



# CATALOG 2016 2017



# **NAPA VALLEY COLLEGE**

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

**707-256-7000**

**napavalley.edu**

## **Accreditation Institutional**

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

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

## Accreditation

### Programmatic

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

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

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

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

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

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

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

## Foreword

Napa Valley College publishes a new catalog every year. The information published in the catalog is effective for the academic year beginning Fall 2016 through Summer 2017.

## Statement of Assurance

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

## Catalog Rights

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

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

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

Welcome to Napa Valley College!

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

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

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

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

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

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

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

All the best,



Dr. Ronald Kraft  
Superintendent/President



### **NVC Board of Trustees**

Dan Digardi, District 1  
Amy Martenson, District II  
Mary Ann Mancuso, District III  
Kyle Iverson, District IV  
Michael Baldini, District V  
JoAnn Busenbark, District VI  
Rafael Rios, District VII  
Kelsey Hatfield, Student Trustee

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



**Fall Semester 2016**

**Spring Semester 2017**

**August**

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

**2016 – 2017  
ACADEMIC  
CALENDAR**

**IMPORTANT DATES**

**January**

M	T	W	TH	F	S
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

**September**

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

**Fall Semester 2016**

Instructional Excellence Days Aug 11 & 12  
 Classes Begin Aug 15  
 Labor Day Sep 5  
 Veterans Day Nov 11  
 Thanksgiving Recess Nov 24-26  
 \*Final Examinations Dec 12-17  
 Semester Ends Dec 17

**February**

M	T	W	TH	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28				

**October**

M	T	W	TH	F	S
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31					

Fall Recess Dec 18-  
 Jan 1  
 Semester Break Jan 2-14

**March**

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

**Spring Semester 2017**

Martin L. King, Jr. Day Jan 16  
 Instructional Excellence Day Jan 17  
 Classes Begin Jan 18  
 Lincoln's Day (Campus Open) Feb 10  
 Washington's Day Feb 20  
 Cesar Chavez Day Apr 14  
 Spring Recess (Campus Open) Apr 10-15  
 \*Final Examinations May 22-27  
 Commencement May 26  
 Semester Ends May 27  
 Memorial Day May 29

**November**

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

**April**

M	T	W	TH	F	S
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29

**December**

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

**KEY**

- Classes in Session
- Instructional Excellence Day
- Holiday/Non-Teaching Day
- Non-Teaching Day

Calendar is subject to revision due to change in mandated state holidays.

**May**

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

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# NAPA VALLEY COLLEGE ADMINISTRATION

## President's Area

Superintendent/President.....	Dr. Ronald Kraft
Executive Assistant to the Superintendent/President.....	Carollee Cattolica
Dean, Research, Planning and Instructional Effectiveness .....	Dr. Robyn Wornall
Executive Director and Chief Grants Officer, Office of Institutional Advancement/NVC Foundation and Grant .....	Carollee Cattolica
Executive Director, Human Resources .....	Charo L. Albarran
Dean, Economic Workforce Development/District Auxiliary Services (Interim).....	Alberta Lloyd

## Instruction

Vice President, Instruction (Interim) .....	Erik Shearer
Administrative Assistant, Office of Instruction .....	Christina Rivera
Dean, Instruction (Interim).....	Diane White
Dean, Arts and Humanities.....	Dr. Cathryn Wilkinson
Dean, Library and Learning Resources .....	Rebecca Scott
Dean, Career Technical Education .....	<i>Vacant*</i>
Dean, Health Occupations/Physical Education, Health, Athletics, Kinesiology and Dance .....	Robert Harris
Associate Dean, Upper Valley Campus, Adult/Continuing Education (Interim).....	Mechele Manno
Associate Dean, MESA/H.S.I.-STEM .....	Jose Hernandez
Associate Dean, Health Occupations.....	<i>Vacant*</i>
Associate Dean, Physical Education and Athletics .....	Jerry Dunlap
Director, Child and Family Development Center .....	Darrell Whitacre
Director, Criminal Justice Training Center.....	Damien Sandoval
Coordinator, Basic Academy.....	Don Mort
Coordinator, In-Service Corrections Academy.....	Mark Covington

## Student Services

Vice President, Student Services .....	Oscar de Haro
Administrative Assistant, Student Services .....	Martha Navarro
Dean, Counseling and Student Success/Director, Student Support Services .....	Howard Willis
Dean, Financial Aid/EOPS/Pre-College TRIO Program .....	Patti Morgan
Chief, Campus Police .....	Ken Arnold
Associate Dean, Admissions and Records .....	Jessica Erickson
Director, Educational Talent Search.....	Ramon Salceda
Director, Hispanic Serving Institutions-Student Services.....	Christopher Farmer
Coordinator, Student Health Services (Interim) .....	Margaret Mackey

## Administrative Services

Vice President, Administrative Services .....	Robert Parker
Controller, Business Services .....	Glenna Aguada
Director, Facilities Services .....	Matt Christensen
Dean, Institutional Technology.....	<i>Vacant*</i>
Director, Campus Planning and Construction.....	<i>Vacant*</i>
Supervisor, Payroll .....	Patty McCart
Supervisor, Custodial Services .....	Jim Snook

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

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## INSTRUCTIONAL DIVISIONS

### Arts and Humanities

Dr. Cathryn Wilkinson, *Dean*

#### Departments/Program Areas

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

(707) 256-7509

### Language Arts and Developmental Studies

Vacant, *Dean*

Denise Rosselli, *Division Chair*

#### Departments/Program Areas

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

(707) 256-7726

### Business and Computer Studies

Greg Miraglia, *Dean*

#### Departments/Program Areas

Accounting (ACCT)  
Business (BUSI)  
Computer Studies (COMS)  
Computer Info. Systems, Applications. (CISA)  
Computer Info. Systems, Networks (CISN)  
Culinary (CUL)  
Hospitality and Tourism (HOSP)

(707) 256-7703

### Noncredit and Community Education

Vacant, *Dean*

Mechele Manno, *Associate Dean (Interim)*

#### Departments/Program Areas

Community Education  
Cooking School  
Noncredit  
Trips and Tours

(707) 967-2900

### Counseling

Howard Willis, *Dean*

#### Departments/Program Areas

Counseling (COUN)  
Human Services (HSRV)

(707) 256-7355

### Physical Education, Health, Dance and Athletics

Robert Harris, *Dean*

Jerry Dunlap, *Associate Dean*

#### Departments/Program Areas

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

(707) 256-7655

### Criminal Justice Training Center

Damien Sandoval, *Director*

#### Departments/Program Areas

Criminal Justice Training (CJT)

(707) 256-7700

### Science Mathematics and Engineering

Vacant, *Dean*

Dr. Steven Fawl, *Division Chair*

#### Departments/Program Areas

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

(707) 256-7727

### Health Occupations

Robert Harris, *Dean*

Vacant, *Associate Dean*

#### Departments/Program Areas

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

(707) 256-7600



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**Social Sciences****(707) 256-7727**Vacant, *Dean*Dr. James McGowan, *Division Chair***Departments/Program Areas**

Anthropology (ANTH)

Economics (ECON)

History (HIST)

Political Science (POLI)

Psychology (PSYC)

Sociology (SOCL)

Women's Studies (WOMS)

**Technical****(707) 256-7703**Greg Miraglia, *Dean***Departments/Program Areas**

Administration of Justice (ADMJ)

Child and Family Studies (CFS)

Digital Design Graphics (DDGT)

Education (EDUC)

Lesbian, Gay, Bisexual &amp; Transgender Studies (LGBT)

Machine Tool (MACH)

Technical (TECH)

Viticulture &amp; Winery Technology (VWT)

Welding (WELD)

Work Experience (WOEX)



## GENERAL INFORMATION

About Napa Valley College

Course & Program Offerings

Admissions Requirements

Student Fees & Other Financial Obligations

Student Financial Aid

Student Success & Support Programs & Services

Getting Help at Napa Valley College

## GENERAL INFORMATION

### ABOUT NAPA VALLEY COLLEGE

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

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

### History

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

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

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

In 1982, Napa College changed its name to Napa Valley College. The official opening of a permanent Upper Valley Campus in St. Helena in the fall of 1994 brought educational opportunities closer to home for upper valley residents and added new dimensions to the college curriculum. As of 2015, the college now serves over 9,000 students.

### Academic Freedom

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

Napa Valley College Community College District Policy I7100 protects the selection of textbooks and all teaching material, diverse speakers in the classroom, and the right of teachers and students to inquire freely into any area of human thought. (BP I7100)

### Mission and Values

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

#### Mission

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

#### Values

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

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

### NVC Institutional Learning Outcomes

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

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

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

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

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

## Schedule of Classes

The Schedule of Classes indicates course offerings for credit, noncredit and community education courses. It is published during fall, spring and summer semesters and is available in print and online through the Scheduling Office website [www.napavalley.edu/Academics/Schedule](http://www.napavalley.edu/Academics/Schedule).

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

## Accreditation

Napa Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

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

Accreditation status for individual programs are noted on pages 3 and 4 in this catalog and are also noted in the programs descriptions in the Programs of Study section of the catalog.

## Constituent Groups

### Administrators

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

### Board of Trustees

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

## Classified Professionals

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

## Faculty

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

Napa Valley College faculty members are selected for their academic excellence and genuine interest in students. They have a profound respect for the abilities, needs, and dreams of every individual they teach. They have diverse backgrounds, but share a love of learning and a desire to pass it on to their students. Our faculty keep abreast of the most effective teaching methods. They are creative, innovative, and hold high standards for their own scholarship. They support a learning process which continues throughout life.

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

## Students

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

These statistics translate to NVC classrooms enriched by diversity. The college values diversity in its student body, faculty, staff, and its curriculum. Individual differences are respected and valued in all parts of the NVC campus, allowing the college to receive federal status as a Hispanic-Serving Institution Title V grant.

## COURSE AND PROGRAM OFFERINGS

### Degree and Certificate Programs

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

### Credit Program

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.

### Noncredit and Community Education

The Community Education program at Napa Valley College is comprised of workshops, fee-based and noncredit courses, educational trips and tours, and short-term occupational training programs. Students who are interested in taking noncredit and community education may register through phone, e-mail, mail, fax or by registering at the Upper Valley Campus in St. Helena. For more information, visit [www.napavalley.edu/CommEd](http://www.napavalley.edu/CommEd) or call (707) 967-2909.

### Noncredit Program

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

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

### Community Education

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

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

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

### Day, Evening and Weekend Classes

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

### Summer Session

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

## Distance Education: Online and Hybrid Courses

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

## Academic Calendar 2016-2017

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

## ADMISSION REQUIREMENTS

### Eligibility for Admission

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

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

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

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

### Applying to NVC

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

### Residency Requirements

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

### Residence Classification

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

**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.

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

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

Applicants should contact the Admissions and Records Office for complete information about residency requirements.

### High School or Special Admit Students

Students who are in the 10th grade and above or 15 years of age or older may be eligible to enroll at Napa Valley College. Students must complete a High School Permit to Attend Form, have a high school counselor or principal and a parent signature to be able to enroll. A new form is required each semester. All high school students must register in person during the published open 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 high school credit may later submit a request to transfer their units to college credit. However, students must pay Accident Insurance, Student Activities Fee, Student Representation Fee, Student Health Fee and Technology Fee. Lab and/or materials fees must also be paid by students. Students may be dropped for non-payment if fees are not paid. Students who choose high school credit may later submit a request for to receive college credit.

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

### 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**

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

Napa Valley College does not grant college credit for courses completed at non-accredited colleges/universities, for life experiences or for upper division courses. See the graduation requirements for more information. Allow at least 6-8 weeks for evaluation of transcripts from other institutions.

Students receiving financial aid, veteran's benefits, or are currently enrolled will receive priority. To expedite an evaluation students must make an appointment with a counselor.

### Veterans Admission

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

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

All students wishing to receive VA educational benefits at NVC must submit for evaluation, 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.

### Admission of International Students

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

To qualify for admission, students must complete the equivalent of high school with better than average grades and pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 173 on the computerized test, or 500 on the paper version and 61 on the IBT (Internet Based Test). In addition, they must demonstrate adequate financial resources to complete their education without outside employment.

International students must pay nonresident tuition fee of \$214.25 per unit (plus the \$46 per unit enrollment fee) and are required to have health and accident insurance. Approximate expenses for one school year are:

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

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

### How to Apply

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

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

### When to Apply

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

Fall Semester: Submit all materials by May 1.

Spring Semester: Submit all materials by October 1.

### English Proficiency

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

International students are provided with an orientation to the college and with academic and personal counseling. Additional information regarding admission may be obtained by contacting the Admissions and Records Office, Napa Valley College, 2277 Napa-Vallejo Highway, Napa, California 94558, by e-mail at [dlarson@napavalley.edu](mailto:dlarson@napavalley.edu) or via their website at [www.napavalley.edu/admissions](http://www.napavalley.edu/admissions), select *International Students*.

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

## Release of Student Records and Transcripts

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

All student records are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A student may request access to his or her individual records and may challenge the accuracy of the record or the appropriateness of its retention. (BP S6410)

A student's consent is needed for the release of records covered by the act. Student consent is not required for release of records to agencies entitled to access under the provisions of the act, e.g., campus officials, other schools, federal educational and auditing officers, 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.

### Transcripts

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

The first two official copies of a student's transcript will be issued at no charge but must be ordered in person; each additional copy is \$4.00. Students should allow at least 7-10 working days to process a transcript request. Rush transcripts are available for pick-up or to be mailed regular USPS Mail the next business day after 12:00 noon for a fee of \$10. Transcripts of records prior to 1978 that are on microfilm are not available within this timeline. Certifications of UC and CSU (IGETC and GEC) are not available with a rush transcript.

### Recording on Transcripts

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

- A. Full Term Courses: withdrawal prior to the third week of the term.
- B. Short Term Courses (meeting less than the full term length): withdrawal by the 20% point of the length of the course. A "W" will be recorded on the student's transcript when withdrawing from a course according to the following guidelines:
- C. Semester Length Courses: withdrawal during the third week through the 12th week of the term.



- D. Short Term Courses (courses less than a semester in length): withdrawal after the 20% point through 75% point of the course.

## STUDENT FEES AND OTHER FINANCIAL OBLIGATIONS

### Fees and Refunds

For more information on fees and refunds, visit [www.napavalley.edu/student-services/AR/Documents/feesrefunds](http://www.napavalley.edu/student-services/AR/Documents/feesrefunds).

### Enrollment Fees

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 of the catalog for more information.

### Non-Resident Tuition Fee

In addition to the enrollment fee, students who are non-residents of California are required to pay tuition of \$193 per unit. International students pay tuition of \$214.25 per unit. These fees are subject to change without prior notice. Check the current online 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 and accidents, not illnesses, sustained by a registered student while involved in a class or other college sponsored activity. This fee is non-refundable once the term begins. A copy of the policy is available from the Facilities Services and Risk Management Services offices in Bldg. 4100, (707) 256-7584.

### Student Health Services Fee

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

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

### Student Representation Fee

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

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

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

### Materials Fee

Specific courses may require a materials fee in addition to the course cost per unit to cover the cost of materials used in these courses. The course materials fee is listed in the section information of the class schedule and may be subject to change from term to term.

### Appealing Fees

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

### Enrollment Fee Refunds

Students who drop their classes by the deadline to drop with a "W" is eligible for an automatic refund of enrollment fees corresponding to the number of units dropped. Refunds for students with a Credit Waiver or Board of Governors Fee Waiver to help pay the enrollment fee are returned to the appropriate district account. Canceled classes are automatically refunded. For more information, contact the Cashier's Office at (707) 256-7188.

- D. Short Term Courses (courses less than a semester in length): withdrawal after the 20% point through 75% point of the course.

## STUDENT FEES AND OTHER FINANCIAL OBLIGATIONS

### Fees and Refunds

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

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All students are required to pay an Accident Insurance Fee of \$1 per semester when they register for courses. The policy provides secondary insurance coverage for injuries and accidents, not illnesses, sustained by a registered student while involved in a class or other college sponsored activity. This fee is non-refundable once the term begins. A copy of the policy is available from the Facilities Services and Risk Management Services offices in Bldg. 4100, (707) 256-7584.

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### Enrollment Fee Refunds

Students who drop their classes by the deadline to drop without a "W" are eligible for an automatic refund of enrollment fees corresponding to the number of units dropped. Refunds will not be issued to students who drop after this date. Please see the Registration Calendar for specific term dates.

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

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

In order to qualify for financial aid, students must:

- be a regular student enrolled in a financial aid eligible program leading to a degree or certificate;
- be in good academic standing;
- demonstrate Financial need;
- be a U.S. citizen, or eligible non-citizen;
- certify compliance with Selective Service Registration requirements;
- not be in default on any loan or owe a repayment on any grant made under any Title IV program;
- have a Social Security number; and
- have a high school diploma or recognized equivalent.

State financial aid including the BOG Enrollment Fee Waiver, and scholarship are also available to students who meet the AB 540 criteria. More information is available in the Financial Aid web page.

### Expenses

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

#### Estimated 9-Month Standard Budget

Fees \$ 1,344  
 Books and Supplies \$ 1,791  
 Room and Board \$12,492  
 Transportation \$ 1,242  
 Personal/Miscellaneous \$ 2,916

Total \$19, 785

Note: Budget based on student living away from home.

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

### Applying for Financial Aid

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

#### Step 1 Apply online with the FAFSA

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

#### Step 2 Apply for Admissions to NVC

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

#### Step 3 NVC Receives FAFSA Data

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

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

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

#### Step 5 Submit Documents

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

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

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

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

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

### Awards

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

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

### Financial Aid Disbursement

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

Beginning Fall 2014, students will choose one of three ways to receive their grant and loan funds: 1) electronically deposited to a NVC student debit card; 2) electronically deposit to a NVC debit card; or 3) through the mail by paper check (checks will not be forwarded). Federal and District Work Study checks are issued at the end of each month, based on the number of hours worked during the pay period, and are picked up at the Cashier Office, Room 1542.

### Repayment Regulations

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

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

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

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

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

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

### Gainful Employment

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

## Financial Aid Programs and Grants

### Work Study Program

Federal Work Study Jobs are available to students who qualify for Financial aid. These are positions on-campus. The pay rate begins at \$10.00 and varies according to the job description. Eligible students may work up to 20 hours per week while school is in session. Students must work to earn a Federal Work Study award.

Student Assistant Jobs are available to students who do not qualify for other federal and state funds. The pay rate begins at \$10.00 and varies according to the job description. Eligible students may work up to 20 hours per week while school is in session. In addition, job placement services through the Career Center are available to any student enrolled at NVC.

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

CalWORKs Work Study Jobs are available to CalWORKs students. These are positions on-campus and off-campus. The pay rate begins at \$9.25 and varies according to the job description.

### Grants

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

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

#### BOGW Income Standards

##### Number total family in-household income

- 1 \$17,655 or less
  - 2 \$23,895 or less
  - 3 \$30,135 or less
- (Add \$6,090 for each additional dependent.)

**Federal Pell Grants** of up to \$5,815 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 \$1,656 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 \$547 per year for training related costs are available to students pursuing a vocationally-oriented course of study of no more than 2 years in length.

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

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

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

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

### Loans

Federal Direct Loans are available to eligible students who have completed the financial aid application process. These loans have a low interest rate and are repayable six months after the borrower ceases to be a half-time student. Loan applications are available in September of the Fall semester with an application deadline of March 31st. Additional Direct Loan information is available at the Financial Aid/EOPS Office or online at [www.napaValley.edu/financialaid](http://www.napaValley.edu/financialaid).

## Other Aid and Benefits

### Veterans Benefits

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

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

### Scholarships

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

## Satisfactory Academic Progress

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

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

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

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

1. GPA, or required minimum grade point average. Students are required to maintain a 2.0 minimum cumulative GPA. The GPA will include all aided and unaided terms at NVC.
2. Pace, or required minimum completion rate. The mini-

imum 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 Appeal to be considered for financial aid at NVC. The Appeal process requires that academic transcripts from all prior schools be on file in the Admissions and Records Office and evaluated for educational plan development. All appeal decisions are final and incontestable.

## STUDENT SUCCESS AND SUPPORT PROGRAMS AND SERVICES

### Student Success Act of 2012

#### SB 1456

The Student Success Act of 2012 targets funding the following core services to assist students with development of education plans:

Orientation  
Assessment  
Counseling/Advising

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

### Student Success and Support Programs at NVC

Napa Valley College established initiatives to assure that appropriate services are provided to students to enhance their success in fulfilling the core goals of SSSP: Assessment, Orientation, and Educational Planning.

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

#### Step 1: Apply for Admission

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

#### Step 2: Complete an Orientation

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

#### Step 3: Complete the Assessment Process

Complete an assessment test in the Testing and Tutoring Center, Room 1764 in Building 1700, to determine the course placements for English and Math classes. Students must have completed an NVC application in order to take an assessment test. Contact the Testing and Tutoring Center at (707) 256-7434 or visit [www.napavalley.edu/testingandtutoringcenter](http://www.napavalley.edu/testingandtutoringcenter).

