course in progress
- MW — military withdrawal

* Please see Incomplete Grade section for details.

Incomplete Grade

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

The grade will be indicated after the I (example "B" in IB). The grade will be assigned in the event the conditions are not met.

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

Grade Point Average

A student's grade point average (GPA) is computed by dividing the total grade points earned by the total units attempted. Units attempted on a P/NP basis are not used for computing the grade point average. Grade points are earned as follows:

A =	4;
B =	3;
C =	2;
D =	1;
F =	0;
P =	0;
W =	0;
I =	0.

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

3 units A	3 x 4 = 12
3 units B	3 x 3 = 9
2 units P*	2 x 0 = 0
5 units C	5 x 2 = 10
2 units D	2 x 1 = 2
1 unit F	1 x 0 = 0

14 total units 33 grade points 33 grade points/14 units = 2.36 GPA *CR units are not used for GPA
Cumulative GPA of 2.0 or better with a "C" or better in all classes in the major.

Satisfactory Progress

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

Scholastic Honors

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

are invited to apply to be the valedictory speaker at commencement. A committee will choose the valedictory speaker from all applicants.

"President's Honors at Graduation" is noted on the diploma of a student who graduates (completion of an AA or AS degree) from Napa Valley College with a cumulative grade point average of 3.5 or higher. Napa Valley College chartered a chapter of Phi Theta Kappa, international honor society of the two year college. Students with a G.P.A. of 3.5 or higher are eligible to join.

Withdrawal from Courses

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

Withdrawal is authorized from a class or classes in extenuating circumstances after the last day of the 14th week or 75 percent of the term, whichever is less, upon petition of the student or his representative and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Please note that short term classes (classes shorter than 18 weeks) may have different drop dates. Check with Admissions and Records for specific drop deadlines or on the webpage at www.napavalley.edu

Military Withdrawal

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

Final examinations

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

Grade change

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

Academic Renewal

The academic renewal policy allows a qualified student to remove previously recorded, substandard academic work from his/her grade point average (GPA). In accordance with Title 5, Sections 55764-5, Napa Valley College will allow a student to disregard up to 30 semester units of substandard course work from the calculation of the GPA. Disregarded coursework and grade will remain on the student's transcript, and an "F" for "Forgiveness" will appear next to the grade to denote this change. The substandard grade will no longer be included in the calculation of the cumulative GPA. Academic renewal forms are available in Counseling and Admissions and Records. All requests must be reviewed and signed by a counselor. For more information, contact Admissions and Records, (707) 256-7200.

Probation Standards for Probation

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

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

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

Effects of Probation

The probation status shall be placed on the student's transcript. First semester probationary students are strongly encouraged to see a counselor but are not restricted from registering for the next semester/session. Second and successive semester, i.e., probationary-2 students, must complete a Review of Probationary Status Form and Education Plan with a counselor in order to obtain authorization to register in the subsequent term. Contact the Counseling Office, (707) 256-7220 to schedule an appointment.

Removal from Probation

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

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

Subject to Dismissal

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

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

Right of Appeal

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

Reinstatement after Dismissal

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

Academic Honesty S6330

Definition of Academic Honesty

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

Types of Academic Dishonesty

- Copying from others on a quiz, examination, or assignment ("cheating");
- Allowing another student to copy one's work on a quiz, exam, or assignment;
- Having others take any exam instead of taking the exam oneself;
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own;
- Excessive revising or editing by another that substantially alters the student's final work;

- Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class;
- Taking and using the words, work, or ideas of others and presenting any of these as one's own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

To avoid plagiarizing, one must:

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

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

Consequences of Academic Dishonesty

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

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

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

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

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

Multiple Majors

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



Student Services

Counseling and Advising

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

Academic Counseling

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

Career Counseling

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

Outreach/Pre-enrollment Advising

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

Counseling Appointments

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

regular appointment.

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

Drop-in appointments: Drop-in appointments are available to students during registration periods. The Transfer Center has drop-in counseling and advising available year-round; as well as the option to schedule an appointment.

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

Career Center

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

Counseling

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

Financial Aid/EOPS/CalWORKs/Veterans

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

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

Student Support Services

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

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

Transfer Center

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

WorkAbility III

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

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

Ensuring a Successful Counseling Appointment

Student's Responsibility:

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

Counselor's Responsibility:

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

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

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

Career Center

The Career Center, located in the Student Services 1 Building, provides information and assistance for students in career and educational planning and in job development and job referrals.

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

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

Transfer Center

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

- Transfer advisement for transfer requirements; transfer counseling for decision making
- Transfer education plans
- Visiting university representatives
- Transfer Admission Guarantees (TAGS)
- Web access to transfer information
- Workshop/labs for application, TAG, and personal statement help

- Fall Transfer Day with over 50 colleges
- Van and bus tours of local colleges
- Spring Transfer Celebration

For additional information on transfer services, call the Transfer Center at (707) 256-7333 and check out our Transfer Center website via www.napavalley.edu/transfercenter.

Child Development Center

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

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

The staff focuses on the emotional and social development of each child in a warm, nurturing environment. An age- appropriate program of cognitive and physical development is provided. Daily activities include art, music, dramatic play, science, literature, language development, and creative problem-solving.

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

The Child Development Center serves as the campus lab school for Napa Valley College students in the Child and Family Studies Department. These students, who are pursuing careers in the teaching field, complete their student teaching hours at the center. We also serve as a child observation site for health occupations and other programs on campus. The center staff consists of specialists certificated in Early Childhood Education.

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

LLRC/Library

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

McCarthy Library

The college library is a place of research, study, pleasure and reading and browsing. It is open to students as well as the public. Users will find a wealth of information at their fingertips as they utilize the "SNAP" automated library system. In addition to having access to

50,000 books, 250 periodicals, and 13 newspapers currently available on the shelves at the college library, library users may borrow books, DVDs, videos, CDs and audiotapes from other libraries in Solano and Napa counties, linked to one system. The SNAP Library system is also available for students to do research, place holds and locate materials. All that is required to check out material is a library card from the college library or from any Napa/Solano County library. For online access to the catalog of these materials, go to www.napavalley.edu and click on the LLRC/Library link, then McCarthy Library.

Books and periodical articles not available locally may be requested through interlibrary loan. Valuable online resources available through the library's Internet stations include LexisNexis, a vast database of business, legal, medical and news sources, as well as a variety of EBSCO host and Gale databases for popular and scholarly articles. Printouts are available for purchase in the library copy center.

Eighty computers are available for student use. Computers have software programs specific to courses, Microsoft Office applications, as well as internet access. In addition, laptops with Wi-Fi may be checked out for use within the library. Media viewing rooms and group study rooms equally support groups of students engaged in collaborative learning.

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

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

The library is located in Building 1700. The library opens daily at 7:45 a.m. to 8:45 p.m., Monday through Friday during fall and spring semesters. It is closed weekends and holidays. Summer hours vary. Library Circulation Desk: (707) 256-7400. Reference Desk: (707) 256-7430.

Media Services

Videotapes, DVDs, audiotapes, LCDs, CDs, and other media equipment is available in the main area of the library. Students can check out media materials to do independent and supplemental work with a variety of learning tools.

Learning Services

The Learning Service department, formerly known as Diagnostic Learning Services is located on the second floor of the McCarthy Library (bldg. 1700). The department serves the educational needs of students experiencing difficulties learning, including those with learning disabilities.

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

environment.

Students can make an appointment through self referral or by contacting Learning Services at (707) 256-7442. Please visit the Learning Services website at www.napavalley.edu/dls.

Testing and Tutoring Center

The Testing and Tutoring Center (TTC) offers a variety of placement 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.

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

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

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

Ombudsperson

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

The role of the Ombudsperson is currently filled by the Division Chair of Counseling. To make an appointment with the ombudsperson, please call (707) 257-7227.

Special Services

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

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

Accommodations for eligible students include, but are not limited to, note takers, books on tape, and testing accommodations. For more information, please make an appointment with the Library and Learning Resource Dean 256-7417.

Students who have physical, mental, and/or emotional disabilities

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

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

Student Health Center

The Student Health Center is located in building 2250. Services, which are supported by the Student Health Fee, include care for illness and injuries, reproductive healthcare, TB screening, immunizations, anonymous HIV testing, stress reduction and healthy lifestyle counseling. When you come to College Health Center, you will be seen by a Family Nurse

Practitioner, a nurse who has advanced education and training in diagnosing and treating illnesses and injuries. Short-term and emergency psychological counseling is available with a licensed therapist. When necessary, you may be referred to services off-campus. To contact the Student Health Center, call (707) 259-8005.

Personal counseling/crisis intervention

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

Blood Drives

The Blood Centers of the Pacific mobile unit comes to Napa Valley College several times a year, usually in April, August, and December. All students and employees of Napa Valley College, as well as members of the general public, are welcome to make donations whenever it is on campus. Information about the blood bank and donations should be directed to the Student Health Center, building 2250, (707) 259-8005.

Student Health Alert Aids Information

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

All questions about HIV/AIDS can be directed to the Napa

Valley College Student Health Center, Building 2250, (707) 259-8005.

Academic Support Programs

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

Educational Talent Search (TRIO)

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

English 85 Learning Community

Napa Valley College offers a learning community for some students enrolled in English 85. The English 85 Learning Community (ELC) program links English 85 with a counseling course, and English 84 (the Writing Center) to assist students in developing a sense of community and promote collaborative learning. Students attend classes together throughout both courses. The ELC program provides:

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

For more information on the ELC, contact an academic counselor.

International Education

As a member of the California Colleges for International Education Consortium, Napa Valley College offers its students study-abroad opportunities during the summer and intersession. To find out more about this program, consult the current NVC Schedule of Classes or call (707) 256-7150.

Math Success Center

The NVC Math Success Center, located on the main floor of the 800 building, provides instructional math support to current NVC students. Our goal is to serve the needs of current math students, students preparing for future math studies, and students reviewing past math skills. Hours of operation are posted in the Center each semester.

MESA

The MESA (Mathematics, Engineering, Science Achievement) program provides science, technology, engineering and math (STEM) academic development to educationally disadvantaged community college students so they will excel academically and transfer to four-year institutions in calculus-based majors. MESA is located in the STEM Center lower level of the 1800 building, Room 1806, (707) 253-3199. Main components of the MESA Community College Program (MCCP) include: academic excellence workshops; orientation workshops; academic advising/counseling; student study center;

assistance in the transfer process; career advising; links with student and professional organizations; professional development.

Puente

Puente is an accelerated one-year learning community program. The mission is to assist students to transfer to four-year colleges, earn college degrees, and return to the community as leaders and mentors. The program is open to all students. For more information, please contact the Puente Counselor at (707) 259-8065 or visit <http://napavalley.edu/StudentServices/Puente/Pages/default.aspx> degree, or in transferring to a baccalaureate degree-granting college or university. For information, please call (707) 259 8963.

Writing Center

Students may make 30 minute appointments in the Writing Center, Room 832, to get feedback on essays and other writing projects. Those wishing to combine such feedback with more intensive work on their writing skills and on specific skill areas of grammar, sentence structure, punctuation, spelling, and vocabulary may enroll in the Writing Center class, English 84, which provides self-paced coursework individually tailored to students' needs. The class may be taken for .5 unit or 1 unit of credit. The Writing Center's day and evening hours are posted on the door of Room 832. For more information, log on to our website at www.napavalley.edu/wc.

Student Support Services (TRIO)

Student Support Services (SSS) is a federally funded TRIO program designed to provide academic support to low-income, first generation, and disabled students to enhance their success in college. Students must meet federal income criteria and must have a goal of obtaining a certificate, A.A./A.S. degree, and/or transferring to a four-year institution. Program participants will receive services that include: academic advising, career guidance, tutorial assistance, financial and economic literacy, cultural and academic field trips, and specialized workshops. Students accepted into the SSS program are required to enroll in the Counseling 97 course:

“Managing the College Experience”. For more information, contact the SSS TRIO Office at (707) 256-7350.

Umoja

Umoja is an academic program that combines counseling, mentoring, and an emphasis on African American and African Diaspora culture and literature. The Umoja mission is to provide opportunities to increase the exposure to historical and cultural experiences of African American students and enhance the educational experiences of all students. The Umoja Community seeks to educate the whole student: mind, body, and spirit; and to assist students in earning a certificate,



Financial Aid

Financial Aid/EOPS

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

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

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

characteristics.

Awards

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

Qualifications

In order to qualify, students must:

- be a regular student enrolled in a financial aid eligible program leading to a degree or certificate;
- be in good academic standing;
- demonstrate financial need;
- be a U.S. citizen, or eligible non-citizen;
- certify compliance with Selective Service Registration requirements;
- not be in default on any loan or owe a repayment on any

- grant made under any Title IV program;
- have a Social Security number; and
- have a high school diploma or recognized equivalent.

Eligibility

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

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

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

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

Expenses

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

Estimated 9-Month Standard Budget

Fees	\$ 1,306
Books and Supplies	\$ 1,656
Room and Board	\$10,962
Transportation	\$ 1,314
Personal/Miscellaneous	\$ 2,844
TOTAL	\$18,082

Note: Budget based on student living away from home.

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

Financial Aid Disbursements

The Federal Pell Grant is disbursed twice each semester. Federal SEOG, EOPS Grant, CARE Grant, Cal Grant B, Cal Grant C, and other grants are disbursed once each semester. Federal Direct Loans are disbursed in multiple payments during the eligible loan enrollment period. Loan payment dates vary by individual borrower eligibility and may require supplemental documentation prior to each disbursement.

Grant and loan checks are mailed to the address on file in the Financial Aid/EOPS Office. Checks will not be forwarded. Federal and District Work Study checks are issued at the end of each month, based on the number of hours worked during the pay period, and are picked up at the Cashier Office, Room 1542. For more information see Financial Aid Payment Information on the Financial Aid web page at www.napavalley.edu/financialaid.

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

Repayment Regulations

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

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

Work Study

Federal Work Study Jobs are available to students who qualify for financial aid. These are positions on-campus. The pay rate begins at \$8.25 and varies according to the job description. Eligible students may work up to 20 hours per week while school is in session. Students must work to earn a Federal Work Study award.

Student Assistant Jobs are available to students who do not qualify for other federal and state funds. The pay rate begins at \$8.25 and varies according to the job description. Eligible students may work up to 20 hours per week while school is in session. In addition, job placement services through the Career Center are available to any student enrolled at NVC.

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

CalWORKs Work Study Jobs are available to CalWORKs students. These are positions on-campus and off-campus. The pay rate begins at \$8.25 and varies according to the job description.

Grants

Board of Governor's Enrollment Fee Waivers (BOGW)

are available to students in need of enrollment fee assistance. To be eligible, a student must be a California resident or eligible under AB540 criteria (beginning January 1, 2013), and:

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

BOGW INCOME STANDARDS

NUMBER TOTAL FAMILY IN HOUSEHOLD INCOME

1	\$16,335 or less
2	\$22,065 or less
3	\$27,795 or less

(Add \$5,730 for each additional dependent.)

Federal Pell Grants of up to \$5,550 per academic year are available to qualified students. This federal aid program is designed to provide assistance to those who demonstrate a financial need while attending college.

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

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

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

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

Cal Grant C Awards of up to \$576 per year for training related costs are available to students pursuing a vocationally-oriented course of study of no more than 2 years in length. CHAFEE Grants of up to \$5,000 are available to current or former foster youth who have not reached their 22nd birthday as of July 1 of the award

year. Contact the Financial Aid Office at (707) 253-3020 for additional information.

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

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

Extended Opportunity Programs and Services Grants (EOPS)

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

Other Programs and Services

Scholarships

Scholarships ranging from \$100 to \$5,000, are awarded each year to students. Annual workshops, along with individual assistance are provided to help students with the application process. All students are encouraged to apply. Applications are accepted in December and January for the following academic year. For more information contact the Financial Aid/EOPS Office at (707) 253-3020.

Loans

Emergency Loans for books are available on a limited basis through the Napa Valley College Foundation. Applications are available at the beginning of each semester in the Financial

Aid/EOPS Office. Funds are limited and are awarded on a first- come, first-served basis.

Federal Direct Loans are available to eligible students who have completed the financial aid application process. These loans have a low interest rate and are repayable six months after the borrower ceases to be a half-time student. Loan applications are available in September of the Fall semester with an application deadline of April 1st. Additional Direct Loan information is available at the Financial Aid/EOPS Office or online at www.napavalley.edu/financialaid.

Financial Aid Satisfactory Academic Progress Policy

The complete Financial Aid Satisfactory Academic Progress (SAP) Policy is available in the Financial Aid/EOPS Office and on the NVC website at www.napavalley.edu on the financial aid web page.

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

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

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

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

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

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

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

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

Veterans Benefits

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

Educational Plans: Students who apply for educational benefits from the Department of Veterans Affairs (VA) must be matriculated. At Napa Valley College (NVC), this is accomplished by completing assessment and orientation, and meeting with the Veterans Counselor to develop an educational plan. All students wishing to receive VA educational benefits at NVC must submit for evaluation, official copies of military transcripts, and transcripts from all previously attended colleges, universities and vocational schools. Military transcripts include, but are not limited to, DD-214 Member Copy-4, Community College of the Air Force, Sailor/Marine American Council on Education Registry Transcript (SMART), Army/American Council on Education Registry Transcript System (AARTS), United States Coast Guard (USCG) Transcript. Credit for experiences in the military service may be allowed as recommended by the American Council on Education and in accordance with the provisions of the NVC Catalog. All applicable transcripts must be on file and evaluated prior to developing an educational plan. An educational plan is required before NVC can submit a student's enrollment certification to the VA. The process may take several months. Students should have transcripts from all other institutions sent to NVC as early as possible.

Satisfactory Academic Progress: Federal regulations state that NVC is required to report a termination of benefits for any veteran

or eligible dependent who is subject to dismissal. See pages of the catalog for details regarding college probation and dismissal. Payment of educational benefits to a student terminated for unsatisfactory progress may resume at NVC once the student has been reinstated after dismissal.

Other Programs and Services

Extended Opportunity Programs and Services (EOPS)

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

Extended Opportunity Programs and Services (EOPS)

EOPS (*con't*)

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

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

Cooperative Agencies Resources for Education (CARE)

CARE is part of EOPS and provides financial aid for books, transportation and child care, as well as counseling and other support services to single parents. To qualify, a student must apply and be

eligible for EOPS, must currently be receiving CalWORKs/TANF and must have at least one child under fourteen years of age.

California Work Opportunity and Responsibility to Kids Act (CalWORKs)

CalWORKs is a welfare-to-work program. CalWORKs students must be enrolled in an approved vocational program. Individuals who qualify for CalWORKs may be eligible for additional supportive services at NVC. To qualify, students must be receiving cash aid.

Financial Aid for Non-Standard 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 for more information.

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

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



Student Life

Associated Students of Napa Valley College

The Associated Students of Napa Valley College (ASNVC) financially supports Student Life by providing services to students through the ASNVC Office, Bldg. 1300, Room 1342. Services to students that enhance Student Life at Napa Valley College are:

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

Executive Board

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

The ASNVC Executive Board has the responsibility for financing and

organizing co-curricular and non-curricular activities, such as lectures and various cultural events. It manages funds derived from the sale of ASNVC ID cards, video game and vending machines; it also receives a portion of the profits from the student bookstore.

The ASNVC Executive Board tries to be a representative of the college's student body. All registered students have the right to vote in the annual elections. Any student, who has completed 5 units at NVC, has a GPA of 2.0 or better and is currently enrolled in at least 5 units and who follows other guidelines set by the ASNVC constitution and bylaws may run for office.

The ASNVC Executive Board holds regular meetings on campus (location varies). Students are encouraged to attend and voice their opinions on campus and community-related issues.

Participation in Shared Governance

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

The Student Life Office is located in Room 1342. The ASNVC Executive Board holds regular meetings on campus (location varies). Students are encouraged to attend and voice their opinions on campus and community-related issues.

Student Representation Fee

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

Examples of ways Associated Students of Napa Valley College (ASNVC) Government would spend the Student Representation fee money:

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

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

Student Activities Fee (Optional fee)

The Student Activities Fee is a \$5 fee that is automatically charged to all credit students during the fall and spring semesters at the time of registration. The Student Activities fee supports all student clubs and student organizations at Napa Valley College. These funds allow student clubs and organizations to provide events and activities on campus as well as award scholarships and promote an active campus life. Instructions on how to request a refund of the Student Activities Fee can be found online under the Admissions and

Records website (www.napavalley.edu/admissions; select the **Fees and Refunds** link). Refunds must be submitted by the deadline to receive a refund of fees within the **current** semester the fee is charged. A refund request form must be completed for **each** optional fee you want refunded.

ASNVC ID Card

With the purchase of an ASNVC ID card, students are entitled to discounts on and off campus. ASNVC ID Cards are purchased for \$5.00 each semester at the Cashier's Office, Bldg. 1500, Room 1542. Students must bring their receipt to the ASNVC Office to have their picture taken and pick up their Student ID card. The card displays the student's name, birth, expiration date, student ID number,

and a photograph. Visit the ASNVC Office web page (www.napavalley.edu/ASNVC) for a list of discounts.

Emergency Student Fund

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

Leadership Opportunities

One of the skills so vital to success in today's world is leadership. While there are certainly some individuals with a natural flair for leadership, you don't have to be a natural born leader to become an effective leader. Skills can be learned through experience. Napa Valley College offers many leadership opportunities for students such as:

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

Clubs and Organizations

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

- Cultural (Club Hispano Americano, Black Student Union)
- Social (Potter's Guild, Garden)
- Academic (Puente, Math, Engineering, and Sciences Achievement (MESA), Student Support Services (SSS))
- Athletic (Tennis)
- Honors Society (Phi Theta Kappa)
- Health related clubs (Respiratory Care, Psychiatric Tech (PTECH) Apprentices, Nursing (ADN))

New clubs are frequently recognized throughout the year. Active clubs and their meeting times are advertised on the ASNVC web page (www.napavalley.edu/ASNVC). To qualify for official club status, student clubs and organizations must have seven active NVC students and a faculty/staff advisor. Clubs must participate in the Inter-Club Council. Students wishing to establish a

club should contact the ASNVC Office, (707) 256-7340 or visit the ASNVC web site at www.napavalley.edu/ASNVC.

Housing

There are no residence halls or dormitories on the campus. Students make their own arrangements for housing within the community. Housing information is available online at www.napavalley.edu/housing.

Intercollegiate Athletics

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

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

More information on athletics may be obtained by calling the Athletic Department, (707) 253-3222.

Recreation

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

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

Exhibitions, Performances, and Productions

The Art, Theater, and Music departments in the Division of Arts and Humanities at Napa Valley College produce more than 20 events each year for the community audience, providing outstanding cultural programs for students, local residents, and their families.

Art

Students enrolled in credit courses have the opportunity to exhibit their artwork in the Napa Valley College Art Gallery located on campus in the Visual Arts Center. Student exhibitions include a wide variety of artwork: ceramics, drawing, mixed media, painting, and photography. The college art gallery also sponsors exhibitions of guest artists' work.

Theater

Actors in the Theater Department present campus shows and touring productions each semester. Participation is open to all. Auditions and technical assignments are arranged prior to the start of each semester. Periodically the Theater and Music Departments collaborate in the production of a musical. Many jobs for credit (and some for pay) are also available in technical aspects of production: sets, lights, costumes, make-up, sound, and publicity.

Music

Students in the Music Department have the option of performing in several choral organizations or three instrumental groups. Each performing group specializes in its own particular style, ranging from the "a cappella" singing of the vocal ensemble "Prima Voce" to the classical sounds of the North Bay Philharmonic Orchestra. Instrumental groups include a chamber orchestra, a wind ensemble, and a jazz ensemble. More information can be obtained by calling the office of the Division of Arts and Humanities at (707) 256-7502.



General Education (GE) and Graduation Requirements

Associate Degrees (A.A. and A.S.)

The associate degree consists of two main elements:

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

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

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

Catalog rights

Students have two options regarding the requirements for the Associate Degree (graduation requirements): 1) They are eligible to graduate under the catalog in effect at the time they

petition to graduate, whether or not they maintain continuous enrollment at the college; or 2) Students who maintain continuous enrollment (by taking at least one course each academic year—fall or spring semester) may also elect to graduate under the catalog in effect during initial enrollment at Napa Valley College. Please Note: Catalog rights do not apply to modifications to entrance requirements for programs (e.g., ADN, Respiratory Therapy, etc.) or program prerequisites. Consult the catalog supplement and a counselor for any changes to these requirements.

Petition for Graduation

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

NVC General Education Category Descriptions

Approved by the Academic Senate February 2010

A. Natural Science

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

astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

B. Social and Behavioral

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

C. Humanities:

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

D. Language and Rationality

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

- D1. English Composition: Courses fulfilling the English composition requirement will focus on written language. To satisfy the general education requirement in English composition, a course will be designed to include substantial instruction and practice in both expository

and argumentative writing.

- D2. Communication and Analytical thinking: Courses fulfilling the communication and analytical thinking requirement will focus on spoken or symbolic language. To satisfy the general education requirement in communication and analytical thinking, a course will be designed to help the student achieve an understanding of the relationship between language and logic, leading to the ability to communicate ideas, analyze and solve problems, and identify the assumptions upon which particular conclusions depend. This category will include introductory or integrative courses in oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

- D3. Mathematical Concepts and Quantitative Reasoning: Courses fulfilling the mathematical concepts and quantitative reasoning requirement will focus on symbolic language. To satisfy the general education requirement in mathematical concepts and quantitative reasoning, a course will be designed to help a student successfully process information requiring quantitative analysis, calculation, and the ability to use and criticize quantitative arguments. This category will include courses in mathematics, specifically those which meet or exceed the math competency requirement, including statistics.

E. Multicultural/Gender Studies

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

Napa Valley College
General Education Pattern for the A.A. and A.S. Degrees
 Effective fall 2012 through summer 2013

Students are required to complete 18-21 semester units in Areas A through E below. A course cannot be used to satisfy a requirement in more than one area except in the case of Area E for the AS degree. Physical Education and American History/ Institutions are graduation requirements. If you are planning to transfer to a university, choose only courses that appear both here and on the appropriate transfer general education/breadth sheet.

<p>A. Natural Science: (Choose 3 units)</p> <p>ANTH 120; ANTH 120L; ASTR 110, 111; BIOL 103, 105, 110, 112, 117, 120, 218; CHEM 110, 111, 120; EART 110; ENVS 115; GEOG 110, 114; GEOL 110; HEOC 100; PHYS 110, 120, 140.</p>
<p>B. Social and Behavioral Sciences: (Choose 3 units)</p> <p>ADMJ 121, 122, 125; ANTH 121, 122, 130, 131, 145, 150, 180, 200; CFS 120, 140, 180; COUN 120; ECON 100, 101, 120; ENGI 110; HIST 120+, 121+, 122, 123, 135, 140, 142, 145, 150, 152, 153; LGBT 120; POLI 120+, 121+, 125, 130, 135, 140; PSYC 120, 123, 124, 125, 126, 127, 128, 135; SOCI 120, 122, 123; SPCOM 126.</p>
<p>C. Humanities: (Choose 3 units)</p> <p>ANTH 150; ARTH 100, 105, 106, 114, 118, 120, 130, 135, 210; ASL 120, 121; CFS 145; DART 120; ENGL 121, 123, 213, 214, 215, 216, 220, 223, 224, 225, 226; FILM 110, 125A, 125B, 125C, 125D, 203; FREN 120,121; HIST 122,123; HUMA 100,101, 112, 113, 125,151,160,170, 174,185, 186, 188, 189A, 189B, 189C, 189D; ITAL 120, 121; MUSI 110, 112, 114; PHIL 120, 121, 125, 127, 128, 129, 130, 131, 133, 134, 137; PHOT 120; SPAN 111, 120, 121, 240, 241, 280, 281, 282; THEA 100, 105, 215</p>
<p>D. Language and Rationality:</p> <p>D.1 ENGLISH COMPOSITION (Choose 3 units and complete with a "C" or better.)</p> <p>BUSI 105; ENGL 120.</p>
<p>D.2 MATHEMATICS (choose 3 units and complete with a "C" OR may demonstrate competency with a test).</p> <p>MATH 94, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; TECH 107.</p>
<p>D.3 COMMUNICATION AND ANALYTICAL THINKING (Choose 3 units and complete with a "C" or better),</p> <p>ADMJ 123, 124; ANTH 150, 200; ASL 120; ASTR 111; BIOL 103, 110, 112, 120, 219, 220, 240, 241; 109; BUSI 103, 108, 110, 143; CFS 123, 135, 140, 155, 160; CHEM 110, 111, 120, 121; COUN 100; EART 110; ECON 100, 101; ENGI 123; ENGL 121, 123, 125, 200, 201, 202, 213, 214, 215, 216, 220; ESL 106; FILM 110, 203; HEOC 101; HUMA 100, 101, 125, 185, 186; MATH 90, 94, 97, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; PHIL 120, 121, 125,126, 130, 131; PHYS 110, 120, 121, 140, 240; POLI 125, 135, 140; PSYC 124, 135; RESP 120; SOCI 122; SPAN 240, 241, 280, 281; SPCOM 120, 122, 124, 126; TECH 92, 107; THEA 110,140*, 150*, 156, 210, 244.</p>

E. Multicultural/Gender Studies:

Effective fall, 2001 for the A.S. Degree only, choose 3 units which may double count for one other area of GE, providing the course is listed in that area.

Effective fall, 1995 for the AA Degree, choose 3 units in addition to other GE area requirements.

ADMJ 123; ANTH 121, 145, 150, 180; CFS 140, 180; COUN 124; ENGL 224; FILM 110; HIST 145, 150, 152, 153; HUMA 100, 101, 112, 113, 151, 174, 186; LGBT 120; PSYC 128; SPCOM 126; THEA 105

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

- Exemptions:**
- 1) Students majoring in Health Occupation
 - 2) Veterans with six months service receive unit credit for P.E. and HELH 106
 - 3) Completion of the Police Academy

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

*Revised
May 8, 2012*

Napa Valley College
CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (GE) REQUIREMENTS
 Effective Fall 2012 through Summer 2013

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

NVC CSU-GE Certification Process:

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

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

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

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

<p>A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (A minimum of 9 units is required) Select one course from A-1, A-2 and A-3.</p>
<p>A-1. Oral Communication (Grade of "C" or higher required.) Speech Communication 120, 122, 124, 130</p>
<p>A-2. Written Communication (Grade of "C" or higher required.) English 120</p>
<p>A-3. Critical Thinking (Grade of "C" or higher required.) English 123, 125; Philosophy 120, 121, 126, 130</p>
<p>B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (A minimum of 9 units is required) Select one Physical Universe course (Area B-1) and one Life Forms course (Area B-2). At least one of the courses must include a laboratory, indicated by a star (*). In addition, select one Mathematics course from Area B-4.</p>

<p>B-1. Physical Science</p> <p>Astronomy 110, 111; Chemistry *110, *111, *120, *121, *240, *241; Earth Science *110; Geography 110; Geology 110, (add Geology *111 for lab); Physics 110 (add Physics 111 for lab), 120,*140, 240*, 241*</p>
<p>B-2. Life Science</p> <p>Anthropology 120, 120L*; Biology *105, *110, 112, 117, *120, *218, *219, *220, *240, *241</p>
<p>B-3. Laboratory Activity (Select at least one course in Area B-1 or B-2 with a star {*})</p>
<p>B-4. Mathematics/Quantitative Reasoning (Grade of "C" or higher required.)</p> <p>Broadcast Television 109; Mathematics 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; Technology 107</p>
<p>C. ARTS AND HUMANITIES (A minimum of 9 units is required) At least 3 units must be selected from Arts, Area C-1, and at least 3 units must be selected from Humanities, Area C-2. The remaining units may be selected from either Area C-1 or Area C-2, for a total of at least 9 units.</p>
<p>C-1. Arts: Arts, Cinema, Dance, Music, Theater</p> <p>Arts 100, 102, 112; Art History 100, 105, 106, 110, 114, 118, 120, 130, 135, 180, 210; Film 100, 110, 117, 120, 121, 125A, 125B, 125C, 125D; Humanities 117, 120, 121, 125, 170, 174, 185, 186, 189A, 189B, 189C, 189D; Music 110, 112, 114, 121, 122, 196; Photography 120, 121, 180; Theater 100, 105, 140, 141, 142</p>
<p>C-2. Humanities: Literature, Philosophy, Languages Other than English</p> <p>American Sign Language 120, 121; Child Family Studies 145; English 121, 213, 214, 215, 216, 220, 223; Film 105, 106, 115; French 120, 121; History 122, 123; Humanities 100, 101, 105, 106, 112, 113, 115, 125, 151, 160, Italian 120, 121; Philosophy 120, 121, 125, 126, 133, 134, 137; Photography 181; Spanish 120 (or SPAN 110 & 111**), 121, 240, 241,280, 281, 282</p>
<p>Note:** Students must successfully complete both SPAN 110 &111 to receive credit for Area C-2,</p>
<p>D. SOCIAL SCIENCES (A minimum of 9 units is required) A maximum of 2 courses may be selected from one of the following categories. Some courses may be listed in more than one category but may only count toward satisfying one category.</p>
<p>D-1. Anthropology 121, 122, 130, 131, 145, 180, 200; Child Family Studies 180</p>
<p>D-2. Economics 100, 101, 120; Political Science 145</p>
<p>D-3. Ethnic Studies: History 145, Humanities 100, 101, 112, 113, 160; Psychology 128</p>
<p>D-4. Gender Studies: Anthropology 150, 180; History 150, 152</p>
<p>D-5. Geography 114</p>
<p>D-6. History 120, 121, 122, 123, 135, 140, 142, 145, 150, 152, 153; Humanities 100, 101, Philosophy 137</p>

D-7. Interdisciplinary Social or Behavioral Science: Child Family Studies 120, 140; Philosophy 137; Speech Communications 126	
D-8. Political Science 120, 121, 125, 130, 135, 140, 145	
D-9. Child Family Studies 120, 140; Psychology 120, 123, 124, 125, 126, 127, 135, 175; Sociology 123	
D-10. Sociology and Criminology: Administration of Justice 120; Anthropology 180; Child Family Studies 180; Psychology 123, 135; Sociology 120, 122, 123, 154	
Note: History 120, 121, 150 or 152 and Political Science 120 or 121 may double count for this area as well as satisfying CSU graduation requirements for American History and Institutions.	
E. LIFELONG LEARNING AND SELF-DEVELOPMENT (A minimum of 3 units is required)	
E-1. Integrated Physiological, Social and Psychological Beings: Child Family Studies 120; Counseling 100; Health 106; Psychology 120, 124, 135; Sociology 122, 130	
E-2. Activity Courses: Dance 126, 128, 132, 133, 134, 135, 136, 137, 138, 140; Physical Education 100, 102A, 102B, 105, 112, 113, 117, 118, 122, 123, 125, 129, 130, 131, 132, 133, 145, 146, 147, 148, 149, 151, 152, 153, 154, 160, 162, 169, 171, 172, 173, 174, 176, 178, 199, 200, 255, 284, 285, 286, 287, 290, 291, 292, 297, 298	
Note: Effective Fall 2001, a maximum of 1.5 units in activity courses may be used to satisfy Area E.	
AMERICAN HISTORY AND INSTITUTIONS GRADUATION REQUIREMENT FOR CSU: Select one course from the American History category and one course from the American Government category.	
American History: History 120, 121, 150 or 152	American Government: Political Science 120 or 121
Note: Courses selected for this requirement may also be used for Area D, Social and Behavioral Sciences	

Napa Valley College
 Intersegmental General Education Transfer Curriculum (IGETC)
Effective fall 2012 through summer 2013

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

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

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

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

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

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

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

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

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

At least 2 courses, with one from the Physical Science and one from the Biological Science; at least one of the two courses must include a laboratory (indicated by a star "**"): 7-9 semester or 9-12 quarter units

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

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

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

Napa Valley College courses that meet the proficiency level
Asl 120; Fren 120; Ital 120; Span 120 (or Span 110 & 111)

College Course: _____ College: _____

Completed in High School: Course: _____ High School: _____

Completed by Examination: Name of exam _____ Score _____ Date _____

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

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

Faculty member verification of a student's competency.

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

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

- | | |
|-------------------------|----------------|
| Group 1 | Group 2 |
| Hist 120, 121, 150, 152 | Poli 120, 121 |

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

*Designates courses with a laboratory.



Transfer Information

Transfer Center

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

- Transfer advisement for transfer requirements; transfer counseling for decision making
- Transfer education plans
- Visiting university representatives
- Transfer Admission Guarantees (TAGS)
- Web access to transfer information
- Workshop/labs for application, TAG, and personal statement help
- Fall Transfer Day with over 50 colleges
- Van and bus tours of local colleges
- Spring Transfer Celebration

For additional information on transfer services, call the Transfer Center at (707) 256-7333 and check out our Transfer Center website

via www.napavalley.edu/transfercenter.

Transfer Options

Napa Valley College students may transfer anywhere:

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

Refer to www.aiccu.edu and individual campus websites.

The California State University System (CSU)

The system works closely with the California Community Colleges to develop articulation for lower division courses. Refer to www.assist.org. 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 so that they meet all transfer requirements. A maximum of 70 transferable units are acceptable from California Community Colleges.

The California State University System (CSU) (con't)

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

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

A new CSU General Education list is published each academic year since courses may be added or deleted. Catalog rights do not apply to general education certification, so students must consult the new list each year. A course may be used to satisfy only one General Education area. The list of courses approved for the CSU General Education pattern is available online at the college's articulation website which can be accessed via the college homepage-napavalley.edu. Please consult a counselor in using this pattern.

Please note:

- Students are advised to complete the lower division preparation for the major prior to transfer. High demand majors may require lower division preparation completion as program entrance criteria.
- Students are encouraged to complete an entire general education pattern prior to transfer so they can request to have their general education certified as complete. This means that no additional lower division general education courses will be required to graduate from the transfer institution. The IGETC pattern, which can also be used for UC transfer, can be used in lieu of the CSU GE pattern. Consult with a counselor.
- Students who wish to transfer with freshman or sophomore standing must consult a counselor to determine feasibility and entrance requirements.

Students are advised to file their applications for the CSU system during the priority filing periods:

Fall Quarter or Semester of the previous year....	October 1-31
Winter Quarter or Semester of the previous year.....	June 1-30
Spring Quarter or Semester of the previous year.....	August 1-31

At this point in time, few CSU campuses are open for winter or spring application!

The University of California System

(UC)

The UC system also works closely with the California Community Colleges to develop articulation for lower division courses. Refer to www.assist.org. Like the CSU system, the UC system gives first priority for admission in junior standing to undergraduate transfer students from the California Community College System. Again, students should plan carefully to ensure they are prepared to transfer and 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:
 - a. 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
 - b. one UC transferable course in mathematics and
 - c. four UC transferable college courses from at least two of the following subject areas: arts/humanities, social/behavioral sciences, and physical/biological sciences.

Please note:

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

UC system during the following priority periods:

Fall Quarter or Semester of the previous year *	November 1-30
Winter Quarter of the previous year ..	July 1-31
Spring Quarter of the previous year	October 1-31

At this point in time, few UC campuses are open for winter or spring application!

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

The Intersegmental General Education Transfer Curriculum (IGETC) will meet lower division general education/breadth for most UC campuses and colleges. Although IGETC is not usually an entrance

requirement, students are advised to complete this pattern prior to transfer if they are not enrolled in high-unit majors. Students who complete the IGETC pattern will not be held to any other lower division general education courses at the UC campus as long as they request official certification from Napa Valley College upon transfer to the UC campus. Students will be held to all other graduation requirements of the campus in question.

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

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

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

The list of courses approved for each of the following areas and sub-areas of the IGETC pattern is published each term in the schedule of classes and is available online at the college's articulation site which can be accessed via the college homepage-napavalley.edu. Please consult a counselor in using this pattern.

CA Independent and Out-Of-State Colleges and Universities

California has more than 100 independent colleges and universities offering a variety of major and program choices. Each of these institutions has its own set of entrance and graduation requirements. Students must consult the online catalog of their chosen institution and work with a counselor to develop a transfer plan.

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

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

Associate Degrees for Transfer (SB 1440 Transfer Degrees)

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. The student must obtain a minimum grade point average of 2.0. No additional local requirements may be added (so no NVC GE requirements).

A student who earns an Associate of Arts/Science Degree for Transfer:

- Will complete no more than 60 semester units or 90 quarter units that are eligible for transfer to the California State University, with a minimum of 18 units in major prep courses and a fully certified GE pattern completed, either one below:
 1. Inter-segmental General Education Transfer Curriculum (IGETC), or
 2. California State University General Education – Breadth Requirements (CSU GE)
- Obtainment of a minimum grade point average of 2.0.
- No additional local requirements may be added (so no NVC GE requirements).

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.

Consult the *College Programs* section of the Catalog to view the most current list of Napa Valley College Associate Degrees for Transfer. 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.

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 to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

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

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



College Programs

Accounting

Division Offices Career Technical Education

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David Angelovich, Program Coordinator
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Stacy Hitchcock, Division Secretary
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Associate of Science in Business, Concentration in Accounting

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

The degree consists of the following components and must total at least 60 units. The General Education and Business Core components are the same for all program concentrations: General Education, 21 units; Business Core, 15-17; Concentration, 12-25; Electives, 0-12. After completing the above requirements, the student will be awarded an A.S. Degree in Business with or without a specified program concentration. If the student continues his or her studies and completes the required coursework in an additional concentration, that program concentration designation will be added to his or her A.S. Degree; a second, separate degree is not awarded.

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

Student Learning Outcomes

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

1. Apply current computer applications
2. Interact professionally through oral and written communication
3. Analyze and solve problems using a variety of methods
4. Demonstrate professional and ethical behavior
5. Apply knowledge of accounting principles
6. Apply knowledge of management

- techniques and business theory
7. Develop a career plan

Total Units: 60 units

Requirements for A.S. Degree in Business, Concentration in Accounting

First Semester (15 units)

ACCT120	Introduction to Accounting	3
BUSI 90A	Business Mathematics (Part 1)	1
BUSI 90B	Business Mathematics (Part 2)	1
BUSI 90C	Business Mathematics (Part 3)	1
BUSI 100	Introduction to Business	3
SPCOM 124	Career Communication	3
or		
SPCOM 126	Intercultural Communication	3
Natural Science Elective		3

Second Semester (15 units)

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

Third Semester (15 units)

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

Fourth Semester (15 units)

ACCT 126	Managerial Accounting	5
ACCT 127	Computer Accounting	3
BUSI 242	Fund. Of Corporate Finance	2
Physical Education		2
Business Electives*		5

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. One-year Bookkeeping Certificate: ACCT 120, 125, 126, 127; BUSI 100, 103, 105; CISA 100 OR 110, 165. All courses must be completed with a grade of "C" or better.
3. Transfer to a baccalaureate degree granting institution – Consult the Napa Valley College Catalog, the catalog of the college or university of your choice, and a Napa Valley College counselor for specific requirements.

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

College Requirements

For complete information, see "Graduation Requirements" in

the Catalog Index

Course Descriptions

ACCT 120 – Introduction to Accounting 3 units; 3 hours lecture, 54 hours total CSU

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.

ACCT 122 – Federal Income Tax for Individuals 3 units; 3 hours lecture, 54 hours total CSU

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.

ACCT 125 – Financial Accounting 5 units; 5 hours lecture, 90 hours total CSU, UC

Recommended Preparation: ACCT 120

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

ACCT 126 – Managerial Accounting 5 units; 5 hours lecture, 90 hours total CSU, UC

Prerequisite: ACCT 125

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

ACCT 127 – Computer Accounting 3 units; 54 hours lecture CSU

Recommended Preparation: ACCT 120 , ACCT 125

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

Administration of Justice

Division Offices

Career Technical Education

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Associate of Science in Administration of Justice

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

Student Learning Outcomes

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

technical skills appropriate for the profession.

8. Demonstrate knowledge of criminal law and criminal procedure appropriate for an Administration of Justice major.

Requirements for A.S. Degree in Administration of Justice

Required Core Courses (21 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 Justice Communication	3
ADMJ 124	Introduction to Investigation	3
ADMJ 125	Introduction to Evidence	3
ADMJ 190	Administration of Justice	3

Total Units: 21

Certificate Options

Certificates of completion specializing in Law Enforcement and 911 Dispatcher are also available in the Administration of Justice Program. To earn a certificate in one of these areas the student must complete the following requirements.

911 Dispatcher Certificate of Completion

Student Learning Outcomes

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

A certificate in 911 Dispatch requires 18 units:

7 units of required core courses:

CJT 296	Public Safety Dispatchers' Basic Course	4
ADMJ 123	Introduction to Community Policing	3

Select 3 units from the following:

CISA 160	Database Systems	3
CISA 165	Spreadsheets	3
CISA 170A	Keyboarding 1/Part 1	1
CISA 186	Beginning Word Processing	2
CISA 110	Introduction to Microcomputers	3

Select 6 units from the following:

ADMJ 121	Introduction to Criminal Law	3
ADMJ 122	Introduction to Criminal Procedures	3

CJT 302 Criminal Justice Skills & Knowledge Modular 0.5 - 5
 Physical Education 2
Administration of Justice courses may be used as electives for the AS degree in Administration of Justice.

Law Enforcement Certificate of Achievement

Students must complete CJT 200.
Total Units: 24

Student Learning Outcomes

Upon completion of the Law Enforcement Certificate, it is intended that students will be able to:

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

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index Planning a Program of Study.

The course offerings in the Administration of Justice program prepare a student for a career in various fields, and jobs including:

- Corrections - correctional officer, probation officer
- Criminal Justice
- Law - attorney, prosecutor, defense attorney
- Law enforcement - police officer, deputy sheriff, peace officer
- Social Services
- Probation - adult probation, juvenile probation

Course Descriptions

ADMJ 120 – Introduction to the Criminal Justice System

3 units; 3 hours lecture, 54 hours total
CSU,UC

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

ADMJ 121 – Introduction to Criminal Law
3 units; 3 hours lecture, 54 hours total

CSU, UC

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

ADMJ 122 – Introduction to Criminal Procedures

3 units; 3 hours lecture, 54 hours total

CSU

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.

For complete information, see "Graduation Requirements" in the *Catalog Index*.

ADMJ 123 – Introduction to Community Policing

3 units; 3 hours lecture, 54 hours total

CSU, UC

An in-depth study of the relationship between the practitioners in the criminal justice system and the community they serve. The student will analyze the casual aspects of community misunderstanding, lack of cooperation, and mistrust often related to cultural misunderstandings. Historical and modern models will be examined, with particular emphasis placed upon community problem-solving and community policing in a multi-cultural society. The importance of language, communication skills, the sharing of decision-making authority and responsibility for the outcomes, and the understanding of the operations prejudice and discrimination will be stressed.

ADMJ 124 – Introduction to Investigation

3 units; 3 hours lecture, 54 hours total

CSU

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

ADMJ 125 – Introduction to Evidence

3 units; 3 hours lecture, 54 hours total

CSU

Recommended Preparation: ENGL90

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.

ADMJ 190 – Administration of Justice Internship 1

3 units; 18 hours lecture, 144 hours lab, 162 hours total

CSU

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.

ADMJ 191 – Administration of Justice Internship 2

3 units; 18 hours lecture, 144 hours lab, 162 hours total

CSU

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.

ADMJ 199 – Independent Study in Administration of Justice

**1-3 units; 3-9 hours lab, 54-162 hours total
CSU; Repeatable once**

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

ADMJ 290 – Administration of Justice Internship 3

3 units; 18 hours lecture, 144 hours lab, 162 hours total

CSU

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.

ADMJ 291 – Administration of Justice Internship 4

**3 units; 18 hours lecture, 144 hours lab, 162 hours total
CSU**

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.

American Sign Language

Division Offices Language and Developmental Studies

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Gina Stofan, Division Secretary
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Course Descriptions

ASL 120 – First Semester American Sign Language

**5 units; 5 hours lecture, 90 hours total
CSU, UC**

Emphasizes grammar and receptive and expressive skills. Overview of the culture of native signers. Independent study of supplemental video materials will require a minimum of two hours each week.

ASL 121 – Second-Semester American Sign Language

**5 units; 5 hours lecture, 90 hours total
CSU, UC**

Prerequisite: ASL 120

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

Anthropology

Division Offices Social Sciences

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Division Secretary's Office
1031-V, (707) 259-8939

Faculty and Offices

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Associate of Arts in Social and Behavioral Science

This area of emphasis uses a social science framework to develop the student's understanding of the self and societies, enabling the student to understand, evaluate, and apply social science research and theories.

Total: 18 units

Student Learning Outcomes

Upon successful completion of this degree, the student should be able to:

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

Core Courses (15 units)

Students must complete three units in each of the following subject areas

Anthropology

ANTH 120	Biological Anthropology	3
ANTH 120L	Biological Anthropology Laboratory	1
ANTH 121	Introduction to Cultural Anthropology	3
ANTH 200	Introduction to Linguistic Anthropology	3

History

HIST 120	United States History 1	3
HIST 121	United States History 2	3
HIST 122	World Civilization 1	3
HIST 123	World Civilization 2	3
HIST 150	History of American Women 1600-1900	3

HIST 152	Women in Twentieth-Century America	3
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Political Science

POLI 120	Introduction to the Principles of American Government 1	3
POLI 121	Introduction to the Principles of American Government 2	3
POLI 125	Introduction to Modern Political Ideology	3
POLI 135	Comparative Government	3
POLI 140	International Relations	3

Psychology

PSYC 120	General Psychology	3
PSYC 123	Social Psychology	3
PSYC 125	Human Development	3

Sociology

SOCI 120	Introduction to Sociology	3
SOCI 122	Social Problems	3
PSYC 135	Human Sexuality	3

Restricted Electives (3 units)

Select three units from the following courses:

ADMJ 154	Criminology	3
or		
SOCI 154	Criminology	3
CFS 120	Child Development	3
CFS 140	The Child, Family and Community	3
ECON 101	Principles of Microeconomics	3
MATH 232	Statistics	4

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

ANTH 120 – Biological Anthropology
3 units; 3 hours lecture, 54 hours total
CSU, UC

Co-requisite: ANTH 120L

Recommended Preparation: ENGL90

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.

ANTH 120L – Biological Anthropology**Laboratory****1 unit; 3 hours lab, 54 hours total****CSU, UC****Co-requisite: ANTH 120****Recommended Preparation: ENGL 90**

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.

ANTH 121 – Introduction to Cultural Anthropology**3 units; 3 hours lecture, 54 hours total****CSU, UC****Recommended Preparation: ENGL 90**

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.

ANTH 122 – Magic, Ritual, and Belief**3 units; 3 hours lecture, 54 hours total****CSU, UC****Recommended Preparation: ENGL 90**

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.

ANTH 130 – Introduction to Archaeology**3 units; 3 hours lecture, 54 hours total****CSU, UC****Recommended Preparation: ENGL 90**

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.

ANTH 131 – Mesoamerican Archaeology**3 units; 3 hours lecture, 54 hours total****CSU, UC****Recommended Preparation: ENGL 90**

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.

ANTH 145 – Medical Anthropology**3 units; 3 hours lecture, 54 hours total****CSU****Recommended Preparation: ENGL 90**

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.

ANTH 150 – Sex and Gender: Cross-Cultural Perspectives**3 units; 3 hours lecture, 54 hours total****CSU, UC****Recommended Preparation: ENGL 90**

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

ANTH 180 – The Anthropology of Childhood**3 units; 3 hours lecture, 54 hours total****CSU, UC****Cross-list: CFS 180****Recommended Preparation: ENGL 90**

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.

ANTH 199 – Independent Study in**Anthropology****1-3 units; 3-9 hours lab, 54-162 hours total****CSU**

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

ANTH 200 – Introduction to Linguistic Anthropology**3 units; 3 hours lecture, 54 hours total****CSU, UC****Recommended Preparation: ENGL 90**

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.

Art History

Division Office Arts and Humanities

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Division Secretary's Office
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Associate in Arts Degree in Art History

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

Total Units: 60

Student Learning Outcomes

Upon successful completion of this sequence of courses, the student should be able to:

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

and oral discussions, the intersection of form, content, and patronage in the formation of visual culture.

Requirements for A.A. Degree in Art History

Required Core Courses (9 units)

ARTH 105 Prehistoric to Medieval	3
ARTH 106 Renaissance to Modern	3
ARTH 130 History of Asian Art	3

Restricted Electives (9 units)

Select nine units from the following

ARTH 110 History of Graphic Design	3
ARTH 114 Renaissance and Baroque	3
ARTH 118 Survey of Modern Art	3
ARTH 120 History of American Art	3
ARTH 135 Survey of World Art	3
ARTH 180 History of Photography	3
ARTH 210 Survey of Contemporary	3
ARTS 101 3-D Foundations	3
HIST 122 World Civilization I	3
HIST 123 World Civilization II	3

College Requirements

For complete information, see "Graduation Requirements" in the *Catalog* Index.

Course Descriptions

ARTH 105 – Art History: Prehistoric to Medieval 3 units; 3 hours lecture; 54 hours total CSU, UC

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

ARTH 106 – Art History: Renaissance to Modern 3 units; 3 hours lecture; 54 hours total CSU, UC

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

ARTH 110 – History of Graphic Design 3 units; 3 hours lecture; 54 hours total CSU, UC

A survey of the major developments and transformations in graphic design, from the beginning of writing to the contemporary period, with emphasis on the graphic traditions

of Europe and post-contact America. Highlighted will be correlations between stylistic movements in art and graphic design.

ARTH 114 –Renaissance and Baroque Art
3 units; 3 hours lecture; 54 hours total
CSU, UC

This course covers the development of art, architecture, and design in Western Europe from the 13th century through the early 18th century.

ARTH 118 – Survey of Modern Art
3 units; 3 hours lecture; 54 hours total
CSU, UC

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

ARTH 120 – History of American Art
3 units; 3 hours lecture; 54 hours total
CSU, UC

This course covers the historical, social, and artistic development of American art, design, and architecture from the early colonial period to the present.

ARTH 130 – History of Asian Art
3 units; 3 hours lecture; 54 hours total
CSU, UC

This course covers the historical development of art, architecture, and design in India, Southeast Asia, China, Korea, and Japan. Required for art history majors.

ARTH 135– Survey of World Art
3 units; 3 hours lecture; 54 hours total
CSU, UC

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

ARTH 180 – History of Photography
3 units; 3 hours lecture; 54 hours total
CSU, UC

The history of still photography from the earliest investigations of the camera obscura to 21st century electronic imaging. Emphasis on the role of photographs as a social and cultural force and on our artistic heritage of camera work. Required for photography majors.

ARTH 210 – Survey of Contemporary Art
3 units; 3 hours lecture; 54 hours total
CSU, UC

This course offers a comprehensive survey of major developments in the visual arts from 1945 to the present with a special emphasis on current trends, materials and theory.

Art

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Associate in Arts Degree for Transfer in Studio Arts

This Associate in Arts in Studio Arts for Transfer (AA-T) degree option provides a comprehensive foundation in the studio arts in preparation for transfer to baccalaureate programs in the California State University (CSU) system in Art or Studio Art, including programs in painting, drawings, photography, ceramics, printmaking, sculpture, or other studio arts areas. 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.

Additional NVC graduation requirements do not apply to this degree. Students must successfully pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA. Additionally, students pursuing this degree option must work with a counselor and faculty advisor to ensure appropriate elective course selections for their intended area of emphasis, e.g. Painting, Ceramics, Printmaking, etc.

Total Units: 60

Total Units in Area of Emphasis: 24 units (6 units double counted in CSU GE Area C-1 or IGETC Area 3.)

Total Units in GE (CSU and IGETC): 39 - 42 units

Student Learning Outcomes

Upon successful completion of this sequence of courses, the student should be able to:

1. Critically analyze and evaluate historical and contemporary works of art, architecture, and design.
2. Describe and assess the role of the visual arts in contemporary culture as a vehicle of human expression.
3. Create original works of art that engage and build on historical and contemporary practices, theories, and materials.
4. Translate concepts and visual experiences into images or tactile forms.
5. Evaluate and critique artwork and receive criticism from others.
6. Express artistic concepts and intents in written and oral formats.

Requirements for AA-T degree in Studio Arts

(Pending Chancellor's Approval)

Required Core Courses (12 units)

Complete all of the following courses:

ARTH 106:	Art History: Renaissance to Contemporary	3*
ARTS 101:	2-D Foundations	3
ARTS 102:	3-D Foundations	3
ARTS 110:	Fundamentals of Drawing	3

List A. Art History Electives (3 units)

Select one course totaling 3 units from the following:

ARTH 105:	Art History: Prehistoric to Medieval	3
ARTH 130:	Survey of Asian Art	3
ARTH 135:	World Art	3

List B: Studio Arts Electives (9 units)

Select 9 units from at least three of the following course

groups:

Ceramics

ARTS 140:	Intro Ceramics: Handbuilding	3
ARTS 141:	Intro Ceramics: Throwing	3

Painting

ARTS 120:	Intro to Painting	3
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Drawing

ARTS 111:	Figure Drawing	3
ARTS 112:	Creative Drawing	3

Printmaking

ARTS 130:	Intro Printmaking	3*
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Sculpture

ARTS 150:	Sculpture	3
ARTS 145:	Clay Sculpture	3

Digital Art

DART 120:	Intro to Dig. Art & Graphic Design	3
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Photography

PHOT 121	Intro to Darkroom Photography	3
PHOT 150:	Intro to Digital Photography	3

Color

ARTS 105:	Color Theory	3*
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*Courses marked with an asterisk count towards CSU GE Area C-1 requirements.

Area of Emphasis Totals:	24 Units
Units Double-counted in GE:	(6) Units
CSU GE Breadth or IGETC:	39 – 42 Units
CSU Transferable Electives:	As needed

Degree Unit Totals: 60 Units

Typical Pattern of Study for Students:

Students pursuing transfer through the AA-T degree in Studio Arts must carefully select their lower division courses to ensure that they fulfill the appropriate prerequisite to junior-level courses in their area of emphasis.

The following provides sample patterns and sequences of study for students interested in particular areas of emphasis.

Painting and Drawing Emphasis

First Year (12 units):

Fall (6 units)		
ARTH 106:	Renaissance to Contemporary	3*
ARTS 100:	2-D Foundations	3
Spring (9 units)		
ARTH 105, 130, 140, 150, or 210		3
ARTS 101:	3-D Foundations	3
ARTS 110:	Fundamentals of Drawing	3

Second Year (12 units):

Fall (6 units)	
ARTS 120: Intro to Painting	3
ARTS 111: Figure Drawing	3
ARTS 112: Creative Drawing or ARTS 105*: Color Theory	3
Spring (3 units)	
ARTS 105*, 111, 112, 130*, or 220 or DART 120	3

Ceramics Emphasis

First Year (12 units):

Fall (6 units)	
ARTH 106 : Renaissance to Contemporary	3*
ARTS 100: 2-D Foundations	3
Spring (9 units)	
ARTH 105, 130, 140, 150, or 210	3
ARTS 101: 3-D Foundations	3
ARTS 110: Fundamentals of Drawing	3

Second Year (12 units):

Fall (6 units)	
ARTS 140 or 141: Intro Ceramics	3
ARTS 150: Intro to Sculpture	3
Spring (3 units)	
ARTS 141, 145, 111, 112, or 240	3

Photography Emphasis

First Year (12 units):

Fall (6 units)	
ARTH 106 : Renaissance to Contemporary	3*
ARTS 100: 2-D Foundations	3
Spring (9 units)	
ARTH 105, 130, 140, 150, or 210	3
ARTS 101: 3-D Foundations	3
DART 120: Intro to Digital Art	3

Second Year (12 units):

Fall (6 units)	
PHOT 121 or 150	3
ARTS 110: Fundamentals of Drawing	3
Spring (3 units)	
PHOT 121 or 1503 or ARTS 130*	3

Additionally, students pursuing any of the above areas of emphasis may take ARTS 270 for 1 unit in their last semester. This course focuses on the development of comprehensive, competitive portfolios for transfer, artist statements, web presence, and other related topics. This unit is not required for the degree, but is strongly encouraged.

Associate in Arts Degree in Studio

Arts

This degree option provides a comprehensive foundation in the studio arts with two distinct areas of emphasis. To fulfill the requirements for this degree, students will complete the required courses for one of two areas of emphasis and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Total Units: 60

Requirements for A.A. degree in Studio Arts

Painting and Drawing Emphasis (27 units)

A comprehensive program in traditional two-dimensional studio arts and professional practices for students interested in participating in the local cultural community as studio artists, gallery assistants, or in other arts-related positions through community and private arts organizations.

This degree is not intended as preparation for transfer to a baccalaureate degree program.

Required Core Courses (18 units)

ARTH 105:	Art History: Prehistoric to Medieval	3
ARTH 106	Art History: Renaissance to Modern	3
ARTS 101:	Two-Dimensional Design	3
ARTS 110:	Fundamentals of Drawing	3
ARTS 120:	Fundamentals of Painting	3
ARTS 270:	Professional Practices	3

Restricted Electives (9 units)

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

Drawing

ARTS 112: Creative Drawing	3
ARTS 111: Figure Drawing	3

Printmaking

ARTS 130: Printmaking	3
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Sculpture

ARTS 150: Sculpture	3
ARTS 145: Clay Sculpture	3

Advanced Studio Courses:

ARTS 220: Intermediate Painting	3
ARTS 230: Figure Painting	3
ARTS 210: Intermediate Figure Drawing	3
ARTS 260: Studio Workshop	3

Art History:

ARTH 118	Survey of Modern Art	3
ARTH 210	Contemporary Art	3
ARTH 130	Survey of Asian Art	3

Ceramics Emphasis (27 units)

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*

Required Core Courses (18 units)

ARTH 105: Art History: Prehistoric to Medieval	3
ARTH 106: Art History: Renaissance to Modern	3
ARTS 110: Fundamentals of Drawing	3
ARTS 101: 3-D Design	3
ARTS 140: Beginning Ceramics: Handbuilding	3
ARTS 270: Professional Practices	3

Restricted Electives (9 units)

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

Ceramic Tech and Materials

ARTS 248: Introduction to Glazes	3
ARTS 244: Kiln Design and Construction	3
ARTS 245: Salt-fired Pottery	3
ARTS 246: Raku-fired Pottery	3
ARTS 247: Low Fire Ceramics ARTS 249: Ceramic Surfaces	3

Sculpture

ARTS 150: Sculpture	3
ARTS 145: Clay Sculpture	3

Advanced Studio Courses:

ARTS 240: Intermediate Ceramics:HB	3
ARTS 241: Intermediate Ceramics:Th	3
ARTS 261: Ceramic Workshop	3

Drawing

ARTS 111: Figure Drawing	3
ARTS 112: Creative Drawing	3

Art History:

ARTH 210 Contemporary Art	3
ARTH 130 Survey of Asian Art	3

College Requirements

For complete information, see "Graduation Requirements" in the *Catalog Index*.

Course Descriptions

ARTS 100 – Foundations of Studio Arts

**3 units; 3 hours lecture; 54 hours total
CSU, UC**

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.

ARTS 101 – 2D Design

**3 units; 6 hours integrated lab; 108 hours total
CSU, UC**

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.

ARTS 102 – Three-Dimensional Foundations

**3 units; 6 hours integrated lab; 108 hours total
CSU, UC**

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.

ARTS 105 – Color Theory

**3 units; 6 hours integrated lab; 108 hours total
CSU, UC**

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.

ARTS 110 – Fundamentals of Drawing

**3 units; 2 hours lecture, 3- 4 hours lab, 90-108 hours total
CSU, UC**

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.

ARTS 111 – Figure Drawing 1

**3 units; 6 hours integrated lab; 108 hours total
CSU, UC**

Recommended Preparation: ARTS 110

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.

ARTS 112 – Creative Drawing

**3 units; 6 hours integrated lab; 108 hours total
CSU, UC**

Recommended Preparation: ARTS 110

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.

ARTS 120 – Fundamentals of Painting
3 units; 6 hours integrated lab; 108 hours total
CSU, UC

Recommended Preparation: ARTS 101

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.

ARTS 130 – Printmaking
3 units; 6 hours integrated lab; 108 hours total
CSU, UC

Recommended Preparation: ARTS 110

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.

ARTS 140 – Beginning Ceramics: Hand- Building
3 units; 6 hours integrated lab; 108 hours total
CSU, UC

Recommended Preparation: ARTS 110

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.

ARTS 145 – Clay Sculpture
3 units; 6 hours integrated lab; 108 hours total
CSU, UC

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.

ARTS 150 – Sculpture
3 units; 6 hours integrated lab; 108 hours total
CSU, UC

Introduces materials, techniques, form, and content of sculpture through the creation and critique of simple sculptural works in selected materials.

ARTS 199 – Independent Study in Art
1- 3 units; 54-108 hours total
CSU; Repeatable three times

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.

ARTS 210 – Figure Drawing 2
3 units; 6 hours integrated lab; 108 hours total
CSU

Recommended Preparation: ARTS 111

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.

ARTS 220 – Intermediate Painting
3 units; 6 hours integrated lab; 108 hours total
CSU, UC

Recommended Preparation: ARTS 120

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.

ARTS 225 – Figure Painting
3 units; 6 hours integrated lab; 108 hours total
CSU; Repeatable two times

Recommended Preparation: ARTS 127

This studio course draws on the rich tradition of figurative painting in the visual arts, focusing on painting the human figure from observation using a wide range of painting media and techniques. Students in this course will develop both descriptive and interpretive approaches to representing the human body.

ARTS 240 – Intermediate Ceramics: Hand- Building
3 units; 6 hours integrated lab; 108 hours total
CSU, UC

Recommended Preparation: ARTS 140

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.

ARTS 241 – Intermediate Ceramics: Throwing
3 units; 6 hours integrated lab; 108 hours total
CSU, UC

Recommended Preparation: ARTS 141

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.

ARTS 244 – Kiln Design**3 units; 6 hours integrated lab; 108 hours total
CSU****Recommended Preparation: ARTS 141**

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.

ARTS 245 – Salt-Fired Ceramics**1 unit; 2 hours integrated lab; 36 hours total
CSU, UC****Recommended Preparation: ARTS 141**

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.

ARTS 246 – Raku-Fired Ceramics**1 unit; 2 hours integrated lab; 36 hours total
CSU, UC**

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.

ARTS 249 – Ceramic Surfaces: Wood Kiln-Salt Kiln**3 units; 2 hours lecture, 4 hours lab; 108 hours total
CSU****Recommended Preparation: ARTS 141**

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.

ARTS 260 – Studio Workshop**3 units; 2 hours lecture, 4 hours lab; 108 hours total
CSU****Recommended Preparation: ARTS 110, ARTS 120**

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.

ARTS 298A – Selected Topics in Art**1-3 units; 18-54 hours total****CSU; Repeatable three times**

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

ARTS 298B – Selected Topics in Art**1-3 units; 18-54 hours total****CSU; Repeatable three times**

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

Astronomy

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Course Descriptions

ASTR 110 – Descriptive Astronomy**3 units; 3 hours lecture, 0.5 hours lab, 63 hours total
CSU, UC**

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

ASTR 111 – Practical Astronomy**3 units; 3 hours lecture, 0.5 hours lab, 63 hours total
CSU, UC**

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.

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Associate of Science in Natural Science and Mathematics

The Natural Science and Mathematics emphasis focuses on the study of the physical universe, its life forms, and the relationship between science and other human activities. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Total Units: 18

Program Student Learning Outcomes

1. Understand and use the scientific method.
2. Differentiate between science and other fields of knowledge.
3. Apply quantitative methods including mathematics and statistics to natural science problems.
4. Demonstrate a broad understanding of the physical sciences, including the structure and properties of matter and energy, dimensions of space and time, and Earth's place in the Universe.
5. Demonstrate knowledge of the organization of the living world and the unity of biological systems.
6. Identify ways in which the physical and biological worlds interact with each other.

Requirements for A.S. Degree in Natural Science and Mathematics

Required Core Courses (18 units)

Students must complete 18 units selected from the courses listed below, including a minimum of 3 units of Mathematics, 3 units of Physical Sciences, and 3 units of Biology.

A. Mathematics Units

MATH 94	Intermediate Algebra	5
MATH 99	Intermediate Algebra, Part B	3
MATH 106	Pre-Calculus: Elem. Functions	5
MATH 108	Trigonometry	3
MATH 115	Applied Calculus	5
MATH 120	Calculus 1	5
MATH 121	Calculus 2	5
MATH 220	Linear Algebra	3
MATH 221	Calculus 3	5
MATH 222	Calculus 5: Differential Equations	3
MATH 232	Statistics	4
MATH 235	Finite Mathematics	3

B. Physical Sciences Units

ASTR 110	Descriptive Astronomy	3
ASTR 111	Practical Astronomy	3
CHEM 110	Introduction to Chemistry	4
CHEM 111	Introduction to Organic & Biological Chemistry	4
CHEM 120	General Chemistry 1	5
CHEM 121	General Chemistry 2	5
CHEM 240	Organic Chemistry 1	4
CHEM 241	Organic Chemistry 2	4
EART 110	Earth Science: Earth, Sea, and Sky	3
ENVS 115	Energy, the Environment & Sustainability	3
GEOL 111	Physical Geology Laboratory	1
GEOL 112	Fossils, Time and Earth History	3
GEOL 116	Geology Hazards and Humanity	2
PHYS 105	General Applied Physics	3
PHYS 110	Descriptive Physics	3
PHYS 111	Descriptive Physics Laboratory	1
PHYS 120	General Physics 1	4
PHYS 121	General Physics 2	4
PHYS 140	Physics for Scientists & Engineers 1	4
PHYS 240	Physics for Scientists & Engineers 2	4

PHYS 241	Physics for Scientists & Engineers 3	4
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C. Biology Units

BIOL 103	Introduction to Nutrition	3
BIOL 105	Human Biology	4
BIOL 110	Survey of Biology	4
BIOL 112	Introduction to Ecology	3
BIOL 117	Wildlife Biology	3
BIOL 120	General Biology	4
BIOL 218	Human Anatomy	5
BIOL 219	Human Physiology	5
BIOL 220	General Microbiology	5
BIOL 240	General Zoology	5
BIOL 241	General Botany	5

D. Optional Elective Units

ANTH 120	Biological Anthropology	3
ANTH 120L	Biological Anthropology Lab	1
TECH 107	Technical Mathematics II	3

Student Learning Outcomes

1. Understand basic biological principles.
2. Identify the basics of Ecology and how these principles can be applied to everyday life.
3. Understand guidelines for sustainability and alternative energy sources.
4. Understand the physical science of our planet.
5. Demonstrate geospatial skills related to environmental problem solving.

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Environmental Science Certificate of Completion

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

The courses are planned to give the student an awareness of basic biological principles, the basics of ecology and how these principles can be applied to everyday life, guidelines for sustainability and alternative energy sources, the physical science of our planet, and geospatial skills related to environmental problem solving. This course of study can be completed in two semesters.

Total Units: 17

Required Core Courses (17 units)		
BIOL 110	Survey of Biology	4
BIOL 112	Introduction to Ecology	3

ENVS 115	Energy, the Environment & Sustainability	3
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GEOG 110	OR	Physical Geography	3
GEOL 110		Physical Geology	3
GEOL 111		Physical Geology Laboratory	1

Course Descriptions

BIOL 103 – Introduction to Nutrition

3 units; 3 hours lecture, 54 hours total

CSU, UC

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

BIOL 105 – Human Biology

4 units; 3 hours lecture, 3 hours lab, 54 hours total

CSU, UC

Recommend Preparation: MATH 94 , CHEM 110, ENGL 90

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.

BIOL 110 – Survey of Biology

4 units; 3 hours lecture, 3 hours lab, 54 hours total

CSU, UC

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

BIOL 112 – Introduction to Ecology

3 units; 3 hours lecture, 54 hours total

CSU, UC

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.

BIOL 117 – Wildlife Biology

3 units; 3 hours lecture, 54 hours total

CSU, UC

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.

BIOL 120 – General Biology
4 units; 3 hours lecture, 54 hours total
CSU, UC; Repeatable once
Prerequisites: CHEM 120

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.

BIOL 199 – Independent Studies in Biology
1-3 units; 3-9 hours lab; 54-162 hours total
CSU; Repeatable three times

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.

BIOL 218 – Human Anatomy
5 units; 3 hours lecture, 6 hours lab, 162 hours total
CSU, UC

Prerequisites: BIOL 105 or BIOL 120
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), S. Degree in Respiratory Care, or /S. Degree in a Health Sciences field.

BIOL 219 – Human Physiology
5 units; 3 hours lecture, 6 hours lab, 162 hours total
CSU, UC
Prerequisites: BIOL 105 or BIOL 120 and CHEM 110 or CHEM 105

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

BIOL 220 – General Microbiology
5 units; 3 hours lecture, 6 hours lab, 162 hours total
CSU, UC; Repeatable once
Prerequisites: BIOL 120 or BIOL 150 or BIOL 219

Morphology, metabolism, molecular genetics and ecology of bacteria, fungi, viruses, helminths and protozoa. Extensive laboratory work includes aseptic techniques, methods of cultivation, identification and enumeration of bacteria, examination of physiologic characteristics and recombinant DNA techniques using common bacteria. For students majoring in biological sciences, medicine, veterinary medicine, dental hygiene, nursing, public health.

BIOL 240 – General Zoology
5 units; 3 hours lecture, 6 hours lab, 162 hours total

CSU, UC
Prerequisites: BIOL 120

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

BIOL 241 – General Botany
5 units; 3 hours lecture, 6 hours lab, 162 hours total
CSU, UC

Prerequisites: BIOL 120
An integrated study of contemporary plant biology and principles of ecology. The course includes the life cycles, anatomy, physiology, evolution and ecology of protists, fungi, and plants. Intended for biology majors.

BIOL 298 – Selected Topics in Biology
1-3 units; 3-9 hours lab; 54-162 hours total
CSU

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

Business

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Associate of Arts Degree for

Transfer in Business Administration

The AA-T in Business Administration is designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-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 Business Administration 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.

Total Units: 29

Requirements for the AA-T degree in Business Administration

(Pending Chancellor's Approval)

Required Core Courses (19 units)

Complete all of the following courses:

The Associate of Arts 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.

Refer to page 53 for further degree requirement information.

Required Courses

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

Required (List A: 4 units)

MATH 232	Statistics	4
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Required (List B: 6 units)

BUSI 100	Introduction to Business	3
or		
BUSI 105	Business Communication	3
CISA 110	Introduction to Microcomputers	3

Associate of Science in Business

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

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

After completing the above requirements, the student will be awarded an A.S. Degree in Business with or without a specified program concentration. If the student continues his or her studies and completes the required coursework in an additional concentration, that program concentration

designation will be added to his or her A.S. Degree; a second, separate degree is not awarded.

A number of certificate programs are also available. 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 "C" or better, the Program Coordinator will grant your certificate.

Associate of Science in Business, Concentration in Accounting

Student Learning Outcomes

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

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

Total Units: 63

First Semester (18 units)

ACCT120	Introduction to Accounting	3
BUSI 90A	Business Mathematics (Part 1)	1
BUSI 90B	Business Mathematics (Part 2)	1
BUSI 90C	Business Mathematics (Part 3)	1
BUSI 100	Introduction to Business	3
SPCOM 124	Career Communication	3
SPCOM 126	Intercultural Communication	3
Natural Science Elective		3

Second Semester (15 units)

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

Third Semester (15 units)

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

Fourth Semester (15 units)

ACCT 126	Managerial Accounting	5
ACCT 127	Computer Accounting	3
BUSI 242	Fund. Of Corporate Finance	2
Physical Education		2
Business Electives*		5

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. One-year Bookkeeping Certificate: ACCT 120, 125, 126, 127, BUSI 100, 103, 105; CISA 100 or 110, 165.

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

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

Associate of Science Degree Business, Concentration in Business Administration

Student Learning Outcomes

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

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

Total Units: 60 units

First Semester

BUSI 90A	Business Mathematics (Part 1)	1
BUSI 90B	Business Mathematics (Part 2)	1
BUSI 90C	Business Mathematics (Part 3)	1
BUSI 100	Introduction to Business	3
Business Electives **		3
Concentration Requirement **		3
Physical Education		2

Second Semester

BUSI 105	Business Communication	3
ACCT 125	Financial Accounting	5
CISA 110	Introduction to Microcomputers	3
Concentration Requirement **		6

Third Semester

BUSI 103	Legal Environment of Business	3
ECON 100	Principles of Macroeconomics	3
Humanities *		3
Business Electives ***		3
Concentration Requirement **		3

Fourth Semester

Natural Sciences *		3
SPCOM 124	Career Communication	3
or		
SPCOM 126	Intercultural Communication	3
Business Electives ***		7
Physical Education		1

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. Transfer to a baccalaureate degree granting institution: 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. Students.

Total Units 60

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

**

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

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

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Associate of Science Degree Business, Concentration in Computer Studies

Student Learning Outcomes

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

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

applications to solve business problems.

Total Units: 60 -62 units

First Semester

BUSI 100	Introduction to Business	3
BUSI 185	Business English	2
CISA 170A	Keyboarding 1/Part 1	1
CISA 110	Introduction to Microcomputers	3
MATH 94	Intermediate Algebra	5

Second Semester

ACCT 120	Introduction to Accounting	3
or		
ACCT 125	Financial Accounting	5
BUSI 105	Business Communications	3
or		
ENGL 120	Reading and Composition	4
CISA 165	Spreadsheets	3
CISA 167	Introductory Excel for Business	2
CISA 186	Beginning Word Processing Professionals	1
COMS 100	Introduction to Computer Systems	3
COMS 120	Introductory Programming Logic	3
CISA 186	Beginning Word Processing	2

Third Semester

CISA 160	Database Systems	3
CISA 284	Advanced Word Processing	2
COMS 121	Advanced Programming Logic	3
ECON 100	Principles of Macroeconomics	3
Natural Sciences		3
Physical Education		3
or		
HELH 106	Personal and Community Health	3

Fourth Semester

BUSI 103	Legal Environment of Business	5
CISA 142	Operating Systems	3
or		
CISA 212	UNIX and Linux Humanities *	3
SPCOM 124	Career Communication	3
or		
SPCOM 126	Intercultural Communication	3

Options

1. Certificate Program - Microcomputer Applications Specialist: BUSI 105 or ENGL 120; CISA 160, 165, 170A,186, and 142 or 212; COMS 100; MATH 90; SPCOM 124. Courses must be completed with a grade of "C" or better.
2. Certificate Program - Management Information Systems: ACCT 120; BUSI 100, 103, 185; CISA 110, 120,160, 165,170A, 186, 210, 284; COMS 100, 120, 121, 215; MATH90. Courses must be completed with a grade of "C" or better.
3. Computer Networking Technology Certificate: CISA 110,120, 130, 165 and CISA 142 or CISA 212. Courses must be completed with a grade of "C" or better.
4. A.S. Degree: All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
5. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your

choice and a Napa Valley College counselor for specific requirements. At most 4-year schools, Computer Science is a combination of basic science, electronics, and advanced mathematics.

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

Associate of Science Degree Business, Concentration in Office Administration

Student Learning Outcomes

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

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

First Semester (16 units)

BUSI 90A, B, C	Business Math	3
BUSI 176	Machine Calculations	2
BUSI 185	Business English	2
CISA 170 A,B,C	Keyboarding 1	3
CISA 110	Intro. to Microcomputers	3
COUN 110	Career/Life Planning	3

Second Semester

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

Third Semester (18 units)

BUSI 100	Introduction to Business	3
CISA 186	Beginning Word Processing	2
CISA 270	Keyboarding 3	3
CISA 284	Advanced Word Processing	2
BUSI 103	Legal Environment of Business	3
CISA 167	Intro Excel for Business Professionals	1
Humanities *		3

SPCOM 124 or	Career Communications	3
SPCOM 126	Intercultural Communications**	3
CISA 288	Presentation Software	1
Mathematics		3

Fourth semester (16 units)

ECON 100	Economics 1	3
BUSI 275	Machine Transcription	2
CISA 284	Advanced Word Processing	2
CISA 287	Desktop Publishing/or	
CISA 288	Presentation Software	1
Natural Sciences *		3
WOEX 193	Vocational Work Experience	2
Physical Education		3
Mathematics		3

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

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

Options

1. One-year Office Assistant Studies Certificate: All courses listed for the first year of the curriculum. Courses must be completed with a grade of "C". Consultation is required with the Program Coordinator.
2. A.S. Degree: All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
3. Six-unit Business Software Certificate of Achievement requires successful completion of: CISA 186 (2 units); CISA 284 (2 units); CISA 167 (1 unit); CISA 288 (1 unit).
4. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

Business Software Certificate of Achievement

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

Total Units: 6

Required Courses

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

Entrepreneurial 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.

Total Units: 12

Required Entrepreneurial Classes

Take two classes from the following in addition to the above requirements:

BUSI 141	Entrepreneurial Opportunity Analysis	3
and		
BUSI 143	Entrepreneurial Business Plan Management & Business	3
ACCT 125	Financial Accounting	5
ECON 101	Principles of Microeconomics	3
Business & Commerce Units		
ACCT 125	Financial Accounting	5
ECON 101	Principles of Microeconomics	3
General Viticulture Units		
VWT 130	General Viticulture	3 - 4
VWT 232	Vineyard Management	3
Fund of Enology Units		
VWT 180	Fundamentals of Enology	3
VWT 271	Winery Management	3
Wine Marketing/Sales Units		
VWT 241	Wine Marketing	3
VWT 136	Wines of the World	3
or		
VWT 137	Wines of California 3	
or		
VWT 173	Sensory Evaluation of Wine	3 - 4
Hospitality Units		
HOSP 120	Intro to Hospitality Management	3
HOSP 124	Hospitality Law	3
BUSI 251	Marketing	3
Digital/Arts Units		
DART 120	Intro to Digital Art & Graphic Design	3
DART 130	Introduction to Digital Imaging	3

Other programs will be added to this certificate in the future.

Real Estate Certificate of Completion

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

Total Units: 15-17

Required Courses (9 units)

BUSI 160	Real Estate Principles	3
BUSI 161	Real Estate Practice	3
BUSI 162	Legal Aspects of Real Estate	3
or		
BUSI 103	Legal Environment of Business	3

Electives (6-8 units)

ACCT 120	Introduction to Accounting	3
ACCT 125	Financial Accounting	5
BUSI 100	Introduction to Business	3
BUSI 105	Business Communication	3
BUSI 242	Fundamentals of Corporate Finance	3
CISA 110	Introduction to Microcomputers	3
BUSI 141	Entrepreneurial Opportunity	3
CISA 165	Spreadsheets Analysis	3
CISA 167	Intro Excel for Business Professionals	1
BUSI 143	Entrepreneurial Business Plan	3
CISA 170A	Keyboarding 1/Part 1	1

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

BUSI 90A – Business Mathematics (Part 1)

1 unit; 0.5 hour lecture, 0.5 hour lab, 18 hours total; Open Entry/Open Exit

Recommended Preparation: MATH 55

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

BUSI 90B – Business Mathematics (Part 2)

1 unit; 0.5 hour lecture, 0.5 hour lab, 18 hours total; Open Entry/Open Exit

Recommended Preparation: MATH 55

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

BUSI 90C – Business Mathematics (Part 3)

1 unit; 0.5 hour lecture, 0.5 hour lab, 18 hours total; Open Entry/Open Exit

Recommended Preparation: MATH 55

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

BUSI 100 – Introduction to Business

3 units; 3 hours lecture, 54 hours total CSU, UC

This course is an overview of contemporary American business. The course explores private enterprise, entrepreneurship, management, marketing, finance, securities, business law, and information systems.

BUSI 103 – Legal Environment of Business

3 units; 3 hours lecture, 54 hours total CSU, UC

This course provides an overview of law and the legal system as they relate to the business. The areas of study include the rule of law and its foundation in ethics; American legal process and institutions; and selected areas of governmental regulation in employment, consumer transactions, competition and the environment. Some additional areas which are covered include private law concepts of tort, contract, agency and business organizations.

BUSI 105 – Business Communication

3 units; 3 hours lecture, 54 hours total CSU

Recommended Preparation: Successful completion of ENGL 90

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.

BUSI 108 – Financial Planning and Investing

3 units; 3 hours lecture, 54 hours total CSU

This course teaches various methods of managing personal finances. Some financial issues involve taxes, investments, insurance, real estate, banking, savings, budgeting, and social security. Some concepts covered include time-value-of-money, diversification, and dollar cost averaging.

BUSI 110 – Human Relations in Organizations

3 units; 3 hours lecture, 54 hours total CSU

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

BUSI 141 – Entrepreneurial Opportunity Analysis

3 units; 3 hours lecture, 54 hours total CSU

Upon completion of this course, the student should be able to assess the current economic, social and political climate for the business idea studied. In addition, the student should be

able to explain how demographic, technological and social changes impact the business idea. Students will assess the personal appropriateness of their business ideas based on their strengths and skills, and personal, professional and financial goals. An initial market assessment will be made and students will test their business concept through basic market research. This course is required for all program-specific Entrepreneurship Certificates. The final outcome of the class will be a determination of the feasibility of the entrepreneurial students business ideas.

BUSI 142 – Principles of Management
3 units; 3 hours lecture, 54 hours total
CSU

Analysis of basic management theory and concepts. The primary functions of management (planning, organizing, coordinating, and controlling) are studied in depth.

BUSI 143 – Entrepreneurial Business Plan
3 units; 3 hours lecture, 54 hours total
CSU; Repeatable once

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.

BUSI 150 – Sales
3 units; 3 hours lecture, 54 hours total
CSU

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

BUSI 160 – Real Estate Principles
3 units; 3 hours lecture, 54 hours total
CSU

Overview of real property, property valuation, and basic legal instruments. Basic terminology, rights, responsibilities, codes and common forms, and documents and procedures used in real estate transactions. Will assist those in preparing for the California Real Estate Examination.

BUSI 161 – Real Estate Practice
3 units; 3 hours lecture, 54 hours total
CSU

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

BUSI 162 – Legal Aspects Of Real Estate
3 units; 3 hours lecture, 54 hours total
CSU

Recommended Preparation: BUSI 160, BUSI 161
Fundamental rules, codes and basic legal principles governing the acquisition and transfer of real property including rights, duties, ownership, responsibilities and legal consequences of various relationships.

BUSI 176 – Machine Calculations

2 units; 1 hour lecture, 2 hours lab, 54 hours total
CSU

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

BUSI 177 – Records Management
2 units; 1 hour lecture, 2 hours lab, 54 hours total
CSU

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

BUSI 185 – Business English
2 units; 2 hours lecture, 54 hours total
CSU

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.

BUSI 199 – Independent Study in Business
1-3 units; 3-9 hours lab, 54-162 hours total
CSU

Opportunity for advanced students with special skills and interests in business to explore a particular topic in depth under the direction of a business instructor. Number of units granted will depend upon evaluation of project by a business instructor.

BUSI 242 – Fundamentals of Corporate Finance
3 units; 3 hours lecture, 54 hours total
CSU

Recommended Preparation: ACCT 120

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.

BUSI 251 – Marketing
3 units; 3 hours lecture, 54 hours total
CSU

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).

BUSI 252 – Introduction to Web 2.0 & Social Media
1 unit; 1 hour lecture, 8 hours total (8 weeks)

Prerequisite: CISA 130

Recommended Preparation: CISA 110

This course provides an introduction to the features of Web 2.0 including concepts of connecting with people on the Internet with such social media networking Websites as Facebook, MySpace, LinkedIn, and Twitter.

BUSI 275 – Machine Transcription
2 units; 2 hours lecture, 1 hour lab; 54 hours total

CSU

Recommended Preparation: BUSI 185, CISA 270

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

BUSI 297 – Personal Money Management 3 units; 3 hours lecture, 54 hours total CSU

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.

BUSI 298 – Selected Topics in Business 1-3 units; 3-9 hours lab, 54-162 hours total CSU

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

Child and Family Studies

Division Offices Career Technical Education

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Program Description

A The Napa Valley College Child and Family Studies Program prepares students to work as teachers with young children in

public and private programs. The Child and Family Studies Program may also serve as a beginning for students planning to attend a four-year college to obtain a Bachelor's degree in Early Childhood Education. Upon completion of the A.S. Degree in Child and Family Studies at Napa Valley College, the student is eligible for the California Child Development Teacher Permit available through the California Commission on Teacher Credentialing.