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

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

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

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

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

## **Registration**

### **WebAdvisor**

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

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

### **Noncredit and Community Education**

The Community Education program at Napa Valley College is comprised of workshops, fee-based and noncredit courses, educational trips and tours, and short-term occupational training programs. Students who are interested in taking noncredit and community education may register through phone, e-mail, mail, fax or by registering at the Upper Valley Campus in St. Helena. For more information, visit [www.napavalley.edu/CommEd](http://www.napavalley.edu/CommEd) or call (707) 967-2909.

### **Classes with Waitlists**

Waitlists are established for some classes, in the event of full enrollment. Once a seat becomes available, waitlisted students are notified via email to add the class, in order of addition on the waitlist. Students must register and pay for enrollment within three days of notification. Failure to enroll before the deadline provided in the email will result in removal from the waitlist.

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

### **Assessment and Placement**

The Testing and Tutoring Center (TTC) offers placement testing services to new students. New students must complete assessment for proper placement into English, math and English as a Second Language (ESL) classes. College counselors evaluate assessment results to recommend appropriate course placement and support services. Placement assessment is free and offered year round on a drop in basis. Information on assessment tests and practice assessment tests can be found on the TTC website [www.napavalley.edu/testingandtutoringcenter](http://www.napavalley.edu/testingandtutoringcenter).

Hours are posted on the TTC website or call (707) 256-7434.

### **Mathematics and English Placement Testing**

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

### **Orientation (Credit Students)**

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

### **Counseling/Advising**

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

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

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

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

## Student Services and Resources at NVC

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

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

### Admissions and Records Student Services Bldg, North Lobby, (707) 256-7200 [www.napavalley.edu/admissions](http://www.napavalley.edu/admissions)

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

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

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

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

California Work Opportunity and Responsibility to Kids Act (CalWORKs) CalWORKs assists welfare recipient students and those

in transition off of welfare to achieve long-term self sufficiency through coordinated student services including: counseling, work study, job placement and child care. CalWORKs students must be enrolled in an approved program of study.

### CARE: Cooperative Agencies Resources for Education

Student Services Building, Rm 1333, (707) 256-7301  
[www.napavalley.edu/care](http://www.napavalley.edu/care)

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

### Child Development Center 3000 Bldg, (707) 256-7040 [www.napavalley.edu/CDC](http://www.napavalley.edu/CDC)

The Child Development Center, located in Building 3000, provides early childhood care and education for children ages 2 months to 5.7 years. CDC staff are certified in Early Childhood Education.

The program is available for qualifying NVC student families, campus faculty and staff, as well as the general community. State subsidized Infant/Toddler, and Preschool classrooms operate from 7:45 a.m. to 3:15 p.m. Monday - Thursday and 7:45 to 2:15 on Fridays. The tuition based Community Preschool serves children ages 3-5.7 and operates from 7:30 a.m. - 5:30 p.m. Monday-Friday. The program provides a nutritious breakfast, lunch and snack daily.

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

### College Police (707) 256-7770/(707) 256-7777 [www.nvcpd.org](http://www.nvcpd.org)

The Napa Valley College Police Department supports the academic process and endeavors of all who use the college by creating an environment which is as safe and crime free as possible.

NVCPD handles most reports of criminal behavior and emergencies on campus and coordinates assistance and investigation with outside agencies as necessary. NVCPD employs Police Officers (830.32 PC) and Campus Services Officers (CSOs) to deliver public safety services to the campus community. Officers provide a full range of police related services, including: primary emergency responses; preventative patrol; initial investigation of reported or suspected crimes; enforcement of all applicable laws; follow-up and specialized criminal investigations; crime prevention; community liaison and relations; special event security; traffic activities (enforcement and accident investigations); parking enforcement; and, on occasion, campus escorts of students, faculty, or staff.



**SaVE Act**

Sexual misconduct and sexual violence on college campuses is a significant problem that according to some government reports will affect one in every five women who attend college, and in many cases you will know the person who is responsible. Most of those incidents happen during the student's freshman or sophomore year, and many of the cases go unreported.

Domestic or dating violence, sexual violence, or stalking can happen to anyone regardless of race, age, sexual orientation, religion, or gender. These crimes affect people of all socioeconomic backgrounds and education levels, and can occur in both opposite-sex and same-sex relationships

Napa Valley College is committed to providing a safe environment that is free of sexual misconduct and sexual violence. The College does not condone nor will it specifically tolerate domestic or dating violence, sexual violence, or stalking. Information about the College's policies regarding these issues can be found on the College's website on the Student Health Center and College Police webpages.

**Crime Reporting Procedures**

Students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime free as possible by reporting criminal or suspicious behavior and emergencies to the Napa Valley College Police Department. All staff and students are asked that if you **SEE SOMETHING – SAY SOMETHING** by calling the College Police at 777 (on-campus) or 256-7770 (off-campus or cell phone).

The College Police responds to all reports of criminal behavior, misconduct, and emergencies on the Main Campus. College Police officers are generally on duty on the Main Campus:

- Monday – Friday                      5:30 am to 11:00 pm
- Saturday                                7:00 am to 7:30 pm
- Sunday and Holidays                No Officers on Duty

**Counseling Center**

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

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

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

- Academic Counseling
- Career Counseling
- Personal Counseling/Crisis intervention

**Disabled Student Programs and Services**

**Library and Learning Resource Center, Rm 1766E, (707) 256-7348**

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

The DSPS office 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. Accommodations for eligible students include, but are not limited to, note takers, books in alternate format, and testing accommodations.

**Educational Talent Search (TRiO)**

**Financial Aid Office, Rm 1133, (707) 256-7390**

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

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

**Emergency Telephones**

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

**EOPS: Extended Opportunity Program and Services**

**Financial Aid Office, Rm 1132, (707) 256-7301**

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

EOPS is a state funded program established to address the issues of equal access to a quality education. EOPS offers many services, including academic, personal and career counseling, registration assistance, book vouchers, outreach activities, assistance with transfer to 4-year schools or transition to work. Other services include referrals to the many social service agencies in the community. The staff offers individualized attention with a personal approach. Bilingual counseling is provided.

## Facilities Services

**(707) 256-7580**

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

## Financial Aid Office

**Financial Aid Office, (707) 256-7300**

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

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

## HSI STEM Program

**1800 Bldg, Rm 1808, (707) 256-7286**

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

HSI STEM (Hispanic Serving Institution Science Technology Engineering Mathematics) is focused on strengthening and expanding educational opportunities for all students and striving to close the educational achievement gap in our community. STEM provides specialized STEM tutoring, mentoring and supplemental instruction in STEM courses. The program also provides support for academic development, bilingual STEM counseling, enhanced student support services, and a Summer Bridge Program for incoming high school students.

## Institutional Advancement

**McPherson Administration Bldg, Rm 1532, (707) 256-7110**

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

The mission of the Napa Valley College Office of Institutional Advancement is to develop resources to support the College and its students through donations made to the NVC District Auxiliary Services (DAS) Foundation and the NVC Foundation, both of which are 501c3 non-profit organizations. Investments in Napa Valley College through the generosity of community members ensure that Napa Valley College and its students have the means to realize the college's services and the potential within each student. The Office of Institutional Advancement is also responsible for media relations, advertising, and marketing as well as College participation in community events.

## Learning Services

**Library and Learning Resource Center, Rm 1766, (707) 256-7442**

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

The Learning Services department, formerly known as Diagnostic Learning Services, 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 test-

ing. Information from the assessment process is used to verify academic accommodations to support student success in the college environment.

## Math Center

**800 Bldg, Rm 839, (707) 256-7635**

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

The Math Center provides instructional math support to current NVC students. Our goal is to serve the needs of current math students by assisting them with assignments and reviewing their math skills. Hours of operation are posted in the Center each semester.

## Mathematics, Engineering, Science Achievement (MESA)

**1800 Bldg lower level, Rm 1806, (707) 256-7281**

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

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

## McCarthy Library

**Library and Learning Resource Center, (707) 256-7400**

The McCarthy Library is a place of research, study, casual reading and browsing. It is open to students as well as the public. A large selection of online databases is also available through the library's website.

Printing is available for 10 cents/page in black/white and \$1.00/page in color in the library copy center. Students may purchase a "Go Print" card for \$1.00 to receive 50 cents worth of copies and increase the card's value as needed. In addition, laptops with Wi-Fi may be checked out for use within the library. Media viewing rooms and group study rooms support students engaged in collaborative learning.

The library opens at 7:30 a.m. to 8:00 p.m., Monday through Thursday and 7:30 a.m. to 12:00 pm Friday during fall and spring semesters. It is closed weekends and holidays. Summer hours vary.

## Library Café

**McCarthy Library, – (707) 256-7431**

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

The café is located on the first floor of the McCarthy Library, Bldg. 1700. Operating hours are 7:30 a.m. to 8:00 p.m., M-Th and 7:30 a.m. – 12 noon on Fridays during the spring and fall semesters and limited hours during the summer semester. The café hours are subject to change.

## Office of Student Life/Associated Students of Napa Valley College (ASNVC)

Student Services Building, Rm 1342, (707) 256-7340

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

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

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

## Activities Center

900 Bldg, (707) 256-7340

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

## Ombudsperson

Student Services Building, Rm 1335, (707) 256-7331

The ombudsperson is a neutral and confidential source of information and assistance for students. The Dean of Counseling and Student Success serves as the acting campus ombudsperson. To make an appointment, please contact the secretary in the Student Support Services (SSS) TRiO Program at (707) 256-7351.

## Puente Project

Admissions and Record Bldg, Rm 1339-A, (707) 256-1754

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

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

## Student Health Services

Campus Police Office, (707) 256-7780

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

Student Health Services provides medical services including treatment of injuries and illnesses, reproductive health, preventive health, vaccines and TB testing, and health education programs such as stress reduction to registered students. Mental health services are also provided. A highly trained and experienced Nurse Practitioner and licensed Marriage Family Therapist (MFT) are dedicated to your health and well-being.

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

## Student Support Services (SSS)-TRiO

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

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

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

## Testing and Tutoring Center

Library and Learning Resource Center, Rm 1764 ,

(707) 256-7434

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

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

Additionally, the TTC provides 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.

## Transfer Center

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

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

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

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

### **Transportation**

**Bus service:** Four VINE Routes to Napa Valley Campus.  
To/from Napa Valley Campus: VINE Routes 29, 21, 11, & 10  
To/from upper valley campus: St. Helena VINE Shuttle  
For more information, call 1-800-696-6443 or visit  
[www.NapaValleyVINE](http://www.NapaValleyVINE).

### **Umoja**

**800 Bldg, Rm 865, (707) 256-7494**  
[www.napavalley.edu/academics/umoja](http://www.napavalley.edu/academics/umoja)

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

### **Veterans Services**

**Office of Veteran Affairs, Room 1132**

The Office of Veteran Affairs exists to aid veteran students and dependents who receive educational benefits from the Veterans Administration.

### **Veterans Resource Center**

**Bldg 1200, Room 1232, (707) 256-7300**  
[www.napavalley.edu/va](http://www.napavalley.edu/va)

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

### **Welcome Center**

**Student Services Building, North Lobby, (707) 256-7215**  
[www.napavalley.edu/welcomecenter](http://www.napavalley.edu/welcomecenter)

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

### **Writing Center**

**800 Bldg, Rm 832, (707) 256-7494**  
[www.napavalley.edu/wc](http://www.napavalley.edu/wc)

The Writing Center is a resource available to all students who need help with their writing in any discipline. Students may take 30 minute appointments in the Writing Center, to get feedback on essays and other writing projects or access free online tutoring from Smarthinking through the Writing Center website.



## GETTING HELP AT NAPA VALLEY COLLEGE

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

If you have problems with...	Follow this procedure:
<b>A class, instructor, or library service:</b>	Talk to the instructor/counselor first. If the issue is not resolved, see the division chair or division dean (see list on reverse). <b>It is important to go through <u>both</u> of these steps because these people can usually help you most quickly with problems you are having.</b> Then, if the matter is still not settled to your satisfaction, contact the Office of Instruction, (707) 256-7150, Room 1531.
<b>A campus office or service or any counselor:</b>	If your problem cannot be solved by the person helping you, ask to speak to their supervisor. If that does not resolve the issue, see the next line supervising administrator. Then, if the matter is still not settled to your satisfaction, contact the Vice President of Student Services, Oscar De Haro, at (707) 256-7363, Room 1330.
<b>Your educational program, academic progress, or personal issues:</b>	Our counselors can help you deal with workload dilemmas, personal difficulties, and other issues that are interfering with your academic success at NVC. Refer to the General Counseling Center website ( <a href="http://www.napavalley.edu/counseling">www.napavalley.edu/counseling</a> ) for information on weekly drop-in hours or scheduling appointments. For further assistance, call the Counseling department at (707) 256-7220.
<b>A crime on campus or questions about your personal safety:</b>	NVC Police will take reports of crimes and can advise you if you have concerns about your safety. Their office is located in Building 2250, (707) 256-7770.
<b>Questions about grievances:</b>	Refer to the Student Complaint and Grievance Policy and Procedures available online under the Student Services website ( <a href="http://www.napavalley.edu/student-services">www.napavalley.edu/student-services</a> ), select the Student Rights and Responsibilities section or obtain a hardcopy of the material in the Office of the Vice President of Student Services, Room 1330.
<b>Questions about discrimination:</b>	Go to the Office of Human Resources, (707) 256-7100, Room 1544, to get information on the college's policies and processes regarding discrimination and sexual harassment.
<b>Library Cafe</b>	The Library Cafe is temporarily being operated by Administrative Services. For any problems, please contact the administrative assistant, Solange Kada, (707) 256-7186, in Room 1542.
<b>If you are unsure how to deal with an issue:</b>	Call (707) 256-7362 or go to the Office of the Vice President of Student Services, Room 1330. You can also contact Howard Willis, (707) 256-7350, in Room 1333, the Dean of Counseling and Student Success, who is serving as the acting campus Ombudsperson.



<b>Instructional Divisions</b>	<b>VP/Dean/Division Chair</b>	<b>Secretary/ Administrative Assistant</b>	<b>Office and Phone Number</b>
<b>Office of Instruction</b>	Erik Shearer, <i>Vice President of Instruction (Interim)</i> Vacant, <i>Dean of Instruction</i>	Christina Rivera, <i>Admin. Assistant to the VPI</i> Kim Boynton, <i>Secretary to the VPI (Interim)</i> Vicki Tevlin, <i>Secretary to the Dean</i>	Room 1531 256-7150
<b>Arts and Humanities (ARAH)</b> Arts, Digital Art & Graphic Design, Drama, Music, Humanities, Philosophy, Photography, Theater Arts	Dr. Cathryn Wilkinson, <i>Dean of ARAH</i>	M'Kormik Hamilton, <i>Division Secretary</i>	Room 141B 256-7502
<b>Career Technical Education (CTE)</b> Administration of Justice, Child and Family Studies, Digital Design Graphics Technology, Education, LGBT, Machine Tool, Viticulture and Winery Technology, Welding, Work Experience	Greg Miraglia, <i>Dean of CTE</i>	Stacy Hitchcock, <i>Division Secretary</i>	Room 1007 256-7703
<b>Business and Computer Studies (BCS)</b> Accounting, Business, CISA, COMS, Computer Studies, Hospitality	Greg Miraglia, <i>Dean of CTE</i>	Stacy Hitchcock, <i>Division Secretary</i>	Room 1007 256-7703
<b>Child Development Center (CDC)</b>	Darrell Whitacre, <i>Director of the CDC</i>	Catalina Martinez, <i>Admin. Assistant to the Director</i>	Room 3002 256-7040
<b>Criminal Justice Training Center (CJT)</b> Police Academy	Damien Sandoval, <i>Director of CJT</i>	Brooke Jackson, <i>Instructional Assistant for CJT</i>	Room 1000 256-7700
<b>Economic Workforce Development (EWD)</b> Small Business Development Ctr. (SBDC), CTE Grants, Management Programs, Business & Entrepreneur Center (BEC)	Charles Monahan, <i>Dean of EWD</i>	Valerie Bible, <i>SBDC Secretary</i>	Room 3303 256-7250
<b>Health Occupations (HEOC)</b> Nursing, Psychiatric Technician, Respiratory Care, EMT- P: Paramedic	Robert Harris, <i>Dean of HEOC</i>	Sue McNerney-Simich, <i>Division Secretary</i>	Room 810 256-7600
<b>Language and Developmental Studies (LADS)</b> American Sign Language, Basic Skills, English, ESL, French, Italian, Spanish, Speech Communication	Denise Rosselli, <i>Division Chair of LADS</i>	Gina Stofan, <i>Division Secretary</i>	Room 1031 256-7720
<b>Library and Learning Resources Center (LLRC)</b> Media Services, Electronic Classroom, Library, DSP&S/Special Services	Rebecca Scott, <i>Dean of LLRC</i>	Carolyn Sanchez, <i>LLRC Secretary</i>	Room 1771 256-7400
<b>Physical Education (PHYE)</b> Kinesiology, Athletics, Health, Dance, Physical Education	Robert Harris, <i>Dean of PHYE</i> Jerry Dunlap, <i>Associate Dean of PHYE</i>	Lauren Farmer, <i>Division Secretary</i>	Room 609 256-7650
<b>Science, Math and Engineering (SME)</b> Astronomy, Biology, Chemistry, Earth Science, Engineering, Geology, Math, Physics	Dr. Steven Fawl, <i>Division Chair of SME</i>	Hilary Wardlaw, <i>Division Secretary</i>	Room 1830B 256-7727
<b>Social Sciences (SOCS)</b> Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology	Dr. James McGowan, <i>Division Chair of SOCS</i>	Hilary Wardlaw, <i>Division Secretary</i>	Room 1031 256-7727
<b>Upper Valley Campus/ Community Education (UVC)</b> Community Education, Community Services, Culinary classes	Mechele Manno, <i>Associate Dean of UVC (Interim)</i>	Joann Stubitsch, <i>Secretary to the Associate Dean</i> Michele Villante, <i>Admin. Assistant to the Associate Dean</i>	UVC 256-2900



Student Services Division	VP/Dean/Division Chair	Office and Phone Number
<b>Office of Student Services</b>	Oscar De Haro, <i>Vice President of Student Services</i> Martha Navarro, <i>Admin. Assistant to the VPSS</i>	Room 1330 256-7363
<b>Admissions and Records</b>	Jessica Erickson, <i>Associate Dean of Admissions and Records</i>	Room 1330 256-7205
<b>Counseling Division</b> Career Center/Transfer Center	Howard Willis, <i>Dean of Counseling</i>	Room 1333 256-7355
<b>Financial Aid</b> EOPS, CalWORKS, Veteran Services	Patti Morgan, <i>Dean of Financial Aid</i>	Room 1132 256-7305
<b>Educational Talent Search (TRiO)</b>	Ramon Salceda, <i>Director of Educational Talent Search</i>	Room 1133 256-7395
<b>Hispanic Serving Institution (HSI) Science, Technology, Education, Math (STEM)</b>	Jose Hernandez, <i>Director of HSI-STEM</i>	Room 1804A 256-7285
<b>NVC Police Department</b>	Ken Arnold, <i>Police Chief</i>	Room 2250 256-7771
<b>Student Health Center</b>	Nancy Tamarisk, <i>Director of Student Health Services (Interim)</i>	Room 2250 256-7780
<b>Student Support Services (TRiO)</b>	Howard Willis, <i>Director of Student Support Services</i>	Room 1333 256-7355
<b>Student Life/Associated Students of Napa Valley College (ASNVC)</b>	Benjamin Quesada, <i>Coordinator of Student Life</i>	Room 1330 256-7341

Administrative Services Division	VP/Dean/Division Chair	Office and Phone Number
<b>Administrative Services</b>	Robert Parker, <i>Vice President of Administrative Services</i> Solange Kada, <i>Administrative Assistant to the VPAS</i>	Room 1542 256-7186
<b>Business and Finance Office</b>	Glenna Aguada, <i>Director of Fiscal Services</i>	Room 1542 256-7180
<b>Cashier's Office</b>	Glenna Aguada, <i>Director of Fiscal Services</i>	Room 1542 256-7188
<b>Information Technology</b>	Vacant, <i>Director of I.T.</i>	Room 1543C 256-7550
<b>Facilities and Custodial Services</b>	Matt Christensen, <i>Director of Facilities Services</i>	Room 4100 256-7565

President's Area	VP/Dean/Division Chair	Office and Phone Number
<b>President's Office</b>	Dr. Ronald Kraft, <i>President/Superintendent of Napa Valley College</i> Carollee Cattolica, <i>Executive Assistant to the President</i> Karen Taylor, <i>Secretary to the President</i>	Room 1542 256-7160
<b>District Auxiliary Services</b>	Carollee Cattolica, <i>Managing Director of District Auxiliary Services</i>	Room 1532 256-7161
<b>Institutional Advancement</b>	Doug Ernst, <i>Public Information Officer</i>	Room 1532 256-7112
<b>Human Resources</b>	Charo Albarrán, <i>Executive Director of Human Resources</i>	Room 1544 256-7100



## COLLEGE POLICIES

Nondiscrimination

Academic Requirements & Policies

Student Rights & Responsibilities

Grievance & Complaint Procedures

General College Policies



## COLLEGE POLICIES

For detailed information regarding Napa Valley College Board of Trustees Policies (BP) and Administrative Regulations (AR), go to [www.napavalley.edu/AboutNVC/Trustees/Pages/BPManual](http://www.napavalley.edu/AboutNVC/Trustees/Pages/BPManual).