The program offers several certificates and has recently added a new Associate Degree for Transfer in Early Childhood Education (an SB 1440 degree). The program also offers a certificate in Lesbian, Gay, Bisexual, Transgender (LGBT) Studies specifically designed for those that teach children through 12th grade, and those interested in working in agencies that serve the LGBT community.

The program integrates theory, research and practice from various disciplines—among others: psychology, anthropology, humanities, and behavioral science—through interdisciplinary courses and practicum exercises. Students develop a thorough understanding of family systems and the varied socio-cultural contexts in which children and families live and grow.

Student Learning Outcomes

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

Associate of Science Degree for Transfer in Early Childhood Education

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.

Total Units: 27

Requirements for AS-T in Early Childhood Education

Required Core Courses (27 units)

All courses for the major MUST be completed with grades of "C" or better.

CFS 120	Child Development	3
CFS 140	Child Family and Community	3
CFS 122	Principles & Practices of Teaching Young Children	4
CFS 165	Curriculum & Environments in Early Childhood Programs	3
CFS 123	Observation & Assessment	3
CFS 223	Student Teaching (Practicum)	5
CFS 121	Health Safety & Nutrition	3
CFS 184	Teaching Children in a Diverse Society	3

Associate of Science Degree in Child and Family Studies

The Napa Valley College Child and Family Studies Program prepares students to work as teachers with young children in public and private early care and education programs. 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.

Total Units: 60-62

The courses required to complete the degree are:

First Semester

CFS 120 *	Child Development	3
CFS 122	Principles & Practices of Teaching Young Children	4
CFS 140 *	The Child, Family and Community	3
English Composition		3
Physical Education **		1

Second Semester

CFS 121	Health, Safety & Nutrition	3
CFS 123	Observation and Assessment	3
CFS 165	Curriculum and Environments in Early Childhood Programs	3
Mathematics		3 - 5
Physical Education **		1

Third Semester

CFS 130	The Creative Process in Young Children	3
CFS 150	Infant/Toddler Development and Education	3
CFS/EDUC/LGBT Elective ***		3
CFS 184	Teaching Children in a Diverse Society	3
CFS 196	Music and Movement in Early Childhood	3
Physical Education **		1

Fourth Semester

CFS 135	The Cognitive Development	
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	of Young Children	3
CFS 145	Language Development & Early Literacy	3
CFS/EDUC/LGBT Elective ***		3
CFS 223	Student Teaching - Practicum	5
Natural Science		3

Options

1. Certificate in Child and Family Studies: 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 SFS/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 (CFS130 and 170), Diversity (CFS 180/ANTH 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 are required.

***CFS electives: CFS, 151, 155, 160, 161, 162, 170, 175, 180, 250, 270, 271; EDUC electives: EDUC 100, 110; LGBT 120

Child Family Studies Associate Certificate with Administration Course

Total Units: 16

CFS 120	Child Development	3
CFS 140	The Child, Family and Community	3
CFS 122	Principles & Practices of Teaching Young Children	4
CFS 123	Observation and Assessment	3
CFS 270	Administration & Supervision of Early Childhood Programs	3

Child Family Studies Master Teacher Specialization Certificate

Four (4) Specialization Certificates are offered to meet the specialization requirement for the Master Teacher Permit. Students choose one (1) of the four (4), six unit course combinations:

Total Units: 6

Infant & Toddler

CFS 150	Infant/Toddler Development and Education	3
CFS 151	Environments for Infants and Toddlers	3
Creativity Units		
CFS 130	The Creative Process in Young Children	3
CFS 170	Studying the Reggio Emilia Approach	3
Diversity Units		
CFS 180	The Anthropology of Childhood	3
CFS 184	Teaching Children in a Diverse Society	3
Working with Families Units		
CFS 160	Parenting	3
CFS 161	Working With Families	3

Child Family Studies Associate Certificate

Total Units: 13

CFS 120	Child Development	3
CFS 140	The Child, Family and Community	3
CFS 122	Principles & Practices of Teach Young Children	4
CFS 123	Observation and Assessment	3

Child Family Studies Assistant Certificate

Total Units: 6

CFS 120	Child Development	3
CFS 140	The Child, Family and Community	3

LGBT Studies Certificate

This certificate provides students with a concentrated study of lesbian, gay, bisexual, and transgender issues related to the family, education, and the community. Students will explore a wide range of topics related to how people identify their sexuality and gender and how those identities are impacted and influenced in the family, in schools, and throughout the community. Completion of this certificate can prepare students for work in a variety of social services and education. It can also prepare students for transfer to another institution offering a degree in LGBT Studies. To fulfill requirements for this certificate, students must complete the required courses and electives as outlined below.

The NVC Child and Family studies program has secured a partnership with the LGBT Studies Department at City College of San Francisco and plan to develop articulation agreements for students who wish to transfer and earn an Associate's Degree. We have also partnered with San

Diego State University to create a transfer path for students wishing to earn an undergraduate degree in LGBT Studies. There are no similar certificate programs available at any community college in our region.

Student Learning Outcomes

1. Identify major issues and vocabulary in the field of LGBT Studies.
2. Discuss the issues faced by sexual orientation and gender identity minorities in the family, education, and community.
3. Explain the differences in how people identify their sexual orientation and their gender identity.

Career Opportunities in Lesbian, Gay, Bisexual, Transgender Studies

This program will support training for some 2000 primary and secondary teachers currently employed by public schools in Vallejo and districts throughout Napa County. The program will support training for these teachers to comply with SB48 The Fair, Accurate, Inclusive and Respectful (FAIR) Education Act signed into law in the fall of 2011. In addition, the following is a list of some of the other jobs in Napa County that this program will support. 493 social service and health related agencies.

9 law enforcement and correctional agencies. 421 child care related service agencies, excluding public schools (includes public, private).

Total Units: 18Units

Required Core Courses (12 Units)

LGBT 120	Introduction To LGBT Studies in the Family, Education, and Community	3
ANTH 150	Sex and Gender: Cross-Cultural Perspectives	3
PSYC 135	Human Sexuality	3
PHIL 137	Comparative Religions	3
or		
HUMA 186	Culture & Gender in Films	3

Electives (6 units)

CFS 140	The Child, Family and Community	3
COUN 124	Working With Diverse Populations	3
or		
PSYC 125	Human Development	3

City College of San Francisco course list:

LGBT10	Lesbian & Gay Culture and Society	3
LGBT11	History of Homosexuality in Film	3
LGBT12	Homosexuality in Recent Cinema	3
LGBT15	From Greece to Stonewall: Queer Writers, Lives, and Worlds	3
LGBT20	Lesbians and Gays in Modern	

	American Culture: The Homosexualization of American Art	3
LGBT25	The Lesbian and Gay Avant-Garde of the Fifties: Hot Art/Cold War	3
LGBT30	Issues in the Lesbian Community	3
LGBT40	Lesbian and Gay Aging Issues	3
LGBT50	Gay/Lesbian/Bisexual/Transgender Communities of Color in the U.S.	3
LGBT55.	Global LGBT Art and Culture	3
LGBT60	Psychology of Sexual Minorities	3
LGBT70	AIDS in America	3
LGBT76	Supporting LGBT Families in Early Childhood Education	3
LGBT77	Queer Creative Process	3
ANTH20	LGBT Anthropology	3
BIO15	The Biology of HIV	3
HLTH20	Sexual Well Being	2
HLTH25	Women's Health Issues	3
HLTH27	Men's Health Issues	3
HLTH45	AIDS: The Epidemic	3
HIST45	Lesbian and Gay American History	3

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

CFS 120 – Child Development **3 units; 3 hours lecture, 54 hours total** **CSU, UC**

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.

CFS 121 – Health, Safety & Nutrition **3 units; 3 hours lecture, 54 hours total** **CSU**

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.

CFS 122 – Principles & Practices of Teaching Young Children **4 units; 3 hours lecture, 3 hours lab, 108 hours total** **CSU**

Prerequisite: Good Health Statement, TB Test

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.

CFS 123 – Observation and Assessment **3 units; 3 hours lecture, 54 hours total** **CSU**

Prerequisite: CFS 120

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

CFS 130 – The Creative Process in Young Children **3 units; 3 hours lecture, 54 hours total** **CSU**

Prerequisites: CFS 122, CFS 123

Students will explore techniques that support the creative abilities of young children in art, music, literature, drama, puppetry, cooking, and nutrition. This course emphasizes a developmental creative approach.

CFS 135 – The Cognitive Development of Young Children **3 units; 3 hours lecture, 54 hours total** **CSU**

Prerequisite: CFS 122 , CFS 123

This course explores how young children think and develop theories and concepts. Students will gain knowledge about materials and environments to support young children's cognitive development, including math and science skills.

CFS 140 – The Child, Family and Community **3 units; 3 hours lecture, 54 hours total** **CSU, UC**

This course is a multicultural examination of the effects of family and community on a child's development. Topics include the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on family behavior, values, morals, and attitudes.

CFS 145 – Language Development & Early Literacy **3 units; 3 hours lecture, 54 hours total** **CSU**

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.

CFS 150 – Infant/Toddler Development and Education

**3 units; 3 hours lecture, 54 hours total
CSU**

Prerequisite: CFS 120

This is an introductory course in the development and behavior of infants and toddlers, birth to three years of age. Curriculum and caregiving practices will be explored.

CFS 151 – Environments for Infants and Toddlers

**3 units; 3 hours lecture, 54 hours total
CSU**

This course will study the impact of the physical and emotional environment of an Infant/Toddler classroom on the social, emotional and cognitive well-being of infants and toddlers. The components of good quality early care and education for this age group will also be studied.

CFS 155 – Sensitive Issues in Early Childhood

**3 units; 3 hours lecture, 54 hours total
CSU**

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.

CFS 160 – Parenting

**3 units; 3 hours lecture, 54 hours total
CSU**

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.

CFS 161 – Working with Families

**3 units; 3 hours lecture, 54 hours total
CSU**

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.

CFS 162 – Overview of Special Education

**3 units; 3 hours lecture, 54 hours total
CSU**

History, recent laws, current local practice, and occupations in special education will be explored. Designed for parents of children with disabilities, employees in regular education programs, and those interested in a career in special education.

CFS 165 – Curriculum and Environments in Early Childhood Programs

**3 units; 3 hours lecture, 54 hours total
CSU**

Prerequisite: CFS 120, CFS 122

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Emphasis is on planning and structuring the curriculum and environment to be responsive to psychosocial and physical needs of children.

CFS 168 – Early Childhood Workshop

**0.5 unit; 9 hours lecture (1 week), 9 hours total
CSU**

A short course offered periodically on specialized topics in early childhood field. For current early childhood students, professionals, parents and other interested persons. Credit/No Credit grading. Repeatable for credit as topics change.

CFS 170 – Studying the Reggio Emilia Approach

**3 units; 3 hours lecture, 54 hours total
CSU**

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).

CFS 175 – Meeting the Developmental Needs of the School-Aged Child

**3 units; 3 hours lecture, 54 hours total
CSU**

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.

CFS 180 – The Anthropology of Childhood

**3 units; 3 hours lecture, 54 hours total
CSU, UC**

Cross-list: ANTH 180

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.

CFS 184 – Teaching Children in a Diverse Society

**3 units; 3 hours lecture, 54 hours total
CSU; Repeatable once**

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

CFS 196 – Music and Movement in Early Childhood

**3 units; 3 hours lecture, 54 hours total
CSU**

Cross-list: MUSI 196

Introduction to teaching music and movement to young children. Basic elements such as beat, rhythm, timber, dynamics, form, and melody will be explored in developmentally appropriate and culturally sensitive ways. Songs, games, finger plays, rhymes, dances, and playing instruments will be presented.

CFS 223 – Student Teaching (Practicum)

**5 units; 2 hours lecture, 9 hours lab, 198 hours total
CSU**

Prerequisite: CFS 123, CFS 165, Good Health Statement, TB Test

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. May be taken concurrently with CFS 165.

CFS 250 – The Mentor Teacher

**2 units; 2 hours lecture, 36 hours total
CSU**

This course focuses on the methods and principles of supervising student teachers in early childhood classrooms. Special emphasis is placed on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff.

CFS 270 – Administration & Supervision of Early Childhood Programs 1

**3 units; 3 hours lecture, 54 hours total
CSU**

Prerequisite: 12 units of CFS coursework, including

CFS 120, CFS 140, plus a minimum of one year teaching experience in a child-care facility.

An introduction to the principles and practices of supervision and administration of child-care centers. An in-depth examination of the regulations, including Title 5 and Title 22.

CFS 271 – Supervision & Administration of Early Childhood

**3 units; 3 hours lecture, 54 hours total
CSU**

Prerequisite: CFS 270

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

CFS 298 – Selected Topics in Early Childhood
1-3 units; 1-9 hours lecture, 3-6 hours lab, 72-270 hours total

CSU

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

LGBT 120 – Introduction to LGBT Studies in the Family, Education, and Community

**3 units; 3 hours lecture, 54 hours total
CSU**

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.

Chemistry

Division Offices Science, Mathematics and Engineering

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Associate of Science in Natural Science and Mathematics

The Natural Science and Mathematics emphasis focuses on the study of the physical universe, its life forms, and the relationship between science and other human activities. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Total Units: 18

Program Student Learning Outcomes

1. Understand and use the scientific method.
2. Differentiate between science and other fields of knowledge.
3. Apply quantitative methods including mathematics and statistics to natural science problems.
4. Demonstrate a broad understanding of the physical sciences, including the structure and properties of matter and energy, dimensions of space and time, and Earth's place in the Universe.
5. Demonstrate knowledge of the organization of the living world and the unity of biological systems.
6. Identify ways in which the physical and biological worlds interact with each other.

Requirements for A.S. Degree in Natural Science and Mathematics

Required Core Courses (18 units)

Students must complete 18 units selected from the courses listed below, including a minimum of 3 units of Mathematics, 3 units of Physical Sciences, and 3 units of Biology.

A. Mathematics Units

MATH 94	Intermediate Algebra	5
MATH 99	Intermediate Algebra, Part B	3
MATH 106	Pre-Calculus: Elem. Functions	5
MATH 108	Trigonometry	3
MATH 115	Applied Calculus	5
MATH 120	Calculus 1	5
MATH 121	Calculus 2	5
MATH 220	Linear Algebra	3
MATH 221	Calculus 3	5
MATH 222	Calculus 5: Differential Equations	3
MATH 232	Statistics	4
MATH 235	Finite Mathematics	3

B. Physical Sciences Units

ASTR 110	Descriptive Astronomy	3
ASTR 111	Practical Astronomy	3
CHEM 110	Introduction to Chemistry	4

CHEM 111	Introduction to Organic & Biological Chemistry	4
CHEM 120	General Chemistry 1	5
CHEM 121	General Chemistry 2	5
CHEM 240	Organic Chemistry 1	4
CHEM 241	Organic Chemistry 2	4
EART 110	Earth Science: Earth, Sea, and Sky	3
ENVS 115	Energy, the Environment & Sustainability	3
GEOL 111	Physical Geology Laboratory	1
GEOL 112	Fossils, Time and Earth History	3
GEOL 116	Geology Hazards and Humanity	2
PHYS 105	General Applied Physics	3
PHYS 110	Descriptive Physics	3
PHYS 111	Descriptive Physics Laboratory	1
PHYS 120	General Physics 1	4
PHYS 121	General Physics 2	4
PHYS 140	Physics for Scientists & Engineers 1	4
PHYS 240	Physics for Scientists & Engineers 2	4
PHYS 241	Physics for Scientists & Engineers 3	4

C. Biology Units

BIOL 103	Introduction to Nutrition	3
BIOL 105	Human Biology	4
BIOL 110	Survey of Biology	4
BIOL 112	Introduction to Ecology	3
BIOL 117	Wildlife Biology	3
BIOL 120	General Biology	4
BIOL 218	Human Anatomy	5
BIOL 219	Human Physiology	5
BIOL 220	General Microbiology	5
BIOL 240	General Zoology	5
BIOL 241	General Botany	5
ASTR 110	Descriptive Astronomy	3
ASTR 111	Practical Astronomy	3
CHEM 110	Introduction to Chemistry	4
CHEM 111	Introduction to Organic & Biological Chemistry	4
CHEM 120	General Chemistry 1	5
CHEM 121	General Chemistry 2	5
CHEM 240	Organic Chemistry 1	4
CHEM 241	Organic Chemistry 2	4
EART 110	Earth Science: Earth, Sea, and Sky	4
ENVS 115	Energy, the Environment & Sustainability	3
GEOG 110	Physical Geography	3
GEOG 114	California Geography	3
GEOG 120	Geographic Info Systems & Science 1	4
GEOG 121	Geographic Info Systems & Science 2	4
GEOL 110	Physical Geology	3

D. Optional Elective Units

ANTH 120	Biological Anthropology	3
ANTH 120L	Biological Anthropology Lab	1
TECH 107	Technical Mathematics II	3

Course Descriptions

CHEM 110 – Introduction to Chemistry

**4 units; 3 hours lecture, 3 hours lab, 108 hours total
CSU, UC**

Prerequisite: MATH 94 with C or better, or completion of Intermediate Algebra

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.

CHEM 111 – Introduction to Organic & Biological Chemistry

**4 units; 3 hours lecture, 3 hours lab, 108 hours total
CSU, UC**

Prerequisite: CHEM 110

An introduction to the important principles, compounds and reactions of organic and biological chemistry with an emphasis on biochemical behavior of the molecules. Laboratory includes an introduction to the basic techniques of organic and biological chemistry. For students pursuing nursing and allied health careers who need a year of chemistry that includes an introduction to organic and biological chemistry. CHEM 110 (or CHEM 120) and CHEM 111 will fulfill that requirement.

CHEM 120 – General Chemistry 1

**5 units; 3 hours lecture, 6 hours lab, 162 hours total
CSU, UC**

Prerequisite: CHEM 110 or high school chemistry and 2 years Algebra

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.

CHEM 121 – General Chemistry 2

**5 units; 3 hours lecture, 6 hours lab, 162 hours total
CSU, UC**

Prerequisite: CHEM 120

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

CHEM 199 – Independent Study in Chemistry

**1-3 units; 3-9 hours lab, 54-162 hours total
CSU, UC; Repeatable three times Prerequisite:**

CHEM 120

This course provides students the opportunity to study an area of special interest in chemistry. Projects include: developing a chemical analysis procedure, preparation of a computer project involving a chemical systems emulation or problem-solving technique, research paper on a topic of chemical interest, development of problem-solving skills. Credit/No Credit grading.

CHEM 240 – Organic Chemistry 1

**4 units; 3 hours lecture, 3 hours lab, 108 hours total
CSU, UC**

Prerequisite: CHEM 121

The first course of a two-semester sequence designed for pre-professional programs such as chemistry, chemical engineering, medicine and biology. Introduction to organic synthetic pathways, mechanisms, and spectroscopy. Lab work includes qualitative analysis of organic compounds, synthesis, extraction, separation and identification of compounds using physical properties, chemical reactivity, and spectral techniques.

CHEM 241 – Organic Chemistry 2

**4 units; 3 hours lecture, 3 hours lab, 108 hours total
CSU, UC**

Prerequisite: CHEM 240

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

Computer Information Systems Application

Division Offices Career

Technical Education Gregory

Miraglia, Division Dean

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Robert Miller, Computer Studies Program Coordinator

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Stacy Hitchcock, Division Secretary

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Business Software Certificate of Achievement

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

Total Units: 6

Required Courses

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

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

CISA 110 – Introduction to Microcomputers
3 units; 3 hours lecture, 1 hour lab, 72 hours total
CSU, UC

Recommended Preparation: BUSI 170 or equivalent
This is an introduction to microcomputers and microcomputer applications, introducing important concepts for the effective use of the user interface, word processor, spreadsheet, database, and Internet. These concepts will be reinforced by hands-on experience both inside and outside of the classroom.

CISA 127 – Computer Accounting
3 units; 3 hours lecture, 54 hours total
CSU

Recommended Preparation: ACCT 120, ACCT 125
This course provides an introduction to the principles and procedures for using financial accounting software, such as Quickbooks, to set up a company and process normal, ongoing transactions in a small to medium business.

CISA 130 – Computer Literacy
3 units; 1 hour lecture, 1 hour lab, 54 hours total
CSU

A course designed to familiarize students with the basics of a current word processing program, desktop information manager program, database program, and the World Wide Web. Students will learn how to produce and format documents and tables using graphic elements; navigate the Internet; send, receive, and manage e-mails, contacts, and schedules; and use a database to manage records electronically.

CISA 142 – Operating Systems
3 units; 3 hours lecture, 1 hour lab, 72 hours total
CSU

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

CISA 160 – Database Systems
3 units; 3 hours lecture, 1 hour lab, 72 hours total
CSU

Recommended Preparation: CISA 110
Provides an introduction and hands-on training in the use of microcomputer database software. The basic concepts of Structure as well as specific commands and functional

capabilities will be covered. Files will be created, data manipulated, output formatted, and reports produced. Students will gain experience in modular programming techniques and constructing program loops. Specific applications will include batch mode, interactively finding and editing data, and simultaneously accessing two databases to isolate exception conditions or update files.

CISA 165 – Spreadsheets
3 units; 3 hours lecture, 1 hour lab, 72 hours total
CSU

Recommended Preparation: CISA 110
Provides an introduction and hands-on training in the use of microcomputer-based spreadsheet software. An introduction to the basic concepts of an electronic spreadsheet as well as the specific commands and functions will be covered. Advanced topics will include macros, business graphics, database, and interactive menus. Spreadsheet documents will be produced for a variety of applications for business use.

CISA 167 – Intro Excel for Business Professionals
1 unit; 2 hours lecture (9 weeks), 18 hours total
CSU

Recommended Preparation: CISA 110
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.

CISA 168 – Advanced Microsoft Excel for Business Professionals
1 unit; 2 hours lecture (9 weeks), 18 hours total
CSU Repeatable once

Recommended Preparation: CISA 167
Students design and create well-organized spreadsheets for the business and home environment using Microsoft Excel including advanced formatting techniques, using advanced functions and formulas, working with tables and data features, consolidating data, analyzing data, sharing workbooks, automation, and distributing data.

CISA 170A – Keyboarding 1 (Part 1)
1 unit; 1 hour lecture, 2 hours lab, 54 hours total;
Open Entry/Open Exit
CSU

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.

CISA 170B – Keyboarding 1 (Part 2)
1 unit; 0.5 hours lecture, 2.5 hours lab, 54 hours total;
Open Entry/Open Exit
CSU

Recommended Preparation: CISA 170A or equivalent keyboarding skill

Part 2 continues developing keyboarding skill with emphasis on speed and accuracy. The student will be introduced to word processing to produce correspondence, envelopes, tables, and reports.

CISA 170C – Keyboarding1 (Part3)

**1 unit; 0.5 hours lecture, 2.5 hours lab, 54 hours total; Open Entry/Open Exit
CSU**

Recommended Preparation: CISA 170B or equivalent keyboarding and word processing skills

Part 3 continues to develop keyboarding and word processing skills. The student will use acquired word processing skills to produce academic and business reports, business letters in modified block style, and resumes.

CISA 171A – Keyboarding 2/Part 1

**1 unit; 0.5 hours lecture, 2.5 hours lab, 54 hours total; Open Entry/Open Exit
CSU**

Recommended Preparation: CISA 170C or equivalent keyboarding and word processing skills

This course provides further development of basic keyboarding techniques. Students will use word processing skills to compose documents, format reports, multipage letters, multipage memos, and tables.

CISA 171B – Keyboarding 2/Part 2

**1 unit; 0.5 hours lecture, 2.5 hours lab, 54 hours total; Open Entry/Open Exit
CSU**

Recommended Preparation: CISA 171A or equivalent keyboarding and word processing skills

Part 2 continues to expand students' keyboarding speed and accuracy. Students will use word processing software to prepare formal report projects, international business documents, medical office documents, and legal office documents.

CISA 171C – Keyboarding 2/Part 3

**1 unit; 0.5 hours lecture, 2.5 hours lab, 54 hours total; Open Entry/Open Exit
CSU**

Recommended Preparation: CISA 171B or equivalent keyboarding and word processing skills

This final part of the keyboarding classes refines students' keyboarding speed and accuracy. Word processing skills are further developed to design office forms, office publications, and Web pages.

CISA 172 – Keyboarding Skill Development

0.5 unit; 0.5 hours lecture, 1 hours lab, 27 hours total (9 weeks)

CSU; Repeatable three times

Recommended Preparation: CISA 170A or equivalent keyboarding skills

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.

CISA 180 – Creating Web Pages with HTML

3 units; 3 hours lecture,1 hour lab, 72 hours total (9 weeks)

CSU; Repeatable once

This class will cover Hypertext Markup Language and Extensible Hypertext Markup Language its use in creating documents for the World Wide Web Related topics such as Uniform Resource Locators, Multimedia, and Frames will be introduced.

CISA 181 – Enhancing Web Pages With DHTML

1.5 units; 3 hours lecture, 1 hour lab, 36 hours total (9 weeks)

CSU

Recommended Preparation: CISA 180

DHTML or Dynamic Hyper Text Markup Language allows you to enhance your web pages to offer the web page viewer a better experience and give you greater control of WHAT and HOW the information is presented to the viewer. You, as the web page author can create documents that dynamically interact with the user. Examples include: animated text that moves AND changes in response to user action, Pop-up and Drop- down menus that provide users with quick access to other pages.

CISA 182 – Javascript and AJAX

3 units; 3 hours lecture,1 hour lab, 72 hours total (9 weeks)

CSU

Recommended Preparation: CISA 180

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.

CISA 183 – Creating Web Sites

3 units; 3 hours lecture,1 hour lab, 72 hours total (9 weeks)

CSU; Repeatable three times

Recommended Preparation: CISA 170A

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.

CISA 184 – Creating Applications for Mobile Devices

3 units; 3 hours lecture, 1 hour lab, 72 hours total CSU

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.

CISA 186 – Beginning Word Processing

2 units; 1.5 hours lecture, 1.5 hours lab, 54 hours total CSU

Recommended Preparation: CISA 170A

A hands-on course designed to introduce the fundamentals of a current word processing program. Emphasis is on developing word processing skills and techniques for the workplace.

CISA 212 – UNIX and Linux

3 units; 3 hours lecture, 1 hour lab, 72 hours total CSU

Recommended Preparation: CISA 110

An introduction to the effective use of the UNIX and Linux operating systems. Both the single-user and multi-user capabilities of the system will be explored.

CISA 270 – Keyboarding 3

3 units; 1 hour lecture, 4 hours lab, 90 hours total CSU

Recommended Preparation: BUSI 171, BUSI 185, CISA 186

An advanced office simulation course to develop keyboarding competency, editing, and document processing abilities. It also includes a comprehensive review of rules covering written communication to develop proofreading skills for mechanical, format, content, and spelling errors.

CISA 284 – Advanced Word Processing

2 units; 1.5 hours lecture, 1.5 hours lab, 54 hours total CSU

Recommended Preparation: CISA 186

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.

CISA 287 – Desktop Publishing

1 unit; 1 hour lecture, 2 hours lab, 27 hours total (9 weeks) CSU

Recommended Preparation: CISA 186 or fundamental knowledge of Microsoft Word

A hands-on course covering features of the desktop publishing capabilities of a word processing program. Students will learn to prepare attractive business and personal documents, promotional documents, Web pages, and

PowerPoint presentations.

CISA 288 – Presentation Software

1 unit; 0.5 hours lecture, 1 hour lab, 27 hours total (9 weeks) CSU

This is 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.

CISA 289 – Advanced Desktop Publishing

1 units; 0.5 hours lecture, 1 hour lab, 27 hours total (9 weeks) CSU

Recommended Preparation: CISA 186 or fundamental knowledge of Microsoft Word

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.

CISA 298 – Selected Topics in Computer Information

0.5-3 units 9-162 hours total CSU; Repeatable once

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

Computer Information Systems Networks

Division Offices

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Course Descriptions

CISN 110 – Networking Fundamentals
3 units; 3 hours lecture, 1 hour lab, 72 hours total
CSU;

Recommended Preparation: CISA 110 or equivalent
This course provides a comprehensive overview of the fundamental concepts of computer networking. It is designed to make the student aware of the various elements, protocols and software within the networking environment.

CISN 120 – Network Administration
3 units; 3 hours lecture, 1 hour lab, 72 hours total
CSU; Repeatable once

Recommended Preparation: CISN 110
This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day network administrative tasks in single-domain and multiple-domain networks on Windows NT, 2000, and XP.

CISN 130 – Network Technical Support
3 units; 3 hours lecture, 1 hour lab, 72 hours total
CSU; Repeatable once

Recommended Preparation: CISN 110
This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Microsoft Windows NT in a single-domain Microsoft Windows NT-based network. In addition, students learn how to integrate Windows NT and Novell NetWare networks.

CISN 165 – Network & Computer Security
3 units; 3 hours lecture, 1 hour lab, 72 hours total
CSU; Repeatable once

Recommended Preparation: CISN 110
This course will prepare the student to implement security measures on networked and stand-alone computer systems. Students will analyze security risks from a variety of sources including user authentication, file security, denial-of-service-attacks, viruses, and physical attacks. The proposed security solutions will be implemented and tested in hands-on lab work using Windows 2000. These security solutions are also applicable in Windows 9x, ME, NT, XP, and UNIX.

CISN 298 – Selected Topics in Computer Information
1-3 units; 1-3 hours lecture, 1-3 hours lab, 36-108 hours total

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

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

COMS 100 – Introduction to Computer Systems
3 units; 3 hours lecture, 54 hours total
CSU, UC

An introduction to the concepts of computer information systems and their application in problem solving and decision-making for business, science and industry. An overview of computer terminology, computer system components, system development and maintenance, programming languages, data communication, networking, the Internet, applications and systems software, and the computers' impact on society.

COMS 120 – Introductory Programming Logic
3 units; 3 hours lecture, 1 hour lab; 72 hours total
CSU, UC

An introduction to structured computer programming using the Microsoft® Visual Basic, NET language. Topics include numeric and character string manipulation using simple variables and arrays. Subprograms and functions are introduced. Program design and user interface design are introduced. Programs are written and run by students on microcomputers in the Microsoft® Visual Studio.NET environment.

Prerequisite: Math 90 or Math 97 or equivalent.

COMS 121 – Advanced Programming Logic
3 units; 3 hours lecture, 3 hours lab, 72 hours total
CSU, UC

Prerequisite: COMS 120

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

COMS 199 – Independent Study in Computer Studies
1-3 units; 1-3 hours lab, 18-54 hours total
CSU

An opportunity for advanced students with special skills and interests in Computer studies to explore a particular topic in depth under the direction of the computer studies faculty.

COMS 215 – Programming Concepts and Methodology 1
3 units; 3 hours lecture, 1 hour lab, 72 hours total
CSU, UC

Prerequisite: MATH 90 or one year of high school algebra

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

COMS 298 – Selected Topics in Computer Studies

**1-3 units; 18-54 hours total
CSU; Repeatable once**

Topics in COMPUTER STUDIES not covered by regular Catalog offerings. Course content and unit credit to be determined in relation to Community-Student and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory.

Counseling

Division Offices Counseling

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Associate of Science in Human Services

The Human Services Program is designed to teach students entry level helping skills to work in the high demand field of Human Services. Students will gain knowledge of human service delivery systems; communication skills for working with individuals, groups and diverse populations; case management techniques; and will have field experiences in one or more human service agencies.

The courses required to complete the major are: COUN 120, 122, 124, 126, 128; 130; HELH 106; SPCOM 124 or 126; WOEX gap 190,193. Counseling courses offered one time a year.

Student Learning Outcomes

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.
2. Employ a range of effective communication strategies to establish a collaborative relationship with the participant.
3. Apply informal assessment practices in order to understand the needs and interests of the participant and assist them.
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.
5. Apply effective advocacy strategies to overcome the legal, administrative, and financial challenges facing participants.
6. Implement case management techniques to assist participants find a full range of care throughout their community.
7. Write and provide the necessary documentation within an organization and manage these requirements efficiently.
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.

Total Units: 60 – 68

Requirements for A.S. Degree in Human Services

First Semester

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

Second Semester

COUN 124 *	Working With Diverse Populations	3
COUN 126	Case Management in Human Services	3
COUN 128	Introduction to Substance Abuse Studies	3
Elective		3
WOEX 190	Work Experience Seminar	1
WOEX 193	Vocational Work Experience	1 - 4
HELH 106	Personal & Community Health	3

Third Semester

Math Requirement		3 - 5
Electives		9

Social Science GE 3

Fourth Semester

Natural Science GE 3

Humanities GE 3

Electives 9

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 meet with a Napa Valley College counselor
for specific requirements.

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

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.

Counseling courses are offered one time per academic year.

Total Units 23 - 26

Requirements for the Human Services Certificate of Achievement

Required Courses (24 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 Substance Abuse Studies	3
SPCOM 124	Career Communication	3
or		
SPCOM 126	Intercultural Communication	3
WOEX 190	Work Experience Seminar	1
WOEX 193	Vocational Work Experience	1 - 4

Courses must be completed with a grade of "C" or
better.

Career Opportunities in Counseling

- Case Aides
- Community Organization Workers
- Developmental Disability Assistants
- Eligibility Workers
- Employment Interviewers
- Interviewing Clerks
- Human Services Assistants
- Senior Citizen Aides
- Social Services Aides
- Social Work Assistants
- Welfare Eligibility Workers
- Workforce Development Workers

College Requirements

For complete information, see "Graduation
Requirements" in the Catalog Index.

Course Descriptions

COUN 94 – Techniques for Improving Memory 1 unit; 1 hour lecture, 18 hours total Non-transferable

This class will lead students through a step-by-step
approach to encourage good study habits and develop a
variety of memory techniques to retain and remember
information. Students will examine the important three stages
of memory: sensory memory, short-term memory and long-

term memory, and how they relate to developing the basic
tools needed to increase memory of coursework.

COUN 97 – Managing the College Experience 0.5 unit; 0.5 hour lecture, 9 hours total Non-transferable

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

COUN 100 – College Success 3 units; 3 hours lecture, 54 hours total CSU; Repeatable once

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.

COUN 101 – College Discovery 1 1 unit; 1 hour lecture, 18 hours total CSU

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.

COUN 102 – Strategies for Personal Development

**1 unit; 1 hour lecture, 18 hours total
CSU**

A short-term, intensive course provides students with strategies for succeeding in college including communication skills, priority management, personal and career assessment and decision-making techniques.

COUN 103 – Take Charge of Your Learning

**1 units; 1 hour lecture, 18 hours total
CSU**

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.

COUN 105 – Planning for Transfer Success

**1.5 units; 1.5 hours lecture, 27 hours total
CSU**

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.

COUN 110 – Career/Life Plan

**3 units; 3 hours lecture, 54 hours total
CSU; Repeatable once**

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.

COUN 111 – Career Decision-Making

**1.5 units; 1.5 hours lecture, 27 hours total
CSU**

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.

COUN 120 – Introduction to Human Services

**3 units; 3 hours lecture, 54 hours total
CSU**

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.

COUN 122 – Helping Skills in Human Services

**3 units; 3 hours lecture, 54 hours total
CSU**

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.

COUN 124 – Working With Diverse Populations

**3 units; 3 hours lecture, 54 hours total
CSU**

A course examining the historical and current needs, values and concerns of diverse populations and their impact on human service agencies. Issues of culture, race, and prejudice will be examined when working with Latinos/as, Native Americans, African Americans, Asian Americans, women and other minority groups. The perspective of women and minority groups will be emphasized. Critical issues in working with culturally different populations will be explored as they relate to the Human Service Specialist.

COUN 126 – Case Management in Human Services

**3 units; 3 hours lecture, 54 hours total
CSU**

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.

COUN 128 – Introduction to Substance Abuse Studies

**3 units; 3 hours lecture, 54 hours total
CSU; Repeatable once**

An introductory course in substance abuse that orients the learner to commonly abused substances and their physical

and cognitive impact, addiction theory, problem identification and treatment modalities. This course emphasizes prevention and intervention strategies for helping professionals working in a variety of health and human service settings.

COUN 130 – Crisis Intervention in Human Services
3 units; 3 hours lecture; 54 hours total

CSU

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.

COUN 288 – Counseling Workshop
0.50 - 1.50 units; 0.50 - 1.5 hours lecture, 9-27 hours total

CSU; Repeatable three times

A short course on specialized topics in the Counseling field. Topics vary with each offering. Repeatable as topics change.

Criminal Justice Training

Division Offices

Criminal Justice Training Center

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Law Enforcement Certificate of Achievement

Students must complete CJT 200.

Total Units: 24

Student Learning Outcomes

Upon completion of the Law Enforcement Certificate, it is intended that students will be able to:

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

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

CJT 85 – Introductory Topics in Criminal Justice

0.5-2 units; 8-160 hours integrated lab (2-18 weeks)

Pass/No-Pass grading

This course includes various introductory topics in law enforcement and in related areas of the criminal justice system.

CJT 100 – Introduction to Public Safety Profession

3 units; 3 hours lecture, 54 hours total

CSU

This course will provide students with an overview of public safety careers including law enforcement, 9-1-1 dispatching, corrections, fire suppression, fire investigation, paramedicine, and the practice of law. Students will learn about the prerequisite training required, minimum qualifications, and typical job tasks associated with these public safety professions. The course will include job search and application strategies as well as pre-employment testing and interviewing techniques.

CJT 200 – Basic Police Academy

24 units; 880 hours integrated lab (22 weeks) CSU

Prerequisites: 1. Complete a criminal history fingerprint check through the California Department of Justice (13511.5 PC). 2. Obtain clearance from a licensed physician indicating capacity to participate in intensive physical

activity. The above prerequisites may be certified by an authorized law enforcement agency.

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.

CJT 211 – Adult Corrections Academy
5 units; 200 hours integrated lab
CSU

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.

CJT 212 – Probation Academy
5 units; 200 hours integrated lab
CSU

The Adult Probation Officer Academy provides the required entry-level job training for people interested in being an adult probation officer in California. This course is certified by the California State Board of Corrections.

CJT 213 – Juvenile Corrections Officer Academy
4 units; 160 hours integrated lab
CSU

This course provides state certified entry-level job training for persons seeking employment as a juvenile corrections officer.

CJT 296 – Public Safety Dispatchers' Basic Course
4-5 units; 120-136 hours integrated lab
CSU

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.

CJT 297 – Basic Academy Recertification
5-6 units; 136 hours integrated lab
CSU

Prerequisites: 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.

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.

CJT 298 – Selected Topics in Criminal Justice Training
1-5 unites; 3-8 hours lecture, 54-144 hours total
CSU Repeatable once

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

CJT 302– Criminal Justice Skills & Knowledge Modular

0.5-5 unites; 8-160 hours integrated lab
Non-transferable

Recommended Preparation: Completion of a basic law enforcement training program such as the basic police academy, basic dispatch course, or equivalent.

Advanced topics in law enforcement designed to enhance the job skills and to meet P.O.S.T. requirements for continuing professional training for peace officers and communications dispatchers. Classes are scheduled from 8 to 160 hours in length with course content taken from one of forty-one topical areas.

Dance

Division Offices

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Course Descriptions

DANS 126 – Cardio Salsa

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

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.

DANS 128 – Salsa and Latin Social Dance

Forms

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

This is a dance class focusing on Salsa and other Latin social partnering dances. Partners will be rotated between fellow students. The history of each Latin dance style will be studied.

DANS 132 – Dance Styles

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

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.

DANS 133 – Ballet Fit

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

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.

DANS 134 – Ballet

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

Beginning ballet focuses on beginning techniques at the barre, center floor, across the floor, and various ballet combinations with different rhythmic patterns. Intermediate: Intermediate techniques at the barre, center floor, across the floor and various ballet combinations. Advanced builds on the skills learned in beginning and intermediate levels. Body movement and dance vary for different music. Text required.

DANS 135 – Street Jazz (Beginning Hip Hop)

0.5-1.5 units; 1-3 hours integrated lab, 18-54 hours total

CSU, UC; Repeatable three times

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. Course can be repeated three times. Skills or proficiencies are enhanced by supervised repetition and practice within class periods. Course content differs each time it is offered.

DANS 136 – Jazz Dance

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

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

DANS 137 – Tap Dance

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

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.

DANS 138 – Modern Dance

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

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

DANS 140 – Dance Production

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

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. Repeatable for credit three times to improve proficiency. Course content differs each time it is offered.

DANS 298 – Selected Topics in Physical Education

1 - 1.5 units; 2-3 hours lecture/lab; 36-54 hours total

CSU

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

Digital Art

Division Offices Arts and Humanities

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Division Secretary's Office
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Faculty and Offices

John Dotta – Photography
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Associate in Arts Degree in Graphic Design

This degree provides a comprehensive foundations program in Graphic Design with two areas of emphasis. To fulfill the requirements for this degree, students will complete the required courses for one of two areas of emphasis and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Total Units: 60

Student Learning Outcomes

Upon successful completion of this sequence of courses, the student should be able to:

1. Critically evaluate and understand the aesthetic, cultural, and political development of design in historical and contemporary cultures.
2. Create finished images and graphics for professional applications based on principles of effective design and communication.
3. Translate ideas into images and designs.
4. Present finished design products for peer, professional or academic review.
5. Evaluate and critique graphic design work and receive criticism from others.

6. Work collaboratively and communicate effectively with others on design projects.

Transfer Emphasis (21 units)

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.

A. Required Core Courses (15 units)

ARTS 110	Fundamentals of Drawing	3
DART 120	Intro to Dig. Art and Graphic Design	3
DART 130	Digital Imaging	3
DART 140	Drawing and Typography	3
DART 150	Publication Layout and Design	3

B. Restricted Electives (6 units)

ARTH 106	Renaissance to Modern Survey	3
ARTH 110	History of Graphic Design	3
DART 160	Introduction to Flash	3
PHOT 150	Intro to Digital Photography	3

Graphic Design Emphasis (36 units)

AA degree program offering strong foundation in graphic design for students interested in pursuing entry-level work in the graphic design field. This degree is not intended as preparation for transfer to a baccalaureate degree program.

A. Required Core Courses (30 units)

ARTH 110	History of Graphic Design	3
ARTS 101	2-D Design and Color Theory	3
ARTS 110	Fundamentals of Drawing	3
ARTS 270	Professional Practices	3

DART 120	Intro to Dig Art and Graphic Design	3
DART 130	Digital Imaging	3
DART 140	Drawing and Typography	3
DART 150	Publication Layout and Design	3
DART 155	Production and Prepress	3
PHOT 150	Intro to Digital Photography	3

B. Restricted Electives (6 units)

DART160	Introduction to Flash	3
CISA 180	Creating Web Pages with HTML	3
BUSI 251	Marketing	3

Course Descriptions

DART 120 – Intro to Digital Art & Graphic Design

**3 units, 2 hours lecture, 3 hours lab, 90 hours total
CSU, UC**

Recommended Preparation: ARTS 101

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

**DART 130 – Introduction to Digital Imaging
3 units, 2 hours lecture, 3 hours lab, 90 hours total
CSU**

Recommended Preparation: DART 120

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

**DART 140 – Drawing & Typography
3 units, 2 hours lecture, 3 hours lab, 90 hours total
CSU, UC**

Recommended Preparation: DART 120

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

**DART 150 – Publication Layout & Design
3 units, 2 hours lecture, 3 hours lab, 90 hours total
CSU**

Recommended Preparation: DART 120

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

**DART 155 – Production and Prepress
3 units, 2 hours lecture, 3 hours lab, 90 hours total
CSU**

Recommended Preparation: DART 120

Introduction to basic digital prepress which involves the preparation of pages for reproduction on any kind of press or printing system. Topics include work flow, terminology, software, file types; font issues, job requirements and types of printing.

**DART 160 – Introduction to Flash
3 units, 2 hours lecture, 3 hours lab, 90 hours total
CSU**

Recommended Preparation: CISA 130

Introduction to Adobe Flash providing a foundation in streaming media, interactive principles, action scripting, and animation for creating rich media websites.

**DART 170 – Digital Video Editing
3 units; 6 hours integrated lab, 108 hours total
CSU, UC**

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.

**DART 230 – Advanced Digital Imaging
3 units; 6 hours integrated lab, 108 hours total
CSU**

Recommended Preparation: DART 130

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

**DART 282 – Capstone Experience
3 units; 6 hours integrated lab, 108 hours total
CSU**

Recommended Preparation: PHOT 281

The culminating course in the Digital Arts certificate program which focuses primarily on the intersection of digital media and each student's area of stud

**DART 85 – Digital Art Academy
0.50 - 3.00 units; 1-6 hours integrated lab; 18-
108 hours total
Repeatable two times**

A summer academy course providing a broad introduction to educational opportunities and career pathways in digital media arts. This course is designed for first-time college students and does not require any previous art or design experience.

Digital Design Graphics Technology

Division Offices Career Technical Education

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Student Learning Outcomes

Upon completion of the Certificate or AS Degree Major in Digital Design Graphics Technology, it is

intended that students will:

1. Be able to manage and create digital media/data.
2. Be able to work positively as a team member in an office environment.
3. Be able perform industry specific skills.
4. Be able to develop personal traits conducive to a professional environment.
5. Be able to effectively apply technology learned/ keep current with technology.

First Semester

DDGT 120	Digital Design Graphics Technology 1	7
TECH 92	Technical Mathematics 1	3
MACH 100	Machine Shop Practice	3
Physical Education *		1

Second Semester

DDGT 121	Digital Design Graphics Technology 2	7
TECH 107	Technical Mathematics II	3
PHYS 110	Descriptive Physics	3
PHYS 111	Descriptive Physics Laboratory	1
Physical Education *		1

Third Semester

DDGT 230	Digital Architectural Drafting & Design	6
DDGT 240	Digital Design Graphics Technology 3	7
ENGL 120	Reading & Composition 1	4

Fourth Semester

DDGT 241	Digital Design Graphics Technology 4	7
Social Science ****		3
Humanities ***		3
Physical Education *		1
Elective **		3

Options

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

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

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****ANTH 121, 180; CFS 140, 180; HIST 145, 150, 152; PSYC 128; SPEE 126 will double count for the A.S.

Degree requirements in Multicultural/Gender Studies and Social Science.

***ANTH 150; DRAM 115; ENGL 217; HUMA 100, 101, 151, 174, 186 will double count for the A.S. Degree requirements in Multicultural/Gender Studies and Humanities.

*

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

Course Descriptions

DDGT 110 – Technical Drawing Fundamentals 3 units; 2 hours lecture, 3 hours lab, 72 hours total CSU, UC

An entry level course for students with little or no technical drawing experience. Topics covered include drafting standards, drawing scales, geometric constructions, orthographic projection, sectioning, computer-aided drafting (CAD) applications using the latest version of AutoCAD.

DDGT 120 – Digital Design Graphics Technology 1 7 units; 5 hours lecture, 10 hours lab, 270 hours total CSU

Recommended Preparation: TECH 92, MACH 100

The first of a four course series in the Digital Design Graphics Technology S. Degree program. Drafting fundamentals are covered that include national and international drafting standards, geometric constructions, orthographic projections, dimensioning, sectioning, auxiliary views, Computer-aided drafting fundamentals, and three-dimensional modeling. All coursework is done using the latest release of the AutoCAD software program.

DDGT 121 – Digital Design Graphics Technology 2 7 units; 5 hours lecture, 10 hours lab, 270 hours total CSU

Prerequisite: DDGT 120

Recommended Preparation: TECH 107

The second of a four course series in the Digital Design Graphics Technology A.S. Degree program. Advanced study in computer-aided drafting (CAD)three-dimensional parametric solid modeling, Boolean operations, advanced lighting and scene layout for CAD rendered images, the study of descriptive geometry and lateral surface developments and creation of working drawing sets. Development of intranet web pages for communication of engineering documents across the internet.

DDGT 199 – Independent Study in Digital Design Graphics Technology 1-3 units; 3-9 hours integrated lab, 54 to 162 hours total CSU; Repeatable two times

Prerequisite: DDGT 121

A course for second-year Digital Design Graphics Technology degree track students wishing to pursue related special

studies that are not included in the existing Digital Design Graphics Technology/Autodesk Premier ATC curriculum. : CSU.

DDGT 201 – Autocad for the Professional Level 1
1 unit; 10 hours lecture, 22 hours lab; 2 weeks;
32 hours total

CSU; Repeatable 3 times

This course teaches the beginning Computer-Aided Drafting (CAD) user the beginning fundamentals of using the latest release of the AutoCAD software program. The user interface, drawing aids, drawing & editing commands, layers, blocks, drawing annotation, dimensioning, and outputting drawing files to hard-copy are covered.

DDGT 202 – Autocad for the Professional Level 2

1 unit; 10 hours lecture, 22 hours lab, 2 weeks;
32 hours total

CSU; Repeatable 3 times

Recommended Preparation: DDGT 201

This course builds on knowledge and skills gained in DDGT 201, AutoCAD For the Professional Level 1. Topics covered include grips, object selection settings and filters, system variables, advanced linetype creation, block attributes, externally referenced files, working with raster images, dimension style families, editing dimensions, paperspace and printing, and introduction to customization and 3D drawing.

DDGT 211 – Revit Essentials

1 unit; 10 hours lecture, 22 hours lab, 2 weeks;
32 hours total

CSU; Repeatable 3 times

This course teaches the beginning Computer-Aided Drafting (CAD) user the beginning essentials of using the latest releases of the Revit Autodesk software. User interface and drawing and editing commands are covered so that the students can compose sheets to be plotted.

DDGT 212 – Revit Advanced

1 unit; 10 hours lecture, 22 hours lab, 2 weeks;
32 hours total

CSU; Repeatable 3 times

Recommended Preparation: DDGT 211

This course teaches advanced Computer-Aided Drafting (CAD) techniques to people using the Revit Autodesk program. Advanced drawing, editing techniques along with advanced methods of interfacing with other programs and the creation of unique features in terms of families and advanced roof design are covered.

DDGT 213 - Autodesk Inventor 2009 Essentials

1 unit; 5 hours lecture; 11 hours lab; 2 weeks;
32 hours total

CSU

Recommended Preparation: DDGT 110

This course teaches the beginning Computer-Aided Drafting (CAD) user the beginning fundamentals of using the latest release of the Autodesk Inventor software program. The user interface, drawing aids, drawing & editing commands, part modeling, assembly modeling, drawing annotation, dimensioning and constraining, and outputting drawing files to hard-copy are covered. Repeatable for credit one time.

DDGT 214 – Autodesk Inventor 2009 Advanced

1 unit; 10 hours lecture, 22 hours lab, 2 weeks;
32 hours total

CSU; Repeatable 3 times

Recommended Preparation: DDGT 213

Autodesk Inventor Advanced Part Modeling is the second in a series of courses on Inventor. The goal of this course is to build on the skills acquired in the Inventor Introduction to Solid Modeling course to take students to a higher level of productivity designing part models in Inventor. In addition, students will learn about various drawing tools. The course also covers creating revision and hole tables as well as custom sketch symbols which can all be added to a drawing. With an understanding of these tools, students can begin to streamline the design and documentation process.

DDGT 230 – Digital Architectural Drafting & Design

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

CSU; Repeatable 3 times

Recommended Preparation: DDGT 121, TECH 107

A study of the digital graphic representation used by the architectural field, building codes, symbology, floor plans, sectional views, foundation plans, roof framing plans, specifications, interior/exterior elevations, computer animated walk-throughs and fly-bys as relates to residential architecture and design.

DDGT 231 – Architectural Design & Drafting 2

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

CSU; Repeatable 3 times

Recommended Preparation: DDGT 230

A study of architectural design and drafting in the commercial building industry using Building Information Modeling (BIM) and sustainable analysis tools.

DDGT 240 - Digital Design Graphics Technology 3

7 units; 5 hours lecture, 10 hours lab; 270 hours total

CSU

Prerequisite: DDGT 121

A third of a four course series in the Digital Design Graphics Technology A.S. Degree program. Study of modeling, materials, lighting, and animation of three-dimensional (3D) models and scenes. Editing 3D objects, lofting objects, utilize particle systems, create cameras, perform video post operations, timing of multiple object animations within a scene. Study of traditional pictorial drawing types, and biped character animation.

DDGT 241 - Digital Design Graphics Technology 4

7 units; 5 hours lecture, 10 hours lab; 270 hours

**total
CSU**

Prerequisite: DDGT 240

The last of a four course series in the Digital Design Graphics Technology A.S. Degree program. The study of civil drafting, geographic information systems (GIS) and their relationship to engineering documentation, utilization of electrical/electronic symbology and the development of various electronic diagrams.

Earth Science

Division Offices Science, Mathematics and Engineering

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Division Secretary's Office
1031-V, (707) 259-8939

Faculty and Offices

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Course Descriptions

EART 110 – Earth Science: Earth, Sea, and Sky **4 units; 3 hours lecture, 3 hours lab, 108 hours total** **CSU, UC**

A general lab science course for the liberal arts student. Earth resources, earth-sun-moon relationships, weather and climate and oceanography, with application to the San Francisco Bay Region. Lab topics include mineral resource recognition and use, map reading, 3-D stereoscopy, basic solar measurements for navigation, time and energy exercises, weather observations and measurements, and observation of coastal processes. Several field trips planned.

Economics

Division Offices Social Sciences

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Faculty and Offices

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Economics Certificate of Achievement

The Economics Certificate provides a foundation for those interested in the field of economics. The courses were also chosen for those who may want to transfer to a four-year institution.

Total: 16 units

Required Courses (16 Units)

ECON 100	Principles of Macroeconomics	3
ECON 101	Principles of Microeconomics	3
ECON 120	Economic History of the U.S.	3
MATH 232	Statistics	4
POLI 145	International Political Economy	3

Course Descriptions

ECON 100 – Principles of Macroeconomics **3 units; 3 hours lecture, 54 total hours** **CSU, UC**

Prerequisite: MATH 94, MATH 99

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.

ECON 101 – Principles of Microeconomics **3 units; 3 hours lecture, 54 total hours** **CSU, UC**

Prerequisite: MATH 94, MATH 99

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

ECON 120 – Economic History of the U.S. **3 units; 3 hours lecture, 54 total hours** **CSU, UC**

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.

Education

Division Offices

Career Technical Education

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Course Descriptions

EDUC 100 – Teaching as a Profession

**3 units; 2 hours lecture, 3 hours lab, 90 hours total
CSU, UC**

This course explores teaching as a profession in K-12 education. Effective teaching, experience and expectations of a teacher, foundations of teaching, critical issues in education, student diversity and job options are emphasized. Students are required to complete 48 hours of field observation and field work.

EDUC 110 – African American Youth in Education

**3 units; 3 hours lecture, 54 hours total
CSU**

This course explores the education system and issues specific to African American youth. This course will explore accessibility of educational opportunities and resources, African American urban youth culture, impact of media on perception of African American youth, institutional racism, teacher and school expectations, impact of economic structures and language, and effect of teacher & school perceptions on school success.

Emergency Medical Technician

Division Offices

Health Occupations

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Joann Stubitsch, Division Secretary
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Student Learning Outcomes

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;
2. Perform competently the roles and responsibilities outlined in the paramedic scope of practice (Title 22, §100145 (2004)); and,
3. Obtain employment as an entry-level paramedic with an EMS agency in the Napa or surrounding communities.

Associate of Science in Emergency Medical Technician - Paramedic

Paramedicine is an allied health profession whose specialty is to provide pre-hospital emergency medical care at the Advanced Life Support (ALS) level. Didactic, clinical and field internships prepare the student to assess and treat a wide variety of medical and traumatic emergencies in the pre-hospital setting. The knowledge and skills acquired through the program will prepare students to meet the professional responsibilities outlined in the paramedic scope of practice per the California Code of Regulations, Title 22, and to meet certification standards for paramedics as outlined by the National Registry of Emergency Medical Technicians (NREMT). The Napa Valley College Paramedic Training Program will prepare students to sit for the NREMT exam for paramedics and for entry-level paramedic work with fire protection districts, private ambulance companies, or other Emergency Medical Services providers.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (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."

Total: 68 - 75 units

General Education

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

AREA B: Humanities

3

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

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

Emergency Medical Technician – Paramedic Certificate of Achievement

Total: 40 units

Prerequisite Courses

EMT 95	Emergency Medical Technician Basic	7
HEOC 100	Basic Anatomy & Physiology	3
or		
BIOL 218	Human Anatomy	5
and		
BIOL 219	Human Physiology	5

Required Courses

First and Second Semester		
EMT 310	EMT-Paramedic I (Didactic)	24

Third and Fourth Semester

EMT 311	EMT-Paramedic II (Clinical & Field Internship)	16
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Course Descriptions

EMT 90 – First Responder

2 units; 2 hours lecture, 1 hour lab, 54 hours total Non-transferable; Repeatable three times

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. This class is repeatable for credit and may be taken for a letter grade only.

EMT 95 – Emergency Medical Technician Basic

7 units; 5.6 hours lecture, 1.4 hours lab, Non-transferable; Repeatable three times Prerequisite: EMT 90: First Responder and current American Heart Association BLS Healthcare Provider Certification.

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.

EMT 97 – EMT-Advanced

7 units; 3 hours lecture, 4 hours lab, Non-transferable; Repeatable two times Prerequisite: EMT 95: EMT-Basic, current American Heart Association BLS healthcare Provider Certification.

The Emergency Medical Technician Advanced (EMT-A) course is designed to expand the scope of practice of an experienced EMT-Basic to include limited advanced life support measures. This course will prepare students to work in the advanced EMT role within an emergency medical service system.

EMT 310 – EMT-Paramedic I (Didactic)

24 units; 20 hours lecture, 4 hours lab, Non-transferable; Repeatable once Prerequisite: HEOC 100, EMT 95

The Emergency Medical Technician-P (Paramedic) I course is the first class, two semesters in length, of a four-semester course sequence that will teach pre-hospital emergency medical care at the advanced life support (ALS) level. Upon successful completion of this course, students will be eligible to enroll in EMT 311: Emergency Medical Technician-P (Paramedic) II. Letter grade only. Pre-Requisites: EMT 95 or equivalent, current EMT license in the state of California, current American Heart Association healthcare provider CPR card, HEOC 100: Anatomy & Physiology or equivalent with a C letter grade or better and 2000 hours of EMT work experience prior to admission to the Paramedic Academy.

EMT 311 – EMT Paramedic II (Clinical & Field Internship)

16 units; 3 hours lecture, 36 hours lab, Non-transferable

Prerequisite: EMT 310

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

Division Offices

Science, Mathematics and Engineering

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Faculty and Offices

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Course Descriptions

ENGI 110 – Introduction to Engineering **3 units; 3 hours lecture, 54 hours total** **CSU, UC; Repeatable once**

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.

ENGI 122 – Engineering Graphics & Design **4 units; 2 hours lecture, 6 hours lab, 144 hours total** **CSU, UC**

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.

ENGI 199 – Independent Study in Engineering **1-3 units; 3-9 hours lab, 54-162 hours total** **CSU**

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.

ENGI 240 – Properties of Materials **4 units; 3 hours lecture, 3 hours lab, 108 hours total** **CSU, UC**

Prerequisite: CHEM 120, PHYS 140

This is an introductory course on the properties of engineering materials and how their overall properties relate to internal structure. Topics include: atomic structure and bonding; crystal structure; phases and phase diagrams; properties (mechanical, electrical, magnetic, optical) and structure of metals, polymers, ceramics and composites; mechanical deformation and fracture; taxonomy systems; corrosion and processing methods.

ENGI 241 – Engineering Mechanics: Statics **3 units; 2 hours lecture, 3 hours lab, 90 hours total** **CSU, UC**

Prerequisite: PHYS 140, MATH 121

This course is a study of rigid bodies in static equilibrium when acted upon by forces and couples in two- dimensional and three-dimensional space. Topics include analysis of equilibrium of rigid bodies, trusses, frames, and machines, as well as the calculation of centers of mass, centroids, friction, distributed forces, beams, shear and moment diagrams, and moments of inertia.

ENGI 242 – Circuits 1 **4 units; 3 hours lecture, 3 hours lab, 108 hours total** **CSU, UC**

Prerequisite: MATH 221, PHYS 240

An introductory course in the analysis of linear circuits containing resistors, inductors, capacitors, independent and dependent voltage, and current sources. Analysis techniques are developed from Kirchhoff's network theorems and include node and loop methods, superposition and source transformations. Thevenin's and Norton's theorems are applied to DC and AC circuits. Differential equations are used to find transient response. Periodic waveform analysis including evaluation of average and rms values. AC analysis techniques include sinusoids and phasors, the concept of impedance, frequency response, and resonance. Use of simulation software, ideal operational amplifiers and transformers, approximations at high and low frequencies, impedance matching, and three-phase circuits.

ENGI 298 – Selected Topics in Engineering **1-3 units; 1-3 hours lab, 3-9 hours lab,** **72-216 hours total** **CSU**

Topics in General Engineering and various Engineering disciplines, such as Engineering Computer Science, Civil Engineering, Mechanical Engineering, Electrical Engineering, Environmental Engineering, Chemical Engineering, Biological Engineering etc., not covered by regular catalog offerings. Course offerings will be based on community/student or program interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture, or lecture/laboratory format as appropriate.

English

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Student Learning Outcomes

1. Think, read, and write critically and/or creatively.
2. Write a unified, coherent, well supported, and grammatically correct document.
3. Demonstrate competent research and MLA documentation skills.

Associate of Arts for Transfer in English

(Pending Chancellor's Approval)

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.

Career Opportunities in English

English majors typically use writing, research and analysis skills in all career fields and professions.

Total: 51 units

Required Core Courses

1 or 2 courses depending on option selected

Option 1

ENGL 125	Critical Thinking & Composition	3
and		
ENGL 121	Reading & Composition 2	3

Option 2

ENGL 123	Critical Thinking About Literature	3
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Options 1 and 2: Choose two courses (a minimum of 6 units) from List A:

ENGL 215	Survey of American Literature 1	3
ENGL 216	Survey of American Literature 2	3
ENGL 213	Survey of British Literature 1	3
ENGL 214	Survey British Literature 2	3

If Option 1 selected for core: Choose one course (minimum 3 units) from List B.

ENGL 200	Introduction to Creative Writing 1	3
ENGL 201	Introduction to Creative Writing 2	3
ENGL 202	Introduction to Creative Writing 3	3
ENGL 220	Shakespeare: Introduction	3
ENGL 223	The Bible as Literature	3

Options 1 and 2: Choose one course (a minimum of 3 units) from List C:

- Any course from Lists A or B not used above.
- Any CSU transferable English course.
- Any language course other than English which is articulated to fulfill CSU GE Area C.
- Any CSU transferable literature course offered in another department.

Course Descriptions

ENGL 84 – Supervised Writing Lab
0.5-1 unit; 1-2 hours lab, 18-36 hours total Open Entry/Open Exit, Non-transferable, Credit/No Credit grading

Repeatable up to 4 units.

English 84 is a lab course which helps students of all levels strengthen their writing skills. Students may enroll themselves or be referred by teachers who have analyzed specific problems. Credit/No Credit grading; Open Entry/Open Exit. Repeatable for credit to a maximum of four units.

**ENGL 85 – Basic Reading & Writing
5 units; 5 hours lecture, 90 hours total Non-transferable, Pass/No Pass grading Repeatable once**

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.

**ENGL 90 – Preparing for College Read & Writing 1
4 units; 4 hours lecture, 72 hours total Non-transferable**

Prerequisite: ENGL 85 or appropriate assessment score

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

**ENGL 91 – Preparing For College Reading and Writing 2
3 units; 3 hours lecture, 54 hours total Non-transferable;
Prerequisite: ENGL 90**

This course is designed to increase the student's skill level as a reader, writer, and critical thinker. It emphasizes the analysis of texts, vocabulary building, critical thinking and writing skills. The course is open to all students, but especially recommended to students desiring a second semester of preparation for ENGL 120. On its own, this course does not satisfy the prerequisite requirement for ENGL 120. A minimum of 5,000-6,000 words of writing is required.

**ENGL 120 – Reading & Composition 1
4 units; 3 hours lecture, 1 hour lab, 72 hours total CSU, UC
Prerequisite: ENGL 90**

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.

**ENGL 121 – Reading & Composition 2
3 units; 3 hours lecture, 54 hours total CSU, UC**

Prerequisite: ENGL 120

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.

**ENGL 123 – Critical Thinking About Literature
3 units; 3 hours lecture, 54 hours total CSU, UC**

Prerequisite: ENGL 120

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.

**ENGL 125 – Critical Thinking & Composition
3 units; 3 hours lecture, 54 hours total CSU, UC**

Prerequisite: ENGL 120

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.

**ENGL 200 – Introduction to Creative Writing 1
3 units; 3 hours lecture, 54 hours total**

CSU, UC

Prerequisite: ENGL 90 or equivalent

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.

ENGL 201 – Introduction to Creative Writing 2

3 units; 3 hours lecture, 54 hours total

CSU, UC

Prerequisite: ENGL 200 or equivalent

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.

ENGL 202 – Introduction to Creative Writing 3

3 units; 3 hours lecture, 54 hours total

CSU, UC

Prerequisite: ENGL 201 or equivalent

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.

ENGL 213 – Survey of British Literature 1

3 units; 3 hours lecture, 54 hours total

CSU, UC

Prerequisite: ENGL 120

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.

ENGL 214 – Survey British Literature 2

3 units; 3 hours lecture, 54 hours total

CSU, UC

Prerequisite: ENGL 120

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.

ENGL 215 – Survey of American Literature 1

3 units; 3 hours lecture, 54 hours total

CSU, UC

Prerequisite: ENGL 120

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.

ENGL 216 – Survey of American Literature 2

3 units; 3 hours lecture, 54 hours total

CSU, UC

Prerequisite: ENGL 120

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.

ENGL 220 – Shakespeare: Introduction

3 units; 3 hours lecture, 54 hours total

CSU, UC

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.

ENGL 223 – The Bible as Literature

3 units; 3 hours lecture, 54 hours total

CSU, UC

Prerequisite: ENGL 120

Reading and discussion of The Bible, including texts from the Hebrew Bible and the New Testament. Particular emphasis on textual criticism and literary analysis as well as historical and cultural contexts. Focus on academic rather than theological exegesis.

ENGL 224 – Survey of Native American Literature

3 units; 3 hours lecture, 54 hours total

CSU, UC

Prerequisite: ENGL 120

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.

ENGL 225 – Survey of African American Literature 1

3 units; 3 hours lecture, 54 hours total

CSU, UC

Prerequisite: ENGL 120

This course examines African American prose, poetry, and fiction of the early oral tradition through the Harlem

Renaissance. It provides a basic understanding of the cultural, intellectual, artistic, political, historical, and economic trends this era embodies.

**ENGL 226 – Survey of African American Literature 2
3 units; 3 hours lecture, 54 hours total
CSU, UC**

Prerequisite: ENGL 120

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.

**ENGL 298 – Selected Topics in English
1-3 units; 2-9 hours lecture, 36-162 hours total
CSU; Repeatable once**

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

Environmental Science

Division Offices Science, Mathematics and Engineering

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Environmental Science Certificate of Completion

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

The courses are planned to give the student an awareness of basic biological principles, the basics of ecology and how these principles can be applied to everyday life, guidelines for sustainability and alternative energy sources, the physical science of our planet, and geospatial skills related to environmental problem solving. This course of study can be completed in two semesters.

Total Units: 17

Student Learning Outcomes

1. Understand basic biological principles.
2. Identify the basics of Ecology and how these principles can be applied to everyday life
3. Understand guidelines for sustainability and alternative energy sources
4. Understand the physical science of our planet
5. Demonstrate geospatial skills related to environmental problem solving.

Required Core Courses (17 units)

BIOL 110	Survey of Biology	4
BIOL 112	Introduction to Ecology	3
ENVS 115	Energy, the Environment & Sustainability	3
GEOG 110	Physical Geography	3
GEOL 110	Physical Geology	3
GEOL 111	Physical Geology Laboratory	1

Course Descriptions

ENVS 115 – Energy, the Environment & Sustainability 3 units; 3 hours lecture, 54 hours total CSU

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.

English as a Second Language

Division Offices Language and Developmental Studies

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Student Learning Outcomes

Upon successful completion of this degree, the student should be able to:

- 1 Listen actively and speak English with clarity.
- 2 Exhibit critical thinking skills when reading and reflecting on what others have written.
- 3 Express self clearly in written English.
- 4 Plan for further educational and employment pathways using college resources.
- 5 Locate and organize information using Internet and library resources.

Course Descriptions

ESL 50 – Grammar/Writing 1

5 units; 5 hours lecture, 90 hours total

Non-transferable; Pass/No Pass Grading

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 – Reading & Discussion 1

3 units; 3 hours lecture, 54 hours total

Non-transferable; Pass/No Pass Grading

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 55 – Oral Communication 1

3 units; 3 hours lecture, 54 hours total Non-transferable; Pass/No Pass Grading

Recommended Preparation: Concurrent enrollment in ESL 50 and ESL 54

ESL 55 will improve speaking, pronunciation, and listening skills for high beginning ESL students through discussions, presentations, and a variety of oral and listening activities. Credit/No Credit grading.

ESL 60 – Grammar/Writing 2

5 units; 5 hours lecture, 90 hours total Non-transferable; Pass/No Pass Grading

Recommended Preparation: ESL 50, ESL 54, and concurrent enrollment in ESL 64

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 – Reading & Discussion 2

3 units; 3 hours lecture, 54 hours total Non-transferable; Pass/No Pass Grading

Recommended Preparation: ESL 50, ESL 54, and concurrent enrollment in ESL 60, ESL 66

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 66 – Oral Communication 2

3 units; 3 hours lecture, 54 hours total

Non-transferable; Pass/No Pass Grading

Intensive practice in the control of spoken American English, emphasizing pronunciation and fluency. Intensive practice in listening comprehension. Students will participate in a variety of exercises for pronunciation, intonation, oral expression, and listening comprehension.

ESL 70 – Grammar/Writing 3

5 units; 5 hours lecture, 90 hours total

Non-transferable

Recommended Preparation: ESL 60, ESL 64

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 – Reading Level & Discussion Level 3

3 units; 3 hours lecture, 54 hours total

Non-transferable

Recommended Preparation: ESL 60, ESL 64, and concurrent enrollment in ESL 70

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 – Grammar/Writing 4

5 units; 5 hours lecture, 90 hours total

Non-transferable

Recommended Preparation: ESL 70, ESL 74

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 – Reading & Discussion Level 4

3 units; 3 hours lecture, 54 hours total

Non-transferable

Recommended Preparation: ESL 70, ESL 74, and

concurrent enrollment in ESL 80

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 – Oral Communication 5 3 units; 3 hours lecture, 54 hours total CSU

Recommended Preparation: ESL 80, ESL 84

Advanced oral communication skills class in which students will learn to listen actively, speak and pronounce with clarity, and communicate effectively in English. Students will practice improved pronunciation, and work collaboratively with other students to make oral presentations and contribute to group and class discussions about topics of current interest, including intercultural communication, being a global/local citizen, forming and expressing their opinion. -- Concurrent or previous enrollment in ESL 80, 84, or English 85, or an appropriate score on the ESL placement test is recommended before taking this class.

ESL 110 – Writing 3 units; 3 hours lecture, 54 hours total CSU, UC

Recommended Preparation: ESL 80, ESL 84

This course is the most advanced class for English as a Second Language students, offering an integration of reading, composition, grammar, and critical thinking.

Film

Division Offices Arts and Humanities

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141 – Performing Arts Center, (707) 256-7502

Course Descriptions

FILM 100 – Survey and Appreciation of Film 3 units; 3 hours lecture, 54 hours total (cross-listed as HUMA 185) CSU, UC

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.

FILM 105 – Film History: 1895-1949 3 units; 3 hours lecture, 54 hours total (cross-listed as HUMA 105) CSU, UC

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.

FILM 106 – Film History: 1950s-Present 3 units; 3 hours lecture, 54 hours total (cross-listed as HUMA 106) CSU, UC

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.

FILM 110 – Culture and Gender in Film 3 units; 3 hours lecture, 54 hours total (cross-listed as HUMA 186) CSU, UC

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.

FILM 115 – World Cinema 3 units; 3 hours lecture, 54 hours total (cross-listed as HUMA 115) CSU, UC

This course will survey the historical, social, and artistic development of cinema around the globe, introducing a range of international films, movements, and traditions.

FILM 117 - Director's Cinema 3 units; 3 hours lecture, 54 hours total (Cross-listed with HUMA 117) CSU; UC

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.

FILM 120 - Horror Film

3 units; 3 hours lecture, 54 hours total

(Cross-listed with HUMA 120)

CSU; UC

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.

FILM 121 - Film Comedy

3 units; 3 hours lecture, 54 hours total

(Cross-listed with HUMA 121)

CSU; UC

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.

FILM 125A - FILM GENRES: Film Noir

3 units; 3 hours lecture, 54 hours total

(Cross-listed with HUMA 189A)

CSU; UC

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.

FILM 125B - FILM GENRES: Western

3 units; 3 hours lecture, 54 hours total

(Cross-listed with HUMA 189B)

CSU; UC

This course covers the historical, social, and artistic development of the western film genre from 1903 to the present.

FILM 125C - FILM GENRES: Drama

3 units; 3 hours lecture, 54 hours total

(Cross-listed with HUMA 189C)

CSU; UC

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

FILM 125D - FILM GENRES: Musical

3 units; 3 hours lecture, 54 hours total

(Cross-listed with HUMA 189D)

CSU; UC

This course covers the historical, social, and artistic

development of the film musical from the 1920s to the present.

French

Division Offices

Language and Developmental Studies

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Course Descriptions

FREN 120 – First Semester French

5 units; 5 hours lecture, 90 hours total

CSU, UC

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.

FREN 121 – Second Semester French

5 units; 5 hours lecture, 90 hours total

CSU, UC

Prerequisite: FREN 120 or equivalent

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.

FREN 199 – Independent Study in French

1-3 units; 3-4 hours lab, 54-72 hours total

CSU; Repeatable three times

An independent study course for students interested in specialized French language study, reading or cultural research, or in completing a project that deals with an acceptable topic in French.

FREN 298 – Selected Topics in French

1-3 units; 1-9 hours lab, 18-162 hours total

CSU; Repeatable once

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

Geography

Division Offices Science, Mathematics and Engineering

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Faculty and Offices

Dr. Richard Della Valle
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Course Descriptions

GEOG 110 – Physical Geography **3 units; 3 hours lecture, 54 hours total** **CSU, UC; Repeatable once**

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.

GEOG 114 – California Geography **3 units; 3 hours lecture, 54 hours total** **CSU, UC; Repeatable once**

An in-depth look at the physical and cultural regions of California. The emphasis is twofold: first on various processes that have created the state's landscapes, climates, and distribution of native plants, and second on how humans have utilized or impacted the state's resources. Also studied are agriculture, water issues, energy, manufacturing, transportation, population, and cultural patterns.

GEOG 298 – Selected Topics in Geography **1-3 units; 3-9 hours lab, 54-162 hours total** **CSU; Repeatable once**

Topics in geography not covered by regular catalog offering. Course content and unit credit to be determined in relation to Community-Student and/or available staff. May be offered as a seminar, lecture or lecture/laboratory class.

GEOG 300 – Geographic Information Systems **0.50-1.00 units; 4 hours lecture, 12 hours lab, 16 hours total (1 week)** **Non-transferable; Repeatable once**

This 16-hour course provides hands on experience and the functional overview necessary to display, edit, perform queries, perform analyses, construct and plot a map using

ArcView.

Geology

Division Offices Science, Mathematics and Engineering

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Division Secretary's Office
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Faculty and Offices

Dr. Richard Della Valle
1834, (707) 253-3161
e-mail: rdellavalle@napavalley.edu

Student Learning Outcomes

Understand basic biological principles.

1. Identify the basics of Ecology and how these principles can be applied to everyday life
2. Understand guidelines for sustainability and alternative energy sources
3. Understand the physical science of our planet
4. Demonstrate geospatial skills related to environmental problem solving.

Environmental Science Certificate of Completion

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The courses are planned to give the student an awareness of basic biological principles, the basics of ecology and how these principles can be applied to everyday life, guidelines for sustainability and alternative energy sources, the physical science of our planet, and geospatial skills related to environmental problem solving. This course of study can be completed in two semesters.

Total Units: 17

Required Core Courses (17 units)

BIOL 110	Survey of Biology	4
BIOL 112	Introduction to Ecology	3
ENVS 115	Energy, the Environment & Sustainability	3
GEOG 110	Physical Geography	3
GEOL 110	Physical Geology	3

Course Descriptions

GEOL 110 – Physical Geology
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

GEOL 111 – Physical Geology Laboratory
1 unit; 3 hours lab, 54 hours total
CSU, UC

Co-requisite: GEOL 110

This is a laboratory course to supplement Geology 110. The course investigates minerals and rocks and includes the use of topographic maps and profiles as well as three-dimensional aerial photographs in analyzing landforms and geologic structures. The interpretation of geologic maps, cross sections and exercises on geologic processes are all included.

GEOL 199 – Independent Study in Geology
1-3 units; 3-9 hours lab, 54-162 hours total
CSU

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.

GEOL 298 – Selected Topics in Geology
1-3 units; 3-9 hours lab, 54-162 hours total

CSU; Repeatable once

Topics in geology not covered by regular catalog offerings. Course offerings will be based on community/student interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture or lecture/laboratory format as appropriate.

Health

Division Offices
Physical Education and Athletics

Kevin Luckey, Division Dean
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Nadine Wade-Gravett, Program Coordinator
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 e-mail: ngravett@napavalley.edu

Cathy Mathews, Division Secretary

Course Descriptions

HELH 100 – Community First Aid & Safety
3 units; 3 hours lecture, 54 hours total
CSU, UC

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

HELH 106 – Personal & Community Health
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

HELH 109 – Sport Nutrition & Weight Management
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

HELH 298 – Selected Topics in Health Occupations
1-3 units; 1-3 hours lecture, 18-54 hours total
CSU

Selected topics in Health. Course content and unit credit to be determined by community/student needs and available staff.

Health Occupations

Division Offices Health Occupations

Kate Benschoter, Division Dean
 807, (707) 253-3121
 e-mail: kbenschoter@napavalley.edu

Joann Stubitsch, Division Secretary
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Sue McNerney, Division Secretary
 810, (707) 253-3124
 e-mail: smcnerney@napavalley.edu

Course Descriptions

HEOC 100 – Basic Anatomy & Physiology **3 units; 3 hours lecture, 54 hours total** **CSU**

Introductory lecture course in Anatomy and Physiology. Required for Vocational Nursing, Psychiatric Technician and Paramedic Programs.

HEOC 101 – Pharmacology **3 units; 3 hours lecture, 54 hours total** **CSU**

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.

HEOC 171 – Medical Terminology **3 units; 3 hours lecture, 54 hours total** **CSU**

Basic medical terminology used in the health professions.

HEOC 172 – Basic Nutrition **2 units; 2 hours lecture, 36 hours total** **CSU**

Proper nutrition for optimum health and wellbeing. Enables the student to plan proper food selections in health and disease. Required for Vocational Nursing and Psychiatric Technician Program.

HEOC 298 – Selected Topics in Health Occupations **1-3 units; 1-3 hours lecture, 18-54 hours total** **CSU; Repeatable once**

Topics in Health Occupation not offered by regular catalog offerings. Course content and unit credit to be determined in relationship to community/student needs. May be offered as a seminar, lecture, or lecture/lab course.

HEOC 370 – Therapeutic Massage **2 units; 1 hour lecture, 2 hours lab, 54 hours total** **Non-transferable**

Holistic approach to provide an experimental basis for understanding the use and practice of therapeutic massage in the home, hospital or other clinical setting. Each class includes exercises, creative visualization, basic anatomy and massage practice as well as lecture.

HEOC 372 – Intravenous Therapy **1.5-2 units; 2 hours lecture, 1 hour lab, 34 hours total** **Non-transferable** **Prerequisite: Concurrent enrollment in NURS 233, NURS 249, NURS 250, or current VN 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.

HEOC 97 – Preparation for Healthcare Programs **3 units; 3 hours lecture, 54 hours total** **Non-transferable**

Recommended Preparation: ENGL 90

This course introduces the fundamental study, test taking, and communication skills necessary to achieve success in the ADN, RT, or Paramedic programs. Skills on time management, study techniques and test taking strategies are among the areas to be covered.

History

Division Offices **Social Sciences**

Dr. John Liscano, Division Chair
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email: jliscano@napavalley.edu

Division Secretary's Office
1031-V, (707) 259-8939

Associate in Arts in Social and Behavioral Science

This area of emphasis uses a social science framework to develop the student's understanding of the self and societies, enabling the student to understand, evaluate, and apply social science research and theories.

Total: 18 units

Student Learning Outcomes

Upon successful completion of this degree, the student should be able to:

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

Core Courses (15 units)

Students must complete three units in each of the following subject areas:

Anthropology

ANTH 120	Biological Anthropology	3
ANTH 120L	Biological Anthropology Laboratory	1

ANTH 121	Introduction to Cultural Anthropology	3
ANTH 200	Introduction to Linguistic Anthropology	3
<u>History</u>		
HIST 120	United States History 1	3
HIST 121	United States History 2	3
HIST 122	World Civilization 1	3
HIST 123	World Civilization 2	3
HIST 150	History of American Women 1600-1900	3
HIST 152	Women in Twentieth-Century America	3
<u>Political Science</u>		
POLI 120	Introduction to the Principles of American Government 1	3
POLI 121	Introduction to the Principles of American Government 2	3
POLI 125	Introduction to Modern Political Ideology	3
POLI 135	Comparative Government	3
POLI 140	International Relations	3
<u>Psychology</u>		
PSYC 120	General Psychology	3
PSYC 123	Social Psychology	3
PSYC 125	Human Development	3
<u>Sociology</u>		
SOCI 120	Introduction to Sociology	3
SOCI 122	Social Problems	3
PSYC 135	Human Sexuality	3
<u>Restricted Electives (minimum 3 units)</u>		
Select three units from the following courses:		
ADMJ 154	Criminology	3
or		
SOCI 154	Criminology	3
CFS 120	Child Development	3
CFS 140	The Child, Family and Community	3
ECON 101	Principles of Microeconomics	3
MATH 232	Statistics	4

Course Descriptions

HIST 120 – United States History 1 **3 units; 3 hours lecture, 54 hours total** **CSU, UC**

Recommended Preparation: ENGL 90

Basic survey of the political, economic, intellectual, social and cultural history of the United States from the colonial era to 1865.

HIST 121 – United States History 2 **3 units; 3 hours lecture, 54 hours total** **CSU, UC**

Recommended Preparation: ENGL 90

A basic survey of the political, social, economic, intellectual and cultural history of the United States from the end of the

Civil War (1865) to the present day.

HIST 122 – World Civilization 1 **3 units; 3 hours lecture, 54 hours total** **CSU, UC**

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.

HIST 123 – World Civilization 2 **3 units; 3 hours lecture, 54 hours total** **CSU, UC;**

Recommended Preparation: ENGL 90

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.

HIST 142 – History of Mexico **3 units; 3 hours lecture, 54 hours total** **CSU, UC**

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.

HIST 145 – California History **3 units; 3 hours lecture, 54 hours total** **CSU, UC**

A comprehensive approach to the historical development of California, from the pre-Columbian era to the Spanish Exploration and settlement, the Mexican Revolution, the American conquest, the Gold Rush and expansion into and through the 20th century. In addition to exploring the political, geographic, cultural and social factors affecting the development of California, the course will also focus on the roles and interactions of Native American, Latino American, European American, and Asian American men and women within the larger context of California History.

HIST 150 – History of American Women 1600-1900 **3 units; 3 hours lecture, 54 hours total** **CSU, UC;**

Recommended Preparation: ENGL 90

An in-depth study of the experiences and contributions of women in the political and social development of the U.S. from the pre-colonial period to the end of the 19th century. History, as experienced by the common woman, will be traced using letters and diaries. This course will focus on the contributions of Native American, African American, Latina/Chicana, and Asian American Women contrasted to Euro American.

HIST 152 – Women in Twentieth-Century America **3 units; 3 hours lecture, 54 hours total** **CSU, UC;** **Recommended Preparation: ENGL 90**

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

Includes oral histories of living citizens. Commonalities and differences of women (Native American, African American, Latina/Chicana, Asian American and Euro American backgrounds) will be contrasted and compared.

HIST 199 – Independent Study in History
1-3 units; 1-3 hours lab, 18-54 hours total
CSU; Repeatable three times

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.

HIST 298 – Selected Topics in History
1-3 units; 1-3 hours lab, 18-54 hours total
CSU; Repeatable three times

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

Hospitality

Division Offices
Career Technical Education

Gregory Miraglia, Division Dean
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Stacy Hitchcock, Division Secretary
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 e-mail: shitchcock@napavalley.edu

Associate of Science in Hospitality
& Tourism Management

The Hospitality and Tourism Management Program

is designed to expose students to the fundamentals of the hospitality industry, which is the second largest employer in the region. Students will receive in-depth training in the skills necessary to be successful in the service industry.

Total: 62 – 65 units

First Semester

BUSI 90A	Business Mathematics (Part 1)	1
BUSI 90B	Business Mathematics (Part 2)	1
BUSI 90C	Business Mathematics (Part 3)	1
BUSI 185	Business English	2
CISA 167	Intro Excel for Business Professionals	1
CISA 170A	Keyboarding 1/Part 1	1
HIST 153	Napa-Vallejo Community History	3
HOSP 120	Intro to Hospitality Management	3
PHYE		3
or		
HELH 106	Personal & Community Health	3

Second Semester

BUSI 105	Business Communication	3
BUSI 251	Marketing	3
ECON 101	Principles of Microeconomics	3
HOSP 122	Principles of Hotel Administration	3
SPAN 120	First Semester Spanish	5

Third Semester

ACCT 120	Introduction to Accounting	3
BUSI 110	Human Relations in Organizations	3
GEOG 114	California Geography	3
HOSP 125	Food, Beverage & Restaurant Management	3
PHYE		3
or		
HELH 106	Personal & Community Health	3
SPCOM 126	Intercultural Communication	3

Fourth Semester

Elective		3
HOSP 124	Hospitality Law	3
VWT 137	Wines of California	3
WOEX 190	Work Experience Seminar	1
WOEX 193	Vocational Work Experience	1 - 4

Choose one class as an elective:

***Areas of Emphasis:**

Winery Hospitality Units

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 - 4
VWT 180	Fundamentals of Enology	3

Spa Management Units

BIOL 103	Introduction to Nutrition	3
EART 110	Earth Science: Earth, Sea, and Sky	4
HEOC 370	Therapeutic Massage	2
PHYE 130	Yoga	1 - 1.5

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

Hospitality & Tourism Management Certificate of Achievement

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

Total: 34-37 units

Required Courses

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 185	Business English	2
BUSI 251	Marketing	3
CISA 167	Intro Excel for Business Professionals	1
CISA 170A	Keyboarding 1/Part 1	1
ECON 101	Principles of Microeconomics	3
HOSP 120	Intro to Hospitality Management	3
HOSP 122	Principles of Hotel Administration	3
HOSP 123	Hospitality & Tourism Management Sales	3
SPAN 120	First Semester Spanish	5
HOSP 124	Hospitality Law	3
HOSP 125	Food, Beverage & Restaurant Management Organizations	3
WOEX 190 and WOEX 193	Work Experience Seminar Vocational Work Experience	1 1 - 4

Course Descriptions

HOSP 120 – Intro to Hospitality Management 3 units; 3 hours lecture, 54 hours total CSU

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

HOSP 122 – Principles of Hotel Administration 3 units; 3 hours lecture, 54 hours total CSU

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.

HOSP 123 – Hospitality & Tourism Management Sales 3 units; 3 hours lecture, 54 hours total CSU

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.

HOSP 124 – Hospitality Law 3 units; 3 hours lecture, 54 hours total CSU

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.

HOSP 125 – Food, Beverage & Restaurant Management 3 units; 3 hours lecture, 54 hours total CSU

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.