### NONDISCRIMINATION

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

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

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

While ultimate administrative responsibility for the implementation and effectiveness of the district's Equal Employment and Educational Opportunities Policy and plan rests with the Superintendent/President of the district, the board expects all employees to promote the principles of nondiscriminatory, ethical, fair treatment for everyone in the college community. Employees, students, or other persons acting on behalf of the district who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to

discipline, up to and including discharge, termination, suspension, or expulsion.

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

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

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

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

#### Open Classes

It is the policy of the Napa Valley Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, whether offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation. (BP I7500)

#### Service and Other Animals on Campus

##### Board Policy 3440

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

According to the Americans with Disabilities Act (ADA), a "service animal" is a common domestic animal individually trained to work or perform tasks for the benefit of qualified individuals with disabilities, including psychiatric, cognitive, or mental

disabilities. Disabled Student Programs and Services (DSPS) addresses student requests for accommodation of a service animal. DSPS reviews documentation, evaluates the disability, and recommends accommodations appropriate to the functional limitations of the student. Reasonable behavior, cleanliness of the service animal, and consideration of others must be taken into account when these animals are approved as accommodations. (BP 3440)

## Shared Governance

### Board Policy D1140

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

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

## Speech: Time, Place and Manner

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

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

The campuses of the District are non-public forums, except for designated areas which are reserved for expressive activities which do not violate District policy and which are lawful (hereinafter "Designated Zones"). These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students. For a list of the Designated Zones, please refer to the academic regulations. For questions on this policy, please contact the Office of the President at (707) 256-7160. (BP 3900)

## ACADEMIC REQUIREMENTS AND POLICIES

### Classification of Students

Napa Valley College students are classified as follows:

**Full-time:** A student who is registered for 12 or more units per semester, 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.

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

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

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

### Student Unit Limits

A full-time course load is 12 units or more per semester or 9 units per summer session. Since each unit generally entails 2-3 hours of preparation outside of class, an average load means about 36-48 hours per week spent in classes and preparing for classes. To do well academically, it is expected that students devote this much time to preparation of assignments and study. Students who are employed should limit their unit loads based on the number of hours they spend on their jobs.

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

### Basic Skills Limitation

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

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

Napa Valley College lists the following as its Basic Skills courses: ENG 84; ENG 85; ENG 90; ENG 91; ESL 50; ESL 54; ESL 60; ESL 64; ESL 66; ESL 70; ESL 74; ESL 80; ESL 84; ESL 106; ESL 110; LRNS 12; LRNS 13; LRNS 16; LRNS 17; LRNS 18; LRNS 19; LRNS 50-55; LRNS 60; MATH 55; MATH 90; MATH 92; MATH 94; MATH 96; MATH 97; MATH 98; MATH 99.

### Exemptions

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

### Repeatable Courses

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

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

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

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

### Limitations on Repeating Courses

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

### Independent Study

Students may earn up to a total of twelve units over the total period of student residency through independent study. Independent study courses are planned by the instructor and student together. The course will include weekly meetings to discuss the student's progress. In a typical program, 50 hours of work in a semester will earn one unit. The independent study option may not be used in lieu of existing credit courses which cover the same or similar subject matter. Independent study must be approved by the instructor, division 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.

### Test/Exams

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

### Auditing Courses

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

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

### Prerequisites, Corequisites, and Advisories

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

#### Prerequisite

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

#### Corequisite

A "co-requisite" means a course that a student is required to take at the same time as another course.

#### Advisory

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. no student may receive credit for a course which is a prerequisite to a course he/she has already completed.
- b. in order for a course to count as a prerequisite, a minimum grade of "C" must be earned. (Exceptions may be made only by instructor assessment of relevant background experience.)

### Challenging a Prerequisite

Prerequisites may be challenged for the following reasons:

1. A student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite.
2. A student has not completed the health and safety prerequisite, but can demonstrate that he/she does not pose a threat to self or others.
3. A student will suffer undue delay (a semester or more) in attaining a degree or certificate, as specified in the student's educational plan, because:
  - a. A course has not been made reasonably available or
  - b. The course has 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.

### Acceptance of Transfer Credits and Alternative Credit

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

### Acceptance of Transfer Credits

Napa Valley College accepts many lower division college or university units earned at other 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 who are receiving financial aid, veteran's benefits, or who are currently enrolled will receive priority. To expedite an evaluation, students must make an appointment with a counselor. Contact the General Counseling Center in Rm 1339A or call (707) 256-7220.

### Credit by External Examination

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

### Military Service Credit

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

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

## Advanced Placement

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

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

1. Credit will be given for scores of 3 or higher and will be used for associate degree general education according to the chart on page (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.

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

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

## Advanced Placement Exams (AP)

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

AP Exam	NVC Associate Degree GE	CSU GE	IGETC
<b>ART HISTORY</b>	C Humanities (3)	C1 or C2 (3)	3A or 3B (3)
<b>BIOLOGY</b>	A Natural Sciences (3)	B2 & B3 (4)	5B w/lab (4)
<b>Calculus AB</b>	D.2 Mathematics (3)	B4 (3)	2A (3)
<b>Calculus BC</b>	D.2 Mathematics (3)	B4 (3)	2A (3)
<b>Calculus BC/AB</b>	D.2 Mathematics (3)	B4 (3)	2A (3)
<b>CHEMISTRY</b>	A Natural Sciences (4)	B1 & B3 (4)	5A w/lab (4)
<b>CHINESE LANGUAGE &amp; CULTURE</b>	C Humanities (3)	C2 (3)	3B & 6A (3)
<b>ENGLISH LANGUAGE &amp; COMPOSITION</b>	D.1 English (3)	A2 (3)	1A (3)
<b>ENGLISH LITERATURE &amp; COMPOSITION</b>	D.1 English (3) or D.3 Communication & Analytical Thinking (3) or C Humanities (3)	A2 & C2 (6)	1A or 3B (3)

AP Exam	NVC Associate Degree GE	CSU GE	IGETC
<b>ENVIRONMENTAL SCIENCE</b>	A Natural Sciences (3)	B1 & B3 (4)	5A w/ lab (3)
<b>GOVERNMENT &amp; POLITICS / COMPARATIVE</b>	B Social and Behavioral Sciences (3)	D8 (3)	4H (3)
<b>GOVERNMENT &amp; POLITICS/ UNITED STATES</b>	B Social and Behavioral Sciences (3)	D8 & US - 2 US Constitution (3)	4H & US – 2 US Constitution (3)
<b>EUROPEAN HISTORY</b>	B Social and Behavioral Sciences (3) or C Humanities (3)	C2 or D6 (3)	3B or 4F (3)
<b>FRENCH LANGUAGE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>FRENCH LITERATURE</b>	C Humanities (3)	N/A	3B and 6A (3)
<b>GERMAN LANGUAGE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>HUMAN GEOGRAPHY</b>	B Social and Behavioral Sciences (3)	D5 (3)	4E (3)
<b>ITALIAN LANGUAGE &amp; CULTURE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>JAPANESE LANGUAGE &amp; CULTURE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>LATIN LITERATURE</b>	C Humanities (3)	N/A	3B and 6A (3)
<b>LATIN VERGIL</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>MICROECONOMICS</b>	B Social and Behavioral Sciences (3)	D2 (3)	4B (3)
<b>MACROECONOMICS</b>	B Social and Behavioral Sciences (3)	D2 (3)	4B (3)
<b>PHYSICS 1 (new)</b>	A Natural Sciences (4)	B1 & B3 (4)	N/a
<b>PHYSICS 2 (new)</b>	A Natural Sciences (4)	B1 & B3 (4)	N/a
<b>PHYSICS B*</b>	A Natural Sciences (4)	B1 & B3 (4) *Removed F15	5A with lab (4)
<b>PHYSICS C MECHANICS</b>	A Natural Sciences (3)	B1 & B3 (4)	5A with lab (3)
<b>PHYSICS C ELECTRICITY/MAGNETISM</b>	A Natural Sciences (3)	B1 & B3 (4)	5A with lab (3)
<b>PSYCHOLOGY</b>	B Social and Behavioral Sciences (3)	D9 (3)	4I (3)
<b>SPANISH LANGUAGE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>SPANISH LITERATURE</b>	C Humanities (3)	C2 (3)	3B and 6A (3)
<b>STATISTICS</b>	D.2 Mathematics (3)	B4 (3)	2A (3)
<b>UNITED STATES HISTORY</b>	B Social and Behavioral Sciences (3)	C2 or D6 & US – 1 US History (3)	3B or 4F & US – 1 US History (3)
<b>WORLD HISTORY</b>	B Social and Behavioral Sciences (3) or C Humanities (3)	C2 or D6 (3)	3B or 4F (3)

## International Baccalaureate Exams (IB)

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

<b>IB Exam – HL EXAMS</b>	<b>NVC Associate Degree GE 3 semester units toward AA/AS GE</b>	<b>CSU GE 3 semester units toward CSU GE</b>	<b>IGETC 3 semester units toward IGETC</b>
<b>BIOLOGY HL</b>	A Natural Science	B2	5B (without lab)
<b>CHEMISTRY HL</b>	A Natural Science	B1	5A (without lab)
<b>ECONOMICS HL</b>	B Social and Behavioral Sciences	D2	4B
<b>GEOGRAPHY HL</b>	B Social and Behavioral Sciences	D5	4E
<b>HISTORY HL ( ANY REGION)</b>	B Social and Behavioral Sciences or C Humanities	C2 or D6	3B or 4F
<b>LANGUAGE A1 HL (ANY LANGUAGE EXCEPT ENGLISH)</b>	C Humanities	C2	3B & 6A
<b>LANGUAGE A2 HL (ANY LANGUAGE EXCEPT ENGLISH)</b>	C Humanities	C2	3B & 6A
<b>LANGUAGE A1 HL (ANY LANGUAGE)</b>	C Humanities	C2	3B and, <b>for any language other than English</b> , credit for 6A is also applied
<b>LANGUAGE A2 HL (ANY LANGUAGE)</b>	C Humanities	C2	3B and, <b>for any language other than English</b> , credit for 6A is also applied
<b>LANGUAGE B HL</b>	C Humanities	N/a	6A
<b>MATHEMATICS HL</b>	D.2 Mathematics	B4	2A
<b>PHYSICS HL</b>	A Natural Science	B1	5A (without lab)
<b>PSYCHOLOGY HL</b>	B Social and Behavioral Sciences	D9	4I
<b>THEATRE HL</b>	C Humanities	C1	3A

## College Level Examination Program (CLEP)

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

<b>CLEP Exam</b>	<b>NVC GE</b> 3 semester units toward AA/AS GE	<b>CSU GE</b> 3 semester units toward CSU GE
<b>AMERICAN GOVERNMENT</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D8
<b>AMERICAN LITERATURE</b>	passing score of 50 C Humanities	passing score of 50 C2
<b>ANALYZING &amp; INTERPRETING LITERATURE</b>	passing score of 50 C Humanities	passing score of 50 C2
<b>BIOLOGY</b>	passing score of 50 A Natural Sciences	passing score of 50 B2
<b>CALCULUS</b>	passing score of 50 D.2 Mathematics or D.3 Communication and Analytical Thinking	passing score of 50 B4
<b>CHEMISTRY</b>	passing score of 50 A Natural Sciences	passing score of 50 B1
<b>COLLEGE ALGEBRA</b>	passing score of 50 D.2 Mathematics or D.3 Communication and Analytical Thinking	passing score of 50 B4
<b>COLLEGE ALGEBRA-TRIG</b>	passing score of 50 D.2 Mathematics or D.3 Communication and Analytical Thinking	passing score of 50 B4
<b>ENGLISH LITERATURE</b>	passing score of 50 C Humanities	passing score of 50 C2
<b>FRENCH LEVEL 2</b>	passing score of 59 C Humanities	passing score of 59 C2
<b>GERMAN LEVEL 2</b>	passing score of 60 C Humanities	passing score of 60 C2
<b>HISTORY, UNITED STATES I</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D6 & US-1 US History
<b>HISTORY, UNITED STATES II</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D6 & US-1 US History
<b>HUMAN GROWTH AND DEVELOPMENT</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 E
<b>HUMANITIES</b>	passing score of 50 C Humanities	passing score of 50 C2
<b>INTRODUCTORY PSYCHOLOGY</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D9
<b>INTRODUCTORY SOCIOLOGY</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D0
<b>NATURAL SCIENCES</b>	passing score of 50 A Natural Sciences	passing score of 50 B1 or B2



<b>PRE-CALCULUS</b>	passing score of 50 D.2 Mathematics or D.3 Communication and Analytical Thinking	passing score of 50 B4
<b>PRINCIPLES OF MACROECONOMICS</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D2
<b>PRINCIPLES OF MICROECONOMICS</b>	passing score of 50 B Social and Behavioral Sciences	Passing score of 50 D2
<b>SPANISH LEVEL 2</b>	passing score of 63 C Humanities	passing score of 63 C2
<b>TRIGONOMETRY</b>	passing score of 50 D.2 Mathematics or D.3 Communication and Analytical Thinking	passing score of 50 B4
<b>WESTERN CIVILIZATION 1</b>	passing score of 50 B Social and Behavioral Sciences or C Humanities	passing score of 50 C2 or D
<b>WESTERN CIVILIZATION II</b>	passing score of 50 B Social and Behavioral Sciences	passing score of 50 D6

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

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

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

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

*References used for external exams:*

- CSU External Exam Credit information [www.calstate.edu/acadAff/codedmemos/AA-2014-07.pdf](http://www.calstate.edu/acadAff/codedmemos/AA-2014-07.pdf)
- UC External Exam Credit information [admission.universityofcalifornia.edu/counselors/exam-credit/index.html](http://admission.universityofcalifornia.edu/counselors/exam-credit/index.html)
- IGETC Standards Version 1.4 [www.ccctransfer.org/igetc](http://www.ccctransfer.org/igetc)
- CSU Credit - <http://www.calstate.edu/app/general-ed-transfer.shtml> (find "use of external exams")
- Please refer to the college catalog of your transfer destination to learn more about how external exam credit is applied on that campus.

Applying AP, IB, or CLEP credit to meet major requirements is determined by each transfer institution. At Napa Valley College, each instructional division determines if or how the AP, IB, and/or CLEP credit is applied to associate degree major or certificate requirements

Adopted 3/23/00

Revised 9/24/09

Revised 2/9/15 by Mutual Agreement

## Attendance and Enrollment

### Attendance

It is assumed that each student will consider attendance an absolute requirement and attend classes as assigned on a regular basis.

It is the student's responsibility to attend every class for the scheduled length of time. Excessive absences, tardiness, and leaving class early is an important consideration for satisfactory academic progress and may be taken into consideration by instructors in assigning grades or dropping a student from the course. Students who do not attend the first class meeting may be dropped or lose priority on the waiting list.

Regular attendance in all classes is important for satisfactory academic progress. **It is the student's responsibility to drop a class. Non-attendance does not warrant a student from getting dropped from the class.**

### Dropping Courses and Withdrawing from the College

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

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.

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

Students may not get a "W" if they withdraw from a course following the guidelines below:

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

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

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

### Field Trips and Excursions

Throughout the semester, the District may sponsor voluntary off-campus co-curricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity. In addition, please be advised that the District is in no way responsible and does not assume any liability for any injuries or losses resulting from any transportation which the District did not directly provide (i.e. your personal vehicle or a public carrier) used to travel to a field trip meeting site. (BP 4300)

### Academic Accommodations for Students with Disabilities

The Disabled Students Programs and Services (DSPS) is a program that is designed to ensure that students with disabilities have equal access to all educational offerings at Napa Valley College, including instructional programs, student services and extracurricular activities. College students with a documented disability (ies) have the right to reasonable educational accommodations based upon their educational limitations. For counseling and advisement, students should contact the DSPS Office at (707) 256-7348 or visit [www.napavalley.edu/DSPS](http://www.napavalley.edu/DSPS)

### Credits and Grades

#### Definition of a Unit of Credit

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

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

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

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

### Grading System

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

## Grades & Grade Point Average

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

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

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

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

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

\* CR units are not used for GPA

\* Please see Incomplete Grade section for details.

## Non-Evaluative Grades

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

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

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

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

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

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

## Academic Honors

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

### Alpha Beta Gamma

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

### Phi Theta Kappa

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

## Graduation Honors

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

## Incomplete Grades

Students who are unable to 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.

## Pass/No Pass Grades (P/NP)

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

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

## Assignment of Grades

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

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

## Grade Change Appeal Process

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

A grade assigned by an instructor is not a grievable matter, except as outlined in Education Code section 76224(a) which states that “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 in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

## 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. (BP 17360)

## Application for Academic Renewal

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

## Recording of Academic Renewal

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

## Probation, Dismissal and Readmission

### Standards for Probation

A student who has enrolled in 12 or more semester units at Napa Valley College is subject to the probation policy of the college.(BP 4250, AR 4250)

## Definitions of Probation

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

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

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

## Progress Probation

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

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

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

## Effects of Probation

### Academic and Progress Probation—First Semester

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

### Academic and Progress Probation—Second Semester

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

## Removal from Probation

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

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

## Standards for Dismissal

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

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

## Effects of Dismissal

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

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

## Readmission

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

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

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

## Student Right of Appeal

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

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

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

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

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

## STUDENT RIGHTS AND RESPONSIBILITIES

### Standards of Student Conduct

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

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

The Standards of Student Conduct provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these regulations shall relate specifically to an alleged violation of the established Standards of Student Conduct. Students may obtain a copy of the Standards of Student Conduct from the Office of Student Services in Room 1330 or via the Student Services website at [www.napavalley.edu/student-services](http://www.napavalley.edu/student-services) (BP S6310)

### Academic Honesty

Napa Valley College values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the faculty at Napa Valley College wish to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student's academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it be individual work or group assignments or tests. We recognize that the vast majority of students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty. (BP S6330)

### Types of Academic Dishonesty

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

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

To avoid plagiarizing, one must:

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

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

### 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 in Building 1300.

## Release of Student Information

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

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. (BP 3500, BP 6410)

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

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

For information on these students, please refer to the Research and Data Analysis section on the Research, Planning and Institutional Effectiveness website [www.napavalley.edu/RPIE](http://www.napavalley.edu/RPIE).

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](http://www.nvcpd.org) or call (707) 256-7770 to obtain a paper copy of the Safety and Security Report. (BP 3500, BP 6410)

## GRIEVANCE AND COMPLAINT PROCEDURES

### Student Complaint and Grievance

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

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

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

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

A grade assigned by an instructor is not a grievable matter, except for specific reasons, as outlined in the California Education Code (Section 76224): “When grades are given for any course of instruction taught in a community college district, the grade given 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 complete details, please refer to the *Student Complaint and Grievance Policy and Procedures Booklet*.

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, 256-7363 or from the Office of Instruction in Room 1531, 256-7150. To file non-instructional complaints, see the Office of Student Services. To file an instructional complaint, see the Office of Instruction.

If a student wishes to follow a grievance under Stage 2 and 3 of the *Student Complaint and Grievance Policy S6320*, the student must fully complete a student grievance form. This form will be accepted only after completing the informal complaint process.

### State Complaint Process Notice

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

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

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

## GENERAL COLLEGE POLICIES

### Drug-Free Campus

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. (BP D1420)

#### Substance Abuse

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

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

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

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

#### On Campus

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

#### Off Campus

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

### Parking and Traffic Guidelines

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

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

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

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

Colored curbs (blue for disabled, red for no stopping, etc.) have the same meaning on the campus as those found in any city. The California Vehicle Code is enforced at all times. Speeding on campus may result in the issuance of a moving citation.



## Designated Parking

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

- Parking Lots, 10 MPH
- Maximum, 20 MPH

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

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

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

Speed limits:

- Parking Lots, 10 MPH
- Maximum, 20 MPH

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

## Non-Smoking Areas

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. (BP D3410)



## TRANSFER, DEGREES & CERTIFICATES

Transfer Information

NVC Associate Degrees

NVC Career/Technical Programs

NVC Certificate Programs & Associate Degrees

## TRANSFER, DEGREES & CERTIFICATES

### TRANSFER INFORMATION

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

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

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

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

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

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

### Transfer to the California State University (CSU)

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

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

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

### CSU General Education Requirements (CSU GE)

A new CSU General Education list is published each academic year since courses may be added or deleted. Catalog rights do not apply to general education certification, 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 [www.napavalley.edu](http://www.napavalley.edu).