Humanities

Division Offices Arts and Humanities

Erik Shearer, Division Chair
3715, (707) 259 8978/(707) 256 7509 e-mail:
eshearer@napavalley.edu

Division Secretary's Office
141 – Performing Arts Center, (707) 256-7502

Faculty and Offices

Janet Stickmon
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Associate of Arts in Humanities and Philosophy

This degree focuses on studying and analyzing the interplay of significant philosophical, artistic, historical, political, religious, and cultural issues, preparing students for further study in Philosophy and Humanities Baccalaureate programs. Students will gain a historical understanding of

major civilizations and cultures, both Western and non-Western, as well as an understanding and appreciation of the contributions and perspectives of prominent intellectual women and men, including those of ethnic and other minorities. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Total: 18 units

Student Learning Outcomes

Upon successful completion of this degree, the student should be able to:

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

Core Courses (18 units)

Students must complete nine units from each of the following areas, totaling eighteen units to complete the area of emphasis core course requirements.

Humanities (9 units)

HUMA 100	The American Mind 1	3
HUMA 101	The American Mind 2	3
HUMA 125	Introduction to Latin American Studies	3
HUMA 151	Women's Ethnic Heritage	3
HUMA 160	Filipina(o)-American Heritage	3

Philosophy (9 units)

PHIL 120	Introduction to Philosophy 1	3
PHIL 121	Introduction to Philosophy 2	3
PHIL 125	Introduction to Ethics	3
PHIL 130	Introduction to Logic	3
PHIL 133	World Philosophy	3
PHIL 134	Philosophy of Religion	3
PHIL 137	Comparisons of Religion	3

Course Descriptions

HUMA 100 – The American Mind 1
3 units; 3 hours lecture, 54 hours total
CSU, UC

Recommended Preparation: ENGL 90

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

HUMA 101 – The American Mind 2
3 units; 3 hours lecture, 54 hours total
CSU, UC

Recommended Preparation: ENGL 90

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

HUMA 105 – Film History: 1895-1949
3 units; 3 hours lecture, 54 hours total
(cross-listed as FILM 105)
CSU, UC

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.

HUMA 106 – Film History: 1950s-Present
3 units; 3 hours lecture, 54 hours total
(cross-listed as FILM 106)
CSU, UC

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.

HUMA 112 – Introduction to Africana Studies
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

HUMA 113 – Introduction to Mexican-American and Chicana(o) Studies
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

HUMA 115 – World Cinema
3 units; 3 hours lecture, 54 hours total
CSU, UC; Repeatable three times

(crosslisted FILM 115)

This course will survey the historical, social, and artistic development of cinema around the globe, introducing a range of international films, movements, and traditions.

HUMA 117 – Director's Cinema

3 units; 3 hours lecture, 54 hours total

CSU; Repeatable three times

(crosslisted FILM 117)

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.

HUMA 120 – Horror Film

3 units; 3 hours lecture, 54 hours total

CSU, UC

(crosslisted FILM 120)

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.

HUMA 121 – Film Comedy

3 units; 3 hours lecture, 54 hours total

CSU, UC

(crosslisted FILM 121)

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.

HUMA 125 – Introduction to Latin American Studies

3 units; 3 hours lecture, 54 hours total

CSU, UC

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.

HUMA 151 – Women's Ethnic Heritage

3 units; 3 hours lecture, 54 hours total

CSU, UC

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.

HUMA 160 – Filipina(o)-American Heritage

3 units; 3 hours lecture, 54 hours total

CSU, UC

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.

HUMA 170 – Introduction to Theater

3 units; 3 hours lecture, 54 hours total

CSU, UC

(cross-listed THEA 100)

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.

HUMA 174 – Diversity in American Drama

3 units; 3 hours lecture, 54 hours total

CSU, UC

(cross-listed THEA 105)

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.

HUMA 185 – Survey & Appreciation of Film

3 units; 3 hours lecture, 54 hours total

CSU, UC

(cross-listed FILM 100)

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.

HUMA 186 – Culture & Gender in Films

3 units; 3 hours lecture, 54 hours total

(cross-listed as FILM 110)

CSU, UC

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.

HUMA 189A – Film Genres: Film Noir

3 units; 3 hours lecture, 54 hours total

CSU, UC

(cross-listed as FILM 125A)

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.

HUMA 189B – Film Genres: Western

3 units; 3 hours lecture, 54 hours total

CSU, UC

(cross-listed as FILM 125B)

This course covers the historical, social, and artistic

development of the western film genre from 1903 to the present.

HUMA 189C – Film Genres: Drama
3 units; 3 hours lecture, 54 hours total
CSU, UC

(cross-listed as FILM 125C)

This course covers the historical, social, and artistic development of the drama film genre from 1940 to the present.

HUMA 189D – Film Genres: Musicals
3 units; 3 hours lecture, 54 hours total
CSU, UC

(cross-listed as FILM 125D)

This course covers the historical, social, and artistic development of the film musical from the 1920s to the present.

HUMA 199 – Independent Study in Humanities
1-3 units; 3-9 hours lab, 54-162 hours total
CSU

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

HUMA 298 – Selected Topics in Humanities
1-3 units; 3-9 hours lab, 54-162 hours total
CSU; Repeatable once

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.

Italian

Division Offices Language and Developmental Studies

Denise Rosselli, Division Chair
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Maria Villagomez, Modern Languages Coordinator
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Gina Stofan, Division Secretary
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Course Descriptions

ITAL 120 – First Semester Italian
5 units; 5 hours lecture, 90 hours total
CSU, UC; Repeatable once

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.

ITAL 121 – Second Semester Italian
5 units; 5 hours lecture, 90 hours total CSU, UC

Prerequisite: ITAL 120; Repeatable once

The second part of a four-semester sequence of transfer-level Italian courses. Continued work on language communication, integrating listening, speaking, reading and writing skills in real world contexts. Exposure to Italian art, music and customs.

ITAL 199 – Independent Study in Italian
1-3 units; 3-4 hours lab, 54-72 hours total
CSU, UC; Repeatable three times

An independent study course for students interested in specialized Italian language study, reading or cultural research, or in completing a project that deals with an acceptable topic in Italian.

Legal Studies

Division Offices Career Technical Education Division

Gregory Miraglia, Division Dean
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Stacy Hitchcock, Division Secretary
1003-B, (707) 253-3240
e-mail: shitchcock@napavalley.edu

Course Descriptions

LEGS 100 – Introduction to Legal Studies
3 units; 3 hours lecture, 54 hours total
CSU

This course provides students with a broad introduction to the law and to various careers available within the legal profession. Topics typically include an overview of legal careers, the structure of the legal system, and legal ethics. This course is one of the four required for the Legal Studies Certificate and Degree.

LEGS 110 – Introduction to Legal Research and Writing
3 units; 3 hours lecture, 54 hours total
CSU

This course will introduce students to legal research skills and legal writing skills and techniques. Topics typically include legal research methods, how to use a law library, case law citations, and how to brief a case. This course is one of the four required for the Legal Studies Certificate and Degree.

LEGS 120 – Introduction to Civil Procedures
3 units; 3 hours lecture, 54 hours total
CSU

This course provides students with an introduction to civil procedures and litigation. Topics typically include the scope of civil litigation, civil processes, legal ethics, and the rules of evidence. This course is one of the four required for the Legal Studies Certificate and Degree.

LEGS 130 – Introduction to Tort Law
3 units; 3 hours lecture, 54 hours total
CSU

This course will provide students with an introduction to tort law including personal injury litigation and liability law. Topics typically include personal and property tort actions, legal ethics, and types of liability. This course is one of the four required for the Legal Studies Certificate and Degree.

Lesbian, Gay, Bisexual and Transgender Studies

Division Offices

Career Technical Education Division
 Gregory Miraglia, Division Dean
 1007, (707) 253-3035
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Dianna Chiabotti, Program Coordinator
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Stacy Hitchcock, Division Secretary
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LGBT Studies Certificate

This certificate provides students with a concentrated study of lesbian, gay, bisexual, and transgender issues related to the family, education, and the community. Students will explore a wide range of topics related to how people identify their sexuality and gender and how those identities are impacted and influenced in the family, in schools, and throughout the community. Completion of this certificate can prepare students for work in a variety of social services and education. It can also prepare students for transfer to another institution offering a degree in LGBT Studies. To fulfill requirements for this certificate, students must complete the required courses and electives as outlined below.

Career Opportunities in Lesbian, Gay, Bisexual, Transgender Studies

This program will support training for some 2000 primary and secondary teachers currently employed by public schools in Vallejo and districts throughout Napa County. The program will support training for these teachers to comply with SB48 The Fair, Accurate, Inclusive and Respectful (FAIR) Education Act signed into law in the fall of 2011. In addition, the following is a list of some of the other jobs in Napa County that this program will support. 493 social service and health related agencies. 9 law enforcement and correctional agencies. 421 child care related service agencies, excluding

public schools (includes public, private).

Student Learning Outcomes

1. Identify major issues and vocabulary in the field of LGBT Studies.
2. Discuss the issues faced by sexual orientation and gender identity minorities in the family, education, and community.
3. Explain the differences in how people identify their sexual orientation and their gender identity.

Total Units: 18 Units

Required Core Courses (12 Units)

LGBT 120	Introduction to LGBT Studies in the Family, Education, and Community	3
ANTH 150	Sex and Gender: Cross-Cultural Perspectives	3
PSYC 135	Human Sexuality	3
PHIL 137	Comparative Religions	3
OR		
HUMA 186	Culture and Gender in Film	3

Elective Courses (6 units)

CFS 140	The Child, Family and Community	3
PSYC 125	Human Development	3
COUN 124	Working with Diverse	3
HLTH 27	Men's Health Issues	3
HLTH 45	AIDS: The Epidemic	1
HIST 45	Lesbian and Gay American History	3

OR any of the following courses offered by **City College of San Francisco** (offered online or in person):

LGBT 10	Lesbian & Gay Culture and Society	3
LGBT 11	History of Homosexuality in Film	3
LGBT 12	Homosexuality in Recent Cinema	3
LGBT 15	From Greece to Stonewall: Queer Writers, Lives, and Worlds	3
LGBT 20	Lesbians and Gays in Modern American Culture: The Homosexualization of American Art	3
LGBT 25	The Lesbian and Gay Avant-Garde of the Fifties: Hot Art/Cold War	3
LGBT 30	Issues in the Lesbian Community	3
LGBT 40	Lesbian and Gay Aging Issues	3
LGBT 50	GLBT Communities of Color in the U.S.	3
LGBT 55	Global LGBT Art and Culture	3
LGBT 60	Psychology of Sexual Minorities	3
LGBT 70	AIDS in America	3
LGBT 76	Supporting LGBT Families in Early Childhood Education	3
LGBT 77	Queer Creative Process	3
ANTH 20	LGBT Anthropology	3
BIO 15	The Biology of HIV	3
HLTH 20	Sexual Well Being	2
HLTH 25	Women's Health Issues	3

Course Descriptions

LGBT 120 – Introduction to LGBT Studies in the Family, Education, and Community **3 units; 3 hours lecture, 54 hours total** **CSU, UC**

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.

Learning Skills

Division Offices **Language and Developmental Studies**

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Faculty and Offices

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Course Descriptions

LRNS 10 – Differential Learning Diagnosis **0.5 unit; 1 hour lab, 18 hours total** **Non-transferable, Pass/No-Pass grading;** **Repeatable three times**

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.

LRNS 12 – Beginning Reading Skills **2-4 units; 1-3 hours lecture, 2 hours lab, 54-90 hours total** **Non-transferable, Pass/No-Pass grading;** **Repeatable once** **Recommended Preparation: LRNS 10**

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. Recommended for students scoring in category 1 in reading in the English Placement Test.

LRNS 17 – Computer Composition **2 units lecture and lab; 72 hours total** **Non-transferable, Pass/No-Pass** **grading; Repeatable once** **Recommended Preparation: Concurrent** **enrollment in CISA 170A, and either LRNS 18** **or LRNS 19.**

LRNS 17 is an integrated lab course which prepares students to write using the computer as preparation for higher level English classes. Students will learn beginning word processing and Modern Language Association formatting. In addition, students will learn to write grammatically correct sentences using rules of grammar and punctuation. This class is appropriate for students needing to develop skills necessary for higher level English classes and/or those who have scored into category 1 of the English Placement testing.

LRNS 18 – Beginning Writing **3 units; 3 hours lecture, 54 hours total** **Non-transferable; Repeatable once** **Recommended Preparation:** **Concurrent enrollment in LRNS 17**

LRNS 18 is a beginning level course in paragraph writing. This class is appropriate for students needing to develop skills for English 85 and above, and/or students who have scored in Category I of the English Placement Test.

LRNS 19 – Intermediate Writing **3 units; 3 hours lecture, 54 hours total** **Non-transferable; Repeatable once** **Recommended Preparation:** **Concurrent enrollment in LRNS 17**

LRNS 19 is an intermediate course emphasizing the development of skills necessary for writing essays. This class is appropriate for students needing to develop skills for English 85 and above, and/or those who have scored in category 1 of the English Placement test.

LRNS 50 – Basic Mathematics **1-3 units; 0.5-1.5 hours lecture; 1.5-4.5 hours lab;** **36-108 hours total**

Non-transferable, Pass/No-Pass grading,
Open Entry/Open Exit; Repeatable three times
Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions, decimals, ratio and proportion, percents, measurements, pre-algebra and pre- geometry. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Repeatable for credit until 6 modules are completed, or until completion of Module 6.

LRNS 60 – Study and Test-Taking Techniques

**3 units; 3 hours lecture, 54 hours total
Non-transferable, Pass/No-Pass grading**

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. This class is recommended for students with at least a score in Category 2 in reading.

Machine Tool Technology

Division Offices

Career Technical Education

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Associate of Science in Machine Tool Technology

This program prepares students for employment in the machinist and/or toolmaking trade. The courses cover setting up and operating basic machine tools such as lathes, milling machines, drill presses, grinders. Computerized machine tool programming and operation is also included. Emphasis is placed on the manufacture of component machine parts, using the materials removal process for metals and plastics. The course of study also includes precision measuring skills, blueprint reading, cutting tool design, shop mathematics, and efficient and economical sequencing of machine tooling operations.

Total: 60 units

Student Learning Outcomes

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

1. Demonstrate good work and safety habits, while using hand tools and power equipment.
2. Perform basic machining operations on lathes, mills, surface grinders and drill presses.
3. Perform basic measuring functions using precision measuring tools.
4. Read engineering drawing to accomplish required operations on machine tools.
5. Accomplish advanced lathe and mill processes, while working independently.
6. Understand tool geometry, carbide insert tooling.

7. Calculate all required math to accomplish machining processes.
8. Set-up, operate, and program basic CNC lathes and mills.

The courses required to complete the major are:
MACH 110, 111, 210, 211; DDGT 110; WELD 100; PHYS 110, 111; TECH 92, 107.

First Semester

MACH 110	Machine Technology 1	7
TECH 92	Technical Mathematics 1	3
Social Science **		3
Elective *		1

Second Semester

MACH 111	Machine Technology 2	7
TECH 107	Technical Mathematics II	3
WELD 100	Welding Theory & Practice	3
English Composition (BUSI 105 or ENGL 120) *		3-4

Third Semester

MACH 210	Machine Technology 3	7
DDGT 110	Technical Drawing Fundamentals	3
PHYS 110	Descriptive Physics	3
PHYS 111	Descriptive Physics Laboratory	1
Physical Education		1

Fourth Semester

MACH 211	Machine Technology 4	7
Humanities		3
Elective *		3
Physical Education		2

Options

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

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

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

Machine Tool Technology Certificate of Achievement

Total: 44 units

MACH 110	Machine Technology 1	7
MACH 111	Machine Technology 2	7
MACH 210	Machine Technology 3	7

MACH 211	Machine Technology 4	7
DDGT 110	Technical Drawing Fundamentals	3
WELD 100	Welding Theory & Practice 1	3
PHYS 110	Descriptive Physics	3
PHYS 111	Descriptive Physics Laboratory	1
TECH 92	Technical Mathematics 1	3
TECH 107	Technical Mathematics II	3

Course Descriptions

MACH 100 - Machine Shop Practice **3 units; 2 hours lecture; 3 hours lab; 90 hours total** **CSU**

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

MACH 110 - Machine Technology 1 **7 units; 3 hours lecture; 12 hours lab; 270 hours total**

This is a beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine, and surface grinder.

MACH 111 - Machine Technology 2 **units; 3 hours lecture; 12 hours lab; 270 hours total** **CSU**

Pre-requisite: MACH 110

This is a beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling. 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.

MACH 120 - Machine Tool Fundamentals **4 units; 3 hours lecture; 3 hours lab; 108 hours total** **CSU**

An introductory course in the fundamentals of machining processes designed for the working student. The course is designed for machinists or engineers who need the depth of study in this area but do not have the time that is required of regular students in the discipline. This course is part of the regular degree or certificate program.

MACH 121 - Machine Tool Fundamentals Lab **3 units; 9 hours lab; 162 hours total** **CSU**

Pre-requisite: MACH 120

This course is the companion lab course for MACH 120. An introductory course in the fundamentals of machining

processes designed for the working student. The course is designed for machinists or engineers who need the depth of study in this area but do not have the time to take MACH 110. This course and MACH 120 are the equivalent to MACH 110 leading degree or certificate in Machine Tool Technology.

MACH 130 - Machine Technology 1A **3.5 units; 1.5 hours lecture; 6 hours lab; 135 hours total** **CSU**

A beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine and surface grinder. This is the first of a two course sequence which covers the same material as MACH 110 (Machine Technology 1).

MACH 131 - Machine Technology 1B **3.5 units; 1.5 hours lecture; 6 hours lab; 135 hours total** **CSU**

Pre-requisite: MACH 130

The second half of a beginning course in the machine tool technology degree program. This course develops skills in the use of precision measuring instruments and the operation of the lathe, drill press, vertical milling machine, horizontal milling machine and surface grinder. This is the second of a two course sequence which covers the same material as MACH 110 (Machine Technology 1).

MACH 132 - Machine Technology 2A **3.5 units; 1.5 hours lecture; 6 hours lab; 135 hours total** **CSU**

Pre-requisite: MACH 131

This is the first course in a two course sequence covering the same material as MACH 111 (Machine Technology 2). Emphasis is placed on accuracy and efficiency of producing machined parts on conventional machine tools. Advanced lathe operations including various thread forms are a focus of the course.

MACH 133 - Machine Technology 2B **3.5 units; 1.5 hours lecture; 6 hours lab; 135 hours total** **CSU**

Pre-requisite: MACH 132

A second in a pair of courses offered as an equal to second semester course MACH 111. Emphasis is placed on accuracy and efficiency of producing machined parts on conventional machine tools. Advanced lathe operations including various thread forms are a focus of the course.

MACH 210 - Machine Technology 3 **7 units; 3 hours lecture; 12 hours lab; 270 hours total** **CSU**

Pre-requisite: MACH 111

An advanced course in the machine tool technology degree program. This course emphasizes skills in the operation of horizontal and vertical milling machines. Advanced milling operations include gear cutting, gear calculations, and the use of rotary tables, index heads and dividing heads.

MACH 211 - Machine Technology 4
7 units; 3 hours lecture; 12 hours lab; 270 hours total
CSU

Pre-requisite: MACH 210

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.

MACH 230 - Machine Technology 3A
3.5 units; 1.5 hours lecture; 6 hours lab; 135 hours total
CSU

Pre-requisite: MACH 133

The first of a pair of courses that are offered as an equivalent to the third semester course, Machine Technology 210. This course emphasizes advanced skills in operation of the horizontal and vertical milling machines. Advanced milling operations include gear cutting, gear calculations, and the use of rotary tables, index head and dividing heads.

MACH 231 - Machine Technology 3B
3.5 units; 1.5 hours lecture; 6 hours lab; 135 hours total
CSU

Pre-requisite: MACH 230

The second of a pair of courses offered as an equivalent to the third semester course, Machine Technology 210. This course emphasizes advanced skills in the operation of the horizontal and vertical milling machines. Advanced milling operations include gear cutting, gear calculations, and the use of rotary tables, index heads and dividing heads.

MACH 232 - Machine Technology 4A
3.5 units; 1.5 hours lecture; 6 hours lab; 135 hours total
CSU

Pre-requisite: MACH 231

This is the first in a pair of courses in the machine tool technology degree program offered as an equivalent for Machine Technology 4. This course emphasizes advanced skills in the operation and programming of CNC (computer numerical controlled) machines, utilizing skills developed in previous Machine Technology courses.

MACH 233 - Machine Technology 4B
3.5 units; 1.5 hours lecture; 6 hours lab; 135 hours total
CSU

Pre-requisite: MACH 232

This is the second in a pair of courses in the machine tool technology degree program offered as an equivalent for

Machine Technology 4. This course emphasizes advanced skills in the operation and programming of CNC (computer numerical controlled) machines, utilizing skills developed in previous Machine Technology courses. Repeatable once for credit.

MACH 250 - CNC Programming & Operation 1
3 units; 2.5 hours lecture; 2.5 hours lab; 90 hours total
CSU

Recommended Preparation: MACH 100 and 110

A course in Machine tool technology covering the basic fundamentals of CNC (computer numerical control) operation and programming. This course prepares students who are currently working as conventional machinists for entry level positions as CNC machinists.

Mathematics

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Associate of Science for Transfer in Mathematics

The college Associate in Arts Degree in Mathematics for Transfer is designed to prepare students for transfer to a California State University to complete a bachelor's degree in mathematics or a related discipline. It is essential that students be prepared for the generalized and abstract reasoning required in upper-division work; this program provides that foundation.

Student Learning Outcomes

1. Students completing this program will possess strong computational and analytical skills with intellectual curiosity matched by the ability to follow it to logical and verifiable conclusions.
2. Students who complete this program will have an appreciation for the history of mathematics and its key figures as well as the many uses of mathematics in modern life.

To obtain the Associate in Arts Degree in Mathematics to Transfer, students must complete the following requirements with a minimum grade point average (GPA) of 2.0:

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.
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.

Total Units: 60

Degree Requirements

REQUIRED COURSES (21 units)

MATH 120	Calculus 1	5
MATH 121	Calculus 2	5
MATH 221	Multivariable Calculus	5
MATH 220	Linear Algebra	3
MATH 222	Differential Equations	3
MATH 232	Statistics	4

Required Major Courses (see above): 21-22 units

CSU-GE or IGETC requirements (see NVC Catalog): 38 units

Up to a total of 9 units can be double counted
 Electives (must be transferrable to CSU): 0-1 unit

Associate of Science in Natural Science and Mathematics

The Natural Science and Mathematics emphasis focuses on the study of the physical universe, its life forms, and the relationship between science and other human activities. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Total Units: 18

Requirements for A.S. Degree in Natural Science and Mathematics

Required Core Courses (18 units)

Students must complete 18 units selected from the courses listed below, including a minimum of 3 units of Mathematics, 3 units of Physical Sciences, and 3 units of Biology.

A. Mathematics Units

MATH 94	Intermediate Algebra	5
MATH 99	Intermediate Algebra, Part B	3
MATH 106	Pre-Calculus: Elem. Functions	5
MATH 108	Trigonometry	3
MATH 115	Applied Calculus	5
MATH 120	Calculus 1	5
MATH 121	Calculus 2	5
MATH 220	Linear Algebra	3
MATH 221	Calculus 3	5
MATH 222	Calculus 5: Differential Equations	3
MATH 232	Statistics	4
MATH 235	Finite Mathematics	3

B. Physical Sciences Units

ASTR 110	Descriptive Astronomy	3
ASTR 111	Practical Astronomy	3
CHEM 110	Introduction to Chemistry	4
CHEM 111	Introduction to Organic & Biological Chemistry	4
CHEM 120	General Chemistry 1	5
CHEM 121	General Chemistry 2	5
CHEM 240	Organic Chemistry 1	4
CHEM 241	Organic Chemistry 2	4
EART 110	Earth Science: Earth, Sea, and Sky	3
ENVS 115	Energy, the Environment & Sustainability	3
GEOL 111	Physical Geology Laboratory	1
GEOL 112	Fossils, Time and Earth History	3
GEOL 116	Geology Hazards and Humanity	2
PHYS 105	General Applied Physics	3

PHYS 110	Descriptive Physics	3
PHYS 111	Descriptive Physics Laboratory	1
PHYS 120	General Physics 1	4
PHYS 121	General Physics 2	4
PHYS 140	Physics for Scientists & Engineers 1	4
PHYS 240	Physics for Scientists & Engineers 2	4
PHYS 241	Physics for Scientists & Engineers 3	4
C. Biology Units		
BIOL 103	Introduction to Nutrition	3
BIOL 105	Human Biology	4
BIOL 110	Survey of Biology	4
BIOL 112	Introduction to Ecology	3
BIOL 117	Wildlife Biology	3
BIOL 120	General Biology	4
BIOL 218	Human Anatomy	5
BIOL 219	Human Physiology	5
BIOL 220	General Microbiology	5
BIOL 240	General Zoology	5
BIOL 241	General Botany	5
ASTR 110	Descriptive Astronomy	3
ASTR 111	Practical Astronomy	3
CHEM 110	Introduction to Chemistry	4
CHEM 111	Introduction to Organic & Biological Chemistry	4
CHEM 120	General Chemistry 1	5
CHEM 121	General Chemistry 2	5
CHEM 240	Organic Chemistry 1	4
CHEM 241	Organic Chemistry 2	4
EART 110	Earth Science: Earth, Sea, and Sky	4
ENVS 115	Energy, the Environment & Sustainability	3
GEOG 110	Physical Geography	3
GEOG 114	California Geography	3
GEOG 120	Geographic Info Systems & Science 1	4
GEOG 121	Geographic Info Systems & Science 2	4
GEOL 110	Physical Geology	3
D. Optional Elective Units		
ANTH 120	Biological Anthropology	3
ANTH 120L	Biological Anthropology Lab	1
TECH 107	Technical Mathematics II	3

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

MATH 55 – Pre Algebra 3 units; 3 hours lecture; 54 hours total Non-transferable

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 – Beginning Algebra 5 units; 5 hours lecture; 90 hours total Non-transferable

Prerequisite: MATH 55 or assessment test

Math 90 is the first course in the Math 90-94 algebra sequence. It is a prerequisite for Math 94 or Math 98 and is equivalent to both Math 96 and Math 97. Content includes order of operations, linear equations, inequalities, graphing, polynomials, factoring, rational expressions and applications.

MATH 94 – Intermediate Algebra 5 units; 5 hours lecture; 90 hours total Non-transferable

Prerequisite: MATH 90 or MATH 97

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 – Beginning Algebra (Part A) 3 units; 3 hours lecture; 54 hours total Non-transferable

Prerequisite: MATH 55 or assessment test

Math 96 is the first course in the Math 96-99 algebra sequence. It is a prerequisite for Math 97 and together with Math 97 is equivalent to Math 90. Content includes order of operations, linear equations, inequalities, graphing, polynomials and applications.

MATH 97 – Beginning Algebra (Part B) 3 units; 3 hours lecture; 54 hours total Non-transferable

Prerequisite: MATH 96

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 – Intermediate Algebra (Part A) 3 units; 3 hours lecture; 54 hours total Non-transferable

Prerequisite: MATH 90 or Math 97

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 – Intermediate Algebra (Part B) 3 units; 3 hours lecture; 54 hours total Non-transferable

Prerequisite: MATH 98

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 – Pre-Calculus: Elementary Functions

**5 units; 5 hours lecture; 90 hours total
CSU, UC**

Prerequisite: MATH 94 or 99

This course provides part of a strong foundation leading to Math 108, Trigonometry and MATH 120, Calculus I. From numerical, graphing, and analytical views, the course studies polynomial, rational, exponential, and logarithmic functions. Series, sequences and conic sections also included. Graphing calculator is required. .

MATH 108 – Trigonometry

**3 units; 3 hours lecture; 54 hours total
CSU**

Prerequisite: MATH 106

A study of the trigonometric functions, inverse trigonometric functions and their graphs. Additional topics will include establishing identities, solving equations, applications of the Laws of Sines and Cosines, and polar coordinates. A graphing calculator will be required.

MATH 115 - Applied Calculus

**5 units; 5 hours lecture; 90 hours total
CSU, UC**

Prerequisite: MATH 106

One semester calculus with emphasis on applications in business, life sciences and social sciences, intended for students majoring in the life or social sciences. Topics include modeling, applications of derivatives and integrals, Fundamental Theorem of Calculus, calculus of exponential and logarithmic functions, functions of several variables, and differential equations. Graphing calculator is required.

MATH 120 - Calculus 1

**5 units; 5 hours lecture; 90 hours total
CSU, UC**

Prerequisite: MATH 108

The first semester course of a five-course sequence of differential and integral calculus. Limits, derivatives, integrals, and the Fundamental Theorem. Applications involving rates of change, max/min, areas, transcendental functions and vectors in the plane. Primarily for majors of mathematics, engineering, and sciences. Graphing calculator is required.

MATH 121 - Calculus 2

**5 units; 5 hours lecture; 90 hours total
CSU, UC**

Prerequisite: MATH 120

The second course in the five-course calculus sequence. Applications of integrals, techniques of integration, and series. Primarily for majors of mathematics, engineering, and

sciences. Graphing calculator is required.

MATH 199 - Independent Study in Mathematics

1-3 units; 3-15 hours lab; 54-270 hours total

CSU; Repeatable three times

Independent study for students interested in specialized reading, research, or project on an acceptable topic in the area of mathematics at a lower division level

MATH 220 - Linear Algebra

**3 units; 3 hours lecture; 54 hours total
CSU, UC**

Prerequisite: MATH 121

This is an introductory course in linear algebra and matrix algebra. It includes problem solving applications in linear systems, vector spaces, and linear transformations. The course uses traditional manual techniques and technological methods. It may be taken concurrently with multi-variable calculus or differential equations. Computer Algebra System software is required.

MATH 221 - Calculus 3

**5 units; 5 hours lecture; 90 hours total
CSU, UC**

Prerequisite: MATH 121

The third course in the five-course calculus sequence. Calculus of vectors including lines, planes, dot products, cross products, and curvature. Partial derivatives; applications of double and triple integrals; applications of path and surface integrals; theorems of Green, Stokes, and Gauss. Primarily for majors of mathematics, engineering, and science. Graphing calculator is required.

MATH 222 – Differential Equations

**3 units; 3 hours lecture; 54 hours total
CSU, UC**

Prerequisite: MATH 221

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.

MATH 232 – Statistics

**4 units; 4 hours lecture; 72 hours total
CSU, UC**

Prerequisite: MATH 94 or MATH 99

Recommended Preparation: ENGL 90

An introduction to statistical concepts. Topics include summary statistics, discrete and continuous distributions, probability, confidence intervals, hypothesis testing, linear regression, Chi-square and computer applications.

MATH 235 – Finite Mathematics

**3 units; 3 hours lecture; 54 hours total
CSU, UC**

Prerequisite: MATH 94 or MATH 99

Applied problems using models from linear algebra and

probability. Applications in business, life sciences, and social sciences. Recommended for majors in business and some majors in mathematics and computer sciences. Graphing calculator is required.

MATH 298 – Selected Topics in Mathematics
1-3 units; 1-3 hours lecture; 3-9 hours lab, 72-216 hours total

CSU; Repeatable once

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

Music

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Associate of Arts in Music

This degree provides a foundation in music for students interested in pursuing a career in the musical entertainment industry or pursuing a baccalaureate degree in Music. Students will select one of two music emphases: Instrumental or Vocal. 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. Students are urged to take private instruction along with class lesson in their specialization each semester.

Student Learning Outcomes

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

Vocal Emphasis

Total: 25 units

Required Core Courses (11 units)

MUSI 112	Survey & Appreciation of Music	3
MUSI 121	Music Theory 1	3
MUSI 122	Music Theory 2	3
MUSI 235	Intermediate Piano	2

Restricted Electives (14 units)

MUSI 130	Beginning Voice	2
MUSI 135	Beginning Piano 1	2
MUSI 230	Intermediate Voice	2

MUSI 134	Lyric Diction for Singers	3
MUSI 120	Music Reading and Sight Singing	3
MUSI 160	College Chorale	1
MUSI 161	Vocal Ensemble, Prima Voce	1
MUSI 166	Women's Chorale	1
MUSI 260	Vocal Performance Seminar	1

Instrumental Emphasis

Total: 29 units

Required Core Courses (11 units)

MUSI 112	Survey & Appreciation of Music	3
MUSI 121	Music Theory 1	3
MUSI 122	Music Theory 2	3
MUSI 235	Intermediate Piano	2

Restricted Electives (14 units)

A. Required Core Courses (11 units)

MUSI 112	Survey & Appreciation of Music	3
MUSI 121	Music Theory I	3
MUSI 122	Music Theory II	3
MUSI 235	Class Piano III	2

B. Restricted Electives (14 Units)

MUSI 114	Survey & History of Jazz	3
MUSI 135	Class Piano I	2
MUSI 176	Repertory Orchestra	1
MUSI 174	Rehearsal & Performance Strings	1
MUSI 181	Jazz Ensemble	1
MUSI 185	Stage Band	1
MUSI 179	Repertory Wind Ensemble	1
MUSI 177	Rehearsal & Performance Winds	1
MUSI 280	Instrumental Performance Seminar	1
MUSI 140	Beginning Guitar	2
MUSI 240	Intermediate Guitar	2
MUSI 150	Beginning Percussion Instruments	2

Required Core Courses (12 units)

THEA 100	Introduction to Theater	3
MUSI 121	Music Theory 1	3
THEA 110	Technique of Acting	3
MUSI 170	Musical Theater Performance	1 - 3

Restricted Electives (9 units)

MUSI 110	Fundamentals of Music	3
MUSI 122	Music Theory 2	3
MUSI 128	Audition Techniques	1
MUSI 133	Musical Theater Voice	2
MUSI 160	College Chorale	1
MUSI 162	Gospel Choir	1
THEA 153	Musical Theater Production	1 - 3
THEA 155	Dance Theater Production	1 - 3
THEA 135	Stage Movement	2
THEA 220	Professional Acting	2 - 0

Associate of Arts in Musical Theater

This degree provides a foundation in musical theater for students interested in pursuing a Bachelor of Fine Arts in Musical Theater or pursuing a career in the music entertainment industry. To fulfill the requirements for this degree, students will complete the required courses for one of three areas of emphasis and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Total: 19-21 units

Student Learning Outcomes

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

Course Descriptions

MUSI 90 – Supervised Music Laboratory
0.50-1 unit; 2-3 hours integrated lab, 36-54 hours total

Non-transferable; Repeatable three times

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 – Fundamentals of Music
3 units; 3 hours lecture, 54 hours total
CSU, UC

Basic principles of music and musicianship for students with little or no theoretical background. Also appropriate for those intending to be music majors but lack basic skills in music reading and writing. Topics included are basic music

terminology, pitch and rhythmic notation.

MUSI 112 – Survey & Appreciation of Music
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

MUSI 114 – Survey & History of Jazz
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

MUSI 120 – Music Reading and Sight Singing
3 units; 3 hours lecture, 54 hours total
CSU, UC; Repeatable once

Recommended Preparation: MUSI 110

This course provides the basics of reading music :rhythmic notation, the basic concept of intervals, scales and how they create a melody. In addition, it helps the student look at a piece of music and know how to sing the notes by sight.

MUSI 121 – Music Theory 1
3 units; 3 hours lecture, 54 hours total
CSU, UC

Basic theoretical concepts of music through guided composition and analysis. For song writers, performers, education majors, and students interested in reading and writing music. Required for music majors and minors.

MUSI 122 – Music Theory 2
3 units; 3 hours lecture, 54 hours total
CSU, UC

This course incorporates the concepts from Music Theory 1, adding concepts of non-dominant sevenths, modulation, sequences and simple compositional forms.

MUSI 124 – Computer Applications in Music
3 units; 2 hours lecture, 3 hours lab, 90 hours total
CSU; Repeatable once

Recommended Preparation: MUSI 110

This course is a study of computer and synthesizer applications in music. Applications studied include notation software, MIDI (Musical Instrument Digital Interface,) audio and sequencing technology for developing musicianship skills, arranging music, and for creating original musical compositions.

MUSI 126 – Intro to Sound Reinforcement & Recording
3 units; 2 hours lecture, 3 hours lab, 90 hours total

CSU; Repeatable once

Recommended Preparation: MUSI 110

Music 126 is an introductory course in sound reinforcement and live and studio recording. It will explore the basic principles of acoustics, use and maintenance of the equipment used for sound reinforcement, and develop techniques for capturing and manipulating audio signals.

MUSI 128 – Audition Techniques

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

The basic selection of material to perform. Stage presence, poise, handling the staff at an audition, and creating a good first impression. Focus, concentration, energy level, control of anxiety and nervousness. For singers or any musical or theatrical performer.

MUSI 130 – Beginning Voice

**2 units; 2 hours lecture, 36 hours total
CSU, UC; Repeatable once**

This course teaches the basic practical techniques of singing: breath management, body alignment, pitch, rhythm, confidence and projection in vocal performance; while introducing a variety of musico-cultural repertoire and styles. For all students wishing to improve their vocal skills while expanding their knowledge of musico-cultural performance styles of singing.

MUSI 132 – Commercial Voice

**2 units; 2 hours lecture, 36 hours total
CSU; Repeatable three times**

Recommended Preparation: MUSI 110

This course focuses on solo vocal performance with emphasis on healthy principles of vocal production, contemporary commercial vocal style, and audience communication of text. The class is presented in a lecture/seminar environment.

MUSI 133 – Musical Theater Voice

**2 units; 2 hours lecture, 36 hours total
CSU, UC; Repeatable three times**

Recommended Preparation: MUSI 130

This course focuses on the musical theater repertoire and style of presentation with emphasis on healthy principles of vocal production. The course is presented in a lecture/seminar environment. Subsequent semesters will focus on expanding music selection with increased difficulty and alternating solo and ensemble performance.

MUSI 134 – Lyric Diction for Singers

**3 units; 3 hours lecture, 54 hours total
CSU, UC; Repeatable three times**

The study of diction for singing which uses the International Phonetic Alphabet (IPA) to develop skills in traditional and dialectic diction. Appropriate for students interested in improving their language skill for singing and especially useful for vocal music majors and minors.

MUSI 135 – Beginning Piano 1

**2 units; 2 hours lecture, 36 hours total
CSU, UC; Repeatable once**

This course is designed to teach basic piano skills to the

student with no piano experience. It includes the basics of music reading/notation, keyboard knowledge, piano techniques and basic musicianship, using a variety of styles and repertoire.

MUSI 140 – Beginning Guitar

**2 units; 2 hours lecture, 36 hours total
CSU, UC; Repeatable once**

This course teaches basic guitar technique, musicianship, chord and melody playing, strum patterns, accompaniments, learning the fingerboard, and counterpoint. Also discussed are practice and performance techniques.

**MUSI 147 – Composing Music on the
Computer**

**3 units; 2 hours lecture, 3 hours lab, 90 hours total
CSU; Repeatable once**

Recommended Preparation: MUSI 121, MUSI 124

A study of music composition (songwriting, arranging, editing) using industry standard music software, the course will instruct students in the use of acoustic and digital tools to create and further develop their musical compositions. It builds on the skills acquired in Music 124 for an in-depth study of composition using digital technology.

MUSI 148 – Digital Sound Recording

**3 units; 2 hours lecture, 3 hours lab, 90 hours total
CSU; Repeatable once**

Recommended Preparation: MUSI 110, MUSI 126

Music 148 is a course in sound recording (live and studio.) It will explore principles of acoustics, use and maintenance of the equipment used for digital sound recording, and develop techniques for capturing and manipulating audio signals.

MUSI 150 – Beginning Percussion Instruments

**2 units; 2 hours lecture, 36 hours total
CSU, UC; Repeatable once**

Basic techniques of drumming and playing other non-tuned percussion instruments. Emphasis on snare, tenor and bass drums; note reading and stick techniques, including rudimentary patterns.

MUSI 160 – College Chorale

**1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times**

A choral group, composed of male and female voices, that rehearses and performs music from the traditional choral literature dating from medieval through contemporary musical periods. Concerts are performed on and off campus.

MUSI 161 – Vocal Ensemble – Prima Voce

**1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times**

A small vocal ensemble called Prima Voce that rehearses and performs musical works from the serious choral literature

dating from medieval through contemporary periods. Concerts are performed regularly throughout the area as well as on occasional outside trips.

MUSI 162 – Gospel Choir

**1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times**

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.

MUSI 164 – Ensemble Movement

0.5-1 unit; 1-2 hours integrated lab, 18-36 hours total

CSU, UC; Repeatable three times

Ensemble Movement is designed to add essential synchronized movement and dance to choral performances. Group concerts are performed on campus and throughout the area, as well as on occasional outside trips.

MUSI 166 – Women's Chorale

**1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times**

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.

MUSI 170 – Musical Theater Performance

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

CSU, UC; Repeatable three times

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 drama majors.

MUSI 172 – Musical Revue Workshop

1-3 units; 1-2 hours lecture, 5-11.5 hours lab, 48-108 hours total (8 weeks)

CSU, UC; Repeatable three times

Musical Revue Workshop is designed for the production of musical revues to be presented before the campus and community with full production and dance support.

MUSI 174 – Rehearsal & Performance Strings

**1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times**

A rehearsal, lecture and performance laboratory for strings or flexibly composed ensembles.

MUSI 176 – Repertory Orchestra

**1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times**

Participation in an orchestra which performs works from standard chamber literature from the Baroque through the contemporary periods. Historical data about the composers and their works will be studied. Orchestra may be assigned to the musical production.

MUSI 177 – Rehearsal & Performance Winds

**1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times**

A rehearsal, lecture and performance course for winds or flexibly composed ensembles.

MUSI 179 – Repertory Wind Ensemble

**1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times**

Wind ensemble performs great works of band as well as transcriptions of orchestra literature. Historical data about the composers and their works will be studied. Ensemble performance may be assigned to the musical production.

MUSI 181 – Jazz Ensemble

**1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times**

This course is focused on the rehearsal and performance of the jazz ensemble repertoire. Professional guest soloists are often engaged to add a high level of professionalism to the ensemble. Students have an opportunity to work with musicians who have spent years perfecting their skills. Intermediate/advanced performance skills needed. Assessment of proficiency on traditional jazz instrument: saxophone, trumpet, trombone, piano, bass, guitar, drums, is required.

MUSI 185 – Stage Band

**1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times**

Rehearsal and performance of stage band works of the past 50 years. Proficiency on a traditional stage band instrument required for participation. Intermediate/advanced performance skills needed. Public performance required.

MUSI 196 – Music & Movement in Early Childhood

**3 units; 3 hours lecture, 54 hours total
CSU**

(Cross-listed with CFS 196)

Introduction to teaching music and movement to young children. Basic elements such as beat, rhythm, timber, dynamics, form, and melody will be explored in developmentally appropriate and culturally sensitive ways. Songs, games, finger plays, rhymes, dances, and playing instruments will be presented.

MUSI 199 – Independent Study in Music

1-3 units; 3-9 hours integrated lab, 54-162 hours total

CSU; Repeatable three times

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).

MUSI 230 – Intermediate Voice

**2 unit; 2 hour lecture, 36 hours total
CSU, UC; Repeatable three times**

Recommended Preparation: MUSI 130

This course focuses on solo vocal performance with emphasis on healthy principles of vocal production, expanded range, tonal quality, and performance techniques, using art

song literature including English and languages other than English. Presented in a lecture/seminar environment. Recital performance is suggested for all students.

MUSI 232 – Advanced Voice
2 unit; 2 hour lecture, 36 hours total CSU, UC;
Repeatable once Recommended Preparation:
MUSI 230

This course focuses on solo vocal performance with emphasis on expanding the vocal range, tonal quality and flexibility of voice using advanced art song, opera, and/or oratorio repertoire, including two languages other than English. Presented in a lecture/seminar environment. Recital performance is required for all students.

MUSI 235 – Intermediate Piano
2 unit; 2 hour lecture, 36 hours total CSU, UC;
Repeatable three times Recommended Preparation:
MUSI 135

This course is designed for all students interested in continuing their piano studies, and required as part of a music major or minor. It includes piano technique and repertoire development.

MUSI 240 – Intermediate Guitar
2 unit; 2 hour lecture, 36 hours total CSU, UC;
Repeatable three times Recommended Preparation:
MUSI 140

Solo performance with particular emphasis on melodic techniques is stressed. Student performs advanced repertoire and learns advanced fingerings and fingerboard positions.