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

## Intersegmental General Education Transfer Curriculum (IGETC)

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

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

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

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

The list of courses approved for each of the areas and sub-areas of the IGETC pattern is published each term in the schedule of classes and is available online at the college's articulation site which can be accessed via the college homepage at [www.napa-valley.edu](http://www.napa-valley.edu).

## Transfer to the University of California (UC)

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

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

To transfer in junior standing, a student must:

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

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

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

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

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

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

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

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

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

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

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

## NVC ASSOCIATE DEGREES

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

An NVC associate degree consists of two main elements:

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

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

## Associate Degrees for Transfer

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

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

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

## Multiple Associates Degrees

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

## Non Degree Applicable Courses

Units from courses numbered below 100 cannot be applied to the degree. Non degree applicable course grades will not be included in calculating GPA for a degree.

## Course Identification Numbering System (C-ID)

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

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

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

## General Education Certification

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

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

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

<b>C-ID Descriptor</b>	<b># Course(s)</b>	<b>Napa Course(s)</b>	<b>Effective Date</b>	<b>Status</b>
ACCT 110	1	ACCT-125	8/1/2013	Approved : 06-22-2013
ACCT 120	1	ACCT-126	8/1/2013	Approved : 05-15-2013
AJ 110	1	ADMJ-120	8/1/2013	Approved : 05-28-2013
AJ 120	1	ADMJ-121	8/1/2013	Approved : 05-28-2013
AJ 122	1	ADMJ-122	8/1/2013	Approved : 05-28-2013
AJ 124	1	ADMJ-125	8/1/2013	Approved : 05-28-2013
AJ 140	1	ADMJ-124	8/1/2013	Approved : 05-28-2013
AJ 160	1	ADMJ-123	8/1/2013	Approved : 05-28-2013
AJ 220	1	ADMJ-130	8/1/2013	Approved : 05-31-2013
ANTH 110	2	ANTH-120, ANTH-120L	8/1/2013	Conditional : due 10-16-2016
ANTH 120	1	ANTH-121	8/1/2013	Approved : 01-06-2015
ANTH 150	1	ANTH-130	8/1/2013	Approved : 03-14-2014
ARTH 110	1	ARTH-105	8/1/2013	Approved : 01-23-2015
ARTH 120	1	ARTH-106	8/1/2013	Approved : 03-21-2015
ARTH 130	1	ARTH-130	8/1/2013	Approved : 10-19-2015
ARTH 140	1	ARTH-135	8/1/2015	Approved : 10-19-2015
ARTH 150	1	ARTH-118	8/1/2013	Approved : 05-19-2015
ARTS 100	1	ARTS-101	8/1/2013	Approved : 06-17-2014
ARTS 101	1	ARTS-102	8/1/2011	Approved : 08-17-2011
ARTS 110	1	ARTS-110	8/1/2013	Approved : 05-27-2014
ARTS 200	1	ARTS-111	8/1/2011	Approved : 08-17-2011
ARTS 205	1	ARTS-112	8/17/2011	Approved : 08-17-2011
ARTS 210	1	ARTS-120	8/17/2011	Approved : 08-17-2011
ARTS 220	1	ARTS-130	8/1/2011	Approved : 08-17-2011
ARTS 230	1	ARTS-140	8/1/2011	Approved : 08-17-2011
ARTS 240	1	ARTS-150	8/17/2011	Approved : 08-17-2011
ARTS 250	1	DART-120	8/1/2011	Approved : 08-17-2011
ARTS 260	1	PHOT-121	8/1/2013	Approved : 10-09-2014
ARTS 260	1	PHOT-150	8/1/2013	Approved : 10-09-2014
ARTS 270	1	ARTS-105	8/1/2012	Approved : 10-09-2014
BIOL 120B	1	BIOL-219	8/1/2013	Approved : 11-06-2014
BIOL 190	1	BIOL-120	8/1/2013	Approved : 05-27-2014
BUS 110	1	BUSI-100	8/1/2013	Approved : 10-25-2013
BUS 120	1	BUSI-103	8/1/2013	Approved : 10-11-2013
BUS 125	1	BUSI-103	8/1/2013	Approved : 04-28-2015
BUS 140	1	CISA-101	8/1/2013	Approved : 09-13-2013
CDEV 100	1	CFS-120	4/11/2012	Approved : 04-11-2012
CDEV 110	1	CFS-140	4/10/2012	Approved : 04-10-2012
CHEM 101	1	CHEM-110	8/1/2009	Approved : 02-16-2014
CHEM 110	1	CHEM-120	1/1/2015	Approved : 11-16-2014
CHEM 120S	2	CHEM-120, CHEM-121	1/1/2015	Approved : 11-16-2014
COMM 110	1	SPCOM-122	1/1/2013	Approved : 03-23-2013
COMM 120	1	SPCOM-128	8/1/2014	Approved : 07-29-2014
COMM 130	1	SPCOM-120	8/1/2013	Approved : 05-26-2013
COMM 140	1	SPCOM-130	1/1/2013	Approved : 03-25-2013
COMM 150	1	SPCOM-126	1/1/2013	Approved : 03-16-2013
COMM 170	1	SPCOM-132	1/1/2013	Approved : 03-16-2013
COMP 122	1	COMS-215	8/1/2012	Approved : 06-22-2014
COMP 132	1	COMS-216	8/1/2015	Approved : 10-11-2015
ECE 120	1	CFS-122	6/1/2012	Approved : 07-17-2012
ECE 130	1	CFS-165	1/1/2008	Approved : 01-16-2013

ECE 200	1	CFS-123	2/1/2012	Approved : 02-01-2012
ECE 210	1	CFS-223	8/1/2013	Approved : 01-13-2014
ECE 220	1	CFS-121	1/1/2011	Approved : 12-06-2011
ECE 230	1	CFS-184	3/16/2012	Approved : 03-16-2012
ECON 201	1	ECON-101	1/1/2015	Approved : 01-09-2015
ECON 202	1	ECON-100	8/1/2013	Approved : 02-12-2014
EDUC 200	1	EDUC-100	8/1/2013	Approved : 01-29-2015
ENGL 100	1	ENGL-120	1/1/2013	Approved : 06-19-2013
ENGL 105	1	ENGL-125	8/1/2010	Approved : 11-21-2013
ENGL 110	1	ENGL-123	8/1/2013	Approved : 12-30-2013
ENGL 120	1	ENGL-121	8/1/2010	Approved : 11-21-2013
ENGL 130	1	ENGL-215	8/1/2011	Approved : 11-21-2013
ENGL 135	1	ENGL-216	8/1/2011	Approved : 11-21-2013
ENGL 160	1	ENGL-213	8/1/2011	Approved : 12-30-2013
ENGL 165	1	ENGL-214	8/1/2010	Approved : 12-30-2013
ENGL 200	1	ENGL-200	8/1/2010	Approved : 12-29-2013
ENGL 200	1	ENGL-201	8/1/2010	Approved : 12-29-2013
ENGL 200	1	ENGL-202	8/1/2010	Approved : 12-29-2013
ENGR 130	1	ENGI-241	8/1/2012	Conditional : due 02-28-2017
ENGR 140B	1	ENGI-240	8/1/2011	Approved : 02-12-2016
GEOG 125	1	GEOG-101	8/1/2015	Approved : 09-26-2015
GEOLOG 100	1	GEOLOG-110	8/1/2013	Approved : 10-23-2013
GEOLOG 100L	1	GEOLOG-111	8/1/2013	Approved : 10-23-2013
HIST 130	1	HIST-120	8/1/2015	Approved : 07-10-2015
HIST 140	1	HIST-121	8/1/2015	Approved : 06-25-2015
HIST 150	1	HIST-122	8/1/2015	Approved : 07-26-2015
HIST 160	1	HIST-123	8/1/2013	Approved : 02-10-2015
ITIS 120	1	CISA-101	8/1/2013	Approved : 06-17-2013
KIN 100	1	PHYE-201	1/1/2012	Approved : 04-09-2012
KIN 101	1	HELH-100	8/1/2013	Approved : 06-10-2013
MATH 110	1	MATH-232	8/1/2013	Approved : 06-19-2014
MATH 120	1	MATH-130	8/1/2015	Approved : 12-30-2015
MATH 140	1	MATH-115	8/1/2013	Approved : 12-28-2014
MATH 210	1	MATH-120	6/1/2012	Approved : 06-27-2012
MATH 220	1	MATH-121	8/1/2013	Approved : 02-26-2014
MATH 230	1	MATH-221	8/1/2013	Approved : 02-04-2014
MATH 240	1	MATH-222	1/1/2012	Approved : 03-21-2012
MATH 250	1	MATH-220	8/1/2013	Approved : 03-07-2014
MATH 851	1	MATH-108	8/1/2013	Approved : 02-21-2015
MUS 100	1	MUSI-112	1/1/2016	Approved : 01-11-2016
MUS 110	1	MUSI-110	8/1/2013	Approved : 09-11-2013
MUS 120	1	MUSI-121	8/1/2013	Approved : 09-17-2013
MUS 125	1	MUSI-120A	8/1/2013	Approved : 09-11-2013
MUS 130	1	MUSI-122	8/1/2013	Approved : 09-17-2013
MUS 135	1	MUSI-120B	8/1/2013	Approved : 09-11-2013
MUS 140	1	MUSI-221	8/1/2013	Approved : 09-17-2013
MUS 145	1	MUSI-120C	8/1/2013	Approved : 09-11-2013
MUS 150	1	MUSI-222	8/1/2013	Approved : 09-17-2013
MUS 155	1	MUSI-120D	8/1/2013	Approved : 09-11-2013
MUS 160	1	MUSI-116	8/1/2013	Approved : 09-25-2013
MUS 180	1	MUSI-160	8/1/2013	Approved : 09-11-2013
MUS 180	1	MUSI-176	8/1/2013	Approved : 03-28-2015

MUS 180	1	MUSI-179	8/1/2013	Approved : 03-28-2015
MUS 180	1	MUSI-181	8/1/2013	Approved : 09-11-2013
MUS 180	1	MUSI-152	8/1/2014	Approved : 06-15-2015
PHIL 120	1	PHIL-125	8/1/2010	Approved : 04-04-2014
PHIL 130	1	PHIL-120	8/1/2010	Approved : 06-30-2014
PHIL 140	1	PHIL-121	8/1/2010	Approved : 07-01-2014
PHYS 105	1	PHYS-120	8/1/2013	Approved : 07-07-2013
PHYS 110	1	PHYS-121	8/1/2013	Approved : 07-07-2013
PHYS 205	1	PHYS-140	1/1/2012	Approved : 04-13-2012
PHYS 210	1	PHYS-240	1/1/2014	Approved : 10-22-2014
PHYS 215	1	PHYS-241	1/1/2014	Approved : 10-22-2014
POLS 110	1	POLI-120	8/1/2013	Approved : 01-13-2015
POLS 120	1	POLI-125	8/1/2013	Approved : 12-17-2014
POLS 130	1	POLI-135	8/1/2013	Approved : 01-13-2015
POLS 140	1	POLI-140	8/1/2013	Approved : 12-02-2014
PSY 110	1	PSYC-120	8/1/2013	Approved : 08-15-2013
PSY 115	1	PSYC-124	8/1/2013	Approved : 10-27-2013
PSY 120	1	PSYC-126	8/1/2013	Approved : 10-27-2013
PSY 130	1	PSYC-135	8/1/2013	Approved : 11-21-2013
PSY 170	1	SOCI-123	8/1/2013	Approved : 09-27-2013
PSY 170	1	PSYC-123	8/1/2013	Approved : 09-27-2013
PSY 180	1	PSYC-125	8/1/2013	Approved : 08-19-2013
PSY 200	1	SOCI-220	8/1/2013	Approved : 07-29-2013
PSY 200	1	PSYC-220	8/1/2013	Approved : 07-29-2013
SOCI 110	1	SOCI-120	8/1/2013	Approved : 05-27-2013
SOCI 115	1	SOCI-122	8/1/2013	Approved : 06-01-2013
SOCI 120	1	SOCI-220	8/1/2014	Approved : 05-24-2014
SOCI 160	1	SOCI-154	8/1/2011	Approved : 04-05-2013
SPAN 100	1	SPAN-120	8/1/2013	Approved : 02-17-2013
SPAN 100	2	SPAN-110, SPAN-111	8/1/2010	Approved : 07-07-2013
SPAN 110	1	SPAN-121	8/1/2013	Approved : 02-17-2013
SPAN 200	1	SPAN-240	8/1/2012	Approved : 02-17-2013
SPAN 210	1	SPAN -241	8/1/2012	Approved : 01-20-2013
SPAN 220	1	SPAN-280	8/6/2012	Approved : 02-17-2013
SPAN 230	1	SPAN-281	8/6/2012	Approved : 02-17-2013
THTR 111	1	THEA-100	8/1/2010	Approved : 06-27-2013
THTR 151	1	THEA-110	8/1/2013	Approved : 06-27-2013
THTR 171	1	THEA-141	1/1/2008	Approved : 11-11-2014
THTR 173	1	THEA-143	1/1/2015	Approved : 10-29-2014
THTR 174	1	THEA-142	1/1/2015	Approved : 10-29-2014
THTR 191	1	THEA-151	8/1/2015	Approved : 04-28-2015
THTR 191	1	THEA-153	8/1/2015	Approved : 04-28-2015
THTR 191	1	THEA-152	8/1/2015	Approved : 04-28-2015
THTR 191	1	THEA-154	8/1/2015	Approved : 04-28-2015
THTR 191	1	THEA-155	8/1/2014	Approved : 04-28-2015
THTR 191	1	THEA-156	8/1/2015	Approved : 04-28-2015
THTR 191	1	THEA-166	8/1/2015	Approved : 04-29-2015
THTR 191	1	THEA-167	8/1/2015	Approved : 05-01-2015
THTR 191	1	THEA-168	8/1/2015	Approved : 05-01-2015
THTR 192	1	THEA-140	8/1/2013	Approved : 06-27-2013



## Graduation Requirements

All candidates for graduation must file a petition in the Admissions and Records Office in the semester PRIOR to the semester in which they wish to graduate. Graduations petition deadlines are posted on the Admissions and Records website ([www.napa-valley.edu/admissions](http://www.napa-valley.edu/admissions)) (select the Admissions and Records online calendar). Applying for graduation a semester ahead ensures that students have ample opportunity to enroll in any classes in their final semester they may be missing for graduation.

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

## Catalog Rights

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

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

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

## ASSOCIATE DEGREE REQUIREMENTS

To be awarded the associate degree students must meet the following requirements:

1. **Degree requirements:** A student is eligible for graduation with the associate in arts (AA) or associate in science (AS) degree after the satisfactory completion of a minimum of 60 units of degree applicable coursework with a grade point average of 2.0 (C) or higher.\*

*\*Associate degrees for transfer require completion of 60 CSU transferable units.*

2. **Major/area of emphasis requirements:** This requirement is satisfied by completing the courses listed as the major under various disciplines in the college catalog.

3. **General education requirements:** Students may complete one of the three different general education patterns.
  - a) Napa Valley College general education: 18 units of general education courses from areas A-E.
  - b) IGETC – Intersegmental General Education Transfer Curriculum
  - c) CSU GE– California State University General Education

## NVC CAREER/TECHNICAL PROGRAMS

Napa Valley College Career/Technical programs (CTE) are designed to prepare students for careers in the technical-occupational fields. These programs combine classroom instruction and practical application training in a laboratory environment. Students are offered the option of obtaining a certificate or degree qualifying them to enter highly skilled employment.

Students may also enroll in individual courses, which focus on specialized topics. CTE faculty members combine their years of experience working in private industry with educational excellence in the classroom setting.

For more information on CTE programs at NVC or for a complete listing of CTE degrees and certificates, visit [www.napa-valley.edu/academics/TechnicalDivision](http://www.napa-valley.edu/academics/TechnicalDivision).

## NVC General Education Statement of Philosophy

### A. Natural Science

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

### B. Social and Behavioral

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

**C. Humanities**

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

**D. Language and Rationality**

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

**D1. English Composition**

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

**D2. Communication and Analytical Thinking**

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

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

**Napa Valley College**  
**Program Planning for the A.A. and A.S. Degree**  
**Effective Fall 2016 Through Summer 2017**

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

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

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

Graduation Date: Fall 20 \_\_\_ Spring 20\_\_\_ Summer 20\_\_\_ Military used for PE \_\_\_\_\_

**The following are the minimum requirements to be filled for graduation with an Associate of Arts and/or an Associate of Science degree from Napa Valley College.** If you are a transfer student, choose only courses that appear both here **and** on the appropriate transfer general education/breadth sheet (either the CSU-GE or IGETC advising sheet). Consult a Counselor for more information.

**Petition:** Students must meet with a Counselor to complete a Graduation Petition, and then file the petition with the Admissions and Records Office in the semester prior to the semester in which graduation is anticipated.

**Grade Average:** Students must complete at least 60 degree applicable semester units with a grade point average of at least a 2.0. Only courses numbered 90 through 399 may be counted towards the 60 units (**except for Math 92**).

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

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

**Major Requirements:** For an A.A. degree, students must complete at least 18 units in one discipline or related disciplines as listed in the Napa Valley College catalog. For an A.S. degree, the requirement is usually 30 or more semester units in the major, as listed in the Napa Valley College catalog. Along with major course requirements, all students pursuing an A.A./A.S. degree must also complete general education course requirements for graduation.

<b>GENERAL EDUCATION REQUIREMENTS for A.A. or A.S. degrees</b>	<b>Met</b>	<b>Need</b>
A course may be used for only one category except in the case of Area E for the AS degree. Students are required to complete 18-21 semester units in Areas A through E below.		
<b>Area A: NATURAL SCIENCE - Select 1 course (minimum 3 units)</b>  Anthropology 120 Astronomy 110, 111 Biology 103, 105, 110, 112, 117, 120, 218 Chemistry 110, 111, 120 Earth Science 110  Environmental Science 115 Geography 110, 114 Geology 110 Health Occupations 100 Physics 110, 120, 140	A	
<b>Area B: SOCIAL &amp; BEHAVIORAL SCIENCE - Select 1 course (minimum 3 units)</b>  Administration of Justice 121, 122, 125 Anthropology 121, 122, 130, 131, 145, 150, 180, 200 Child Family Studies 120, 140, 180 Counseling 120 Economics 100, 101, 120 Engineering 110  History 120+, 121+, 122, 123, 140, 142, 145, 150, 152 Lesbian Gay Bisexual Transgender 120, 121 Political Science 120+, 121+, 125, 130, 135, 140 Psychology 120, 123, 124, 125, 126, 128, 135, 220 Sociology 120, 122, 123, 220 Speech Communications 126  +A.A. degree only: courses chosen to satisfy the History and Institutions requirement cannot be used to satisfy Area B.	B	
<b>Area C: HUMANITIES - Select 1 course (minimum 3 units)</b>  American Sign Language 120, 121 Anthropology 150 Art History 105, 106, 118, 130, 135 Arts 100 Child Family Studies 145 Dance 160 Digital Art & Graphic Design 120 English 121, 123, 213, 214, 215, 216, 220, 223, 224, 225, 226 Film 100, 110, 125A, 125B, 125C, 125D  French 120, 121 History 122, 123 Humanities 100, 101, 112, 113, 125, 151, 160, 170, 174, 185, 186, 189A, 189B, 189C, 189D Italian 120, 121 Music 110, 112, 114, 121, 122 Philosophy 120, 121, 125, 127, 128, 129, 131, 133, 134, 137 Photo 120 Spanish 111, 120, 121, 240, 241, 280, 281, 282 Theater 100, 105, 215	C	

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

## Napa Valley College

### INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Effective FALL 2016 through SUMMER 2017

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

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

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

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

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

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

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

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

Transfer, Degrees & Certificates

	Met	Need
<p><b>AREA 3. ARTS AND HUMANITIES</b> (<i>3 courses: 9 semester or 12-15 quarter units</i>) Select 3 courses, with at least one course from 3A and one course 3B. The remaining course may be selected from either Area 3A or 3B, for a total of at least 9 units.</p> <p><b>3A. Arts</b> Arts 100 Art History 105, 106, 110, 118, 130, 135, 180 Dance 160 Film 100, 110, 120, 121, 125A, 125B, 125C, 125D Humanities 120, 121, 170, 174, 185, 186, 189A, 189B, 189C, 189D Music 110, 112, 114, 121, 122 Photography 180 Theater 100, 105</p> <p><b>3B. Humanities</b> American Sign Language 121 English 121, 213, 214, 215, 216, 220, 223, 224, 225, 226 Film 105, 106, 115 History 122, 123, 140 Humanities 100, 101, 105, 106, 112, 113, 115, 125, 151, 160 Philosophy 120, 121, 125, 126, 127, 128, 129, 133, 134, 137 Photography 181, 182 Spanish 121, 240+, 241+, 280+, 281+, 282</p>	3A	
	3B	
	3A or 3B	
<p><b>AREA 4: SOCIAL SCIENCES</b> (<i>3 courses: 9 semester or 12-15 quarter units</i>) Select 3 courses with a maximum of 2 courses from the same discipline.</p> <p>Anthropology 121, 122, 130, 131, 150, 180, 200 Child Family Studies 120+, 140+, 180 Economics 100, 101, 120 English 224, 225, 226 Geography 101, History 120+, 121+, 122, 123, 140, 142, 145, 150*, 152* Humanities 112, 113</p> <p>LGBT 120, 121 Philosophy 127 Political Science 120+, 121+, 125, 135, 140, 145 Psychology 120, 123, 124, 125, 126, 128, 135, 175, 220 Sociology 120, 122, 123, 154, 220 Speech Communications 126</p> <p><i>*Note:</i> History 120, 121, 150, or 152 and Political Science 120 or 121 may double count for Area 4 and the CSU graduation requirements in <i>US History, Constitution, and American Ideals</i>.</p>	4	
	4	
	4	
<p><b>AREA 5. PHYSICAL AND BIOLOGICAL SCIENCES</b> (<i>2 courses: 7-9 semester or 9-12 quarter units</i>) Select 2 courses, one each from 5A and one course from 5B, with at least one approved laboratory course.</p> <p><b>5A. Physical Sciences</b> Astronomy 110, 111 Chemistry <u>110</u>, 111, <u>120</u>, <u>121</u>, <u>240</u>, <u>241</u> Earth Science <u>110+</u> Geography 110 Geology 110, <u>111</u> Physics 110+, <u>111+</u>, <u>120+</u>, <u>121+</u>, <u>140+</u>, <u>240+</u>, <u>241+</u></p> <p><b>5B. Life Sciences</b> Anthropology 120, <u>120L</u> (<i>must be taken together</i>) Biology <u>105+</u>, <u>110+</u>, 112, 117, <u>120+</u>, <u>218</u>, <u>219</u>, <u>220</u>, <u>240</u>, <u>241</u></p> <p><b>5C. Laboratory Science Requirement</b> Any <u>underlined</u> course from 5A or 5B satisfies this requirement. Lab course must be associated with course taken to satisfy 5A/5B.</p>	5A	
	5B	
	5C lab	
<p><b>LANGUAGE OTHER THAN ENGLISH (UC Requirement only)</b> Complete the equivalent of two years of high school study in the same language (<i>at U.S. high school or high school in country where the language of instruction is English</i>).</p> <p><b>Napa Valley College courses that meet the minimum proficiency level:</b> American Sign Language 120 French 120 Italian 120 Span 120 (or 110 &amp; 111)</p> <p><u>Alternate ways to meet this requirement:</u> (<i>Official high school/college transcript and/or Exam Score must be on file for verification.</i>)</p> <ul style="list-style-type: none"> <li>• College Course: _____ College: _____</li> <li>• Completed in High School: Course: _____ High School: _____</li> <li>• Completed by Examination: Name of Exam: _____ Score _____ Date _____ <ul style="list-style-type: none"> <li>• SAT II: Subject Test in Languages other than English</li> <li>• International Baccalaureate Higher Level Examination with a score of 5 or higher</li> <li>• Language other than English "O" level exam with a grade of A, B, or C</li> <li>• Language other than English International "A" level exam with a score of 5, 6, 7</li> <li>• An achievement test administered by a community college, university, or other college in a language other than English.</li> </ul> </li> <li>• Two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.</li> <li>• Faculty member verification of a student's competency.</li> </ul>		UC only
<p><b>US History, Constitution, and American Ideals:</b> <i>This is not an admission requirement.</i> CSU graduation requires completion of US History, Constitution and American Ideals Requirement. Select one course from Group 1 and one course from Group 2. These courses may be double-counted for Area 4.</p> <p><b>Group 1:</b> History 120, 121, 150, 152      <b>AND</b>      <b>Group 2:</b> Political Science 120, 121</p>	1	CSU only
	2	CSU only

## Napa Valley College

### CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (GE) REQUIREMENTS

Effective FALL 2016 through SUMMER 2017

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

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

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

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

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

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

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

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

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

	Met	Need			
<p><b>AREA C. ARTS AND HUMANITIES</b> (A minimum of 9 units is required) Select 3 courses, with at least one course from Area C1 and at least one course from Area C2. The remaining course may be selected from either Area C1 or Area C2, for a total of at least 9 units.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>C1. Arts, Cinema, Dance, Music, Theater</b> Arts 100, 101, 102, 112 Art History 105, 106, 110, 118, 130, 135, 180 Child Family Studies 196 Film 100, 110, 117, 120, 121, 125A, 125B, 125C, 125D Dance 160 Humanities 117, 120, 121, 125, 170, 174, 185, 186 189A, 189B, 189C, 189D Music 110, 112, 114, 121, 122, 196 Photography 120, 121, 180 Theater 100, 105, 115, 141, 142 Italian 120, 121</p> </td> <td style="vertical-align: top;"> <p><b>C2. Humanities: Literature, Philosophy, Languages Other than English</b> American Sign Language 120, 121 Child Family Studies 145 English 121, 200, 201, 202, 213, 214, 215, 216, 220, 223, 224, 225, 226 Film 105, 106, 115 French 120, 121 History 122, 123, 140 Humanities 100, 101, 105, 106, 112, 113, 115, 125, 151, 160 Italian 120, 121 Philosophy 120, 121, 125, 126, 127, 128, 129, 133, 134, 137 Photography 181, 182 Spanish 120 (or 110* &amp; 111*), 121, 240, 241, 280, 281, 282</p> </td> </tr> </table> <p><b>*Note:</b> Students must complete both SPAN 110 &amp; 111 to receive credit for Area C2</p>	<p><b>C1. Arts, Cinema, Dance, Music, Theater</b> Arts 100, 101, 102, 112 Art History 105, 106, 110, 118, 130, 135, 180 Child Family Studies 196 Film 100, 110, 117, 120, 121, 125A, 125B, 125C, 125D Dance 160 Humanities 117, 120, 121, 125, 170, 174, 185, 186 189A, 189B, 189C, 189D Music 110, 112, 114, 121, 122, 196 Photography 120, 121, 180 Theater 100, 105, 115, 141, 142 Italian 120, 121</p>	<p><b>C2. Humanities: Literature, Philosophy, Languages Other than English</b> American Sign Language 120, 121 Child Family Studies 145 English 121, 200, 201, 202, 213, 214, 215, 216, 220, 223, 224, 225, 226 Film 105, 106, 115 French 120, 121 History 122, 123, 140 Humanities 100, 101, 105, 106, 112, 113, 115, 125, 151, 160 Italian 120, 121 Philosophy 120, 121, 125, 126, 127, 128, 129, 133, 134, 137 Photography 181, 182 Spanish 120 (or 110* &amp; 111*), 121, 240, 241, 280, 281, 282</p>	C1		
<p><b>C1. Arts, Cinema, Dance, Music, Theater</b> Arts 100, 101, 102, 112 Art History 105, 106, 110, 118, 130, 135, 180 Child Family Studies 196 Film 100, 110, 117, 120, 121, 125A, 125B, 125C, 125D Dance 160 Humanities 117, 120, 121, 125, 170, 174, 185, 186 189A, 189B, 189C, 189D Music 110, 112, 114, 121, 122, 196 Photography 120, 121, 180 Theater 100, 105, 115, 141, 142 Italian 120, 121</p>	<p><b>C2. Humanities: Literature, Philosophy, Languages Other than English</b> American Sign Language 120, 121 Child Family Studies 145 English 121, 200, 201, 202, 213, 214, 215, 216, 220, 223, 224, 225, 226 Film 105, 106, 115 French 120, 121 History 122, 123, 140 Humanities 100, 101, 105, 106, 112, 113, 115, 125, 151, 160 Italian 120, 121 Philosophy 120, 121, 125, 126, 127, 128, 129, 133, 134, 137 Photography 181, 182 Spanish 120 (or 110* &amp; 111*), 121, 240, 241, 280, 281, 282</p>				
	C2				
	C1 or C2				
<p><b>AREA D: SOCIAL SCIENCES</b> (A minimum of 9 units is required) Select 3 courses with a maximum of 2 courses from the same discipline.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Administration of Justice 120, 121 Anthropology 121, 122, 130, 131, 145, 150, 180, 200 Child Family Studies 120, 140, 180 Geography 101, 114 Economics 100, 101, 120 English 224, 225, 226 History 120*, 121*, 122, 123, 140, 142, 145, 150*, 152* Humanities 100, 101, 112, 113, 160</p> </td> <td style="vertical-align: top;"> <p>LGBT 120, 121 Philosophy 127 Political Science 120*, 121*, 125, 130, 135, 140, 145 Psychology 120, 123, 124, 125, 126, 128, 135, 175, 220 Sociology 120, 122, 123, 154, 220 Speech Communications 126</p> </td> </tr> </table> <p><b>*Note:</b> History 120, 121, 150, or 152 and Political Science 120 or 121 may double-count for Area D and the CSU graduation requirements.</p>	<p>Administration of Justice 120, 121 Anthropology 121, 122, 130, 131, 145, 150, 180, 200 Child Family Studies 120, 140, 180 Geography 101, 114 Economics 100, 101, 120 English 224, 225, 226 History 120*, 121*, 122, 123, 140, 142, 145, 150*, 152* Humanities 100, 101, 112, 113, 160</p>	<p>LGBT 120, 121 Philosophy 127 Political Science 120*, 121*, 125, 130, 135, 140, 145 Psychology 120, 123, 124, 125, 126, 128, 135, 175, 220 Sociology 120, 122, 123, 154, 220 Speech Communications 126</p>	D		
<p>Administration of Justice 120, 121 Anthropology 121, 122, 130, 131, 145, 150, 180, 200 Child Family Studies 120, 140, 180 Geography 101, 114 Economics 100, 101, 120 English 224, 225, 226 History 120*, 121*, 122, 123, 140, 142, 145, 150*, 152* Humanities 100, 101, 112, 113, 160</p>	<p>LGBT 120, 121 Philosophy 127 Political Science 120*, 121*, 125, 130, 135, 140, 145 Psychology 120, 123, 124, 125, 126, 128, 135, 175, 220 Sociology 120, 122, 123, 154, 220 Speech Communications 126</p>				
	D				
	D				
<p><b>AREA E. LIFELONG LEARNING AND SELF-DEVELOPMENT</b> (A minimum of 3 units is required)</p> <p><b>E1. Integrated Physiological, Social and Psychological Beings</b></p> <p>Child Family Studies 120 Counseling 100 Health 106 Psychology 120, 124, 135 Sociology 122, 130</p> <p><b>E2. Activity Courses:</b> May not be applicable to all students (Effective Fall 2001, a maximum of 1.5 units in activity courses may be used to satisfy Area E)</p> <p>Dance 101, 126, 128, 128B, 128D, 132, 133, 134, 134B, 134D, 135, 135D, 136, 136B, 136D, 137, 138, 138B, 138D, 140, 140C;</p> <p>Physical Education 100, 100B, 101, 102A, 102B, 103, 105, 112, 112B, 113, 113B, 118, 118B, 123, 123B, 125, 125B, 127, 129, 129B, 130, 130B, 131, 131B, 133, 133B, 139, 145, 146, 146B, 147, 148, 148B, 149, 149B, 150, 151, 151B, 151C, 152, 152B, 153, 154, 154B, 160, 162, 169, 171, 172, 173, 174, 176, 176B, 178, 199, 200, 255, 285, 286, 287, 290, 291, 292, 297, 298</p>	E1				
	E2				
<p><b>US History, Constitution, and American Ideals. This is not an admission requirement. CSU graduation</b> requires completion of US History, Constitution and American Ideals Requirement. Select one course from Group 1 and one course from Group 2. These courses can be double-counted for Area D.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>Group 1:</b> History 120, 121, 150, 152</p> </td> <td style="vertical-align: top; text-align: center;"> <p><b>AND</b></p> </td> <td style="vertical-align: top;"> <p><b>Group 2:</b> Political Science 120, 121</p> </td> </tr> </table>	<p><b>Group 1:</b> History 120, 121, 150, 152</p>	<p><b>AND</b></p>	<p><b>Group 2:</b> Political Science 120, 121</p>	1	
<p><b>Group 1:</b> History 120, 121, 150, 152</p>	<p><b>AND</b></p>	<p><b>Group 2:</b> Political Science 120, 121</p>			
	2				

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



## DEGREES AND CERTIFICATES

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

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

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

(◇) Certificates with less than a total of 18 units may only appear on transcript if approved as Certificate of Achievement

(●) Certificates with more than a total of 18 units will be noted on transcript as Certificate of Achievement

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

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

Listing of Instructional Division	A.A. Deg	A.S. Deg	AA-T/ AS-T Deg	Certificate Program
<b>Arts and Humanities</b>				
(ARTH) Art History	●*		●*	
(ARTS) Arts				
Studio Arts			●*	
Studio Arts-Ceramics	●*			
Studio Arts-Painting & Drawing	●*			
(DART) Digital Art				
Graphic Design	●*			
(HUMA) Humanities				
Humanities and Philosophy	●*			
(MUSI) Music			●*	
Music-Instrumental	●*			
Music-Vocal	●*			
(PHIL) Philosophy				
Humanities and Philosophy	●*			
(PHOT) Photography				◇
Photography-Traditional		●*		
Photography-Digital		●*		
Digital Asset Management				◇
(THEA) Theater Arts	●		●	
Musical Theater	●*			
Theater Arts-Acting	●			
Theater Arts-Technical Theater	●			
<b>Business and Computer Studies</b>				
(ACCT) Accounting				
Business-Concentration in Accounting		●		
Bookkeeping				◇
(BUSI) Business				
Business Administration		●	●*	
Business-Concentration in Office Administration		●		
Entrepreneurial				◇*
(CISA) Computer Information Systems Application				
Business Software				◇*
Web Site Development				◇
(COMS) Computer Studies				
Business-Concentration in Computer Studies		●		
Management Information Systems				◇
Microcomputer Applications Specialist				◇
(HOSP) Hospitality				
Hospitality and Tourism Management		●		◇*
<b>Counseling</b>				
CSU-General Education				◇*
(HSRV) Human Services		●*		◇
IGETC-CSU General Education				◇*
IGETC-UC General Education				◇*

## Transfer, Degrees & Certificates

Listing of Instructional Division	A.A. Deg	A.S. Deg	AA-T/ AS-T Deg	Certificate Program
<b>Criminal Justice Training</b>				
(CJT) Criminal Justice Training 911 Dispatcher				◇ <sup>++</sup>
Law Enforcement-Basic Police Academy				◇ <sup>++</sup>
<b>Health Occupations</b>				
(EMT) Emergency Medical Technician EMT-Paramedic		•		◇
(NURS) Nursing-ADN		•		
Advanced Placement for LVN		•		
Non-degree for LVN		•		
Vocational Nursing		•*		◇*
(PTEC) Psychiatric Technician Three-semester Program		•		◇
Fast-track		•		◇
(RESP) Respiratory Care Full-time Track		•*		
Part-time Track		•*		
<b>Language Arts and Developmental Studies</b>				
(ENGL) English			•*	
(SPAN) Spanish			•*	
Spanish for Heritage Speakers	•			
Spanish for Non-Heritage Speakers	•*			
(SPCOM) Speech Communication Communication Studies			•*	
<b>Kinesiology, Athletics, Health and Dance</b>				
(PHYE) Physical Education Kinesiology			•*	
<b>Science, Mathematics and Engineering</b>				
(ENVS) Environmental Science				◇
(MATH) Mathematics			•*	
Natural Science and Mathematics		•*		
<b>Social Sciences</b>				
(ANTH) Anthropology			•*	
(HIST) History			•*	
(POLI) Political Science			•*	
(PSYC) Psychology	•*		•*	
(SOCL) Sociology			•*	
(ISWG) Integrative Studies in Women and Gender				◇
<b>Technical</b>				
(ADMJ) Administration of Justice Law Enforcement-Administration of Justice		•	•*	◇ <sup>++</sup>
(CFS) Child and Family Studies		• <sup>+++</sup>		
Associate				◇ <sup>+++</sup>
Associate with Administration				◇ <sup>+++</sup>
Assistant				◇
Master Teacher				◇
Early Childhood Education			•*	
(DDGT) Digital Design and Graphics Technology		•		
(LGBT) LGBT Studies				◇*
(MACH) Machine Tool Technology Machine Tool-One Year Cert		•		◇
(VWT) Viticulture and Winery Technology VWT-Winemaking		•*		
VWT-Wine Marketing and Sales		•*		◇
VWT-Viticulture		•*		◇
(WELD) Welding Technology		•		◇

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

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

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

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



# PROGRAM & COURSE DESCRIPTIONS

## Understanding The Course Descriptions

### Program Length

### Program & Course Descriptions

- |   |                              |                                   |
|---|------------------------------|-----------------------------------|
| Accounting                                  | Education                    | Music                             |
| Administration Of Justice                   | Emergency Medical Services   | Nursing                           |
| American Sign Language                      | Engineering                  | Philosophy                        |
| Anthropology                                | English                      | Photography                       |
| Art History                                 | Environmental Science        | Physical Education & Athletics    |
| Arts  | English As A Second Language | Physics                           |
| Astronomy                                   | Film Studies                 | Political Science                 |
| Biology                                     | French                       | Psychology                        |
| Business                                    | Geography                    | Psychiatric Technician            |
| Chemistry                                   | Geology                      | Respiratory Care                  |
| Child And Family Studies                    | Health                       | Sociology                         |
| Computer Information<br>Systems Application | Health Occupations           | Spanish                           |
| Computer Studies                            | History                      | Speech Communication              |
| Counseling                                  | Hospitality                  | Technical                         |
| Criminal Justice Training                   | Humanities                   | Theater Arts                      |
| Dance                                       | Italian                      | Viticulture And Winery Technology |
| Digital Art And Design                      | Japanese                     | Welding Technology                |
| Digital Design Graphics Technology          | LGBT Studies                 | Work Experience                   |
| Earth Science                               | Learning Skills              | Women's Studies                   |
| Economics                                   | Machine Tool Technology      | Noncredit And Community Education |
|   | Mathematics                  |                                   |

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## PROGRAM & COURSE DESCRIPTIONS

### UNDERSTANDING THE COURSE DESCRIPTIONS

#### Availability of Course Offerings

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

#### Course Numbering

Course descriptions with numbers below 100 are not college level (degree applicable) courses and do not apply as credit toward the associate degree. Courses with numbers between 100 and 299 are generally freshman and sophomore level college courses. Students should carefully review each specific course description to ensure that the selected courses will satisfy requirements for transfer, degree or certificate goals.

#### Prerequisites/Co-requisites

When a course description lists a prerequisite, it means that the prerequisite must be successfully completed before the student may enroll in that course. If the course lists a co-requisite, students must have successfully completed the course in a prior term or be enrolled in the co-requisite course in the same term. See page for more information about course prerequisites and/or co-requisites.

#### Recommended Preparation

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

#### CSU-transferable (CSU)

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

#### UC-transferable (UC)

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

#### PROGRAM LENGTH

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

# PROGRAM AND COURSE DESCRIPTIONS

## ACCOUNTING (ACCT)

### Business-Bookkeeping: Certificate of Achievement

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

Required Courses	Units
ACCT 120 Introduction to Accounting	3
ACCT 125 Financial Accounting	5
ACCT 126 Managerial Accounting	5
ACCT 127 Computer Accounting	3
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
CISA 165 Spreadsheets	3
<b>and</b>	
BUSI 105 Business Communication	3
<b>or</b>	
ENGL 120 Reading and Composition	4
<b>and</b>	
CISA 130 Computer Literacy	3
<b>or</b>	
CISA 110 Introduction to Microcomputers	3
<b>Total units for the major</b>	<b>31-32</b>
<b>Total units</b>	<b>60</b>

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

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

**CSU**

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

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

**CSU**

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

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

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

**CSU, UC**

**ACCT 126** **5 UNITS**  
**Managerial Accounting**  
 90 hours lecture; 90 hours total

*Prerequisite: Completion of ACCT 125 with a minimum grade of C*

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

**CSU, UC**

**ACCT 127** **3 UNITS**  
**Computer Accounting**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ACCT 120 or ACCT 125 with a minimum grade of C*

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

**CSU**

## ADMINISTRATION OF JUSTICE (ADMJ)

### Administration of Justice: AS Degree

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

#### Program Learning Outcomes

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

#### Required Courses

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

#### Electives (Choose 3 units)

	<b>Units</b>
ADMJ 124 Introduction to Investigation	3
ADMJ 130 Introduction to Juvenile Procedures	3

<b>Total units for the major</b>	<b>21</b>
<b>Total units</b>	<b>60</b>

#### Notes:

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

### Administration of Justice: AS-T Degree

The AS-T in Administration of Justice is designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AS-T degree are guaranteed admission with junior standing somewhere

in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to the Criminal Justice and Criminology major. This priority does not guarantee admission to specific majors or campuses. Students

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

#### Program Learning Outcomes

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

#### List A: (6 units)

	<b>Units</b>
ADMJ 120 Intro to the Criminal Justice System	3
ADMJ 121 Introduction to Criminal Law	3

#### List B: (6 units)

Choose any two of the following courses.