MUSI 260 – Vocal Performance Seminar
1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times

This choral/vocal group rehearses and performs music from the traditional and contemporary repertoire. The student will study and perform music of increased difficulty in flexible performance situations and locations on-campus and off-campus North Bay locations.

MUSI 266 – Women's Ensemble
1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times
Recommended Preparation: MUSI 166

A small vocal women's ensemble that rehearses and performs musical works from the serious choral literature dating from medieval through contemporary periods, including contemporary popular arrangements, focusing on a cappella performance. Concerts are performed regularly throughout the area as well as on occasional outside trips.

MUSI 280 – Instrumental Performance Seminar
1 unit; 1 hour lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times

This instrumental group rehearses and performs music from the traditional and contemporary repertoire. The student will prepare and perform music of increased difficulty in

flexible performance situations.

MUSI 298 – Selected Topics in Music
0.50-3 units; 1-9 hours integrated lab, 18-162 hours
total
CSU; Repeatable once
Recommended Preparation: MUSI 166

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

MUSI 398 – Selected Topics in Music
1-3 units; 1-9 hours lecture, 18-162 hours total
Non-transferable; Repeatable once

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

Nursing

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Associate of Science in Nursing

The Associate Degree in Nursing (ADN) program is approved by the California Board of Registered Nursing (BRN). It is designed to prepare qualified individuals to practice nursing in entry-level positions. Upon completion of the program, the student is awarded an A.S. Degree in Nursing and is eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). Opportunities are provided for advanced placement, transfer and challenge exam credit. The Associate Degree Nurse is prepared to coordinate, plan and provide nursing care in hospitals and community settings. The Registered Nurse assists clients with personal care, provides teaching and counseling to prevent illness and promote health, and performs specialized treatments and procedures. Registered Nurses function as team leaders and direct the care provided by Licensed Vocational Nurses (LVN's) nursing assistants (aides), as well as unlicensed health-care workers.

Admission Requirements: (see www.napavalley.edu/adn for more details)

1. Attend one of the required mandatory information meetings (Applications are only available at information meetings).
2. Submission of the program application once prerequisites are met.
3. Provide proof of your High School Graduation-by official transcript or official transcript of equivalent (For example, a GED certificate; CHSPE passing score; AA/ AS or higher).
4. If your official high school or college transcripts are from other countries they must be evaluated by an International Evaluation service prior to submission of your application or you must provide Napa Valley College with an official certificate from an International Evaluator. Napa Valley College recommends using World Education Services (WES). For more information on WES, contact their San Francisco office at (415) 677-9378 or visit their website.
5. Since June 2006, eligibility to enter the Nursing Programs is determined by a "composite score" which is a combination of: (a) overall college GPA, (b) English GPA, (c) core Biology (Anatomy, Physiology & Microbiology) GPA, and (d) core Biology course repetition(s). Starting

February 2013, applicants will need to take and pass the ATI TEAS V test with a 62% or better prior to submitting their application.

Student Learning Outcomes

1. Use the nursing process in various settings to assist individuals and groups to promote, maintain, and restore health.
2. Integrate ethical and legal guidelines from the Nurse Practice Act, ANA Code of Ethics and Nurse Practice Standards.
3. Collaborate with individuals, families, groups, and the health care team using therapeutic communication.
4. Evaluate theory and evidence-based knowledge for decision making to guide nursing practice.
5. Integrate leadership and management principles in the nursing care of individuals or groups with alterations in health.
6. Demonstrate consistent commitment to professional growth and self development.

To remain in the nursing program, a student must maintain a "C" grade or above in all required nursing theory courses. A student must also receive a satisfactory summative clinical evaluation in all required nursing courses. Students must meet the GE requirement for Math. A student with an existing Baccalaureate or Higher Degree from a regionally accredited institution of higher education seeking a Nursing Degree from California Community Colleges shall not be required to undertake any coursework other than the coursework that is unique and exclusively required to earn a nursing degree.

Total: 74.5 units

Prerequisites

BIOL 218 *	Human Anatomy	5
BIOL 219 *	Human Physiology	5
BIOL 220	General Microbiology	5
ENGL 120	Reading & Composition 1	4

First Semester

NURS 141	Introduction to Nursing	7
NURS 142	Nursing in Health Alterations I	4
PSYC 125	Human Development	3

Second Semester

NURS 143	Nursing in Health Alterations II	5.5
NURS 144	Mental Health Nursing in the Community	5.5

Third Semester

NURS 246	Nursing in Health Alterations III	6.5
NURS 247	Maternal-Newborn Nursing	4
NURS 248	Nursing in Community-Based Settings	1

SPCOM 124	Career Communication	3
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Fourth Semester

NURS 249	Nursing in Health Alterations IV	7
NURS 250	Nursing Preceptorship	3

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

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**ANTH 150, DRAM 115, ENGL 217, HUMA 174 or HUMA 186 will double count for the AS Degree GE requirements for Humanities and Multicultural/Gender Studies. To remain in the nursing program, a student must maintain a "C" grade or above in all required arts and science courses and nursing theory courses with a satisfactory evaluation in all clinical experiences and meet passing requirements in Math and national standardized tests. Students must demonstrate proficiency in Math either by test and successful completion of MATH 94 or higher. Students with existing Baccalaureate or Higher Degree from a regionally accredited institution of higher education seeking a Nursing Degree from California Community Colleges shall not be required to undertake any coursework other than the coursework that is unique and exclusively required to earn a nursing degree.

Criminal Convictions

The California Board of Registered Nursing (BRN) may deny licensure if you have a criminal conviction or discipline. The Napa Valley College nursing program requires a criminal background check. The BRN does not accept the background check completed for the Associate Degree in Nursing Program at Napa Valley College. The BRN requires fingerprinting of all applicants as one way of ensuring that registered nurses are safe and competent practitioners.

"Conviction" includes a plea of no contest and any conviction that has been set aside or deferred pursuant to Sections 1000 or 1203.4 of the Penal Code, including infractions, misdemeanor, and felonies. It is not necessary to report a conviction for an infraction with a fine of less than \$300 unless the infraction involved alcohol or controlled substances. However, any convictions in which a plea of no contest was entered and any convictions that were subsequently set aside pursuant or deferred pursuant to Sections 1000 or 1203.4 of the Penal Code must be disclosed. "License" includes permits, registrations, and certificates.

"Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation, or any other restriction.

The following information must be provided for each license discipline or conviction sustained:

1. A detailed written explanation describing the circumstances and events that led to your arrest(s) and conviction(s), including: date and place of arrest; arresting agency; court where case was heard; and sentencing information, including fines, courses, counseling, restitution, probation, parole, community service, and jail or prison time.
2. Documents relating to the arrest, such as: police report, arrest report, booking report, complaint, citation or ticket.
3. Documents from the court, such as: Notice of Charges, Complaint, or Indictment; Plea Agreement, Sentencing Order, Probation Order, or

Judgment; Dismissal, Probation Release, or Court Discharge.

4. Any related mitigating evidence or evidence of rehabilitation that you want to provide.

If you have a criminal conviction or discipline, you will need to meet with the Associate Dean, Associate

Degree in Nursing program. Reference www.rn.ca.gov/enforcement/convictions.shtml.

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 GPA of 3.0. 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 co-requisite general education courses while waiting for entry.

Associate of Science in Nursing, Advanced Placement Program for Licensed Vocational Nurses and Paramedics

The Advanced Placement Program for LVNs and Paramedics is a program approved by the California Board of Registered Nursing (BRN). This option is available only when grant funding is available. LVNs and Paramedics with a current valid California LVN license, after completing the advanced placement program, enter the ADN program in the second semester. Entry into the ADN program is dependent upon the date they meet program prerequisites requirements and available space. Upon completion of the program, the student is awarded an A.S. Degree in Nursing and is eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX- RN). 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.

Opportunities are provided for transfer and challenge exam credit.

Student Learning Outcomes

1. Qualify for and pass the state Vocational Nursing licensing exam.
2. Use the nursing process in various settings to assist individuals and groups to promote, maintain, and restore health.
3. Integrate ethical and legal guidelines from the Vocational Nurse Practice Act, ANA Code of Ethics and

Vocational Nurse Practice Standards.

4. Collaborate with individuals, families, groups, and the health care team using therapeutic communication.
5. Utilize theory and evidence-based knowledge for decision making to guide nursing practice.
6. Integrate leadership and management principles in the nursing care of individuals or groups with alterations in health.
7. Demonstrate consistent commitment to professional growth and self development.

Total: 73.5 units

Prerequisites

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	6
(Required for LVNs and Paramedics)		

Third Semester

NURS 144	Mental Health Nursing in the Community	5.5
NURS 246	Nursing in Health Alterations III	6.5
Social Science elective* (except PSYC 125) from approved A.S. Degree list		
		3
SPCOM 124	Career Communication	3

Summer Semester

NURS 247	Maternal-Newborn Nursing Paramedics Only	4
NURS 248	Nursing in Community-Based Settings	1

Fourth Semester

NURS 249	Nursing in Health Alterations IV	7
(12 weeks)		
NURS 250	Nursing Preceptorship	3
Humanities*		3

Nursing (Non-Degree Option) for Licensed Vocational Nurses

The 30-unit option was created by the legislature for LVN's. Students entering this option must have a current valid California LVN license. LVN's complete 30 units of nursing & related sciences, but do not meet graduation requirements. They can take the NCLEX-RN in California ONLY & will probably not be able to become licensed by endorsement in other states. (Physiology and Microbiology are the required

prerequisite courses for the 30-unit option.) Work experience, etc., are the same requirements as other advanced placement students.

Total: 30 units

Vocational Nursing Certificate of Achievement

This is a three-semester program designed to prepare qualified men and women to practice vocational nursing. At Napa Valley College we offer a patient- centered program operated in cooperation with community health care agencies and hospitals. The college grants a certificate of completion in Vocational Nursing after successful completion of the program, and the student is then eligible to apply to take the state examination for licensure (offered by the Board of Vocational Nursing/ BVNPT). The student who completes additional requirements may receive an Associate in Science Degree. The extended format program is the only format currently being offered at this time, and is designed for students who are Certified Nurse's Aides (CNA) or equivalent (completion of one semester of an accredited psychiatric technician, respiratory care or nursing program with a "C" or better). The program is extended to twenty three months to accommodate the working student. Class meets two full days per week, year round, inclusive of summer and winter breaks usually scheduled by the college. Admission Requirements All coursework must be completed with a "C" or better within 5 years of the start of the class, as required by the BVNPT, and all program requirements must be met before applications will be accepted. All applicants meeting these requirements will be eligible for admission to the program and will be enrolled on a first-come, first-served basis.

All new admission, re-admission and advanced placement applicants will follow this procedure:

1. Complete an application for admission to the college. (can only be done online at www.napavalley.edu). This needs to be done only once.
2. Complete the matriculation requirements of: a. English and Math assessment testing; b. College orientation.
3. *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.
4. 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
5. Take the Math Assessment test (MTDP) and pass with a score of 30 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 4. Be a currently Certified 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.)

Total: 45 - 48 units

Prerequisite

HEOC 100	Basic Anatomy & Physiology	3
HEOC 101	Pharmacology	3

First Semester

NURS 131	Vocational Nursing 1	13
HEOC 172	Basic Nutrition	2

Second Semester

NURS 132	Vocational Nursing 2	14
PSYC 125	Human Development	3

Third Semester

NURS 233	Vocational Nursing 3	13 - 16
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College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

NURS 131 – Vocational Nursing 1
13 units; 7 hours lecture, 18 hours lab, 450 hours total

CSU

Prerequisite: HEOC 100, HEOC 101

Co-requisite: HEOC 172, PSYC 125

This is the first course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Introduces role of Vocational Nurse, fundamental nursing skills, medical terminology, administration of medication including injections, lab values, Preoperative and Postoperative care, Pediatrics I, Gerontological nursing and care of the patient with Peripheral Vascular System Disorder I.

**Requires completion of program admission requirements as identified in the NVC Catalog, the Vocational Nursing information sheet and application packet as required and approved by the California Board of Vocational Nursing.*

NURS 132 – Vocational Nursing 2
14 units; 8 hours lecture, 18 hours lab, 468 hours total

CSU

Prerequisite: NURS 131, HEOC 172

Co-requisite: PSYC 125

This is the second course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Includes Fluids and Electrolytes I, Nursing Process II, Oncology, Immunology, Nursing Care for Maternal-Newborn, Peripheral Vascular II, Pediatrics II, Musculo-Skeletal, Gastrointestinal, Endocrine and Mental health Disorders.

NURS 141 – Introduction to Nursing
7 units; 6 hours lecture, 14 hours lab, 240 hours total (12 weeks)

CSU

Prerequisite: BIOL 218, BIOL 219, BIOL 220, ENGL 120

Co-requisite: PSYC 125

This course introduces Associate Degree Nursing students to the use of the nursing process, the legal and ethical standards, and the basic principles of effective and therapeutic communication.

**Requires completion of program admission requirements as identified in the NVC Catalog, the Registered Nursing information sheet and application packet as required and approved by the California Board of Registered Nursing and the California Community Colleges Chancellor's Office.*

NURS 142 – Nursing in Health Alterations I
4 units; 8 hours lecture, 12 hours lab, 120 hours total (6 weeks)

CSU

Prerequisite: NURS 141

Introduces theory and practice to provide care to adults and children with selected stable alterations in health.

**Required by the California Board of Registered Nursing. Students must pass all nursing and required courses with a grade of C or better.*

NURS 143 – Nursing in Health Alterations II
5.5 units; 6 hours lecture, 15 hours lab, 189 hours total (9 weeks)

CSU

Prerequisite: NURS 142, PSYC 125

Focus is on the application of the nursing process in caring for clients with common pathophysiologic alterations in health.

**Required by the California Board of Registered Nursing. Students must pass all nursing and required courses with a grade of C or better.*

NURS 144 – Mental Health Nursing in the Community
5.5 units; 6 hours lecture, 15 hours lab, 189 hours total (9 weeks)

CSU

Prerequisite: PSYC 125 , NURS 143 except for advanced placement students and foreign trained nurses with BRN approval.

This course provides an opportunity for students to apply the nursing process and health promotion concepts for client-centered groups and communities, and care for clients with actual and potential alterations in mental illness.

**Requires completion of program admission requirements as identified in the NVC Catalog, the Registered Nursing information sheet and application packet as required and approved by the California Board of Registered Nursing.*

NURS 233 – Vocational Nursing 3
13 units; 7 hours lecture, 18 hours lab, 450
hours total
CSU

Prerequisite: NURS 132

This is the third course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Includes: Fluid and Electrolytes II, Leadership, Rehab and Home Health Nursing care of the patient with Cardiovascular, Respiratory, Urinary, Reproductive, Neurological and Dermatological Disorders.

NURS 246 – Nursing in Health Alterations III
6.5 units; 8 hours lecture, 15 hours lab, 207
hours total (9 weeks)
CSU

Prerequisite: NURS 141, NURS 142, NURS 143,
NURS 144, NURS 245

Co-requisite: SPCOM 124

Focus is on the application of the nursing process in care for clients with complex alterations in health.

NURS 247 – Maternal-Newborn Nursing
4 units; 3 hours lecture, 6 hours lab, 96 hours total
(9 weeks)
CSU

Prerequisite: NURS 143, NURS 144

Co-requisite: NURS 248

Focus is on the use of the nursing process in caring for mother, newborn and the child-bearing family. Emphasis is placed on family-centered nursing care and client teaching.

**Required by the California Board of Registered Nursing. Students must pass all nursing and required courses with a grade of C or better.*

NURS 248 – Nursing in Community-Based Settings
1 unit; 3 hours lecture, 6 hours lab, 36 hours total (4
weeks)
CSU

Prerequisite: NURS 143, NURS 144, NURS 298

Co-requisite: NURS 247

Focus is on the application of the nursing process in community-based settings.

**Required by the California Board of Registered Nursing. Students must pass all nursing and required courses with a grade of C or better.*

NURS 249 – Nursing in Health Alterations IV
7 units; 6 hours lecture, 13.5 hours lab, 234 hours
total (12 weeks)
CSU

Prerequisite: NURS 246, NURS 247, NURS 248,

SPCOM 124

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.

**Required by the California Board of Registered Nursing. Students must pass all nursing and required courses with a grade of C or better.*

NURS 250 – Nursing Preceptorship
3 units; 3 hours lecture, 18 hours lab, 126
hours total (6 weeks)
CSU

Prerequisite: NURS 249

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. Provide a clinical environment for the student to integrate scientific principles and management skills. The student assumes increasing responsibilities under the direct supervision of a Registered Nurse (RN) preceptor. This course allows the student to develop beginning levels of competence for the graduate nurse role.

**Required by the California Board of Registered Nursing. Students must pass all nursing and required courses with a grade of C or better.*

NURS 273 – Basic Dysrhythmia & Lead
Interpretation
2 units; 2 hours lecture, 36 hours total
CSU

Introduces the basic concepts of cardiac rhythm interpretation for arrhythmia surveillance and 12 Lead EKG interpretations. Covers configuration and wave forms, diagnosis of dysrhythmia, clinical significance, therapeutic interventions, and current pharmacological considerations.

NURS 298 – Nursing Transition
6 units; 6 hours lecture, 13.5-18 hours lab,
63 hours total (4 weeks)
CSU

Prerequisite: BIOL 218, BIOL 219, NURS 144,
PSYC125, ENGL 120, BIOL 220

Focus is on the application of the nursing process in caring for individuals with common alterations in health. The nurse functions in the roles of provider and manager of care in restoring and maintaining health. **Requires completion of program admission requirements as identified in the NVC Catalog*

Philosophy

Division Offices **Arts and Humanities**

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Division Secretary's Office
141 – Performing Arts Center, (707) 256-7502

Faculty and Offices

Dr. Sharon Gocke
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Associate of Arts in Humanities and Philosophy

This degree focuses on studying and analyzing the interplay of significant philosophical, artistic, historical, political, religious, and cultural issues, preparing students for further study in Philosophy and Humanities Baccalaureate programs. Students will gain a historical understanding of major civilizations and cultures, both Western and non-Western, as well as an understanding and appreciation of the contributions and perspectives of prominent intellectual women and men, including those of ethnic and other minorities. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Total: 18 units

Student Learning Outcomes

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

Core Courses (18 units)

Students must complete nine units from each of the following areas, totaling eighteen units to complete the area of emphasis core course requirements.

Humanities (9 units)

HUMA 100	The American Mind 1	3
HUMA 101	The American Mind 2	3
HUMA 125	Introduction to Latin American Studies	3
HUMA 151	Women's Ethnic Heritage	3
HUMA 160	Filipina(o)-American Heritage	3

Philosophy (9 units)

PHIL 120	Introduction to Philosophy 1	3
PHIL 121	Introduction to Philosophy 2	3
PHIL 125	Introduction to Ethics	3
PHIL 130	Introduction to Logic	3
PHIL 133	World Philosophy	3
PHIL 134	Philosophy of Religion	3
PHIL 137	Comparison of Religions	3

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

PHIL 120 – Introduction to Philosophy 1 3 units; 3 hours lecture, 54 hours total CSU, UC

Recommended Preparation: ENGL 120

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.

PHIL 121 – Introduction to Philosophy 2 3 units; 3 hours lecture, 54 hours total CSU, UC

Recommended Preparation: ENGL 120

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.

PHIL 125 – Introduction to Ethics 3 units; 3 hours lecture, 54 hours total CSU, UC

Recommended Preparation: ENGL 120

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.

PHIL 126 – Contemporary American Ethics 3 units; 3 hours lecture, 54 hours total CSU, UC

Recommended Preparation: ENGL 120

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.

PHIL 127 – Feminist Philosophy 3 units; 3 hours lecture, 54 hours total CSU

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.

PHIL 128 – Social and Political Philosophy 3 units; 3 hours lecture, 54 hours total CSU

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.

PHIL 129 – Introduction to Epistemology and Metaphysics

**3 units; 3 hours lecture, 54 hours total
CSU**

Epistemology and metaphysics are central to the study of theoretical philosophy. Epistemology deals with how we can distinguish the differences between knowledge and mere opinion or belief. The epistemologist asks, How do we know that we truly know something? How can we acquire genuine knowledge? Metaphysics deals with the ultimate nature of reality. The metaphysician endeavors to acquire knowledge (as opposed to mere opinion or belief) of all things natural, human and divine. Metaphysicians ask, Are we free or are all of our actions determined by past causes? Is there a God, and if so, what must God be like? What is the nature of evil? This course will emphasize the established historical classical works that provide a foundation for understanding contemporary works in epistemology and metaphysics.

PHIL 130 – Introduction to Logic

**3 units; 3 hours lecture, 54 hours total
CSU**

A study of common logical fallacies in everyday use, deductive and inductive arguments, and the logical uses of language. Emphasis will be upon the development of clear and critical thinking.

PHIL 131 – Introduction to Logic and Critical Thinking

**3 units; 3 hours lecture, 54 hours total
CSU**

This course will introduce the major logical tools necessary for thinking critically about topics that require ordinary language as opposed to symbolic logic. Critical thinking will be applied to everyday topics found in politics, religion, ethics, family, relationships, and other crucial contemporary topics germane to our lives as individuals and as members of a community.

PHIL 133 – World Philosophy

**3 units; 3 hours lecture, 54 hours total
CSU, UC**

Recommended Preparation: ENGL 120

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.

PHIL 134 – Philosophy of Religion

**3 units; 3 hours lecture, 54 hours total
CSU, UC**

Recommended Preparation: ENGL 120

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.

PHIL 137 – Comparative Religions

**3 units; 3 hours lecture, 54 hours total
CSU**

Recommended Preparation: ENGL 120

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.

PHIL 199 – Independent Study in Philosophy

**1-3 units; 1-3 hours integrated lab, 18-54 hours
total
CSU**

Independent study for students interested in specialized reading, research or special projects in Philosophy.

PHIL 298 – Selected Topics in Philosophy

**1-3 units; 1-3 hours lab, 18-54 hours total
CSU**

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

Photography

Division Offices Arts and Humanities

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Division Secretary's Office
141 – Performing Arts Center, (707) 256-7502

Faculty and Offices

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Associate of Science in Photography

This degree provides a comprehensive foundation in Photography that is appropriate for students interested in working in the Photography field. This program offers two options: traditional and digital.

Student Learning Outcomes

1. Critically evaluate and understand the aesthetic, cultural, and political development of Photography in historical and contemporary cultures.
2. Create finished images for professional/fine art applications based on principles of effective design and communication.
3. Express ideas in visual terms.
4. Present finished design products for peer, professional or academic review.
5. Evaluate and critique graphic design work and receive criticism from others.
6. Work collaboratively and communicate effectively with others on photographic projects.

Career Opportunities in Photography

- Photographic Assistant Digital Darkroom Technician Color Management Controller Fine Art Photography Newspaper Photographer
- Weddings/Event Photography Commercial photography Portrait photography Fine Art photography Editorial photography
- Documentary photography Photographic lab technician
- Photo assisting Digital Imaging Artist Photo Retoucher

Total: 63 – 66 units

Traditional Option

Core Courses (18 units)

PHOT 120	Introduction to Photography	3
PHOT 121	Basic Darkroom Photography	3
PHOT 122	Intermediate Photography	3
PHOT 180	History of Photography	3
PHOT 280	Professional Portfolio	3
PHOT 123	Advanced Photography	3

Digital Option

Core Classes (21 units)

PHOT 120	Introduction to Photography	3
PHOT 150	Beginning Digital Photography	3
PHOT 151	Intermediate Digital Photography	3
PHOT 153B	Adobe Light Room	1.5
PHOT 155	The Digital Fine Print	1
PHOT 181	Contemporary Issues in Photo	3
PHOT 199	INDEP STUDY/PHOTO	1 - 3
PHOT 240	Experimental Techniques	3
PHOT 250	Portrait Photography	3 - 4
PHOT 260	Product & Advertising Photography	4
PHOT 298	Selected Topics in Photography	1 - 3

General Education Requirements (36-39 units minimum) Suggested Sequence

Fall Units

PHOT 120	Introduction to Photography	3
GE requirements		2

Spring Units

PHOT 150	Beginning Digital Photography	3
or		
PHOT electives		6
GE requirements		6
PHOT 121	Basic Darkroom Photography	3
or		

Fall Units

PHOT 152	Advanced Digital Imaging	3
or		
PHOT 122	Intermediate Photography	3
PHOT electives		3
GE requirements		

Spring Units

PHOT 280	Professional Portfolio	3
GE requirements		9

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.

Career Opportunities in Photography

- Photographic Assistant Digital Darkroom Technician Color Management Controller Fine Art Photography Newspaper Photographer
- Weddings/Event Photography Commercial photography Portrait photography Fine Art photography Editorial photography
- Documentary photography Photographic lab technician

Total Units: 21

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

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

PHOT 120 – Introduction to Photography

**3 units; 6 hours integrated lab, 108 hours total
CSU, UC**

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.

PHOT 121 – Basic Darkroom Photography

**3 units; 6 hours integrated lab, 108 hours total
CSU, UC**

Prerequisite: PHOT 120

This beginning course in laboratory photography is designed to teach the student 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.

PHOT 122 – Intermediate Photography

**3 units; 6 hours integrated lab, 108 hours total
CSU; Repeatable once**

Prerequisite: PHOT 120

Recommended Preparation: PHOT 121

Lectures, demonstrations and hands-on experimentation providing technical skills necessary for refining camera operations, exposure, film development, printing and presentation. Class emphasis will be on developing image content via a small body of work. A brief survey of the history of photography will be integrated with discussions and illustrations of contemporary practice and criticism.

PHOT 123 – Advanced Darkroom Photography

**3 units; 6 hours integrated lab, 108 hours total
CSU; Repeatable three times**

Recommended Preparation: PHOT 122

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.

PHOT 150 – Beginning Digital Photography

**3 units; 6 hours integrated lab, 108 hours total
CSU; Repeatable once**

Introduction to digital photography and digital imaging processes. Acquire tools for expressive communication, using Apple Aperture and Adobe Photoshop for scanning, manipulating, printing, and web publishing. Develop skills in a variety of outputs for both fine art and commercial applications. Explore the “digital darkroom” using both traditional photographic materials and digital input. Survey photography’s role in society and culture, including the evolution of various photographic genre and the contributions to the development of digital photography by people of diverse ethnic and cultural backgrounds.

PHOT 151 – Intermediate Digital Photography

**3 units; 6 hours integrated lab, 108 hours total
CSU**

Recommended Preparation: PHOT 150

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.

PHOT 152 – Advanced Digital Photography

**3 units; 6 hours integrated lab, 108 hours total
CSU**

Recommended Preparation: PHOT 151

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.

PHOT 153A – Apple Aperture

**1.5 units; 1.5 hours lecture, 27 hours total
CSU**

This course explores Aperture’s photo-editing, image-retouching, proofing, publishing, and archiving features and prepares students for the option Apple Pro exam for industry certification.

PHOT 153B – Adobe Lightroom

**1.5 units; 1.5 hours lecture, 27 hours total
CSU; Repeatable once**

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.

PHOT 155 – The Digital Fine Print

**1 units; 2 hours integrated lab, 36 hours total
CSU; Repeatable once**

Recommended Preparation: PHOT 150

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.

PHOT 180 – History of Photography

**3 units; 3 hours lecture, 54 hours lab
CSU, UC**

(Cross-listed with ARTH 180)

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.

PHOT 181 – Contemporary Issues in Photo

**3 units; 3 hours lecture, 54 hours lab
CSU, UC**

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.

PHOT 250 – Portrait Photography

3-4 units; 2 hours lecture, 4 hours lab, 108 hours total

CSU

Recommended Preparation: PHOT 121, PHOT 150

A course designed to familiarize students with fundamentals of portrait photography. Topics include commonly used films and materials, available and location lighting, studio lighting, individual and group portraits, fashion photography. Student must provide 35mm camera. Training on professional medium format cameras in studio situations.

PHOT 260 – Product & Advertising Photography

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

CSU

Recommended Preparation: PHOT 121, PHOT 150

An advanced course in successful product and advertising materials and equipment, studio and Location lighting, organizational and planning techniques, layout/design, use of professional labs, and career possibilities. Assignments include food, fashion, glassware, architecture, large and small products. Student provides 35 mm camera. Training on professional studio cameras.

PHOT 280 – Professional Portfolio

3 units; 6 hours integrated lab, 108 hours total

CSU; Repeatable three times

Prerequisite: PHOT 122, PHOT 151 or presentation of portfolio

This course will cover topics such as critical thinking in art, writing an artist statement, career options, preparing a resume and traditional and digital portfolio preparation both for transfer and exhibitions. Students will study how to promote themselves as artists through the study of various resources and strategies used by successful artists. This course is designed to help prepare students majoring in Studio Art to successfully transfer and earn a B.F.A. or B.A. in Art.

PHOT 298 – Selected Topics in Photography

1-3 units; 1-3 hours integrated lab, 3-9 hours total

CSU; Repeatable once

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

PHOT 310 – Photography Production Laboratory

0.5-2 units; 1.5-6 hours lab, 27-108 hours total

Non-transferable; Repeatable three times

Photography laboratory intended to augment concurrent enrollment in other darkroom, digital, and/or studio courses.

Physical Education

Division Offices

Physical Education and Athletics

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Steve Ball - Head Men's Basketball Coach
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Brad Williams, Head Women's Soccer Coach
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Vince Shaw, Head Women's Basketball Coach
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Student Learning Outcomes

1. Students will use basic principles of health and wellness to develop an informed, personal approach to mental and physical health.
2. Students will understand the principles of lifetime fitness and will incorporate fitness activities into a healthy and active lifestyle.
3. Students will demonstrate and value knowledge of psychological and sociological concepts, principles, and strategies that apply to physical activity and sport.
4. Students will acquire knowledge and demonstrate skills to safely engage in physical activity.
5. Students will understand basic principles of anatomy, physiology, and/or biomechanics and apply the knowledge to movement activity.
6. Students will acquire the personal skills and attitudes to function as a competitor or member of an athletic team.

Associate of Arts for Transfer in Kinesiology

(Pending Chancellor's Approval)

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, sports 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.

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

- Minimum of 60 CSU-transferable semester unites.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- Completion of a minimum of 19 semester units in an "AA-T" or "AS-T" major as detailed in the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (title 5 55063)
- Certified completion of the California State University General Education Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Program Requirements:

Requirements for the Associate in Arts in Kinesiology for Transfer degree. All courses MUST be completed with grades

of "C: or better.

Total units: 22

Required Core Courses:

PHYE 201	Introduction to Kinesiology	3
BIOL 218	Human Anatomy	5
BIOL 219	Human Physiology	5
	Movement based course*	2
Students must also complete at least 7 units from the following:		

Electives:

MATH 232	Statistics	3
PSYC 120	Intro to Psychology	3
BIOL 105	Biology	4
CHEM 120	Chemistry	5
PHYS 120	General Physics	4
HELH 106	Community First Aid and Safety	3

Students will be required to complete all necessary associate degree requirements as outlined in the NVC Catalog.

*Movement based courses:

Aquatic: PHYE 100, 147

Dance: DANS 126, 128, 134, 135, 136, 137, 138

Individual Sports: PHYE 112, 113, 118, 123, 125

Fitness: PHYE 130, 131, 132, 146, 151, 154

Course Descriptions

PHYE 100 – Swimming

0.5-1 unit; 1-2 hours integrated lab, 18-36 hours total

CSU, UC; Repeatable three times

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.

PHYE 102A – Water Exercise (Beginning)

1.5 units; 3 hours integrated lab, 54 hours total

CSU, UC; Repeatable three times

This course is designed to improve cardiovascular endurance, muscle tone and flexibility using the water as a medium for exercise. This is an excellent lifelong activity for non-swimmers and novice swimmers. Repeatable for credit three times to improve proficiency.

PHYE 102B – Water Exercise (Deep Water)

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

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.

PHYE 112 – Golf

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

This course will help a student in the development of understanding and attitudes relative to the game of golf. Specific attention is given to the proper fundamentals (grip,

stance, swing) with different clubs in various situations. The rules and etiquette of golf are presented and practiced. Repeatable for credit three times to improve proficiency. The course may be presented specifically to students of particular skill levels.

PHYE 113 – Badminton

**1 unit; 2 hours lab, 36 hours total
CSU, UC; Repeatable three times**

The course is designed for the beginning and 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. Repeatable for credit three times to improve proficiency.

PHYE 118 – Racquetball

**1-1.5 units; 0.5-1 hour lecture, 1.5-2 hours lab
CSU, UC; Repeatable three times**

Fundamentals of racquetball. Beginning: Introduction to basic shots, strategy, serves, safe procedures for play and practice, rules necessary to play the game on beginning recreational level. Intermediate: Continuation of fundamentals of racquetball. Increased refinement in stroke techniques for shots, increase of serve and play strategy, introduction to cutthroat, odd-person-out singles and doubles. Advanced: Review and correction/certification of basic shots, introduction to advanced shots and strategy concepts, advanced doubles strategy, refereeing, tournament play. Repeatable for credit three times to improve proficiency.

PHYE 123 – Tennis

**0.5-1.5 unit; 1-3 hours lab, 18-54 hours total
CSU, UC; Repeatable three times**

Fundamentals of tennis. Beginning: Rules, scoring, etiquette, and tactics for singles. Emphasis on forehand and backhand ground strokes, serve and volley. Text required. Intermediate: For the advanced beginner. Concepts and strategy at the intermediate level. Emphasis on forehand and backhand ground strokes, serve, volley, service return, approach shot, half volley, lob and overhead smash. Text Required. Advanced: Control, placement, depth and pace. Advanced strategy for the singles player and doubles competitive play. Text required. Repeatable for credit three times to improve proficiency.

PHYE 125 – Volleyball

**1 unit; 2 hours lab, 36 hours total
CSU, UC; Repeatable three times**

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. Intermediate: Development of basic skills and strategies. Emphasis on six person team play and introduction to two person play. Text required. Advanced: Intermediate skills and strategies and the introduction of advanced techniques and team play. Emphasis on officiating and participation in tournament competition. Text required. Repeatable for credit three times to improve proficiency.

PHYE 129 – Spinning

**0.5-1.5 unit; 1-3 hours lab, 18-54 hours total
CSU, UC; Repeatable three times**

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.

PHYE 130 – Yoga

**1-1.5 units; 2-3 hours integrated lab, 36-54 hours total
CSU, UC; Repeatable three times**

This class is an introduction to Hatha Yoga. Students will be taught the theory, history and philosophy of yoga. Primarily, the students will participate in the practice of yoga postures, while integrating breath work and concentration. The physiological and emotional benefits will be discussed. The course may be offered at different levels (beginning, intermediate, or advanced). Course is repeatable three times to improve proficiency.

PHYE 131 – Cardio Kickboxing

**0.5-1.5 units; 2-3 hours integrated lab, 18 hours total
CSU, UC; Repeatable three times**

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.

PHYE 132 – Aerobic Dance

**0.5-1.5 units; 1-3 hours lab, 18-54 hours total
CSU, UC; Repeatable three times**

This course improves cardiovascular endurance utilizing basic dance sequences presented with music. It includes proper warm-up, toning and stretching exercises. Repeatable for credit three times to improve proficiency.

PHYE 133 – Body Sculpting

**1-1.5 units; 2-3 hours integrated lab, 36-54 hours total
CSU, UC; Repeatable three times**

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. This course may be repeated three times.

PHYE 145 – Fitness Assessment Laboratory

**1 unit; 2 hours lab, 36 hours total
CSU; Repeatable three times**

Assessment and interpretation of individual fitness and health levels. The assessment series measures body composition, muscular strength, cardiorespiratory endurance and flexibility. Students repeating this course will be able to track their personal fitness level. May be repeated three times for credit.

PHYE 146 – Fitness Flexibility

**1.5 units; 1 hours lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable three times**

This course is designed for students to achieve greater overall flexibility, strengthen, and tone the muscles. This class will

focus on abdominal conditioning so the student can receive the benefits of a sturdy low back and optimal posture. Stability balls, stretch bands, and light weights will be used. May be repeated for credit three times.

PHYE 147 – Swim for Fitness

1.5 units; 3 hours integrated lab, 54 hours total

CSU, UC; Repeatable three times

This is a course designed to improve basic aquatics skills (crawl stroke, back stroke, breast stroke) and provide lifelong fitness through increased endurance and knowledge gained about the major components of a workout. Repeatable for credit three times to improve proficiency.

PHYE 148 – Walking for Fitness

1.5 units; 3 hours integrated lab, 54 hours total

CSU, UC; Repeatable three times

Instruction in this course is focused on improving cardiovascular endurance through a safe and effective exercise program of walking. Repeatable for credit three times to improve proficiency.

PHYE 149 – Physical Fitness

1.5 units; 1 hours lecture, 2 hours lab, 54 hours total

CSU, UC; Repeatable three times

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. Repeatable for credit three times.

PHYE 151 – Weight Training

1.5 units; 1 hours lecture, 2 hours lab, 54 hours total

CSU, UC; Repeatable three times

This course is designed to provide a meaningful understanding of the purpose of weight training, to enable individuals to evaluate their own level of muscular fitness, and to design and engage in personalized training programs using the components of muscular strength, muscular endurance, and joint flexibility that can be beneficial throughout life. Repeatable for credit three times to improve proficiency.

PHYE 152 – Strength Training and Conditioning

1.5 units; 3 hours integrated lab, 54 hours total

CSU, UC; Repeatable three times

This course provides the student and individualized approach to achieving muscular strength, endurance, body density, flexibility as well as understanding the motivational and mental concentration techniques needed for proper conditioning.

PHYE 154 – Mat Pilates

0.5-1.5 units; 1-3 hours integrated lab, 18-54 hours total

CSU, UC; Repeatable three times

Based on the work of Joseph H. Pilates, this course will allow students to increase overall movement efficiency, correct muscle imbalance, increase core strength and develop mind/body connections. Students will use mat exercises to develop strength, flexibility, balance, coordination and proper alignment.

PHYE 160 – Adaptive Physical Education

1.5 units; 0.5 hour lecture, 2.5 hours lab, 54 hours total

CSU, UC; Repeatable three times

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.

PHYE 162 – Adaptive Aquatics

1.5 units; 3 hours integrated lab, 54 hours total

CSU, UC; Repeatable three times

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.

PHYE 169 – Corrective Physical Education for Teaching Assistants

1.5 units; 3 hours integrated lab, 54 hours total

CSU; Repeatable once

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.

PHYE 171 – Care & Prevention of Athletic Injuries

3 units; 3 hours lecture, 54 hours total

CSU, UC

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.

PHYE 174 – Skills and Conditioning for Team Sports

0.5-1.5 units; 1-3 hours integrated lab, 18-54 hours total

CSU, UC; Repeatable three times

This course focuses on techniques and analysis of sport and conditioning used in preparing a student to compete at an advanced level. The course is available to all students.

PHYE 176 – Team Sports

1-1.5 units; 2-3 hours integrated lab, 36-54 hours total

CSU, UC; Repeatable three times

This course is an introduction to the basic movement skills necessary for participation in an athletic event. Instruction also identifies rules, team concepts, scoring, etiquette, safety, and conditioning for competitive situations. The course may be offered at beginning, intermediate, or advanced levels.

This course is open to all students.

PHYE 178 – Pre-Season Conditioning
1-2 units; 5-10 hours lab, 90-180 hours total
CSU, UC; Repeatable three times

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.

PHYE 199 – Independent Study in Physical Education
1-3 units; 18-54 hours total
CSU, UC; Repeatable three times

Independent study course for students interested in specialized reading, research, or projects that deal with an acceptable topic in physical education.

PHYE 200 – Coaching & Athletic Administration
1 unit; 1 hour lecture, 18 hours total
CSU; Repeatable three times

This course will provide exposure to the field of coaching sports. The student will develop a philosophy of coaching and appreciation of various coaching styles. Additionally, the student will experience the psychology of sport, principles of physical training, behavior, teaching, and management.

PHYE 201 – Introduction to Kinesiology
3 units; 3 hours lecture, 54 hours total
CSU, UC

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. Career opportunities in the areas of teaching, coaching, Allied Health, and fitness professions.

PHYE 255 – Foundations of Physical Fitness
3 units; 3 hours lecture, 54 hours total
CSU

This course will provide the information necessary for planning and instituting a personalized program of physical fitness. Lectures will define and discuss the major components of fitness: cardiovascular fitness, muscular strength and endurance, flexibility, body composition, mind/body health, and rest/recovery period. In addition, this course introduces students to career opportunities in the health and fitness industry. This course assists in preparing interested students for Personal Fitness Trainer and Group Fitness Instructor Certification Exams through organizations such as the American Council on Exercise (ACE).

PHYE 271 – Sports Medicine Practicum
2 units; 4 hours integrated lab, 72 hours total
CSU, UC; Repeatable three times

This course is an introduction to the sports medicine field with hands-on experience in the practice of athletic training, physical therapy, massage therapy, and personal training.

PHYE 272 – Sports Medicine Training Laboratory
1 unit; 3 hours lab, 54 hours total CSU, UC; Repeatable three times
Recommended Preparation: PHYE 271

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.

PHYE 285 – Men's Basketball Team
1-2 unit; 5-10 hours lab, 90-180 hours total
CSU, UC; Repeatable three times

This course is designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play.

PHYE 286 – Women's Basketball Team
2 units; 10 hours lab, 180 hours total
CSU, UC; Repeatable three times

A course designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play.

PHYE 287 – Baseball Team
1-2 units; 5-10 hours lab, 90-180 hours total
CSU, UC; Repeatable three times

This is a course designed for the competitive baseball player who will represent Napa Valley College in intercollegiate baseball games.

PHYE 290 –Golf Team
1-2 units; 5-10 hours lab, 90-180 hours total
CSU, UC; Repeatable three times

This is a course designed for the competitive golfer who will represent Napa Valley College in intercollegiate play.

PHYE 291 – Soccer Team
1-2 units; 5-10 hours lab, 90-180 hours total
CSU, UC; Repeatable three times

This is a course designed for the competitive soccer player who will represent Napa Valley College in intercollegiate play.

PHYE 292 – Softball Team
1-2 units; 5-10 hours lab, 90-180 hours total
CSU, UC; Repeatable three times

This is a course designed for the competitive softball player who will represent Napa Valley College in intercollegiate play.

PHYE 297 – Women's Volleyball Team
1-2 units; 5-10 hours lab, 90-180 hours total
CSU, UC; Repeatable three times

This is a course designed for the competitive volleyball player who will represent Napa Valley College in intercollegiate matches.

Physics

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Associate of Science in Natural Science and Mathematics

The Natural Science and Mathematics emphasis focuses on the study of the physical universe, its life forms, and the relationship between science and other human activities. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Total Units: 18

Student Learning Outcomes

1. Understand and use the scientific method.
2. Differentiate between science and other fields of knowledge.
3. Apply quantitative methods including mathematics and statistics to natural science problems.
4. Demonstrate a broad understanding of the physical sciences, including the structure and properties of matter and energy, dimensions of space and time, and Earth's place in the Universe.
5. Demonstrate knowledge of the organization of the living world and the unity of biological systems.
6. Identify ways in which the physical and biological worlds interact with each other.

Requirements for A.S. Degree in Natural Science and Mathematics

Required Core Courses (18 units)

Students must complete 18 units selected from the courses listed below, including a minimum of 3 units of Mathematics, 3 units of Physical Sciences, and 3 units of Biology.