Courses chosen to satisfy this requirement cannot be used to also satisfy List C.

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

#### List C: (6 units)

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

ADMJ 122 Introduction to Criminal Procedures	3
ADMJ 123 Introduction to Community Policing	3
ADMJ 124 Introduction to Investigation	3
ADMJ 125 Introduction to Evidence	3
ADMJ 130 Introduction to Juvenile Procedures	3
ADMJ 190 Administration of Justice Internship 1	3
ADMJ 191 Administration of Justice Internship 2	3
MATH 232 Statistics	4
PSYC 120 General Psychology	3
SOCI 120 Introduction to Sociology	3

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

**Law Enforcement-Basic Police Academy: Certificate of Achievement**

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

**Program Learning Outcomes**

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

<b>Required Courses</b>	<b>Units</b>
CJT 200 Basic Police Academy 1	24

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

**24**

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

**Program Learning Outcomes**

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

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

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

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

**CSU, UC**

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

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

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

**CSU, UC**

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

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

**CSU**

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

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

**CSU, UC**

**ADMJ 124 3 UNITS**

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

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

**CSU**

**ADMJ 125 3 UNITS**

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

*Prerequisite: Completion of ENGL 90 with a minimum grade of C*

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

**CSU**

**ADMJ 130 3 UNITS**

**Introduction to Juvenile Procedures**  
54 hours lecture; 54 hours total

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

**CSU, UC**

**ADMJ 190 3 UNITS**

**Administration of Justice Internship 1**  
18 hours lecture, 144 hours lab; 162 hours total

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

**CSU**

**ADMJ 191 3 UNITS**

**Administration of Justice Internship 2**  
18 hours lecture, 144 hours lab; 162 hours total

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

**CSU**

**ADMJ 199 1-3 UNITS**

**Independent Study in Administration of Justice**  
54-162 hours lab; 54-162 hours total

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

**CSU**

**ADMJ 290 3 UNITS**

**Administration of Justice Internship 3**  
18 hours lecture, 144 hours lab; 162 hours total

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

**CSU**

**ADMJ 291 3 UNITS**

**Administration of Justice Internship 4**  
18 hours lecture, 144 hours lab; 162 hours total

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

**CSU**



## AMERICAN SIGN LANGUAGE (ASL)

### ASL 120 5 UNITS

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

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

**CSU, UC**

### ASL 121 5 UNITS

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

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

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

**CSU, UC**

## ANTHROPOLOGY (ANTH)

### Anthropology: AA-T Degree

This Associate in Arts in Anthropology for Transfer (AA-T) degree option provides a comprehensive foundation in the four major subfields of anthropology and several cognate fields in preparation for transfer to baccalaureate programs in the California State University (CSU) system in Anthropology. To fulfill the requirements for this degree, students will complete the required and elective courses in the area of emphasis and the appropriate general education pattern (either CSU GE or IGETC) totaling 60 semester CSU-transferable units.

#### Program Learning Outcomes

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

#### Required Courses (9 units)

	Units
ANTH 120 Biological Anthropology	3
ANTH 121 Introduction to Cultural Anthropology	3
ANTH 130 Introduction to Archaeology	3

#### List A:

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

ANTH 200 Introduction to Linguistic Anthropology	3
MATH 232 Statistics	4

#### List B:

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

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

#### List C:

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

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

<b>Total units for the major</b>	<b>18-22</b>
<b>Total units</b>	<b>60</b>

### ANTH 120 3 UNITS

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

*Corequisite: Concurrent enrollment in ANTH 120L*

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

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

**CSU, UC**

### ANTH 120L 1 UNIT

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

*Corequisite: Concurrent enrollment in ANTH 120*

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

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

**CSU, UC**

**ANTH 121** **3 UNITS**  
**Introduction to Cultural Anthropology**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C*  
 This introductory course positions culture as a key concept for understanding diverse ways of life both internationally and in American communities. Primary anthropological methods and concepts of kinship, gender, ethnicity, race and class will be explored as formative elements of society and culture. Through analyzing the intersections between global processes and identity-making, this class will explore what it means to be “American,” as well as to be human, in the contemporary world.  
**CSU, UC**

**ANTH 122** **3 UNITS**  
**Magic, Ritual, and Belief**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C*  
 Cross-cultural study of magic, ritual, myth, ancestor worship, and witchcraft using the theories and methods of anthropology. Emphasis is on understanding the role of belief and ritual within a given cultural context, as well as broader comparisons to derive insight into the general functions of belief and ritual in human life.  
**CSU, UC**

**ANTH 130** **3 UNITS**  
**Introduction to Archaeology**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C*  
 Introduces the basic theories and principles of contemporary scientific archaeology and the methods through which archaeologists recover and interpret the past. Students will explore basic excavation and analysis methods, as well as the relevance of archaeological studies to contemporary social issues. Fieldwork and museum exhibits outside of class are required.  
**CSU, UC**

**ANTH 131** **3 UNITS**  
**Mesoamerican Archaeology**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C*  
 An archaeological survey of the ancient civilizations of Mesoamerica. The course includes studies of the Olmecs, the Maya and the Aztecs, with particular emphasis on Maya civilization. Students will explore the major archaeological sites of Mesoamerica through both primary sources and current archaeological research.  
**CSU, UC**

**ANTH 145** **3 UNITS**  
**Medical Anthropology**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C*  
 The course will explore human evolution, globalization and the environment as factors for health disparities and the geographic distribution of disease. Emphasis is placed on the cross-cultural, comparative analysis of how people cope with illness through a range of medical systems, with particular attention to the unique experiences of women and ethnic groups within the United States.  
**CSU**

**ANTH 150** **3 UNITS**  
**The Anthropology of Sex, Gender, and Sexuality**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C*  
 Students will examine the cultural frameworks and theoretical debates concerning sex and gender, including the impact of forces of change (migration, globalization, etc.) on gender issues. The perspectives of women and contemporary ethnic groups that identify or seek to redefine Latino/a, Chicano/a, Native American, and African American experiences will be emphasized.  
**CSU, UC**

**ANTH 180** **3 UNITS**  
**The Anthropology of Childhood**  
*Cross-listed with CFS-180*  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C*  
 A comparative study of childhood as experienced in a variety of world cultures. Explores different cultural patterns of child rearing and the differential experiences of childhood as they are influenced by race, class, gender and environmental variables. The role of women and girls as childbearers, caretakers and providers will be emphasized. The effects of rapid culture change on children will be studied with particular emphasis on poverty, armed conflict, and HIV/AIDS. Cross-listed with CFS-180.  
**CSU, UC**

**ANTH 199** **1-3 UNITS**  
**Independent Study in Anthropology**  
 54-162 hours lab; 54-162 hours total  
*Recommended Preparation: Any previous Anthropology course*  
 An independent study course for students involved in anthropological research, such as a field project of scholarly paper.  
**CSU**

**ANTH 200** **3 UNITS**  
**Introduction to Linguistic Anthropology**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 90 with a minimum grade of C*  
 This course examines the complex relationship between culture and language. Lectures and readings will use linguistic case studies and data to explore various theories about how language is shaped by, and in turn shapes, culture and social relations.  
**CSU, UC**

## ART HISTORY (ARTH)

### ART HISTORY: AA DEGREE

This degree offers a foundation of lower division courses enabling students to pursue a B.A. in Art History at a four year institution.

With this degree, students will be prepared to succeed in a university environment and apply their acquired knowledge in multiple art-related opportunities, such as research, museology, and gallery management. To fulfill the requirements for this degree, students will complete the core and elective courses as outlined below and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Learning Outcomes

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

Required Courses (9 units)	Units
ARTH 105 Art History: Prehistoric to Medieval	3
ARTH 106 Art History: Renaissance to Contemporary	3
ARTH 130 History of Asian Art	3

Restricted Electives (9 units)	
ARTH 110 History of Graphic Design	3
ARTH 118 Survey of Modern Art	3
ARTH 120 History of American Art	3
ARTH 180 History of Photography	3
HIST 122 World Civilization 1	3
HIST 123 World Civilization 2	3
ARTH 114 Renaissance and Baroque Art	3
ARTS 101 2D Foundations	3
ARTH 135 Survey of World Art	3

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

### Art History: AA-T Degree

This degree option provides a comprehensive foundation in art history in preparation for transfer in the field to a Baccalaureate program in the California State University system. To fulfill the requirements for this degree, students will complete required and elective lower division major preparation courses listed below and the appropriate general education pattern (CSU GE or IGETC). Additional NVC graduation requirements do not apply to this degree.

Students must pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA. Additionally, students pursuing this degree option must work with a counselor and faculty adviser to ensure appropriate elective course selection. The total Art History Major units is 18-21.

#### Program Learning Outcomes

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

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

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

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

<b>List C (3units): Select one</b>	
ARTH 114 Renaissance and Baroque Art	3
ARTH 120 History of American Art	3
ARTH 180 History of Photography	3
ARTH 118 Survey of Modern Art	3
ARTH 110 History of Graphic Design	3

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

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

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

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

**CSU, UC**

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

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

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

**CSU, UC**

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

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

**CSU, UC**

**ARTH 118** **3 UNITS**  
**Survey of Modern Art**  
 54 hours lecture; 54 hours total

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

**CSU, UC**

**ARTH 130** **3 UNITS**  
**History of Asian Art**  
 54 hours lecture; 54 hours total

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

**CSU, UC**

**ARTH 135** **3 UNITS**  
**Arts of Africa, Oceania and Native North America**  
 54 hours lecture; 54 hours total

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

**CSU, UC**

**ARTH 180** **3 UNITS**  
**History of Photography**  
*Cross-listed with PHOT 180*  
 54 hours lecture; 54 hours total

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

**CSU, UC**

## ARTS (ARTS)

### Studio Arts: AA Degrees

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

#### Program Learning Outcomes

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

### Studio Arts-Ceramics: AA Degree

Required Courses (15 units)	Units
ARTH 105 Art History: Prehistoric to Medieval	3
ARTH 106 Art History: Renaissance to Contemporary	3
ARTS 102 3D Foundations	3
ARTS 110 Fundamentals of Drawing	3
ARTS 140 Beginning Ceramics: Hand-Building	3

#### Restricted Electives (9 units)

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

##### Ceramic Tech and Materials

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

Sculpture	Units
ARTS 145 Clay Sculpture	3
or	
ARTS 150 Sculpture	3

#### Advanced Studio Courses

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

#### Drawing

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

#### Art History

ARTH 130 History of Asian Art	3
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<b>Total units for the major</b>	<b>24</b>
<b>Total units</b>	<b>60</b>

### Studio Arts- Painting and Drawing: AA Degree

Required Courses (15 units)	Units
ARTH 105 Art History: Prehistoric to Medieval	3
ARTH 106 Art History: Renaissance to Contemporary	3
ARTS 101 2D Foundations	3
ARTS 110 Fundamentals of Drawing	3
ARTS 120 Fundamentals of Painting	3

#### Restricted Electives (9 units)

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

##### Drawing

ARTS 112 Creative Drawing	3
ARTS 111 Figure Drawing 1	3

##### Printmaking

ARTS 130 Printmaking	3
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##### Sculpture

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

#### Advanced Studio Courses

ARTS 220 Intermediate Painting	3
ARTS 260 Studio Workshop	3

#### Art History

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

<b>Total units for the major</b>	<b>24</b>
<b>Total units</b>	<b>60</b>

### Studio Arts: AA-T Degree

This degree option provides a comprehensive foundation in the studio arts in preparation for transfer to a baccalaureate program in painting, drawings, ceramics, printmaking, sculpture, photography, or other studio arts area in the California State University system. To fulfill the requirements for this degree, students will complete required and elective lower division major preparation courses listed below and the appropriate general education pattern (CSU GE or IGETC). Additional NVC graduation requirements do not apply to this degree. Students must pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA.

Students pursuing this degree option must work with a counselor and faculty advisor to ensure appropriate elective course selections for their intended area of emphasis, e.g. Painting, Ceramics, Printmaking, etc.

Total Units: 60

Total Units in Area of Emphasis: 24 units with 6 units double counting for CSU GE Area C-1.

#### Program Learning Outcomes

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

#### Required Courses

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

#### Art History Restricted Electives

Select 3 units from the following:

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

#### Studio Arts Restricted Electives

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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#### Other Studio Arts

DART 130: Intro to Digital Imaging	3
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\*Courses marked with an asterisk count towards CSU GE Area C-1 requirements.

<b>Total units for the major</b>	<b>24</b>
<b>Total units</b>	<b>60</b>

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

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

#### CSU, UC

### ARTS 101      3 UNITS 2D Foundations

108 hours integrated lab; 108 hours total

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

#### CSU, UC

**ARTS 102** **3 UNITS**  
**3D Foundations**  
 108 hours integrated lab; 108 hours total

This is an introductory studio course that focuses on the basic principles of three-dimensional design with applications in a variety of sculptural media including clay, plaster, wood and paper. Topics include basic design principles, interpretive analysis of form, content and theories of spatial organization. Required for all art majors.

**CSU, UC**

**ARTS 105** **3 UNITS**  
**Color Theory**  
 108 hours integrated lab; 108 hours total

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

**CSU, UC**

**ARTS 110** **3 UNITS**  
**Fundamentals of Drawing**  
 108 hours integrated lab; 108 hours total

This course focuses on the development of observational skills and drawing techniques, employing a wide range of drawing media and subject matter. Students in this course will develop both technical abilities and creative responses to material and subject matter. No prior experience with drawing is required or expected.

**CSU, UC**

**ARTS 111** **3 UNITS**  
**Figure Drawing**  
 108 hours integrated lab; 108 hours total

*Recommended Preparation: ARTS 110 with a minimum grade of C*

This course focuses on drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and an introduction to the historical and contemporary role of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure.

**CSU, UC**

**ARTS 112** **3 UNITS**  
**Creative Drawing**  
 108 hours integrated lab; 108 hours total

*Recommended Preparation: ARTS 110 with a minimum grade of C*

This studio course focuses on creative and technical problems related to intermediate level drawings, focusing on more complex and varied subject matter, media and concepts. Students in this course will build on the fundamental drawing skills to develop personalized approaches to content and materials in exercises covering color media, abstraction, and expressive/interpretive drawing.

**CSU, UC**

**ARTS 120** **3 UNITS**  
**Fundamentals of Painting**  
 108 hours integrated lab; 108 hours total

*Recommended Preparation: ARTS 110 with a minimum grade of C*

This introductory studio course focuses on the basic techniques and materials of painting, employing a wide range of painting media and subject matter. Topics include basic color theory, materials, development of both representational and abstract approaches, and strategies for intuitive, individual response to subject matter and materials in directed assignments. Designed for students with no prior experience with painting.

**CSU, UC**

**ARTS 130** **3 UNITS**  
**Printmaking**  
 108 hours integrated lab; 108 hours total

*Recommended Preparation: ARTS 110 with a minimum grade of C*

This course introduces students to the basic materials, equipment and processes of relief, monotype and intaglio printmaking. Topics include woodcut, linoleum cut, collograph, drypoint and basic etching.

**CSU, UC**

**ARTS 140** **3 UNITS**  
**Beginning Ceramics: Hand-Building**  
 108 hours integrated lab; 108 hours total

The basic processes and technologies of ceramics and appreciation of clay as a form of artistic expression will be explored. An introduction to a variety of hand-building methods and hands-on use of these processes to create various hand-built pieces. Includes an introduction to the appreciation of historic ceramic objects. Lectures on clay, glazes, kilns and firing. Appropriate for all art majors and minors as well as general interest students.

**CSU, UC**

**ARTS 141** **3 UNITS**  
**Beginning Ceramics: Throwing**  
 108 hours integrated lab; 108 hours total

The basic processes and technologies of ceramics and appreciation of clay as a form of artistic expression will be explored. Introduction to a variety of throwing methods and hands-on use of these processes to create various thrown pieces. Includes an introduction to the appreciation of historic ceramic objects. Lectures on clay, glazes, kilns and firing. Appropriate for all art majors and minors as well as general interest students.

**CSU, UC**

**ARTS 145** **3 UNITS**  
**Clay Sculpture**  
 108 hours integrated lab; 108 hours total

The use of clay as a means of artistic expression. Emphasis on exploring images and ideas that can be expressed in clay and techniques to execute them.

**CSU, UC**

**ARTS 150** **3 UNITS**  
**Sculpture**  
 108 hours integrated lab; 108 hours total  
 Introduces materials, techniques, form, and content of sculpture through the creation and critique of simple sculptural works in selected materials.  
**CSU, UC**

**ARTS 199** **1-3 UNITS**  
**Independent Study in Art**  
 54-162 hours lab; 54-162 hours total  
 Allows students to explore in depth an area of art theory, history or performance under the guidance of an instructor. History projects culminate in a paper; performance projects end in a final art work or body of work evaluated by an instructor.  
**CSU**

**ARTS 210** **3 UNITS**  
**Intermediate Figure Drawing**  
 108 hours integrated lab; 108 hours total  
*Recommended Preparation: ARTS 111 with a minimum grade of C*  
 This studio course is a continuation of the pictorial problems and material techniques of figure drawing introduced in ARTS 111, focusing on more complex subject matter, formats, and techniques. Students in this course will develop individualized approaches to figure drawing utilizing both black-and-white and color drawing media.  
**CSU**

**ARTS 220** **3 UNITS**  
**Intermediate Painting**  
 108 hours integrated lab; 108 hours total  
*Recommended Preparation: ARTS 120 with a minimum grade of C*  
 This studio course is a continuation of the pictorial problems and material techniques of painting introduced in ARTS 120, focusing on more complex and varied subject matter, media, and concepts.  
**CSU, UC**

**ARTS 240** **3 UNITS**  
**Intermediate Ceramics: Hand-Building**  
 108 hours integrated lab; 108 hours total  
*Prerequisite: Completion of ARTS 140 with a minimum grade of C*  
 Develops an understanding of clay as a form of artistic expression through exploration of form, materials, content and function. Using a variety of hand-building techniques students will problem solve a number of assignments. Students will use a variety of surface treatments and have hands-on experience with kilns, studio equipment and glazes. Includes study of contemporary and historic ceramics.  
**CSU, UC**

**ARTS 241** **3 UNITS**  
**Intermediate Ceramics: Throwing**  
 108 hours integrated lab; 108 hours total  
*Recommended Preparation: ARTS 141 with a minimum grade of C*  
 Develops an understanding of clay as a form of artistic expression through an exploration of form, materials, content and function. Using a variety of wheel-throwing techniques students will problem solve a number of assignments. Students will use a variety of surface treatments and have hands-on experience with kilns, studio equipment and glazes. Includes an intermediate study of contemporary and historic ceramics.  
**CSU, UC**

**ARTS 244** **3 UNITS**  
**Kiln Design**  
 108 hours integrated lab; 108 hours total  
*Recommended Preparation: ARTS 141 with a minimum grade of C*  
 A course for the student who wishes to gain knowledge and experience in the principles, design, and construction of kilns. Historic and contemporary kiln styles, firing methods and theories will be explored. Instruction on loading and firing the wide variety of existing studio kilns is included.  
**CSU**

**ARTS 245** **1 UNIT**  
**Salt-Fired Ceramics**  
 36 hours integrated lab; 36 hours total  
*Recommended Preparation: ARTS 141 with a minimum grade of C*  
 This course involves an introduction to and continued investigation of the salt-firing process. Includes the study of clay and glaze varieties appropriate for the salt kiln. Students will design and produce ceramic forms specifically for the salt kiln. The form, function, surface, and content of historic, contemporary and student works will be analyzed and studied.  
**CSU, UC**

**ARTS 246** **1 UNIT**  
**Raku-Fired Ceramics**  
 36 hours integrated lab; 36 hours total  
 This course involves an introduction to and continued investigation of the Raku-firing process. Includes the study of clay and glaze varieties appropriate for Raku. Students will design and produce ceramic forms specifically for the Raku process. The form, function, surface, and content of historic, contemporary and student works will be analyzed and studied.  
**CSU, UC**



**ARTS 247** **3 UNITS**  
**Low-Fired Ceramics**  
 36 hours lecture, 72 hours lab; 108 hours total  
 Introduces students to various aspects of working with clay at lower temperatures, including worldwide historical developments, earthenware clay bodies and slips. Methods and types of finishing and glazing include pit firing, electric firing, and experimental firing will be explored. Creation of earthenware works with low-temperature surface treatments fired in kilns appropriate for home studios will be the main focus of this course. Ideal for the aspiring home studio potter or ceramic artist.  
**CSU, UC**

**ARTS 248** **3 UNITS**  
**Introduction to Glazes**  
 36 hours lecture, 72 hours lab; 108 hours total  
 Designed for the student who wishes to understand how glazes are developed, prepared and used. Included are the history of ceramic glazes, methods of developing and applying glazes, materials used in glazes, and practical experience in glaze testing and evaluation.  
**CSU, UC**

**ARTS 249** **3 UNITS**  
**Ceramic Surfaces: Wood Kiln - Salt Kiln**  
 36 hours lecture, 72 hours lab; 108 hours total  
*Recommended Preparation: ARTS 141 with a minimum grade of C*  
 This course covers the historic and contemporary art of atmospheric (wood and salt) fired ceramics. Topics covered in this course will include various clay forming techniques, clay body and glaze formulation for atmospheric firing, an array of firing procedures, firing outcomes, and the aesthetics of historic and contemporary atmospheric firing.  
**CSU**

**ARTS 260** **3 UNITS**  
**Studio Workshop**  
 108 hours integrated lab; 108 hours total  
 Recommended Preparation: ARTS 120 or ARTS 110 with a minimum grade of C  
 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.  
**CSU**

**ARTS 261** **3 UNITS**  
**Ceramics Workshop**  
 36 hours lecture, 72 hours lab; 108 hours total  
*Recommended Preparation: ARTS 240 or ARTS 241 with a minimum grade of C*  
 Appropriate for students with intermediate skills in either hand-building or wheel-throwing. This course will emphasize the continued development of technical skills, content, composition and the critical assessment of ceramic works. Contemporary developments in ceramic art will be included through image and demonstration based lectures, workshops and field trips.  
**CSU, UC**

**ARTS 298B** **1-3UNITS**  
**Selected Topics in Art**  
 18-54 hours lecture; 18-162 hours total  
 Topics in art not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/laboratory class.  
**CSU**

## ASTRONOMY (ASTR)

**ASTR 110** **3 UNITS**  
**Descriptive Astronomy**  
 54 hours lecture, 9 hours lab; 63 hours total  
 An introductory general education course on the formation, properties, evolution, and fates of celestial objects--from galaxies to planets to black holes. Group evening sky-observing is included.  
**CSU, UC**

**ASTR 111** **3 UNITS**  
**Practical Astronomy**  
 54 hours lecture, 9 hours lab; 63 hours total  
 An introductory general education course which emphasizes how to observe and understand the motions of the celestial objects, including the sun, moon, planets, comets, meteors, and stars. Evening group sky-observing is included.  
**CSU, UC**

## BIOLOGY (BIOL)

### Natural Science and Mathematics: AS Degree

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.

#### Required Courses

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.

#### Mathematics

	Units
MATH 94 Intermediate Algebra	5
MATH 99 Intermediate Algebra, Part B	3
MATH 106 Pre-Calculus: Elementary Functions	5
MATH 108 Trigonometry	3
MATH 115 Applied Calculus	5
MATH 120 Calculus I	5
MATH 121 Calculus II	5
MATH 220 Linear Algebra	3
MATH 221 Multivariable Calculus	5
MATH 222 Differential Equations	3
MATH 232 Statistics	4
MATH 235 Finite Mathematics	3

#### Physical Sciences

	Units
ASTR 110 Descriptive Astronomy	3
ASTR 111 Practical Astronomy	3
CHEM 110 Introduction to Chemistry	4
CHEM 111 Intro to Organic & Biological Chemistry	4
CHEM 120 General Chemistry 1	5
CHEM 121 General Chemistry 2	5
CHEM 240 Organic Chemistry 1	4
CHEM 241 Organic Chemistry 2	4
CHEM 242 Quantitative Analysis	4
EART 110 Earth Science: Earth, Sea, and Sky	4
ENVS 115 Energy, the Environment & Sustainability	3
GEOG 110 Physical Geography	3
GEOG 114 California Geography	3
GEOL 110 Physical Geology	3
GEOL 111 Physical Geology Laboratory	1
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

#### Biology

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

#### Area of Emphasis Elective Courses

TECH 107 Technical Mathematics II	3
ANTH 120 Biological Anthropology	3

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

#### BIOL 103 3 UNITS

##### Introduction to Nutrition

54 hours lecture; 54 hours total

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

**CSU, UC**

#### BIOL 105 4 UNITS

##### Human Biology

54 hours lecture, 54 hours lab; 108 hours total

*Recommended Preparation: MATH 94, CHEM 110, ENGL 90 with a minimum grade of C*

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

**CSU, UC**

#### BIOL 110 4 UNITS

##### Survey of Biology

54 hours lecture, 54 hours lab; 108 hours total

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

**CSU, UC**

**BIOL 112** **3 UNITS**  
**Introduction to Ecology**  
 54 hours lecture; 54 hours total

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

**CSU, UC**

**BIOL 117** **3 UNITS**  
**Wildlife Biology**  
 54 hours lecture; 54 hours total

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

**CSU, UC**

**BIOL 120** **4 UNITS**  
**General Biology**  
 54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: Completion of CHEM 120 with a minimum grade of C*

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

**CSU, UC**

**BIOL 199** **1-3 UNITS**  
**Independent Studies in Biology**  
 54-162 hours lab; 54-162 hours total

Study in an area of biology of special interest to the student. May include advanced studies and projects begun in other biology courses or biological studies not normally included in formal course work.

**CSU**

**BIOL 218** **5 UNITS**  
**Human Anatomy**  
 54 hours lecture, 108 hours lab; 162 hours total

*Prerequisite: Completion of BIOL 105 or BIOL 120, ENGL 90, MATH 94 with a minimum grade of C*

An introduction to the principles of the gross and microscopic anatomy of the human body. Dissection of a human cadaver and a cat are supplemented by anatomical models, charts, and microscopic observation of human tissues. Primarily intended for students pursuing an Associates Degree in Nursing (ADN), A.S. Degree in Respiratory Care, or B.A./B.S. Degree in a Health Sciences field.

**CSU, UC**

**BIOL 219** **5 UNITS**  
**Human Physiology**  
 54 hours lecture, 108 hours lab; 162 hours total

*Prerequisite: Completion of BIOL 105 or BIOL 120, CHEM 110, ENGL 90 with a minimum grade of C*

*Recommended Preparation: BIOL 218 with a minimum grade of C*

An introduction to the function of the human body, emphasizing mechanisms of homeostasis and integration at the biochemical, cellular, tissue, organ, and organ system levels. Laboratory exercises include measurement and analysis of physiological data and study of structure-function relationships in body tissues and organs. Primarily intended for students pursuing an Associates Degree in Nursing, A.S. degree in Respiratory Care, or B.A./B.S. degree in a Health Sciences field.

**CSU, UC**

**BIOL 220** **5 UNITS**  
**General Microbiology**  
 54 hours lecture, 108 hours lab; 162 hours total

*Prerequisite: Completion of BIOL 120 or 219 with a minimum grade of C*

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

**CSU, UC**

**BIOL 240** **5 UNITS**  
**General Zoology**  
 72 hours lecture, 54 hours lab; 144 hours total

*Prerequisite: Completion of BIOL 120, CHEM 120 and MATH 94 with a minimum grade of C*

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

**CSU, UC**

**BIOL 241** **5 UNITS**  
**General Botany**  
 72 hours lecture, 54 hours lab; 144 hours total

*Prerequisite: Completion of BIOL 120, CHEM 120 and MATH 94 with a minimum grade of C*

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

**CSU, UC**

## BUSINESS (BUSI)

### Business: AS Degrees

The Associate of Science Degree in Business is a four semester course of study designed to prepare students for a career in the business world. Students may earn the more generalized Associate of Science Degree in Business Administration or concentrate their study of business in any of the following programs: Accounting, Computer Studies, or 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; Business Core, 15-17; Concentration, 12-25; Electives, 0-12.

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

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

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

### Program Learning Outcomes

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

### Business-Accounting: AS Degree

#### Program Learning Outcomes

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

#### Required Courses

	<b>Units</b>
ACCT 120 Introduction to Accounting	3
ACCT 122 Federal Income Tax for Individuals	3
ACCT 125 Financial Accounting	5
ACCT 126 Managerial Accounting	5
ACCT 127 Computer Accounting	3
BUSI 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
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
BUSI 242 Fundamentals of Corporate Finance	3
CISA 110 Introduction to Microcomputers	3
CISA 165 Spreadsheets	3
ECON 100 Principles of Macroeconomics	3
SPCOM 124 Career Communication	3
or	
SPCOM 126 Intercultural Communication	3
Business Electives*	5

<b>Total units for the major</b>	<b>51</b>
<b>Total units</b>	<b>60</b>

#### Options

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

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

**Business-Business Administration: AS Degree**

Required Courses	Units
ACCT 125 Financial Accounting	5
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
BUSI 142 Principles of Management	3
BUSI 251 Marketing	3
BUSI 297 Personal Money Management	3
or	
BUSI 108 Financial Planning and Investing	3
or	
BUSI 242 Fundamentals of Corporate Finance	3
CISA 167 Intro Excel for Business Professionals*	1
CISA 110 Introduction to Microcomputers	3
ECON 100 Principles of Macroeconomics	3
MATH 94 Intermediate Algebra	5
HELH 106 Personal & Community Health	3
Business Electives**	19
<b>Total units for the major</b>	<b>55</b>
<b>Total units</b>	<b>60</b>

**Options**

1. A.S. Degree: All courses listed. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator. NOTE: Many classes are offered online.
2. This program is not intended to be a transfer degree.

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

\*CISA 165 may be taken in lieu of CISA 167

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

**Business- Office Administration: AS Degree**

Required Courses	Units
ACCT 120 Introduction to Accounting	3
or	
ACCT 125 Financial Accounting	5
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
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
BUSI 176 Machine Calculations	2
BUSI 177 Records Management	2
BUSI 185 Business English	2
BUSI 275 Machine Transcription	2
CISA 110 Introduction to Microcomputers	3
CISA 170A Keyboarding 1/Part 1	1

CISA 170B Keyboarding 1/Part 2	1
CISA 170C Keyboarding1/Part 3	1
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
CISA 270 Keyboarding 3	3
CISA 284 Advanced Wordprocessing	2
CISA 287 Desktop Publishing	1
CISA 288 Presentation Software	1
COUN 110 Career/Life Plan	3
ECON 100 Principles of Macroeconomics	3
SPCOM 124 Career Communication	3
or	
SPCOM 126 Intercultural Communication	3
WOEX 193 Vocational Work Experience	2
<b>Total units for the major</b>	<b>53-55</b>
<b>Total units</b>	<b>60</b>

**Options**

1. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
2. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.
3. GEOG 114 and PHIL 125 are strongly recommended; however, another course may be chosen to meet each General Education area requirements.

**Business Administration AS-T Degree**

The Associate of Science degree with a major in Business Administration acknowledges that the student has established a foundation of knowledge in the fields of business and management. This foundation can be used as a basis for further study towards a baccalaureate degree at a transfer institution. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals. Additional NVC graduation requirements do not apply to this degree. Students must pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA.

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

**Required (List A: 4 units)**

MATH 232 Statistics 4

**Required (List B: 6 units)**

BUSI 100 Introduction to Business 3

CISA 101 Computer Information Systems 3

**Total units for the major 29**

**Total units 60**

**Business-Office Assistant Studies: Certificate of Achievement**

**Required Courses**

ACCT 120 Introduction to Accounting 3

or

ACCT 125 Financial Accounting 5

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 176 Machine Calculations 2

BUSI 177 Records Management 2

BUSI 185 Business English 2

CISA 110 Introduction to Microcomputers 3

CISA 167 Intro Excel for Business Professionals 1

CISA 170A Keyboarding 1/Part 1 1

CISA 170B Keyboarding 1/Part 2 1

CISA 170C Keyboarding1/Part 3 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

COUN 110 Career/Life Plan 3

**Total Units 30-32**

Courses must be completed with a grade of "C". Consultation is required with the Program Coordinator.

**Business Software: Skills Certificate**

**Required Courses**

CISA 186 Beginning Word Processing 2

CISA 167 Intro Excel for Business Professionals 1

CISA 284 Advanced Wordprocessing 2

CISA 288 Presentation Software 1

**Total Units 6**

**Entrepreneurial: Skills Certificate**

This Entrepreneurship Certificate will consist of 12 hours of study and is expected to be offered with many of Napa Valley College's degree programs. The Certificate will include two entrepreneurial courses that will be combined with classes from a degree program.

For example, the college has several Viticulture and Winery Technology Certificates and Degrees. A student with a Viticulture Degree could add our two Entrepreneurial classes and be ready to start their own vineyard or winery. The Entrepreneurial Certificate would require our two entrepreneurial classes and two of the viticulture degree classes for a total of 12 hours. Similar combinations of classes would be set up with our Business, Hospitality, Health Occupations, Digital Design and other degree programs.

**Required Courses**

BUSI 141 Evaluating New Business Opportunities 3

and

BUSI 143 Entrepreneurial Business Plan 3

and 6 units from the following:

**Business Administration**

BUSI 251 Marketing 3

**Accounting**

ACCT 125 Financial Accounting 5

**Economics**

ECON 101 Principles of Microeconomics 3

**General Viticulture**

VWT 130 General Viticulture 3

VWT 232 Vineyard Management 3

**Fundamentals of Enology**

VWT 180 Fundamentals of Enology 3

VWT 271 Winery Management 3

**Wine Marketing/Sales**

VWT 241 Wine Marketing 3

VWT 136 Wines of the World 3

VWT 137 Wines of California 3

VWT 173 Sensory Evaluation of Wine 3

**Hospitality**

HOSP 120 Intro to Hospitality Management 3

HOSP 124 Hospitality Law 3

**Child and Family Studies**

CFS 120 Child Development 3

CFS 140 The Child, Family and Community 3

**Digital Art & Design**

DART 120 Intro to Digital Art & Graphic Design 3

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

**BUSI 90A** **1 UNIT**  
**Business Mathematics (Part 1)**  
 9 hours lecture, 9 hours lab; 18 hours total  
*Recommended Preparation: MATH 55 with a minimum grade of C*  
 Business Math applies arithmetic to practical problems encountered by business professionals. Topics include banking, solving equations, percents, discounts, markup/markdowns, and payroll.

**BUSI 90B** **1 UNIT**  
**Business Mathematics (Part 2)**  
 9 hours lecture, 9 hours lab; 18 hours total  
*Recommended Preparation: MATH 55 with a minimum grade of C*  
 Business Math applies arithmetic to practical problems encountered by business professionals. Topics include interest, discounting, present value, annuities, sinking funds, installment buying, and the cost of home ownership.

**BUSI 90C** **1 UNIT**  
**Business Mathematics (Part 3)**  
 9 hours lecture, 9 hours lab; 18 hours total  
*Recommended Preparation: MATH 55 with a minimum grade of C*  
 Business Math applies arithmetic to practical problems encountered by business professionals. Topics include financial reports, depreciation, inventory, taxes, insurance, investments, and statistics.

**BUSI 100** **3 UNITS**  
**Introduction to Business**  
 54 hours lecture; 54 hours total  
 This course is a survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization’s policy and practices within the U.S. and a global society. It demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business’s ability to achieve its organizational goals.  
**CSU, UC**

**BUSI 103** **3 UNITS**  
**Legal Environment of Business**  
 54 hours lecture; 54 hours total  
 This course provides an overview of fundamental legal principles pertaining to business transactions and an introduction to the law as an instrument of social and political control in society. Topics included sources of law and ethics, contracts, torts, agency, judicial and administrative processes, employment law, forms of business organizations, and domestic and international governmental regulations.  
**CSU, UC**

**BUSI 105** **3 UNITS**  
**Business Communication**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: Completion of ENGL 90 with a minimum grade of C*  
 This course focuses on written communication for business. Punctuation, sentence structure, and style will be reviewed. Students will write letters, memos, and business reports and will be introduced to research methods and procedures. 6,000-8,000 words of writing are required.  
**CSU**

**BUSI 141** **3 units**  
**Evaluating New Business Opportunities**  
 54 hours lecture; 54 hours total  
 Upon completion of this course, the student should be able to assess the current economic, social and political climate for the business idea studied. In addition, the student should be able to explain how demographic, technological and social changes impact the business idea. Students will assess the personal appropriateness of their business ideas based on their strengths and skills, and personal, professional and financial goals. An initial market assessment will be made and students will test their business concept through basic market research. This course is required for all program-specific Entrepreneurship Certificates. The final outcome of the class will be a determination of the feasibility of the entrepreneurial students’ business ideas.  
**CSU**

**BUSI 142** **3 UNITS**  
**Principles of Management**  
 54 hours lecture; 54 hours total  
 Analysis of basic management theory and concepts. The primary functions of management (planning, organizing, coordinating, and controlling) are studied in depth.  
**CSU, UC**

**BUSI 143** **3 UNITS**  
**Entrepreneurial Business Plan**  
 54 hours lecture; 54 hours total  
 This course will review the roles of entrepreneurs and small business in today's economy. Students will build a business plan for the business they would like to create.  
**CSU**

**BUSI 144** **3 UNITS**  
**Introduction to Entrepreneurship**  
 54 hours lecture; 54 hours total  
 This course is an introduction to the theory, process, and practice of entrepreneurship. Students will examine the entrepreneurial mindset in its true economic and social context by studying the unlimited opportunities of innovation and creativity that an entrepreneurial mindset can provide.  
**CSU**

**BUSI 146** **1 UNIT**  
**Customer Service & Attitude in the Workplace**  
 18 hours lecture; 18 hours total  
 Explore key skills and attitudes necessary to effectively provide quality customer service. Topics include understanding and exceeding customer expectations, how to deal with unrealistic expectations, and how attitudes at work positively and negatively affect customer service, the organization's image, productivity, and employee retention.  
**CSU**

**BUSI 147** **1 UNIT**  
**Leading & Managing Organizational Change**  
 18 hours lecture; 18 hours total  
 Provides an understanding of change and the influence it has on an organization and the individuals in that organization. Topics include understanding organizational change, stages of change, and how to manage organizational change. Special emphasis is placed on the attributes of good leaders how they must develop a vision and strategy to manage change and communicate that vision throughout the organization.  
**CSU**

**BUSI 176** **2 UNITS**  
**Machine Calculations**  
 18 hours lecture, 36 hours lab; 54 hours total  
 Machine Calculations is a fundamental course that focuses on the operations of a 10-key electronic printing calculator to solve common business problems found in accounting, finance, and banking organizations.  
**CSU**

**BUSI 177** **2 UNITS**  
**Records Management**  
 18 hours lecture, 36 hours lab; 54 hours total  
 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.  
**CSU**

**BUSI 185** **2 UNITS**  
**Business English**  
 36 hours lecture; 36 hours total  
 Principles and application of business correspondence language skills: grammar and proper usage, punctuation, hyphenation and division of words, number rules, capitalization, abbreviations, contractions, and proofreading.  
**CSU**

**BUSI 199** **1-3 UNITS**  
**Independent Study in Business**  
 54-162 hours lab; 54-162 hours total  
*Prerequisite: Approval of project by full-time instructor*  
 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.  
**CSU**

**BUSI 242** **3 UNITS**  
**Fundamentals of Corporate Finance**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ACCT 120 with a minimum grade of C*  
 A study of the basic elements of financial management with emphasis on financial planning, budgeting, and working capital management plus other areas of practical interest to small business owners and/or middle managers.  
**CSU**

**BUSI 251** **3 UNITS**  
**Marketing**  
 54 hours lecture; 54 hours total  
 Analysis of the social and economic implications of marketing in the business environment. Emphasis on marketing structure and behavior, marketing institutions, channels of distribution, and the ingredients that affect the market mix (product, place, price and promotion).  
**CSU**



**BUSI 252** **1 UNIT**  
**Introduction to Social Media**  
 18 hours lecture; 18 hours total  
*Recommended Preparation: CISA 110 with a minimum grade of C*  
 This eight-week course provides an introduction to the features of Web 2.0, including the concepts of connecting with people and creating a personal brand on the Internet through social media networking websites such as Facebook, LinkedIn, and Twitter.  
**CSU**

**BUSI 275** **2 UNITS**  
**Machine Transcription**  
 36 hours lecture, 18 hours lab; 54 hours total  
*Recommended Preparation: BUSI 185 and CISA 270 with a minimum grade of C*  
 Machine Transcription is a specialized course that focuses on operating desktop transcriber machines to produce business correspondence. The focus is on transcribing documents and strengthening English language skills by practicing punctuation, spelling, grammar, vocabulary, editing, and proofreading. Special attention is given to typing manuscripts and reports in good form.  
**CSU**

**BUSI 297** **3 UNITS**  
**Personal Money Management**  
 54 hours lecture; 54 hours total  
 An introductory course for planning and managing individual finances and for money management. Topics will include purchasing decisions, sources of credit, personal tax strategies, budgeting, saving, investing in real estate and securities, insuring personal resources and retirement planning.  
**CSU**

## CHEMISTRY (CHEM)

**Natural Science and Mathematics: AS Degree**  
 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.

**Required Courses**  
 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.

Mathematics Units

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

<b>Physical Sciences</b>	<b>Units</b>
ASTR 110 Descriptive Astronomy	3
ASTR 111 Practical Astronomy	3
CHEM 110 Introduction to Chemistry	4
CHEM 111 Intro to Organic & Biological Chemistry	4
CHEM 120 General Chemistry 1	5
CHEM 121 General Chemistry 2	5
CHEM 240 Organic Chemistry 1	4
CHEM 241 Organic Chemistry 2	4
CHEM 242 Quantitative Analysis	4
EART 110 Earth Science: Earth, Sea, and Sky	4
ENVS 115 Energy, the Environment & Sustainability	3
GEOG 110 Physical Geography	3
GEOG 114 California Geography	3
GEOL 110 Physical Geology	3
GEOL 111 Physical Geology Laboratory	1
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
PHYS 120 General Physics 1	4
PHYS 121 General Physics 2	4
PHYS 140 Physics for Scientists & Engineers 1	4
PHYS 240 Physics for Scientists & Engineers 2	4
PHYS 241 Physics for Scientists & Engineers 3	4

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

<b>Area of Emphasis Elective Courses</b>	<b>Units</b>
TECH 107 Technical Mathematics II	3
ANTH 120 Biological Anthropology	3

**Total units for the major** **18**  
**Total units** **60**

**CHEM 110** **4 UNITS**

**Introduction to Chemistry**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: Completion of MATH 94 with a minimum grade of C*

The first course in chemistry for students preparing for biological or health sciences, for more advanced chemistry courses, or for those desiring to learn about chemistry in the everyday world for general education. Laboratory is included.