A. Mathematics Units

MATH 94	Intermediate Algebra	5
MATH 99	Intermediate Algebra, Part B	3
MATH 106	Pre-Calculus: Elem. Functions	5
MATH 108	Trigonometry	3
MATH 115	Applied Calculus	5
MATH 120	Calculus 1	5
MATH 121	Calculus 2	5
MATH 220	Linear Algebra	3
MATH 221	Calculus 3	5
MATH 222	Calculus 5: Differential Equations	3
MATH 232	Statistics	4
MATH 235	Finite Mathematics	3

B. Physical Sciences Units

ASTR 110	Descriptive Astronomy	3
ASTR 111	Practical Astronomy	3
CHEM 110	Introduction to Chemistry	4
CHEM 111	Introduction to Organic & Biological Chemistry	4
CHEM 120	General Chemistry 1	5
CHEM 121	General Chemistry 2	5
CHEM 240	Organic Chemistry 1	4
CHEM 241	Organic Chemistry 2	4
CHEM 242	Quantitative Analysis	4
EART 110	Earth Science: Earth, Sea, and Sky	4
ENVS 115	Energy, the Environment & Sustainability	3
GEOG 110	Physical Geography	3
GEOG 114	California Geography	3
GEOG 120	Geographic Info Systems & Science 1	4
GEOG 121	Geographic Info Systems & Science 2	4
GEOL 110	Physical Geology	3
GEOL 111	Physical Geology Laboratory	1
GEOL 112	Fossils, Time and Earth History	3
GEOL 116	Geology Hazards and Humanity	2
PHYS 105	General Applied Physics	3
PHYS 110	Descriptive Physics	3
PHYS 111	Descriptive Physics Laboratory	1
PHYS 120	General Physics 1	4
PHYS 121	General Physics 2	4
PHYS 140	Physics for Scientists & Engineers 1	4
PHYS 240	Physics for Scientists & Engineers 2	4
PHYS 241	Physics for Scientists & Engineers 3	4

C. Biology Units

BIOL 103	Introduction to Nutrition	3
BIOL 105	Human Biology	4
BIOL 110	Survey of Biology	4
BIOL 112	Introduction to Ecology	3
BIOL 117	Wildlife Biology	3
BIOL 120	General Biology	4
BIOL 218	Human Anatomy	5
BIOL 219	Human Physiology	5
BIOL 220	General Microbiology	5
BIOL 240	General Zoology	5
BIOL 241	General Botany	5

<u>D. Area of Emphasis Elective Courses Units</u>		
ANTH 120	Biological Anthropology	3
TECH 107	Technical Mathematics II	3
PHYS 241	Physics for Scientists & Engineers 3	4

Course Descriptions

PHYS 110 – Descriptive Physics 3 units; 3 hours lecture, 54 hours total CSU, UC

A non-mathematical descriptive introduction to physics for non- science majors. Numerous slides and demonstrations will be used to illustrate the fundamental laws and applications of mechanics, heat, electricity, optics, atomic and nuclear physics.

PHYS 111 – Descriptive Physics Laboratory 1 unit; 3 hours lab, 54 hours total CSU, UC

Co-requisite: PHYS 110

A nonmathematical descriptive physics laboratory that emphasizes concepts before computation, the same approach used for PHYS 110. Many experiments are observational activities only. Some experiments involve computers which are programmed to simplify and summarize quantitative measurements.

PHYS 120 – General Physics 1 4 units; 3 hours lecture, 4 hours total CSU, UC

Prerequisite: MATH 108

Mechanics, fluids, wave motion, and heat; emphasis on biological and medical applications in all areas.

PHYS 121 – General Physics 2 4 units; 3 hours lecture, 4 hours total CSU, UC; Repeatable once

Prerequisite: PHYS 120

Electricity, magnetism, optics and modern physics; emphasis on biological and medical applications in all areas.

PHYS 140 – Physics for Scientists & Engineers 1 4 units; 3 hours lecture, 4 hours lab, 126 hours total CSU, UC

Prerequisite: MATH 120

Co-requisite: MATH 121

This is a calculus-based introduction to the principles of mechanics and wave motion. Topics include measurements, vectors, linear and circular motion, gravitation, work and mechanical energy, conservation of energy, linear and angular momentum, rotational motion, static equilibrium, oscillations, and fluid mechanics.

PHYS 199 – Independent Study in Physics

1-3 units; 3-9 hours total

CSU, Pass/No Pass grading; Repeatable once

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 consult with a physics instructor specifying course content and hours/week.

PHYS 240 – Physics for Scientists & Engineers 2 4 units; 3 hours lecture, 4 hours lab, 126 hours total CSU, UC

Prerequisite: PHYS 140, MATH 121

This is a calculus-based introduction to the principles of heat, electricity, and magnetism. Topics include temperature, kinetic theory of gases, heat, laws of thermodynamics, electric charge and electric field, Gauss's Law, electric potential, capacitance, resistance, electric current, DC circuits, magnetism, sources of magnetism, Faradays' Law, inductance, and AC circuits.

PHYS 241 – Physics for Scientists & Engineers 3 4 units; 3 hours lecture, 4 hours lab, 126 hours total CSU, UC

Prerequisite: PHYS 240

This is a calculus-based introduction to electromagnetic waves, physical optics, relativity, and atomic and quantum physics. Topics include Maxwell's Equations and electromagnetic waves, light, lenses, diffraction and polarization, relativity, quantum mechanics, molecules and solids, nuclear physics and radioactivity, nuclear energy, elementary particles, and astrophysics and cosmology.

PHYS 298 – Selected Topics in Physics 1-3 units; 1-3 hours lecture, 3-9 hours lab, 72-216 hours total CSU

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

Political Science

Division Offices

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Associate in Arts in Social and Behavioral Science

This area of emphasis uses a social science framework to develop the student's understanding of the self and societies, enabling the student to understand, evaluate, and apply social science research and theories.

Total: 18 units

Student Learning Outcomes

Upon successful completion of this degree, the student should be able to:

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

Core Courses (15 units)

Students must complete three units in each of the following subject areas

Anthropology

ANTH 120	Biological Anthropology	3
ANTH 120L	Biological Anthropology Laboratory	1
ANTH 121	Introduction to Cultural Anthropology	3
ANTH 200	Introduction to Linguistic Anthropology	3

History

HIST 120	United States History 1	3
HIST 121	United States History 2	3
HIST 122	World Civilization 1	3
HIST 123	World Civilization 2	3
HIST 150	History of American Women 1600-1900	3
HIST 152	Women in Twentieth-Century America	3

Political Science

POLI 120	Introduction to the Principles of American Government 1	3
POLI 121	Introduction to the Principles of American Government 2	3
POLI 125	Introduction to Modern Political Ideology	3
POLI 135	Comparative Government	3
POLI 140	International Relations	3

Psychology

PSYC 120	General Psychology	3
PSYC 123	Social Psychology	3
PSYC 125	Human Development	3

Sociology

SOCI 120	Introduction to Sociology	3
SOCI 122	Social Problems	3

PSYC 135	Human Sexuality	3
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Restricted Electives (3 units)

Select three units from the following courses:

ADMJ 154	Criminology	3
or		
SOCI 154	Criminology	3
CFS 120	Child Development	3
CFS 140	The Child, Family and Community	3
ECON 101	Principles of Microeconomics	3
MATH 232	Statistics	4

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

POLI 120 – Introduction to the Principles of American Government 1

3 units; 3 hours lecture, 54 hours total
CSU, UC

Recommended Preparation: ENGL 90

Introduction to American political processes and institutions. Topics include the constitutional framework of national, state, and local government, federalism, the presidency, Congress, political parties, voting and elections, public opinion and the role of the media.

POLI 121 – Introduction to the Principles of American Government 2

3 units; 3 hours lecture, 54 hours total
CSU, UC

Recommended Preparation: ENGL 90

A study of the constitutional basis for national, state and local government, citizenship, civil liberties, civil rights, the judiciary, government's role in the economy, interest groups, and foreign policy.

POLI 125 – Introduction to Modern Political Ideology

3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

POLI 135 – Comparative Government

3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

POLI 140 – International Relations
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

POLI 145 – International Political Economy
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

POLI 199 – Independent Study in Political Science

1-3 units; 3-9 hours lab, 54-162 hours total
CSU; Repeatable once

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.

POLI 350 – Leadership Seminar
2 units; 1 hour lecture, 4 hours lab, 90 hours total
Non-transferable; Repeatable once

A study of the dynamics of leadership, its impacts on groups and organizations, and the relationship between the leader and the groups. This study will assist students to develop into effective student government and future community leaders.

Psychology

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Associate of Arts in Psychology

The Associate of Arts degree with a major in psychology acknowledges that the student has established a foundation of

knowledge in the field of psychology. This foundation can be used as a basis for further study towards a baccalaureate degree at a transfer institution. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Total: 60 units

Required Core Courses (6 units)

MATH 232	Statistics	4
PSYC 120	General Psychology	3

Elective Courses (12 – 13 units) Units

Select 12 units from the following list		
BIOL 110	Survey of Biology	4
or		
BIOL 120	General Biology	4
PSYC 123	Social Psychology	3
PSYC 125	Human Development	3
PSYC 126	Abnormal Psychology	3
PSYC 128	Cross-Cultural Psychology	3
PSYC 135	Human Sexuality	3
PSYC 175	Theories of Personality	3

Student Learning Outcomes

Upon successful completion of this degree, the student should be able to:

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

Required Courses

MATH 232	Statistics	3
PSYC 120	General Psychology	3

Elective Courses

Choose 12 units from the following list:		
BIOL 110	Survey of Biology	4
or		
BIOL 120	General Biology	3
PSYC 123	Social Psychology	3
PSYC 125	Human Development	3
PSYC 126	Abnormal Psychology	3
PSYC 128	Cross-Cultural Psychology	3
PSYC 135	Human Sexuality	3
PSYC 175	Theories of Personality	3

Associate in Arts in Social and Behavioral Science

This area of emphasis uses a social science framework to develop the student's understanding of the self and societies, enabling the student to understand, evaluate, and apply social science research and theories.

Total: 18 units

Student Learning Outcomes

Upon successful completion of this degree, the student should be able to:

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

Core Courses (15 units)

Students must complete three units in each of the following subject areas

Anthropology

ANTH 120	Biological Anthropology	3
ANTH 120L	Biological Anthropology Laboratory	1
ANTH 121	Introduction to Cultural Anthropology	3
ANTH 200	Introduction to Linguistic Anthropology	3

History

HIST 120	United States History 1	3
HIST 121	United States History 2	3
HIST 122	World Civilization 1	3
HIST 123	World Civilization 2	3
HIST 150	History of American Women 1600-1900	3
HIST 152	Women in Twentieth-Century America	3

Political Science

POLI 120	Introduction to the Principles of American Government 1	3
POLI 121	Introduction to the Principles of American Government 2	3
POLI 125	Introduction to Modern Political Ideology	3
POLI 135	Comparative Government	3
POLI 140	International Relations	3

Psychology

PSYC 120	General Psychology	3
PSYC 123	Social Psychology	3
PSYC 125	Human Development	3

Sociology

SOCI 120	Introduction to Sociology	3
SOCI 122	Social Problems	3
PSYC 135	Human Sexuality	3

Restricted Electives (3 units)

Select three units from the following courses:

ADMJ 154	Criminology	3
or		
SOCI 154	Criminology	3

CFS 120	Child Development	3
CFS 140	The Child, Family and Community	3
ECON 101	Principles of Microeconomics	3
MATH 232	Statistics	4

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

PSYC 120 – General Psychology

3 units; 3 hours lecture, 54 hours total

CSU, UC

Recommended Preparation: ENGL 90 or equivalent

This course provides a general introduction to the field of psychology. Topics covered include research methods, neuropsychology, sensation and perception, cognitive psychology, developmental psychology, personality, social psychology, and clinical psychology.

PSYC 123 – Social Psychology

3 units; 3 hours lecture, 54 hours total

CSU, UC

Recommended Preparation: ENGL 90 or equivalent

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Topics may include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group dynamics, gender roles, cultural norms, and social cognition.

PSYC 124 – Psychology of Adjustment

3 units; 3 hours lecture, 54 hours total

CSU, UC

Recommended Preparation: ENGL 90 or equivalent

This course addresses several major topics in the field of psychology with an emphasis on personal application. Topics covered include personality theory, stress and coping, the self, social cognition and influence, communication, attraction, gender and sexuality, human development, psychological disorders, and psychotherapy.

PSYC 125 – Human Development

3 units; 3 hours lecture, 54 hours total

CSU, UC

Recommended Preparation: PSYC 120

Human development from conception through infancy, childhood, adolescence, maturity, late adulthood, old age and death. Physical, cognitive, social, emotional and personality development. Developmental theories.

PSYC 126 – Abnormal Psychology

3 units; 3 hours lecture, 54 hours total

CSU, UC

Prerequisite: PSYC 120

An introduction to the concepts of abnormal and maladaptive behavior. Models of diagnosis, classification and treatment are discussed in depth. A discussion of major psychological disorders and study of the different perspectives on their causation, development and treatment.

PSYC 127 – Psychology of Childhood and Adolescence

**3 units; 3 hours lecture, 54 hours total
CSU, UC**

Recommended Preparation: PSYC 120

This course will examine the psychological factors that impact a person's early years of life such as maturational processes, psychopathology and criminality. Theories and research from neuroscience, clinical psychology, social psychology and cross-cultural psychology addressing issues relevant to childhood and adolescence will be examined.

PSYC 128 – Cross-Cultural Psychology

**3 units; 3 hours lecture, 54 hours total
CSU, UC**

A course that studies basic and complex psychosocial processes relating them to the cultural experiences of three immigrant groups: European, Asian and Latino, living in the European oriented culture of the US. The role of women is highlighted in the course, and a special section on old age compares the ways different cultures deal with their elders. In addition to technical material students will read contemporary fiction addressing topics of identity, love, discrimination and acculturation.

PSYC 135 – Human Sexuality

**3 units; 3 hours lecture, 54 hours total
CSU, UC**

Recommended Preparation: PSYC 120

This course presents a survey of the study of human sexuality from biological, cognitive, emotional, behavioral, and social perspectives. Topics covered include sexual behavior, sexual identity, attraction, gender, sexual anatomy and physiology, and the role of sexuality in cultural and social contexts. This course is intended for adults and involves the presentation of explicit material.

PSYC 175 – Theories of Personality

**3 units; 3 hours lecture, 54 hours total
CSU, UC**

Prerequisite: PSYC 120

The study of personality examines the sources of our similarities and our differences. This course will cover several major perspectives on personality including psychodynamic, behavioral, phenomenological, social-cognitive, and biological/evolutionary theories. An emphasis will be placed on integrating these theories and relating them to everyday life.

PSYC 199 – Independent Study in Psychology

**1-3 units; 3-9 hours lab, 54-162 hours total
CSU**

Independent study courses for students interested in specialized reading or research in psychology.

PSYC 298 – Selected Topics in Psychology

**1-3 units; 3-9 hours lab, 54-162 hours total
CSU**

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

Psychiatric Technician

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Associate of Science in Psychiatric Technician (Fast-Track Program)

The Psychiatric Technician Program is a four-semester program designed to prepare qualified men and women to practice as psychiatric technicians. The program provides two approaches to learning; coursework is combined with practical application. Clinical training occurs in hospitals and health agencies. A certificate in Psychiatric Technician is granted by the college after completion of the program, and the student is eligible to take the examination for licensure. The academic subjects for both the Certificate and A.S. Degree are offered at Napa Valley College.

Admission Requirements

All coursework must be completed with a "C" or better within the last five years as required by the BVNPT, and all program requirements must be met before your application will be accepted. All applicants meeting these requirements will be eligible for admission to the program and will be enrolled as designated by Napa State Hospital and the Fast-track director.

All new admission, re-admission and advanced placement applicants will follow this procedure:

1. Complete an application for admission to the college online at www.napavalley.edu.
2. Complete the matriculation requirements of
 - a. English and Math assessment testing
 - b. College orientation.
3. 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
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; your official foreign transcripts evaluations must accompany this form.)

Student Learning Outcomes

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

Total: 65 units

Psychiatric Technician Fast-Track Program Associate in Science

First Trimester
PTEC 160 Nursing Science 18

Second Trimester
PTEC 161 Developmental Disabilities 15

Third Trimester
PTEC 162 Mental Disabilities 17

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

Options

1. Certificate Program: PTEC 160; 161 162. (Meets eligibility for State Board Examination)
2. A.S. Degree: All courses listed above. All courses required to complete the major must be completed with a grade of C or better.
3. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

Total Units 65

*ANTH 151, DRAM 115, ENGL 217, HUMA 100, 101, 151, 174, 186 meets both the multicultural/gender

Psychiatric Technician (Fast-Track Program) Certificate of Achievement

Admission Requirements

All coursework must be completed with a "C" or better within the last five years as required by the BVNPT, and all program requirements must be met before your application will be accepted. All applicants meeting these requirements will be eligible for admission to the program and will be enrolled as designated by Napa State Hospital and the Fast-track director.

All new admission, re-admission and advanced placement applicants will follow this procedure:

1. Complete an application for admission to the college online at www.napavalley.edu.
2. Complete the matriculation requirements of
 - a. English and Math assessment testing
 - b. College orientation
3. 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
4. Be a currently Certified Nurse's Aid (CNA) or have equivalent training i.e.(completed one semester of an accredited Psychiatric Technician nursing program with a grade of "C" or better)

5. 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; your official foreign transcripts evaluations must accompany this form.)

First Trimester

PTEC 160 Nursing Science 18

Second Trimester

PTEC 161 Developmental Disabilities 15

Third Trimester

PTEC 162 Mental Disabilities 17

Total Units 50

Associate of Science in Psychiatric Technician (Three-semester Program)

The Psychiatric Technician Program is a three-semester program designed to prepare qualified men and women to practice as psychiatric technicians. The program provides two approaches to learning; coursework is combined with practical application. Clinical training occurs in hospitals and health agencies. A certificate in Psychiatric Technician is granted by the college after completion of the program, and the student is eligible to take the examination for licensure. The academic subjects for both the Certificate and A.S. Degree are offered at Napa Valley College.

Admission Requirements

All 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.
2. Complete the matriculation requirements of
 - a. English and Math Assessment testing
 - b. College orientation
3. 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
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; your official foreign transcripts evaluations must accompany this form.)

Total: 60 units

Prerequisites

HEOC 100	Basic Anatomy & Physiology	3
HEOC 101	Pharmacology	3

First Semester

PTEC 150	Principles & Practice for Psychiatric Technicians 1	13
HEOC 172	Basic Nutrition	2

Second Semester

PTEC 155	Principles & Practice for Psychiatric Technicians 2	12
PSYC 125	Human Development	3

Third Semester

PTEC 156	Principles & Practice for Psychiatric Technicians 3	12
PSYC 124	Psychology of Adjustment	3

Fourth Semester

Natural Science		3
Humanities (Choose from #2 below) *		3
English Composition		3
Mathematics		3
Communication & Analytical Thinking		3

Options

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

Psychiatric Technician (Three-semester Program) Certificate of Achievement

The Psychiatric Technician Program is a three- semester program designed to prepare qualified men and women to practice as psychiatric technicians. The program provides two approaches to learning; coursework is combined with practical application. Clinical training occurs in hospitals and health agencies. A certificate in Psychiatric Technician is granted by the college after completion of the program, and the student is eligible to take the examination for licensure. The academic subjects for both the Certificate and A.S. Degree are offered at Napa Valley College.

Admission Requirements

All coursework must be completed with a “C” or better within the last five years as required by the BVNPT, before and all program requirements must be met before your application will be accepted. All applicants meeting these requirements will be eligible for admission to the program. Applications will be accepted by admissions and records during a designated registration period prior to each semester.

All new admission, re-admission and advanced placement applicants will follow this procedure.

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.
2. Complete the matriculation requirement of
 - a. English and Math assessment testing
 - b. College orientation
3. 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 within the past five years
4. Be a currently Certified Nurse’s Aid (CNA) or have equivalent training i.e. (completed one semester of an accredited Psychiatric Technician nursing program with a grade of “C” or better)
5. 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.)

Total: 51 units

Required Courses

PTEC 150	Principles & Practice for Psychiatric Technicians 1	13
PTEC 155	Principles & Practice for Psychiatric Technicians 2	12
PTEC 156	Principles & Practice for Psychiatric Technicians 3	12
HEOC 100	Basic Anatomy & Physiology	3
HEOC 101	Pharmacology	3

HEOC 172	Basic Nutrition	2
PSYC 124	Psychology of Adjustment	3
or		
PSYC 125	Human Development	3

Meets eligibility for State Board Examination

College Requirements

For complete information, see “Graduation Requirements” in the Catalog Index.

Course Descriptions

PTEC 150 – Principles & Practice for Psychiatric Technicians 1
13 units; 7 hours lecture, 18 hours lab, 450 hours total

CSU

Prerequisite: HEOC 100, HEOC 101

Co-requisite: HEOC 172

This is the first course in a series of three semesters designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes role of the Psychiatric Technician, Nurse/Patient Relationship, Nursing Process and Medical Records, Medical Terminology, Nursing Fundamentals, and Medical/Surgical Nursing.

PTEC 155 – Principles & Practice for Psychiatric Technicians 2
12 units; 6 hours lecture, 18 hours lab, 432 hours total

CSU

Prerequisite: HEOC 172, PTEC 150

Co-requisite: PSYC 125

A course designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California Includes Psychopharmacology, Assessment and Interventions for a Client with Developmental Disabilities, Etiologies, Diseases Associated with Developmental Disabilities, Teaching and Training using a Developmental Model, Developmental Disabilities, Client’s Rights, Tests and Measurements, Normalization, Behavior Modification, Autism, and Case Management.

PTEC 156 – Principles & Practice for Psychiatric Technicians 3
12 units; 6 hours lecture, 18 hours lab, 432 hours total

CSU

Prerequisite: PTEC 150, PTEC 155

Co-requisite: PSYC 124

A course designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California Includes: Role of Psychiatric Technician, Psychopharmacology, Mental Health Nursing I and II, Management of Assaultive Behaviors, Client’s 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.

PTEC 160 – Nursing Science

18 units; 14 hours lecture, 20 hours lab, 544 hours total (16 weeks)

CSU

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.

PTEC 161 – Developmental Disabilities

17 units; 13 hours lecture, 20 hours lab, 528 hours total (16 weeks)

CSU

Prerequisite: PTEC 160

One trimester of three designed to prepare the student for licensure as a Psychiatric Technician in the State of California. This course will examine the care of the developmentally disabled by providing learning experience in State Developmental Centers as well as community facilities and continued practice in individual and group work.

PTEC 162 – Mental Disabilities

17 units; 13 hours lecture, 20 hours lab, 528 hours total (16 weeks)

CSU

Prerequisite: PTEC 161

A trimester designed to prepare the student for licensure as a Psychiatric Technician in the State of California. This course will introduce psychological and mental health concepts as they relate to the psychiatric technician profession. The causes, prevention, and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem-solving, communication, and the use of rehabilitative methods in providing patient care.

Respiratory Care

Division Offices

Health Occupations

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Associate of Science in Respiratory Care, Full-time Track Option

The Respiratory Care Program is four-semester and one six week summer session for the full-time track or six-semester and two six-week summer sessions for the part-time track. The program is designed to prepare qualified men and women to practice as respiratory care practitioners (RCP). Upon completion of the program the student will be eligible to take the state licensing exam and the national registry examination.

The program is accredited by the Commission on Accreditation for Respiratory Care.

Respiratory care is a healthcare specialty which deals with care and treatment of patients with respiratory and cardiac disorders. RCPs work in a variety of settings, including acute and sub acute hospitals, clinics, and home care.

Total: 73.5

Prerequisites for Admission

BIOL 218	Human Anatomy	5
CHEM 110	Introduction to Chemistry	4
and		
MATH 90 +	Beginning Algebra	5
(or the equivalent) with minimum grades of "C."		

Student Learning Outcomes

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

1. Comprehend, apply, and evaluate clinical information relevant to their roles as advanced-level respiratory therapists (cognitive domain)
2. Be technically proficient in all the skills necessary to fulfill their roles as advanced-level respiratory therapists (psychomotor domain)
3. Exhibit professional behavior consistent with employer Expectations as advanced-level respiratory therapists (affective domain)
4. Attempt RRT exam within one year of graduation

The courses required to complete the major are: BIOL 218, 219, 220; RESP 120, 130, 140, 150, 160, 170, 180, 200, 210, 211, 220, 230, 250, 260, 270, 280, 290, 290B, 292.

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

First Semester

RESP 120 Respiratory Care Theory I	6
RESP 130 Respiratory Care Laboratory I	4
BIOL 219 Human Physiology	5

Second Semester

RESP 150 Respiratory Care Theory II	3
RESP 160 Respiratory Care Pharmacology	3
RESP 170 Respiratory Care Clinical I	2
BIOL 220 * General Microbiology	5
ENGL 120 ** Reading & Composition 1	4

Summer (6-weeks)

RESP 180 RESP Care Lab/Clinical II	2.5 - 3.5
PSYC 124 ** Psychology of Adjustment	3

Third Semester

RESP 200 Respiratory Care Theory III	2
RESP 210 Principles & Applications of Mechanica	3
RESP 211 Mechanical Ventilator Laboratory	1 - 0.5
RESP 220 Neonatal/Pediatric Respiratory Care	3
RESP 230 Respiratory Care Topics I	1
RESP 250 Respiratory Care Clinical IV	5

Fourth Semester

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 - 4
RESP 290B Computer Simulations in Respiratory Care I	1
RESP 292 Respiratory Care Preceptorship	2.5
HUMA/Multicultural Gender Studies ***	

Options

1. A.S. Degree: All courses as listed; meet math requirement by passing an approved test or designated course with a "C" grade. All courses required to complete the major must be completed with a grade of C or better.
2. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

Total Units 61.5 - 65

+As of Fall 2009, Intermediate Algebra is required for completion of an A.S. degree.

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

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

***ANTH 150, DRAM 115, ENGL 217, HUMA 174 or HUMA 186 will double count for the AS Degree GE

requirements for Humanities and Multicultural/Gender Studies.

Associate of Science in Respiratory Care, Part-time Track Option

The Respiratory Care Program is four-semester and one six week summer session for the full-time track or six-semester and two six-week summer sessions for the part-time track. The program is designed to prepare qualified men and women to practice as respiratory care practitioners (RCP). Upon completion of the program the student will be eligible to take the state licensing exam and the national registry examination.

The program is accredited by the Commission on Accreditation for Respiratory Care.

Respiratory care is a healthcare specialty which deals with care and treatment of patients with respiratory and cardiac disorders. RCPs work in a variety of settings, including acute and sub acute hospitals, clinics, and home care.

Prerequisites for Admission

BIOL 218	Human Anatomy	5
CHEM 110	Introduction to Chemistry	4
and		
MATH 90 +	Beginning Algebra	5
(or the equivalent) with minimum grades of "C."		

The courses required to complete the major are: BIOL 218, 219, 220; RESP 120, 130, 140, 150, 160, 170, 180, 200, 210, 211, 220, 230, 250, 260, 270, 280, 290, 290B, 292.

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

Part-time Track Option

RESP 120 Respiratory Care Theory I	6
RESP 130 Respiratory Care Laboratory I	4
RESP 140 Preparation for Clinical	1.5
BIOL 219 * Human Physiology	5

Second Semester

RESP 150 Respiratory Care Theory II	3
RESP 160 Respiratory Care Pharmacology	3
RESP 170 Respiratory Care Clinical I	2
BIOL 220 * General Microbiology	5
ENGL 120 ** Reading & Composition 1	4

Summer Session I (6-weeks)

RESP 180 RESP Care Lab/Clinical II	2.5 - 3.5
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Third Semester

RESP 200 Respiratory Care Theory III	2
RESP 210 Principles & Applications of Mechanica	3
RESP 211 Mechanical Ventilator Laboratory	1 - 0.5
RESP 230 Respiratory Care Topics I	1
RESP 250 Respiratory Care Clinical IV	5

Fourth Semester

RESP 260 Respiratory Care Theory IV	1
RESP 270 Advanced Respiratory Care Laboratory	1
RESP 290 Respiratory Care Clinical VI	2 - 4
PSYC 124 ** Psychology of Adjustment	3

Summer Session II (6 weeks)

RESP 191 Respiratory Care Clinical III	1
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Fifth Semester

RESP 220 Neonatal/Pediatric Respiratory Care	3
RESP 251 Respiratory Care Clinical V	2.5
HUMA/Multicultural Gender Studies **	3

Sixth Semester

RESP 280 Respiratory Care Topics II	2
RESP 290B Computer Simulations in Respiratory Care I	
RESP 291 Respiratory Care Clinical VII	3
RESP 292 Respiratory Care Preceptorship	2.5

Options

1. A.S. Degree: All courses as listed; meet math requirement by passing an approved test or designated course with a "C" grade. All courses required to complete the major must be completed with a grade of C or better.
2. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

Total Units 72.5 - 76

+As of Fall 2009, Intermediate Algebra is required for completion of an A.S. degree.

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

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

College Requirements

For complete information, see "Graduation Requirements" in the Catalog Index.

Course Descriptions

RESP 120 – Respiratory Care Theory I **6 units; 6 hours lecture, 108 hours total** **CSU**

Prerequisite: CHEM 110, MATH 90, BIOL 218, BIOL 219, BIOL 220

Students will receive instruction in the theoretical foundations of respiratory care. The course will cover the anatomy and physiology of the respiratory system, the mechanics of breathing, and acid-base balance.

RESP 130 – Respiratory Care Laboratory I **4 units; 3 hours lecture, 3 hours lab, 108 hours total** **CSU**

Co-requisite: RESP 120

This course covers basic patient assessment, oxygen therapy, bronchial hygiene techniques, and arterial blood gas punctures. Students' knowledge and technical skills will be developed through integrated laboratory work.

RESP 140 – Preparation for Clinical **1.5 units; 3 hours integrated lab, 54 hours total** **CSU**

Co-requisite: RESP 120, RESP 130

This course prepares the student for entrance into the clinical portion of the Respiratory Care program. The course will cover patient and practitioner safety, infection control, and legal and ethical issues.

RESP 150 – Respiratory Care Theory II **3 units; 3 hours lecture, 54 hours total** **CSU**

Prerequisite: RESP 130

Students will receive instruction in the treatment of patients with cardiopulmonary disease. The course will cover advanced techniques in patient assessment, pulmonary diseases, and beginning concepts of the coronary system.

RESP 160 – Respiratory Care Pharmacology **3 units; 3 hours lecture, 54 hours total** **CSU**

Prerequisite: RESP 130

Students will receive instruction in the pharmacology of respiratory care. The course will cover medication calculations, inhaled bronchodilators, steroids and aerosolized antimicrobials.

RESP 170 – Respiratory Care Clinical I **2 units; 6 hours lab, 108 hours total** **CSU; Repeatable once**

Co-requisite: RESP 150, RESP 160

Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students will work primarily in the non-critical care areas of the hospital.

RESP 180 – Respiratory Care Lab/Clinical II **2.50 - 3.50 units*; 27 hours lab (3 weeks), 16-32 hours lab (3 weeks), 129-177 hours total** **CSU**

Prerequisite: RESP 150, RESP 160, RESP 170

The integrated laboratory work will develop the student's

knowledge and technical skills. The course will cover positive pressure ventilation, advanced airway management, and beginning critical care concepts. Students will receive supervised clinical experience for the last three weeks of the course. Full time students will spend 32 hours/week in clinical experience for the last three weeks; part time students will spend 16 hours/week.

*Full-time students will take 3.5 units; part-time students will take 2.5 units

RESP 191 – Respiratory Care Clinical III
1 units; 16 hours lab, 64 hours total (4 weeks)
CSU

Prerequisite: *RESP 180*

The students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. Students will continue to develop skills in non-critical areas. The course will cover mechanical ventilation, advanced airway management, and critical care concepts. This course is for students enrolled in the part-time program.

RESP 200 – Respiratory Care Theory III
2 units; 2 hours lecture, 36 hours total
CSU

Prerequisite: *RESP 180*

Co-requisite: *RESP 210, RESP 211, RESP 250*

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.

RESP 210 – Principles & Applications of Mechanical Ventilation
3 units; 3 hours lecture, 54 hours total
CSU

Co-requisite: *RESP 200, RESP 211, RESP 250*

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.

RESP 211 – Mechanical Ventilator Laboratory
1 unit; 3 hours lab, 54 hours total
CSU

Prerequisite: *RESP 180 or approval of instructors for practicing Respiratory Therapists*

Co-requisite: *RESP 210, RESP 250*

This course's laboratory work will develop the student's knowledge and technical skills in adult, pediatric, and neonatal mechanical ventilation. The course will cover application and management of state-of-the-art ventilators.

RESP 220 – Neonatal/Pediatrics
3 units; 3 hours lecture, 54 hours total
CSU

Prerequisite: *RESP 180*

Students will receive instruction in Respiratory Care of the neonatal and pediatric patient. The course will cover fetal lung development, circulatory changes in the newborn, and

neonatal and pediatric diseases.

RESP 230 – Respiratory Care Topics I
1 unit; 1 hours lecture, 18 hours total
CSU

Prerequisite: *RESP 180*

Students will receive instruction by guest lecturer. The course will cover acute respiratory failure, X-ray interpretation, and therapeutic procedures.

RESP 250 – Respiratory Care Clinical IV
2.5-5 units; 8-16 hours lab, 144-288 hours total
CSU

Co-requisite: *RESP 200, RESP 210, RESP 211*

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.

RESP 251 – Respiratory Care Clinical V
2.5 units; 8 hours lab, 144-288 hours total
CSU

Prerequisite: *RESP 250*

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.

RESP 260 – Respiratory Care Theory IV
1 unit; 18 hours lecture, 18 hours total (14 weeks)
CSU

Prerequisite: *RESP 200, RESP 210, RESP 211, RESP 250*

Co-requisite: *RESP 290*

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.

RESP 270 – Advanced Respiratory Care Laboratory
1 unit; 3.3 hours lecture, 46 hours total (14 weeks)
CSU

Prerequisite: *RESP 200, RESP 210, RESP 211, RESP 250*

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.

RESP 280 – Respiratory Care Topics II
2 units; 2.7 hours lecture, 38 hours total (14 weeks)
CSU

Prerequisite: RESP 200, RESP 210, RESP 211, RESP 250

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.

RESP 290 – Respiratory Care Clinical VI
2-4 units; 8-16 hours lab hours, 112-224 hours total (14 weeks)
CSU

Co-requisite: RESP 260

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.

RESP 290B – Computer Simulations in Respiratory Care
1 unit; 3 hours lab, 42 hours total (14 weeks)
CSU

Co-requisite: RESP 290

This course prepares students for the National Board for Respiratory Care's Registry Examination, which requires specialized knowledge in solving patient management problems in a branching logic format. Students will practice with web-based clinical simulations, identify their strengths and weaknesses, and develop a study plan to prepare for this exam.

RESP 291 – Respiratory Care Clinical VII
2 units; 8 hours lab hours, 112 hours total (14 weeks)
CSU; Repeatable once

Prerequisite: RESP 260, RESP 290

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.

RESP 292 – Respiratory Care Preceptorship
2.5 units; 32 hours lab, 128 hours total (4 weeks)
CSU;

Prerequisite: RESP 260

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.

Sociology

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Associate in Arts in Social and Behavioral Science

This area of emphasis uses a social science framework to develop the student's understanding of the self and societies, enabling the student to understand, evaluate, and apply social science research and theories.

Total: 18 units

Student Learning Outcomes

Upon successful completion of this degree, the student should be able to:

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

Core Courses (15 units)

Students must complete three units in each of the following subject areas

<u>Anthropology</u>		
ANTH 120	Biological Anthropology	3
ANTH 120L	Biological Anthropology Laboratory	1
ANTH 121	Introduction to Cultural Anthropology	3
ANTH 200	Introduction to Linguistic	

Anthropology 3

History

HIST 120 United States History 1 3
 HIST 121 United States History 2 3
 HIST 122 World Civilization 1 3
 HIST 123 World Civilization 2 3
 HIST 150 History of American Women 1600-1900 3
 HIST 152 Women in Twentieth-Century America 3

Political Science

POLI 120 Introduction to the Principles of American Government 1 3
 POLI 121 Introduction to the Principles of American Government 2 3
 POLI 125 Introduction to Modern Political Ideology 3
 POLI 135 Comparative Government 3
 POLI 140 International Relations 3

Psychology

PSYC 120 General Psychology 3
 PSYC 123 Social Psychology 3
 PSYC 125 Human Development 3

Sociology

SOCI 120 Introduction to Sociology 3
 SOCI 122 Social Problems 3
 PSYC 135 Human Sexuality 3

Restricted Electives (3 units)

Select three units from the following courses:

ADMJ 154 Criminology 3
 or
 SOCI 154 Criminology 3
 CFS 120 Child Development 3
 CFS 140 The Child, Family and Community 3
 ECON 101 Principles of Microeconomics 3
 MATH 232 Statistics 4

Associate in Arts for Transfer in Sociology

(Pending Chancellor's Approval)

The purpose of the Associates in Arts Transfer Degree in Sociology is to provide a student with a foundation of knowledge in the field sociology which satisfactorily prepares them for transfer to the CSU/UC system for further study towards a baccalaureate degree in sociology or related field.

The student will develop knowledge and skills which enable them to understand, evaluate, and apply social science research and theories. Students who completed the TMC in Sociology prior to transfer would generally be prepared for upper division coursework in the major.

Student Learning Outcomes

1. Understand, evaluate, and apply Social Science research, methods and theories.
2. Identify how status is shaped by gender, race, ethnicity, age, social class, and sexual orientation.
3. Identify the major processes involved in social interaction.
4. Use a social science framework to examine and explain social situations and social behaviors.

Career Opportunities in Sociology

Sociology majors typically use the skills and knowledge attained when entering the fields of teaching, social services, counseling, and public service.

Total: 19 – 20 units

Required Core Course

SOCI 120 Introduction to Sociology 3

List A: Two Courses From Below

SOCI 122 Social Problems 3
 MATH 232 Statistics 4

List B: Electives Within the Discipline (6 units)

SOCI 123 Social Psychology 3
 SOCI 154 Criminology 3

List C: Other Electives (3 units)

ANTH 121 Introduction to Cultural Anthropology 3

Course Descriptions

**SOCI 120 – Introduction to Sociology
 3 units; 3 hours lecture, 54 hours total
 CSU, UC;**

Recommended Preparation: ENGL 90 or equivalent

Introduction to Sociology is an introductory study of the basic concepts, theoretical approaches and methods of sociology. Topics typically include the analysis and explanation of culture, social structures, social stratification (including class, race, ethnicity and gender), social change, group and global dynamics, and self and socialization. Course objectives include the ability to apply sociological ideas to everyday life.

SOCI 122 – Introduction to Social Problems 3 units; 3 hours lecture, 54 hours total

CSU, UC;

Recommended Preparation: ENGL 90 or equivalent

An identification and analysis of the basic concepts, theoretical approaches (conflict, functionalist, and interactionist) and methods of contemporary social problems including: (1) the role of power and ideology in the definition of social problems, (2) causes and consequences of social problems, and (3) methods of intervention. Topics may include illness, environmental issues, abuse, migration, poverty, crime, unemployment, and labor force conditions. Topics will vary based upon current events.

SOCI 123 – Social Psychology

3 units; 3 hours lecture, 54 hours total

CSU, UC;

Cross-list: PSYC 123

Recommended Preparation: ENGL 90 or equivalent

Social psychology is the discipline that studies our reciprocal influences on each other. It focuses on our family, educational, peer, societal and cultural relationships and the process of socialization.

SOCI 135 – Human Sexuality

3 units; 3 hours lecture, 54 hours total

CSU, UC;

Recommended Preparation: ENGL 90 or equivalent

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.

SOCI 154 – Sociology of Crime

3 units; 3 hours lecture, 54 hours total

CSU, UC;

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.

SOCI 199 – Independent Study in Sociology

1-3 units; 3-9 hours lab, 54-162 hours total

CSU; Repeatable three times

Independent study for students interested in specialized reading, research, field work, or special projects.

Spanish

Division Offices

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Associate of Arts in Spanish

The purpose of this program is for students to learn Spanish as a first or second language so they can communicate successfully with the Spanish-speaking world, and understand and appreciate the Hispanic cultures. 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 member of the Spanish Department to determine the appropriate emphasis for this degree.

Student Learning Outcomes

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

A.A. Spanish for Non-Heritage Speakers

Required Core Courses (21 units)

SPAN 120	First Semester Spanish	5
or		
SPAN 110	First Semester Spanish (Part A)	3
and		
SPAN 111	First Semester Spanish (part B)	3
SPAN 121	Second Semester Spanish	5
or		
SPAN 240	Third Semester Spanish	5
or		

SPAN 280	Spanish for Heritage Speakers I	5
SPAN 241	Fourth Semester Spanish	5
or		
SPAN 281	Spanish for Heritage Speakers II	5

Area Electives (3 units)

Select one course from the following:

SPAN 130	First Semester Spoken Spanish	3
SPAN 131	Second Semester Spoken Spanish	3
ANTH 131	Mesoamerican Archaeology	3
HIST 142	History of Mexico	3

Total: 24 units

A.A. Spanish for Heritage Speakers

Required Core Courses (16 units)

SPAN 280	Spanish for Heritage Speakers	5
SPAN 281	Spanish for Heritage Speakers	5
SPAN 282	Introduction to Hispanic	3
HIST 142	History of Mexico	3

Area of Emphasis Electives (6 units)

Students must select courses totaling at least six units from the following:

ANTH 131	Mesoamerican Archaeology	3
HUMA 125	Introduction to Latin American Studies	3
HIST 140	Modern Latin America	3

Total: 22 units

College Requirements

For complete information, see "Graduation Requirements" in the *Catalog* Index.

Course Descriptions

SPAN 110 – First Semester Spanish (Part A)

3 units; 3 hours lecture, 54 hours total

CSU, UC*;

The first half of a two-course sequence that introduces the basic elements of the language (listening, speaking, reading and writing) in real world contexts. Emphasis is on language, production, grammar, vocabulary building, and exposure to the Hispanic culture.

**NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111*

SPAN 111 – First Semester Spanish (part B)

3 units; 3 hours lecture, 54 hours total

CSU, UC*;

Prerequisite: SPAN 110

The second half of a two-course sequence that introduces

the basic elements of the language: listening, speaking, reading and writing in real world contexts. Emphasis is on language production, grammar, vocabulary building, and exposure to the Hispanic culture.

**NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111*

SPAN 120 – First Semester Spanish

5 units; 5 hours lecture, 90 hours total

CSU, UC*;

The first part of a four semester sequence of UC/CSU transfer level Spanish courses integrating listening, speaking, reading, and writing skills in real world contexts. Cultural perspectives and practices are also addressed.

SPAN 121 – Second Semester Spanish

5 units; 5 hours lecture, 90 hours total

CSU, UC*;

Prerequisite: SPAN 120, SPAN 111

The second semester part of a four-semester sequence of transfer level Spanish courses. Continued work on language communication integrating listening, speaking, reading, and writing skills in real world contexts. Ongoing development of cultural awareness.

SPAN 130 – First Semester Spoken Spanish

3 units; 3 hours lecture, 54 hours total

CSU;

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.

SPAN 131 – Second Semester Spoken Spanish

3 units; 3 hours lecture, 54 hours total

CSU;

Pronunciation, vocabulary, listening, speaking, and grammar. Readings and conversations stress the culture and life of the Spanish speaking people.

SPAN 199 – Independent Study in Spanish

1-3 units; 4-12 hours integrated lab, 72-216 hours total

CSU; Repeatable three times

An independent study course for students interested in specialized Spanish language study, reading or cultural research, or in completing a project that deals with an acceptable topic in Spanish.

SPAN 240 – Third Semester Spanish

5 units; 5 hours lecture, 90 hours total

CSU; UC

Prerequisite: SPAN 116 or 121

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.

SPAN 241 – Fourth Semester Spanish
5 units; 5 hours lecture, 90 hours total
CSU, UC;

Prerequisite: SPAN 240

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.

SPAN 260 – Third Semester Spoken Spanish
3 units; 3 hours lecture, 54 hours total
CSU;

The course further develops the student's ability to understand and communicate in Spanish on abstract as well as concrete topics. Emphasis is on development of vocabulary, idioms, grammar, and cultural studies.

SPAN 261 – Fourth Semester Spoken Spanish
3 units; 3 hours lecture, 54 hours total
CSU;

An advanced course in the listening and speaking skills with emphasis on extemporaneous conversations, cultural studies, readings, grammar and letter writing.

SPAN 280 – Spanish for Heritage Speakers I
5 units; 5 hours lecture, 90 hours total
CSU, UC

Prerequisite: SPAN 121 or equivalent

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.

SPAN 281 – Spanish for Heritage Speakers II
5 units; 5 hours lecture, 90 hours total
CSU, UC

Prerequisite: SPAN 240, SPAN 280

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.

SPAN 282 – Introduction to Hispanic Literature
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

SPAN 298 – Selected Topics in Spanish
1-3 units; 4-12 hours integrated lab, 72-216 hours total

CSU; Repeatable three times

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

Speech Communication

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Associate of Arts for Transfer in Communication Studies

(Pending Chancellor's Approval)

The AA-T in Speech Communications is designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T degree in Speech Communications 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.

Required Core Courses

SPCOM 122	Public Speaking	3
SPCOM 120	Interpersonal Communication	3
SPCOM 130	Small Group Communication	3
SPCOM 126	Intercultural Communication	3
SPCOM 132	Oral Interpretation	3

Elective Course Units

Choose one class from the following list:

ANTH 121	Introduction to Cultural Anthropology	3
ENGL 121	Reading & Composition 2	3
ENGL 125	Critical Thinking & Composition	3
PSYC 120	General Psychology	3
SOCI 120	Introduction to Sociology	3

Student Learning Outcomes

1. Demonstrate self-awareness and confidence in various communication settings
2. Utilize an understanding of interpersonal dynamics and the communication process to communicate effectively verbally and nonverbally
3. Demonstrate intercultural competence
4. Use critical thinking skills to evaluate and create messages
5. Demonstrate critical and empathic listening skills
6. Successfully utilize technology as relevant to the communication process
7. Demonstrate effective workplace skills
8. Develop and present effective speeches for diverse audiences and occasions

Total: minimum 18 units

College Requirements

For complete information, see "Graduation Requirements" in the *Catalog* Index.

Course Descriptions

SPCOM 120 – Interpersonal Communication
3 units; 3 hours lecture, 54 hours total
CSU;

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.

SPCOM 122 – Public Speaking
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

SPCOM 124 – Career Communication
3 units; 3 hours lecture, 54 hours total
CSU

This course covers a range of workplace communication concepts and skills related to interpersonal communication, public speaking and group dynamics. The course also will include topics such as developing resumes, interviewing, leadership, conflict resolution and critical thinking.

SPCOM 126 – Intercultural Communication
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

SPCOM 130 – Small Group Communication
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

SPCOM 132 – Oral Interpretation
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

SPCOM 199 – Independent Study in Speech

1-3 units; 3-9 hours integrated lab, 54-162 hours total

CSU; Repeatable three times

A course for students wishing to pursue special speech topics not included in the regular curriculum.

SPCOM 298 – Selected Topics in Speech

1-3 units; 3-9 hours integrated lab, 54-162 hours total

CSU; Repeatable once

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

Technical

Division Offices Career Technical Education

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Course Descriptions

TECH 92 – Technical Mathematics 1
3 units; 3 hours lecture, 54 hours total
Non-transferable;

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.

TECH 107 – Technical Mathematics 2
3 units; 3 hours lecture, 54 hours total
CSU;

Prerequisite: TECH 92

The second of a two-semester course involving the study of practical mathematics as applied to technical and trade work. It is particularly useful for those anticipating a career in an industrial environment. Content includes: mathematical symbols, geometry, algebra, trigonometry, graphing, unit factoring, and applications to technical/trade work. Calculator is required.

Theater

Division Offices Arts and Humanities

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Associate of Arts in Theater Arts

This degree provides a foundation in Theater arts for students interested in pursuing a Bachelor of Arts degree in Drama/Theater, with an acting or technical emphasis, or pursuing a career in the entertainment industry. To fulfill the requirements for this degree, students will complete the required course and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Student Learning Outcomes

1. Analyze dramatic literature
2. Show a cultural and artistic appreciation of theater arts

3. Demonstrate basic theater performance and production skills

Total: 21 units

Acting Emphasis (13-15 Units)

Required Core Courses (15 units)

THEA 100	Introduction to Theater	3
THEA 105	Diversity in American Drama	3
THEA 140	Technical Theatre Laboratory	1 - 3
THEA 244	Fundamentals of Acting	3

Three units from one of the following courses:

THEA 152	Children's Theater Production	1 - 3
THEA 153	Musical Theater Production	1 - 3
THEA 154	Repertory Theater Production	1 - 3

Restricted Electives (6 units)

THEA 110	Technique of Acting	3
THEA 122	Improvisation	2
THEA 125	Voice, Speech and Text	2
THEA 130	Stage Combat	2
THEA 135	Stage Movement	2
THEA 151	Touring Theater Production	1 - 3
THEA 152	Children's Theater Production	1 - 3
THEA 153	Musical Theater Production	1 - 3
THEA 154	Repertory Theater Production	1 - 3
THEA 215	Acting Shakespeare	2
THEA 220	Professional Acting	2
THEA 244	Fundamentals of Acting	3

Technical Theater Emphasis (21 Units)

Required Core Courses (15 units)

THEA 100	Introduction to Theater	3
THEA 105	Diversity in American Drama	3
THEA 140	Technical Theatre Laboratory	1 - 3
THEA 244	Fundamentals of Acting	3

Three units from one of the following courses:

THEA 152	Children's Theater Production	1 - 3
THEA 153	Musical Theater Production	1 - 3
THEA 154	Repertory Theater Production	1 - 3

Restricted Electives (6 units)

THEA 140	Technical Theatre Laboratory	1 - 3
THEA 141	Stagecraft: Scenery and Props	3
THEA 142	Stagecraft: Costume & Make-U	3
THEA 151	Touring Theater Production	1 - 3
THEA 152	Children's Theater Production	1 - 3
THEA 153	Musical Theater Production	1 - 3

Associate of Arts in Musical Theater

This degree provides a foundation in musical theater for students interested in pursuing a Bachelor of Fine Arts in Musical Theater or pursuing a career in the music entertainment industry. To fulfill the requirements for this degree, students will complete the required courses for one

of three areas of emphasis and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

Student Learning Outcomes

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

Total: 19-21 units

Required Core Courses (12 units)

THEA 100	Introduction to Theater	3
MUSI 121	Music Theory 1	3
THEA 110	Technique of Acting	3
MUSI 170	Musical Theater Performance	1 - 3

Restricted Electives (9 units)

MUSI 110	Fundamentals of Music	3
MUSI 122	Music Theory 2	3
MUSI 128	Audition Techniques	1
MUSI 133	Musical Theater Voice	2
MUSI 160	College Chorale	1
MUSI 162	Gospel Choir	1
THEA 153	Musical Theater Production	1 - 3
THEA 155	Dance Theater Production	1 - 3
THEA 135	Stage Movement	2
THEA 220	Professional Acting	2

College Requirements

For complete information, see "Graduation Requirements" in the *Catalog* Index.

Course Descriptions

THEA 89 – Theater Arts Academy

0.5-3 units; 1-6 hours integrated lab, 18-108 hours total

Non-transferable; Repeatable two times

This course provides a broad introduction to educational opportunities and career pathways in theater arts. This course is designed for first-time college students and does not require any theater experience.

THEA 100 – Introduction to Theater

3 units; 3 hours lecture, 54 hours total

(Cross-listed as HUMA 170)

CSU, UC

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.

THEA 105 – Diversity in American Drama
3 units; 3 hours lecture, 54 hours total
(Cross-listed as HUMA 174)
CSU, UC

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.

THEA 110 – Technique of Acting
3 units; 3 hours lecture, 54 hours total
CSU, UC

This course provides students with a study of the fundamental skills required for stage acting and the creation of roles in plays. Course content includes development of physical and vocal technique, improvisation, scenes and monologues from published plays.

THEA 115 – Acting Shakespeare
3 units; 3 hours lecture, 54 hours total
CSU, UC

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.

THEA 122 – Improvisation
2 units; 1 hours lecture, 2 hours lab, 54 hours total
CSU, UC; Repeatable two times

This interactive course is an exploration of improvisation through theater games and individual and group performance.

THEA 125 – Voice, Speech and Text
2 units; 2 hours lecture, 36 hours total
CSU, UC; Repeatable once

This course introduces various physical, vocal, and breath techniques to aid the actor in the development and use of the voice on the stage.

THEA 130 – Stage Combat
2 units; 2 hours lecture, 36 hours total
CSU, UC; Repeatable once

This course introduces the fundamental skills for unarmed combat and swordplay for theater rehearsal and performance.

THEA 135 – Stage Movement
2 units; 2 hours lecture, 36 hours total
CSU, UC; Repeatable once

Introduction to principles and techniques of theatrical stage movement. Designed to help actors make their bodies more flexible and efficient instruments of expression in performance.

THEA 140 – Technical Theatre Laboratory

1-3 units; 3-9 hours lab, 54-162 hours total
CSU, UC; Repeatable three times

Technical theatre laboratory is an introduction to the basic vocabulary, techniques, materials, and equipment of entertainment technology. Offers experience in working with sets, costumes, properties, lighting, sound, and makeup. Appropriate for all drama majors.

THEA 141 – Stagecraft: Scenery and Props
3 units; 2 hours lecture, 4 hours lab, 108 hours total
CSU; Repeatable three times

Survey of all technical phases of scene and prop construction, painting, placement and manipulation. The student will study the aesthetics and practical applications of set and property design. Course is designed for the beginner.

THEA 142 – Stagecraft: Costume & Make-Up
3 units; 2 hours lecture, 4 hours lab, 108 hours total
CSU, UC; Repeatable three times

This course covers theory and techniques utilized in costume design and make-up application in the entertainment industry.

THEA 143 – Technical Theater and Design: Lighting and Sound
3 units; 2 hours lecture, 4 hours lab, 108 hours total
CSU, UC; Repeatable three times

This course covers theory and techniques utilized in lighting and sound design and engineering for the stage.

THEA 144 – Introduction to Production Management
3 units; 2 hours lecture, 4 hours lab, 108 hours total
CSU, UC; Repeatable three times

Introduction to all aspects of Production Management including production coordination, stage management, run crew, and front of house staffing.

THEA 151 – Touring Theater Production
1-3 units; 2-6 hours lab, 36-108 hours total
CSU, UC; Repeatable three times

Touring Theater Production is designed for the production of touring plays to be presented before the campus and community. Each semester the course is offered, a different touring play will be rehearsed and presented.

THEA 152 – Children's Theater Production
1-3 units; 1-2 hours lecture, 2-4 hours lab, 54-108 hours total
CSU; Repeatable three times

Children's Theater Production is designed for the production of plays to be presented for young audiences and the general community.

THEA 153 – Musical Theater Production
1-3 units; 1-2 hours lecture, 2-4 hours lab, 54-

108 hours total

CSU, UC; Repeatable three times

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

THEA 154 – Repertory Theater Production

1-3 units; 1-2 hours lecture, 2-4 hours lab, 54-108 hours total

CSU, UC; Repeatable three times

Repertory Theater provides performance, administrative and technical skills through the production of different plays on stage for the campus and community. Different plays will be produced each semester.

THEA 155 – Dance Theater Production

1-3 units; 1-2 hours lecture, 2-4 hours lab, 54-108 hours total

CSU, UC; Repeatable three times

Dance Theater Production is designed for the rehearsal and performance of choreography for musicals to be presented for the campus and community with full music and production support.

THEA 156 – Shakespeare Production

1-3 units; 1-2 hours lecture, 2-4 hours lab, 54-162 hours total

CSU; Repeatable three times

Shakespeare Production is designed for the study, preparation and production of Shakespeare's plays to be presented on stage before the campus and community. Each semester the course is offered, a different play will be rehearsed and presented.

THEA 161 – Summer Theater Workshop:

Comedy

1-2 units; 2-4 hours lab, 36-72 hours total

CSU, UC; Repeatable three times

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.

THEA 162 – Summer Theater Production:

Drama

1-2 units; 2-4 hours lab, 36-72 hours total

CSU, UC; Repeatable three times

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.

THEA 163 – Summer Theater Production: Musical

1-2 units; 2-4 hours lab, 36-72 hours total

CSU; Repeatable three times

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.

THEA 210 – Intermediate Acting

3 units; 3 hours lecture, 54 hours total CSU, UC; Repeatable once

Prerequisite: THEA 110

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.

THEA 215 – Acting Shakespeare

2 units; 2 hours lecture, 36 hours total CSU; Repeatable once

This course is designed to provide a basic approach to the creation of effective dramatic presentations of the plays of William Shakespeare. Students will study Elizabethan and contemporary stage technique; and develop skills dealing with interpretive, vocal and physical demands of contemporary Shakespearean performance. Repeatable for credit one time.

THEA 220 – Professional Acting

2 units; 2 hours lecture, 36 hours total CSU; Repeatable once

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.

THEA 244 – Fundamentals of Acting

3 units; 3 hours lecture, 54 hours total CSU, UC; Repeatable three times

The exploration and development of acting skills through technique and performance.

Viticulture

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Associate of Science in Viticulture and Winery Technology

The programs of the Viticulture and Winery Technology department are designed to prepare students for careers in the North Coast wine industry. The one-year Certificate and two-year Associate of Science options provide students with the knowledge and skills essential for success. The Certificate in Viticulture and Winery Technology consists of production-oriented courses in viticulture and winemaking. The Certificate in Wine Marketing and Sales is a mix of viticulture, winemaking and business courses. Certificate programs may be modified to meet the career goals of the individual student. The typical student will be able to earn a Certificate in one to two years. Students who complete the Associate of Science in Viticulture and Winery Technology degree specialize in either Viticulture, Winemaking or Wine Marketing and Sales. The Associate of Science degree includes general education courses, basic science courses and core courses in the degree option. The typical student will be able to earn an Associate of Science degree in two to three years.

1. Lead our sustainable viticulture industry into the future and create a skilled workforce by applying local, regional and global methods.
2. Possess a fundamental knowledge of wine styles, the annual winemaking cycle, the contribution of viticulture and winemaking process to the wine style and how to maintain the integrity of the wine.
3. Display an understanding of interpersonal relationship and the ability to develop effective relationships on both a personal and professional level.
4. Create a vineyard/winery development plan, and maintain operational compliance consistent with county-state-federal regulations and land use policies.
5. Develop skills to access information and apply it effectively.
6. 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

Viticulture Option

First Semester

WWT 130 General Viticulture 3

VWT 134 Vineyard Pruning 1
 CHEM 110 * Introduction to Chemistry 4
or
 EART 110 Earth Science: Earth, Sea, and Sky 4
 English Composition Elective * 3
 Mathematics Elective * 3
 Physical Education Elective *** 1

Second Semester

VWT 132 Vineyard Soils, Fertilizers & Irrigation 3
 VWT 135 Grapevine Propagation 1
 VWT Program Elective * 3
 Social Science Elective * 3
 BIOL 110 * Survey of Biology 4
 Physical Education Elective *** 1

Third Semester

VWT 180 Fundamentals of Enology 3
 VWT 290 *** Viticulture and Winery Technology 3
 VWT 199 *** Indep Study in Viticulture & Winery Tech 1
or
 VWT 290 Viticulture and Winery Technology 3
 VWT 230 Fall Viticulture Operations 3
 VWT 234 Integrated Pest Control for Grapes 3
 Multicultural Elective *** 3

Fourth Semester

VWT 199 Indep Study in Viticulture & Winery Tech 1
or
 VWT 291 *** Viticulture & Winery Technology 3
 VWT 231 Spring Viticulture Operations 3
 VWT 232 Vineyard Management 3
 VWT Program Electives * 6

A.S. Degree: All courses listed. All courses required to complete the major must be completed with a grade of "C" or better. Consultation with Program Coordinator is required.

Options

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

Total Units 60

*Satisfies General Education requirement

***Students must complete a minimum of 5 units in VWT 190, 191, 199, 290, 291.

Winemaking Option

First Semester

VWT 180 Fundamentals of Enology 3
 VWT 172 Laboratory Analysis of Musts & Wines 3
 CHEM 110 * Introduction to Chemistry 4
 Mathematics Elective * 3
 Physical Education Elective *** 1

Second Semester

VWT 137 Wines of California	3
VWT 173 Sensory Evaluation of Wine	3 - 4
BIOL 110 * Survey of Biology	4
CHEM 111 Introduction to Organic & Biological Chemistry	4
Physical Education Elective	1

Third Semester

VWT 136 Wines of the World	3
VWT 270 Advanced Winemaking	3
VWT 280 Fall Winery Operations	3
English Composition Elective *	3
Social Science Elective *	3

Fourth Semester

VWT 130 General Viticulture	3 - 4
VWT 271 Winery Management	3
VWT 272 Fundamentals of Wine Chemistry & microbio	3
VWT 281 Spring Winery Operations	3
Humanities Elective *	3
Multicultural Elective **	3

A.S. Degree: All courses listed. All courses required to complete the major must be completed with a grade of "C" or better. Consultation with Program Coordinator is required.

Options

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.

Total Units 62 – 64

*Satisfies General Education requirement

***Students must complete a minimum of 5 units in VWT 190, 191, 199, 290, 291.

**Program electives may be selected from the following: VWT 130, 131, 132, 133, 134, 135, 136, 137, 139,140, 172, 173, 180, 190, 191, 199, 229, 230, 231, 232, 233, 234, 241, 270, 271, 272, 275, 280, 281, 282, 288,290, 291, 298; any BUSI, FREN, SPAN or natural science course; WELD 100, 101.

Wine Marketing and Sales Option

First Semester

VWT 136 Wines of the World	3
BUSI 100 Introduction to Business	3
English Composition Elective *	3
Mathematics Elective *	3
Physical Education Elective	1
VWT 130 General Viticulture	3

Second Semester

VWT 137 Wines of California	3
Social Sciences *	3
Communications/Analytical Thinking *	3
Humanities *****	3
Natural Science *	3
Physical Education	1

Third Semester

VWT 140 Cultural Appreciation of Wine	3
VWT 199 Indep Study in Viticulture & Winery Tech	1 - 3
VWT 190 Viticulture & Winery Technology	2 - 4

or

VWT 290 *** Viticulture and Winery Technology	3
VWT 180 Fundamentals of Enology	3
Program Elective **	3

Fourth Semester

VWT 173 Sensory Evaluation of Wine	3
VWT 199 Indep Study in Viticulture & Winery Tech	1
VWT 191 Viticulture & Winery Technology	2

or

VWT 291 *** Viticulture & Winery Technology	3
VWT 241 Wine Marketing	3
Business Elective	3
Program Elective **	

Total Units 56 – 61

*Satisfies General Education requirement

*****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.

***Students must complete a minimum of 5 units in VWT 190, 191, 199, 290, 291.

**Program electives may be selected from the following: VWT 130, 131, 132, 133, 134, 135, 136, 137, 139,140, 172, 173, 180, 190, 191, 199, 229, 230, 231, 232, 233, 234, 241, 270, 271, 272, 275, 280, 281, 282, 288,290, 291, 298; any BUSI, FREN, SPAN or natural science course; WELD 100, 101.

Viticulture and Winery Technology Certificate of Achievement

Required Courses

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

Total Units 30

Wine Marketing and Sales Certificate of Achievement

The courses required for the Wine Marketing and Sales Certificate are as follows:

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

Total Units 21

College Requirements

For complete information, see "Graduation Requirements" in the *Catalog* Index.

Course Description

VWT 130 – General Viticulture **3 units; 3 hours lecture, 54 hours total** **CSU, UC**

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.

VWT 131 – Cover Crops for Vineyards **1 unit; 1 hour lecture, 18 hours total** **CSU**

The use of cover crops in North Coast vineyards, including erosion control, beneficial insect habitat enhancement, soil fertility, selection of cover crop cultivars. Six-week course.

VWT 132 – Vineyard Soils, Fertilizers & Irrigation **3 units; 3 hours lecture, 54 hours total** **CSU**

Introduction to basic principles of soil science, mineral nutrition and plant/water relationships for North Coast grape production.

VWT 133 – Phylloxera and Rootstocks **1 unit; 1 hour lecture, 18 hours total** **CSU**

The selection of resistant rootstocks for grapes, including biology and control of soil pests, adaptation to soil types, effect on wine quality.

VWT 134 – Vineyard Pruning **1 unit; 15 hours lecture, 6 hours integrated lab,** **21 hours total** **CSU**

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.

VWT 135 – Grapevine Propagation **1 units; 1 hour lecture, 18 hours total** **CSU**

An introduction to the theory and practice of grape vine propagation, including field budding; bench grafting; grafting to

change varieties.

VWT 136 – Wines of the World **3 units; 3 hours lecture, 54 hours total** **CSU, UC**

Introduction to world wine regions, including history; viticulture practices; winemaking styles. Sensory evaluation of representative wines. Laboratory materials fee. Student must be 21 years of age.

VWT 137 – Wines of California **3 units; 3 hours lecture, 54 hours total** **CSU**

Introduction to the wines of California, including history, viticulture practices and winemaking styles. Sensory evaluation of representative wines. Laboratory materials fee. Student must be 21 years of age.

VWT 139 – Introduction to North Coast Wines **1 unit; 1 hour lecture, 18 hours total** **CSU**

A short introductory course, including history, viticulture practices and winemaking styles of the North Coast districts of California. Sensory evaluation of representative wines. Laboratory materials fee. Student must be at least 21 years of age.

VWT 140 – Cultural Appreciation of Wine **3 units; 3 hours lecture, 54 hours total** **CSU**

A survey of wine and its role in religion, art, culture and society from pre-history to the modern day. Sensory evaluation of representative wines. Laboratory materials fee. Student must be at least 21 years of age.

VWT 145 – The Greatest Wines of the World **1 units; 1 hour lecture, 18 hours total** **CSU**

A survey of the greatest wines in the world, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Laboratory materials fee. Student must be 21 years of age.

VWT 172 – Laboratory Analysis of Musts & Wines **3 units; 3 hours lecture, 54 hours total** **CSU**

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.

VWT 173 – Sensory Evaluation of Wine **3 units; 3 hours lecture, 54 hours total** **CSU**

Introduction to wine sensory evaluation, including statistical analysis of trials; study of wine styles; sensory testing techniques; identification of wine traits. Sensory evaluation of representative wines. Laboratory materials fee. Student must be at least 21 years of age.

VWT 180 – Fundamentals of Enology
3 units; 3 hours lecture, 54 hours total
CSU

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.

VWT 190 – Viticulture & Winery Technology
2 units; 10 hours lab, 180 hours total
CSU

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.

VWT 191 – Viticulture & Winery Technology
2 units; 10 hours lab, 180 hours total
CSU

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.

VWT 199 – Independent Study in Viticulture & Winery Tech

1 unit; 3 hours lecture, 54 hours total
CSU; Repeatable three times

Special project for advanced Viticulture and Winery Technology students. Student must meet with the Program Coordinator before enrolling.

VWT 229 – Summer Viticulture Operations
1 unit; 2 hours lecture, 2 hrs integrated lab, 24 hours
CSU

Vineyard practices for the summer session. Class operates NVC Student Vineyard, with an emphasis on the practical applications of viticulture theory.

VWT 230 – Fall Viticulture Operations
3 units; 2 hours lecture, 2 hours integrated lab, 72 hours total
CSU

Vineyard practices for the fall and winter seasons. Class operates NVC Student Vineyard, with an emphasis on the practical applications of viticulture theory.

VWT 231 – Spring Viticulture Operations
3 units; 2 hours lecture, 2 hours integrated lab, 72 hours total
CSU

Vineyard practices for the winter and spring seasons. Class operates the NVC Student Vineyard, with an emphasis on practical applications of viticulture theory.

VWT 232 – Vineyard Management
3 units; 3 hours lecture, 54 hours total
CSU

Vineyard management practices, including annual plans and budgets; labor management and supervision; crop sale contracts, and legal compliance.

VWT 234 – Integrated Pest Control for Grapes

3 units; 3 hours lecture, 54 hours total
CSU

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.

VWT 241 – Wine Marketing
3 units; 3 hours lecture, 54 hours total
CSU

Introduction to wine marketing methods, to basic approaches to packaging, and the advertising and promotion of wine. Student must be 21 years of age to participate in wine evaluation.

VWT 270 – Advanced Winemaking
3 units; 3 hours lecture, 54 hours total
CSU

Prerequisite: VWT 180

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. Student must be 21 years of age to participate in wine tasting.

VWT 271 – Winery Management
3 units; 3 hours lecture, 54 hours total
CSU

Fundamentals of winery management including the preparation of annual plans and budgets; labor management; legal compliance, and record-keeping.

VWT 272 – Fundamentals of Wine Chemistry & Microbiology
3 units; 3 hours lecture, 54 hours total
CSU

Chemistry and microbiology of winemaking, including use of enzymes and yeasts; fermentation management; wine micro- organisms; phenols; aging; flavor development.

VWT 273 – Advanced Sensory Evaluation of Wine
1 units; 1 hours lecture, 18 hours total
CSU

Advanced topics in wine sensory evaluation including varietal and defect identification, biochemical origin of wine sensory defects, design of sensory experiments and matching wines with food. Materials fee will be assessed. Student must be 21 years of age.

VWT 275 – Winery Compliance and Recordkeeping
1 units; 1 hours lecture, 18 hours total
CSU

Introduction to federal, state and county laws and regulations for California wineries, including bonded winery establishment; winery operations recordkeeping; label compliance; government reporting.

VWT 280 – Fall Winery Operations
3 units; 2 hours lecture, 2 hours integrated lab, 72 hours total

CSU

Winery operations for the fall season, including grape maturity monitoring; grape harvesting; fermentation, handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery. Student must be 21 years of age to participate in wine tasting.

VWT 281 – Spring Winery Operations
3 units; 2 hours lecture, 2 hours integrated lab,
72 hours total

CSU

Winery operations for the winter and spring seasons, including handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery. Student must be 21 years of age to participate in wine tasting.

VWT 282 – Summer Winery Operations
1 units; 12 hours lecture, 12 hours total

CSU

Winery operations for the summer season, including handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery. Student must be 21 years of age to participate in wine tasting.

VWT 288 – Current Topics in Winemaking
1 units; 1 hours lecture, 18 hours

total

CSU; Repeatable three times

A presentation of current issues in winemaking. Course may include guest speakers and field trips to observe commercial practices. Topics vary with each offering. Repeatable as topics change.

VWT 290 – Viticulture and Winery Technology
3 units; 15 hours lab, 270 hours total

CSU

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.

VWT 291 – Viticulture & Winery Technology
3 units; 15 hours lab, 270 hours total

CSU

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.

VWT 298 – Selected Topics in VWT
1-4 units; 1-4 hours lab, 18-72 hours total

CSU

Special topics not covered by regular catalog listings. Course content and unit value varies. May be offered as a seminar, lecture or laboratory course during fall or spring semesters, or in a summer session.

Welding

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Associate of Science in Welding Technology

This is an extensive two year program in all phases of welding: oxyacetylene, semiautomatic MIG & TIG, and submerged arc, as well as stick electrode. Classes must be taken in sequence. A certificate will be granted upon completion of courses listed under option 1. The courses required to complete the major are: WELD 120, 121, 240, 241; MACH 100; DDGT 110; PHYS 110, 111; TECH 92, 107.

Student Learning Outcomes

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

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

Total: 60 units

First Semester

WELD 120	Welding Technology 1	7
MACH 100	Machine Shop Practice	3
	Physical Education	1

TECH 92	Technical Mathematics 1	3
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Second Semester

WELD 121	Welding Technology 2	7
	English Composition* (BUSI 105 or ENGL 120)	3
PHOT 120	Introduction to Photography	3
TECH 107	Technical Mathematics II	3

Third Semester

WELD 240	Welding Technology 3	7
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DDGT 110	Technical Drawing Fundamentals	3
PHYS 110	Descriptive Physics	3
PHYS 111	Descriptive Physics Lab	1
	Physical Education	1

Fourth Semester

WELD 241	Welding Technology 4	3
	Social Science **	3
	Physical Education	1
	Electives	8

Options

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

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

Welding Technology Certificate of Achievement

This is an extensive two year program in all phases of welding: oxyacetylene, semiautomatic MIG & TIG, and submerged arc, as well as stick electrode. Classes must be taken in sequence. A certificate will be granted upon completion of courses listed under option 1.

Total: 40 units

Required Courses

WELD 120	Welding Technology 1	7
WELD 121	Welding Technology 2	7
WELD 240	Welding Technology 3	7
WELD 241	Welding Technology 4	3
TECH 92	Technical Mathematics 1	3
TECH 107	Technical Mathematics II	3
PHYS 110	Descriptive Physics	3
PHYS 111	Descriptive Physics Laboratory	1
DDGT 110	Technical Drawing Fundamentals	3
MACH 100	Machine Shop Practice	3

College Requirements

For complete information, see "Graduation Requirements" in the *Catalog* Index.

Course Descriptions

WELD 100 – Welding Theory & Practice 1 **3 units; 2 hrs lecture, 3 hrs lab, 90 hours total** **CSU; Repeatable once**

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.

WELD 101 – Welding Theory & Practice 2 **3 units; 2 hours lecture, 3 hours lab, 90 hours total**

CSU; Repeatable once

Recommended Preparation: WELD 100

The second of a two-semester welding course designed to fit the needs of students in other vocational areas and upgrade welders already in the industry. This welding course is designed to develop and upgrade manipulative skills, technical knowledge and an appreciation of welding.

WELD 120 – Welding Technology 1 **7 units; 5 hours lecture, 10 hours lab; 270 hrs total**

CSU; Repeatable once

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.

WELD 121 – Welding Technology 2 **7 units; 5 hours lecture, 10 hours lab, 270 hours total**

CSU; Repeatable once

Prerequisites: WELD 120 OR WELD 130 OR WELD 100

The second semester of Welding Technology advances into Gas Tungsten Arc Welding, SMAW electrode selection and the semi-automatic processes of hardwire and Flux core. Concepts and skills are developed with TIG, stick electrodes, core wire and Innershield in the vertical and overhead positions. Materials, preparation of joints and their design and related subjects will be covered.

WELD 130 – Welding Technology 1A **3.5 units; 3 hours lecture, 5 hours lab, 144 hours total**

CSU; Repeatable once

The first of a two-course sequence which represents WELD120 (Welding Technology 1). This class will be offered using the same text, method and materials as for Welding Technology 1. Students will need to purchase some safety equipment.

WELD 131 – Welding Technology 1B **3.5 units; 3 hours lecture, 5 hours lab, 144 hours total**

CSU; Repeatable once

Recommended Preparation: WELD 130

The second of a two-course sequence which represents WELD120 (Welding Technology 1). This class will be offered using the same text, method and materials as for Welding Technology 1.

**WELD 132 – Welding Technology
2A**

**3.5 units; 3 hours lecture, 5 hours lab,
144 hours total**

**CSU; Repeatable
once**

**Recommended Preparation: WELD 130 , WELD
131**

The first of a two-course sequence which represents WELD121 (Welding Technology 2). This class will be offered using the same text, method and materials as for Welding Technology 2. Students will need to purchase some safety equipment.

WELD 133 – Welding Technology 2B

**3.5 units; 3 hours lecture, 5 hours lab, 144
hours total**

CSU; Repeatable once

**Recommended Preparation: WELD 130, WELD
131, WELD 132**

The second of a two-course sequence which represents WELD121 (Welding Technology 2). This class will be offered using the same text, method and materials as for Welding Technology 2. Students will need to purchase some safety equipment.

WELD 150 – Metal Fabrication 1

3 units; 2 hours lecture, 3 hours lab, 90 hours total

CSU; Repeatable once

Recommended Preparation: TECH 107 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.

WELD 151 – Metal Fabrication 2

3 units; 2 hours lecture, 3 hours lab, 90 hours total

CSU; Repeatable once

Second of a two-course sequence in metal fabrication techniques that will enhance the welding student's value to potential employers. Areas covered will include safety, the understanding and use of blueprints, use and care of tools, layout from blueprints, use of jigs and fixtures, use of materials handbooks, and hands-on fabrication of various projects. Repeatable once for credit. Students will need to purchase some safety equipment.

WELD 199 – Independent Study in Welding

1-3 units; 3-9 hours lab, 54-162 hours total

CSU; Repeatable two times

Prerequisite: WELD 120, WELD 121, WELD 240

This course can be used by students to complete the requirements for a Certificate and to research, experiment or develop specific areas, methods, or techniques of welding or of a special interest.

WELD 230 – Welding Technology 3A

**3.5 units; 3 hours lecture, 5 hours lab, 144
hours total**

CSU; Repeatable once

**Recommended Preparation: WELD 130, WELD
131, WELD 132, WELD 133 or equivalent**

The fifth semester of an extended format of courses in the Welding Technology major which prepares the student for a skilled job in the welding field. Particular emphasis will be placed on inert gas welding and materials, material preparation and finishing, joint design, and material identification.

WELD 231 – Welding Technology 3B

**3.5 units; 3 hours lecture, 5 hours lab, 144 hours
total**

CSU; Repeatable once

**Recommended Preparation: WELD 130, WELD
131, WELD 132, WELD 133, WELD 230**

The sixth semester of an extended format of courses in the Welding Technology major which prepares the student for a skilled job in the welding field. Particular emphasis will be placed on inert gas welding and materials, material preparation and finishing, joint design, and material identification.

WELD 240 – Welding Technology 3

7 units; 5 hrs lecture, 10 hours lab, 270 hours total

CSU; Repeatable once

**Recommended Preparation: WELD 120, WELD
121**

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.

WELD 241 – Welding Technology 4

3 units; 2 hours lecture, 5.5 hours lab, 135 hrs

CSU; Repeatable once

The fourth semester of Welding Technology applies the manipulative skills of welding with fabricating techniques. The student will be required to use the skills developed by drafting a project, prepare a materials list, time estimate and then, to fabricate the project. This is the fourth semester in a series of Welding Technology courses leading to an S. Degree or Certificate. This class prepares the student for AWS Qualification Tests in the use of stick electrodes and inert gas processes. Repeatable once for credit. Students will need to purchase some safety equipment.

**WELD 298 – Selected Topics in
Welding**

**1-3 units; 1-9 hrs integrated lab, 18-162 hrs
total**

CSU; Repeatable once

**Recommended Preparation: WELD 100, WELD
120, WELD 130**

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

Work Experience

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Course Descriptions

WOEX 190 – Work Experience Seminar

1 unit; 1 hour lecture, 18 hours total

CSU; Repeatable three times

Co-requisite: WOEX 191, 193

Exploration and evaluation of career-related topics including interpersonal relationships, job satisfaction, and career assessment. Coordination of on-the-job training with related classroom instruction. Repeatable for credit three times.

WOEX 191 – General Work Experience 1

1-3 units; 75-225 hours total CSU; Repeatable three times

Co-requisite: WOEX 190

A course designed to provide supervised on-the-job experience to assist students in acquiring desirable work habits, attitudes, and career awareness. The work assignment need not be related to the student's occupational or educational goals.

WOEX 193 – Vocational Work Experience

1-4 units; 75-300 hours total CSU; Repeatable three times

Co-requisite: WOEX 190

Provides learning opportunities of an occupational nature through employment (paid, unpaid or volunteer) in an occupation related to the student's major course of study. Work experience coordinates the practical on-the-job training with work maturity counseling and information and skills enrichment to enhance value and success in one's employment/employability.

Women's Studies

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Integrative Studies in Women and Gender (ISWG) Certificate of Completion

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

Student Learning Outcomes

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

Requirements for ISWG Certificate

Required Core Courses (3 units) Select one course from the following:

ANTH 150 Sex and Gender:

HIST 150	Cross-Cultural Perspectives History of American Women 1600-1900	3 3
HIST 152	Women in Twentieth-Century America	3
HUMA 151	Women's Ethnic Heritage	3

Restricted Electives (9-12 units minimum)

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

Civic and Artistic Expression (3+ units) Units

ENGL 212	Introduction to Literature by Women	3
HUMA 100	The American Mind 1	3
HUMA 101	The American Mind 2	3
POLI 120	Introduction to the Principles of American Government	3
POLI 121	Introduction to the Principles of American Government II	3

Self and Community Care (3+ units) Units

ANTH 180	The Anthropology of Childhood	3
or		
CFS 180	The Anthropology of Childhood	3
CFS 140	The Child, Family and Community	3
CFS 160	Parenting	3
COUN 124	Working With Diverse Populations	3
HELH 106	Personal & Community Health	3
PSYC 128	Cross-Cultural Psychology	3
PSYC 135	Human Sexuality	3
or		
SOCI 135	Human Sexuality	3

Communication/Career (3+ units)
Units

BUSI 108	Financial Planning and Investing	3
COUN 110	Career/Life Plan	3
COUN 111	Career Decision-Making	1.5
WOEX 190	Work Experience Seminar	1
WOEX 191	General Work Experience 1	1 - 3
WOEX 192	General Work Experience 2	1-3
SPCOM 120	Interpersonal Communication	3
SPCOM 122	Public Speaking	3
SPCOM 124	Career Communications	3
SPCOM 126	Intercultural Communication	3

Total Units: 15 units

College Requirements

For complete information, see "Graduation Requirements" in the *Catalog* Index.

Course Descriptions

WOMS 250 – Integrative Studies of Women and Gender: Capstone Workshop
0.5 unit; 4.5 hours lecture; 9 hours total (2

days) CSU

A two-day capstone workshop for graduating students receiving the Integrative Studies of Women and Gender Certificate. Thematic focus varies annually and draws on current research and expertise in Women's Studies and/or Gender Studies to further knowledge and skills in the thematic areas of the Certificate.

Non-Credit Classes

The Community Education program offers a wide variety of not-for-credit classes and workshops, educational trips and tours, short-term occupational and professional continuing education programs. Here you will enjoy a variety of classes from art to cooking, computer training to CPR, yoga to winery tour guide training. We have added online training options which can be enjoyed from the comfort of your home or office.

A variety of registration options including fax, phone, and mail are available. Come join our Community Education program for lifelong learning opportunities in the beautiful Napa Valley.

Napa Valley Community Education Office

Napa Valley College
Upper Valley Campus
1088 College Avenue
St. Helena, CA 94574 (707) 967-2900

Courses

ABEN 600 – Basic Skills

ABEN 650 – GED Preparation

ABEN 651 – High School Credit – Social Sciences

ABEN 652 – High School Credit – Leadership

ABEN 653 – High School Credit – ESL ABEN 654 – High School Credit – Science ABEN 655 – High School Credit –

English ABEN 656 – High School Credit – Mathematics ABEN 750 – English as a Second Language ABEN 755 –

Preparation for College ESL

ABEN 800 – Citizenship

FAMN 889 – How to Parent Effectively YEDD 820 – Basic Math Concepts YEMD 690 – Expressive Writing

YEMD 860 – Community Living Skills YEPL 641 – Expressive Movement YEPL 700 – Creative Journey

YEPL 750 – Singing and Music Basic

YNVS 760 – Community Participation Skill



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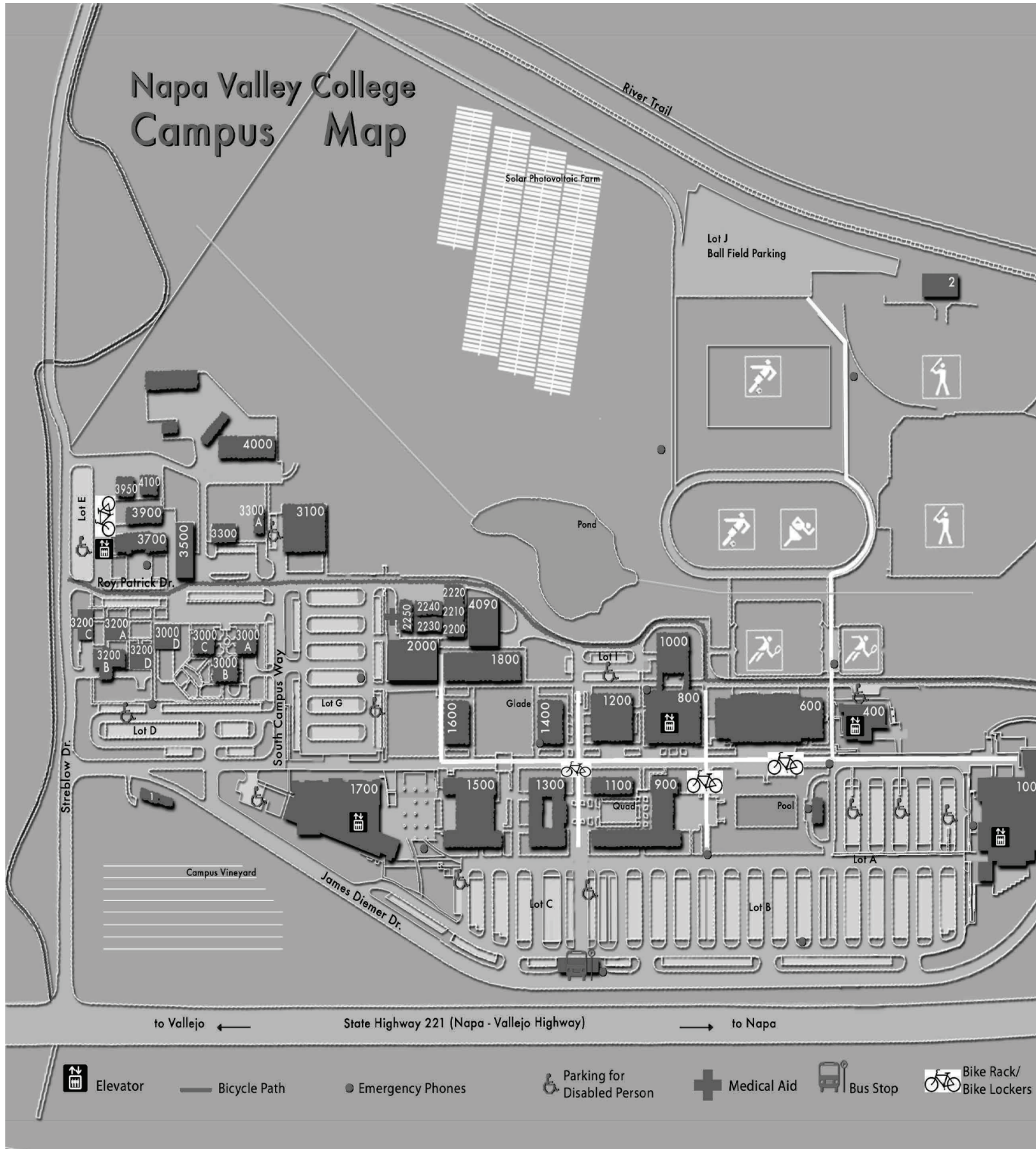
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Napa Valley College Campus Map



Legend

- 100** **Performing Arts Center**
Music, Drama, Vocal, Box Office
- 400** **North Gym**
Adaptive PE, Weight Room
- 600** **Gymnasium**
Physical Education
- 800** **Catacula Hall**
Health Occupations, General Classrooms
- 900** **Student Center**
Cafeteria, Bookstore
- 1000** **Suscol Hall**
Faculty Center, Criminal Justice Training Center
- 1100** **Student Services 2**
Financial Aid/EOPS, Veterans, Talent Search, Upward Bound
- 1200** **Little Theater**
- 1300** **Student Services 1**
Admissions/ Records, Associated Students NVC, Career/Transfer Center, Student Support Services
- 1400** **Mallacomes Hall**
Business & Computer Studies
- 1500** **McPerson Administration Building**
Administration, Business Office/Cashier, IT, Human Resources, Foundation
- 1600** **La Jota Hall**
General Classrooms
- 1700** **McCarthy Library**
Media Center, Computer Lab, Learning Services, Testing & Tutoring Center, DSPS, Workability III
- 1800** **Physical Sciences**
- 2000** **Life Sciences**
- 2200-2240** **Classroom Annex**
Training Center, General Classrooms
- 2250** **College Police, Student Health Center**
- 3000ABCD** **Child Development Center**
- 3100** **Industrial Technology**
Welding, Machine Tool Technology
- 3200** **Viticulture & Winery Technology**
- 3200 A** Trefethen Viticulture Center
- 3200 B** Teaching Winery
- 3200 C** Ag Lab
- 3200 D** Wine Storage
- 3300** **Ceramics**
- 3500** **Visual Arts Center**
Art, Photography
- 3700** **Digital Design Graphics Technology**
- 3900** **MAC Lab**
- 3950** **Warehouse, Print Shop**
- 4000** **Central Chiller Plant**
- 4090** **Facilities, Services**
- 4100** **Facilities, Services**
- 1** **Vineyard Support Building**
- 2** **Ballfield Restroom**

to Vallejo ← State Highway 221 (Napa - Vallejo Highway) → to Napa

- Elevator
- Bicycle Path
- Emergency Phones
- Parking for Disabled Person
- Medical Aid
- Bus Stop
- Bike Rack/
Bike Lockers

Parking Permits Required in ALL LOTS