**CSU, UC**

**CHEM 111** **4 UNITS**

**Introduction to Organic & Biological Chemistry**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: Completion of CHEM 110 with a minimum grade of C*

An introduction to the important principles, compounds and reactions of organic and biological chemistry with an emphasis on biochemical behavior of the molecules. Laboratory includes an introduction to the basic techniques of organic and biological chemistry. For students pursuing nursing and allied health careers who need a year of chemistry that includes an introduction to organic and biological chemistry. CHEM 110 (or CHEM 120) and CHEM 111 will fulfill that requirement.

**CSU, UC**

**CHEM 120** **5 UNITS**

**General Chemistry 1**

54 hours lecture, 108 hours lab; 162 hours total

*Prerequisite: Completion of MATH 94 and High School Chemistry or CHEM 110 with a minimum grade of C*

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

**CSU, UC**

**CHEM 121** **5 UNITS**

**General Chemistry 2**

54 hours lecture, 108 hours lab; 162 hours total

*Prerequisite: Completion of CHEM 120 with a minimum grade of C*

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

**CSU, UC**

**CHEM 199** **1-3 UNITS**

**Independent Study in Chemistry**

54-162 hours lab; 54-162 hours total

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

This course provides students the opportunity to study an area of special interest in chemistry. Projects include: developing a chemical analysis procedure, preparation of a computer project involving a chemical systems emulation or problem-solving technique, research paper on a topic of chemical interest, development of problem-solving skills. Pass/No Pass grading.

**CSU**

**CHEM 240** **4 UNITS**

**Organic Chemistry 1**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: Completion of CHEM 121 with a minimum grade of C*

The first course of a two-semester sequence designed for pre-professional programs such as chemistry, chemical engineering, medicine and biology. Introduction to organic synthetic pathways, mechanisms, and spectroscopy. Lab work includes qualitative analysis of organic compounds, synthesis, extraction, separation and identification of compounds using physical properties, chemical reactivity, and spectral techniques.

**CSU, UC**

**CHEM 241** **4 UNITS**

**Organic Chemistry 2**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: Completion of CHEM 240 with a minimum grade of C*

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

**CSU, UC**

## CHILD AND FAMILY STUDIES (CFS)

### Child and Family Studies: AS Degree

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

#### Program Learning Outcomes

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

#### Required Courses

	<b>Units</b>
CFS 120 Child Development*	3
CFS 122 Principles & Practices of Teaching Young Children	4
CFS 121 Health, Safety & Nutrition	3
CFS 123 Observation and Assessment*	3
CFS 130 Creative Process in Young Children	3
CFS 135 The Cognitive Development of Young Children*	3
CFS 140 The Child, Family and Community*	3
CFS 145 Language Development & Early Literacy*	3
CFS 150 Infant/Toddler Development and Education	3
CFS 165 Curriculum and Environments in Early Childhood Programs	3
CFS 184 Teaching Children in a Diverse Society	3
CFS 196 Music and Movement in Early Childhood*	3
CFS 223 Student Teaching - Practicum	5

#### Required Electives (Choose 6 units)

	<b>Units</b>
CFS 151 Environments for Infants and Toddlers	3
CFS 155 Sensitive Issues in Early Childhood	3
CFS 162 Overview of Special Education	3
CFS 170 Studying the Reggio Emilia Approach	3
CFS 175 Meeting the Developmental Needs of the School-Aged Child	3
CFS 180 The Anthropology of Childhood	3
CFS 250 The Mentor Teacher	2
CFS 270 Administration & Supervision of Early Childhood Programs 1	3
CFS 271 Administration & Supervision of Early Childhood Programs 2	3
EDUC 100 Teaching as a Profession	3
EDUC 110 African American Youth In Education	3
Any LGBT Course	3

**Total units for the major**

**48**

**Total units**

**60**

#### Options

1. All courses in the major must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required.
2. Specializations: The Child and Family Studies Program offers four (4) specializations for the Master Teacher level of the Child Development Permit: Creativity (CFS 130 and 170), Diversity (CFS 180 and 184), Infant and Toddler (CFS 150 and 151), and Working with Families (CFS 160 and 161).
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.

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

### Early Childhood Education: AS-T Degree

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

#### Required Courses

	<b>Units</b>
CFS 120 Child Development *	3
CFS 121 Health, Safety & Nutrition	3
CFS 122 Principles & Practices of Teaching Young Children	4
CFS 123 Observation and Assessment *	3
CFS 140 The Child, Family and Community	3
CFS 165 Curriculum and Environments in	3

Early Childhood	3
CFS 184 Teaching Children in a Diverse Society	3
CFS 223 Student Teaching – Practicum	5

**Total Units 27**

**Child and Family Studies: Certificate of Achievement**

**Required Courses Units**

CFS 120 Child Development *	3
CFS 121 Health, Safety & Nutrition	3
CFS 122 Principles & Practices of Teaching Young Children	4
CFS 123 Observation and Assessment*	3
CFS 130 Creative Process in Young Children	3
CFS 135 The Cognitive Development of Young Children*	3
CFS 140 The Child, Family and Community*	3
CFS 145 Language Development & Early Literacy*	3
CFS 150 Infant/Toddler Development and Education	3
CFS 165 Curriculum and Environments in Early Childhood programs	3
CFS 184 Teaching Children in a Diverse Society	3
CFS 196 Music and Movement in Early Childhood*	3
CFS 223 Student Teaching - Practicum	5

**Restricted Electives (Choose 6 units)**

CFS 151 Environments for Infants and Toddlers	3
CFS 155 Sensitive Issues in Early Childhood	3
CFS 162 Overview of Special Education	3
CFS 170 Studying the Reggio Emilia Approach	3
CFS 175 Meeting the Developmental Needs of the School-Aged Child	3
CFS 180 The Anthropology of Childhood	3
CFS 250 The Mentor Teacher	2
CFS 270 Administration & Supervision of Early Childhood Programs 1	3
CFS 271 Administration & Supervision of Early Childhood Programs 2	3
EDUC 100 Teaching as a Profession	3
EDUC 110 African American Youth In Education	3
Any LGBT Course	3

**Total Units 48**

**Total units 60**

**Child and Family Studies – Associate: Certificate**

**Required Courses Units**

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

**Total Units 13**

**Child and Family Studies – Assistant: Skills Certificate**

**Required Courses Units**

CFS 120 Child Development	3
CFS 140 The Child, Family and Community	3

**Total Units 6**

**Child and Family Studies – Associate with Administration: Certificate OF ACHIEVEMENT**

**Required Courses Units**

CFS 120 Child Development*	3
CFS 140 The Child, Family and Community*	3
CFS 122 Principles & Practices of Teaching Young Children	4
CFS 123 Observation and Assessment*	3
CFS 270 Administration & Supervision of Early Childhood Program	3

**Total Units 16**

**Child and Family Studies – Master Teacher: Skills Certificate**

Four (4) Specialization Certificates are offered to meet the specialization requirement for the Master Teacher Permit.

**Infant & Toddler**

**Required Courses Units**

CFS 150 Infant/Toddler Development and Education	3
CFS 151 Environments for Infants and Toddlers	3

**Total Units 6**

**Creativity**

**Required Courses**

CFS 130 The Creative Process in Young Children 3

CFS 170 Studying the Reggio Emilia Approach 3

**Total Units 6**

**Diversity**

**Required Courses**

CFS 180 The Anthropology of Childhood\* 3

CFS 184 Teaching Children in a Diverse Society 3

**Total Units 6**

**Working with Families**

**Required Courses**

CFS 160 Parenting 3

CFS 161 Working with Families 3

**Total Units 6**

**Course Descriptions**

**CFS 120 3 UNITS**

**Child Development**

54 hours lecture; 54 hours total

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

**CSU, UC**

**CFS 121 3 UNITS**

**Health, Safety & Nutrition**

54 hours lecture; 54 hours total

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

**CSU**

**CFS 122 3 UNITS**

**Principles & Practices of Teaching Young Children**

54 hours lecture; 54 hours total

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

**CSU**

**CFS 123 4 UNITS**

**Observation and Assessment**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: Completion of CFS 120 with a minimum grade of C*

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

**CSU**

**CFS 125 0.5 UNIT**

**Using Simple Signs with Children in the Early Childhood Setting**

9 hours lecture; 9 hours total

This course explores the benefits and research regarding signing with infants, toddlers, and preschoolers. The course will also cover techniques for implementing the use of signs in the classroom with children, as well as basic signing exercises and games.

**CSU**

**CFS 130 3 UNITS**

**The Creative Process in Young Children**

54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 122 and CFS 123 with a minimum grade of C*

Students will explore techniques that support the creative abilities of young children in art, music, literature, drama, puppetry, cooking, and nutrition. This course emphasizes a developmental creative approach.

**CSU**

**CFS 135 3 UNITS**

**The Cognitive Development of Young Children**

54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 122 and CFS 123 with a minimum grade of C*

This course explores how young children think and develop theories and concepts. Students will gain knowledge about materials and environments to support young children's cognitive development, including math and science skills.

**CSU**

**CFS 140** **3 UNITS**  
**The Child, Family and Community**  
 54 hours lecture; 54 hours total

This course is a multicultural examination of the effects of family and community on a child's development. Topics include the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on family behavior, values, morals, and attitudes.

**CSU, UC**

**CFS 145** **3 UNITS**  
**Language Development & Early Literacy**  
 54 hours lecture; 54 hours total

The development of language in young children and the role of literature are examined, including a detailed exploration of quality children's literature. The practical use of language and literature in a variety of early childhood settings will be discussed.

**CSU**

**CFS 150** **3 UNITS**  
**Infant/Toddler Development and Education**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 120 with a minimum grade of C*

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.

**CSU**

**CFS 151** **3 UNITS**  
**Care and Education for Infants and Toddlers**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 150 with a minimum grade of C*

This course applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.

**CSU**

**CFS 155** **3 UNITS**  
**Sensitive Issues in Early Childhood**  
 54 hours lecture; 54 hours total

This is an introductory course on issues in life that affect children: marriage; separation and divorce; death; sex and sexuality; self-acceptance; cultural and racial identity; hospitalization; and child abuse. This course is designed for parents, individuals in the helping professions, early childhood students, and other interested persons.

**CSU**

**CFS 162** **3 UNITS**  
**Overview of Special Education**  
 54 hours lecture; 54 hours total

History, recent laws, current local practice, and occupations in special education will be explored. Designed for parents of children with disabilities, employees in regular education programs, and those interested in a career in special education.

**CSU**

**CFS 165** **3 UNITS**  
**Curriculum and Environments in Early Childhood Programs**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 120 and CFS 122 with a minimum grade of C*

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children 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.

**CSU**

**CFS 168** **0.5 UNIT**  
**Early Childhood Workshop**  
 9 hours lecture; 9 hours total

A short course offered periodically on specialized topics in early childhood field. For current early childhood students, professionals, parents and other interested persons. Pass/No Pass grading.

**CSU**

**CFS 170** **3 UNITS**  
**Studying the Reggio Emilia Approach**  
 54 hours lecture; 54 hours total

This is an introductory course in the theory, philosophy, and inspiration of Reggio Emilia approach to early childhood education. Students will explore an interpretation of the basic principles of this approach. Emphasis is on developing a new image of the child in connection with the role of adults (teachers and parents), developing relationships, interactions, and experiences based on "progettazione" (term used in Reggio Emilia for prediction, hypothesis, projections of emergent projects).

**CSU**

**CFS 175** **3 UNITS**  
**Meeting the Developmental Needs of the School-Aged Child**  
 54 hours lecture; 54 hours total

The student will be exposed to the philosophy, principles and practices of school-age child care. Emphasis is on preparing students to work with children in a group setting. Students will learn techniques for guiding behavior, structuring program flow, and preparing environment to meet the needs of the school age child.

**CSU**

**CFS 180** **3 UNITS**  
**The Anthropology of Childhood**  
*Cross-listed with ANTH-180*  
 54 hours lecture; 54 hours total

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

**CSU, UC**

**CFS 184** **3 UNITS**  
**Teaching Children in a Diverse Society**  
 54 hours lecture; 54 hours total

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

**CSU**

**CFS 190** **3 UNITS**  
**Children with Special Needs**  
 54 hours lecture; 54 hours total

This course provides an overview of the laws, definitions, categories, trends, and issues in special education pertaining to children 0-6 years. Topics are explored from a culturally sensitive perspective with an emphasis on the importance of understanding children with special needs in order to ensure that the educational opportunities are effective.

**CSU**

**CFS 196** **3 UNITS**  
**Music and Movement in Early Childhood**  
*Cross-listed with MUSI-196*  
 54 hours lecture; 54 hours total

Introduction to teaching music and movement to young children. Basic elements such as beat, rhythm, timbre, dynamics, form, and melody will be explored in developmentally appropriate and culturally sensitive ways. Songs, games, finger plays, rhymes, dances, and playing instruments will be presented.

**CSU**

**CFS 200** **3 UNITS**  
**Early Intervention Strategies**  
 54 hours lecture; 54 hours total

This course will focus on developmental theory, research, and practical applications of theory and research in the field of early intervention. The course will examine curriculum modification strategies to facilitate the development of cognitive, motor, socioemotional, and language skills of young children, 0-6 years of age, with special needs. The course will also examine the development of behavior plans, collaborative teaching, lesson planning strategies, and methods for working with parents of young children with special needs.

**CSU**

**CFS 223** **5 UNITS**  
**Student Teaching - Practicum**  
 36 hours lecture, 162 hours lab; 198 hours total

*Prerequisite: Completion of CFS 123, CFS 140, and CFS 165 with a minimum grade of C*

*Corequisite: Concurrent enrollment in CFS 165*

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. Negative TB Test and Good Health Statement required.

**CSU**

**CFS 225** **5 UNITS**  
**Fieldwork in Early Intervention**  
 36 hours lecture, 162 hours lab; 198 hours total

*Prerequisite: Completion of CFS 200 with a minimum grade of C*

This course provides students with a field experience/practicum with children with special needs, including natural environments, inclusive environments, and self-contained environments. Students will apply theory and models of intervention in an early childhood special education setting or with a focus child in a general education classroom. This course includes a lecture and a 9-hour a week early intervention placement.

**CSU**

**CFS 250** **2 UNITS**  
**The Mentor Teacher**  
 36 hours lecture; 36 hours total

This course focuses on the methods and principles of supervising student teachers in early childhood classrooms. Special emphasis is placed on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff.

**CSU**

**CFS 270** **3 UNITS**  
**Administration & Supervision of Early Childhood Programs 1**  
 54 hours lecture; 54 hours total

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

An introduction to the principles and practices of supervision and administration of child-care centers. An in-depth examination of the regulations, including Title 5 and Title 22.

**CSU**

**CFS 271** **3 UNITS**  
**Supervision and Administration of Early Childhood Programs II**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of CFS 270 with a minimum grade of C*

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program.

**CSU**

**CFS 298** **1-3 UNITS**  
**Selected Topics in Early Childhood**  
 18-54 hours lecture, 54-162 hours lab; 18-162 hours total

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

**CSU**

**CSU**

## COMPUTER INFORMATION SYSTEMS APPLICATION (CISA)

### Web Site Development: Certificate of Achievement

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

Required Courses	Units
CISA 110 Introduction to Microcomputers	3
CISA 180 Creating Web Pages with Html & XHTML	3
CISA 182 Javascript and AJAX	3
CISA 183 Creating Web Sites	3
CISA 184 Creating Applications for Mobile Devices	3

**Total Units** **15**

### Course Descriptions

**CISA 101** **3 UNITS**  
**Computer Information Systems**  
 54 hours lecture, 18 hours lab; 72 hours total

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

**CSU, UC**

**CISA 110** **3 UNITS**  
**Introduction to Microcomputers**  
 54 hours lecture, 18 hours lab; 72 hours total

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

This is an introduction to microcomputers and microcomputer applications, introducing important concepts for the effective use of the user interface, word processor, spreadsheet, database, and Internet. These concepts will be reinforced by hands-on experience both inside and outside of the classroom.

**CSU, UC**

**CISA 127** **3 UNITS**  
**Computer Accounting**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ACCT 125, ACCT 120*

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

**CSU**



**CISA 130** **3 UNITS**  
**Computer Literacy**  
 18 hours lecture, 36 hours lab; 54 hours total

A course designed to familiarize students with the basics of a current word processing program, desktop information manager program, database program, and the World Wide Web. Students will learn how to produce and format documents and tables using graphic elements; navigate the Internet; send, receive, and manage e-mails, contacts, and schedules; and use a database to manage records electronically.

**CSU**

**CISA 142** **3 UNITS**  
**Microsoft Windows**  
 54 hours lecture, 18 hours; 72 hours total

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

**CSU**

**CISA 160** **3 UNITS**  
**Microsoft Access**  
 54 hours lecture, 18 hours; 72 hours total

*Recommended Preparation: CISA 110 with a minimum grade of C*

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.

**CSU**

**CISA 165** **3 UNITS**  
**Microsoft Excel**  
 54 hours lecture, 18 hours lab; 72 hours total

*Recommended Preparation: CISA 110 with a minimum grade of C*

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.

**CSU**

**CISA 167** **1 UNIT**  
**Intro Excel for Business Professionals**  
 18 hours lecture; 18 hours total

*Recommended Preparation: CISA 110 with a minimum grade of C*

Students will design and create professional, well-organized spreadsheets for the business and home environment using Microsoft Excel. This introductory class will focus on preparing and formatting spreadsheets, inserting formulas, moving data within and between workbooks, and creating charts.

**CSU**

**CISA 170** **1 UNIT**  
**Keyboarding**  
 18 hours lecture, 6 hours lab; 24 hours total

This class introduces students to the basic operation of a micro-computer that emphasizes the mastery of the keyboard by touch. Correct posture and keying techniques are highlighted.

**CSU**

**CISA 170B** **1 UNIT**  
**Keyboarding 1/Part 2**  
 9 hours lecture, 45 hours lab; 54 hours total

*Recommended Preparation: CISA 170A with a minimum grade of C 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.

**CSU**

**CISA 170C** **1 UNIT**  
**Keyboarding 1/Part 3**  
 9 hours lecture, 45 hours lab; 54 hours total

*Recommended Preparation: CISA 170B with a minimum grade of C 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.

**CSU**

**CISA 171A** **1 UNIT**  
**Keyboarding 2/Part 1**  
 9 hours lecture, 45 hours lab; 54 hours total

*Recommended Preparation: CISA 170C with a minimum grade of C or equivalent keying and word processing skills*

This course provides further development of basic keyboarding techniques. Students will use word processing skills to compose documents, format reports, multi-page letters, multi-page memos, and tables.

**CSU**

**CISA 171B** **1 UNIT**  
**Keyboarding 2/Part 2**  
 9 hours lecture, 45 hours lab; 54 hours total  
*Recommended Preparation: CISA 171A with a minimum grade of C or equivalent keying 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.  
**CSU**

**CISA 171C** **1 UNIT**  
**Keyboarding 2/Part 3**  
 9 hours lecture, 45 hours lab; 54 hours total  
*Recommended Preparation: CISA 171B with a minimum grade of C or equivalent keying 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.  
**CSU**

**CISA 172** **0.5 UNIT**  
**Keyboarding Skill Development**  
 9 hours lecture, 18 hours lab; 27 hours total  
*Recommended Preparation: CISA 170A with a minimum grade of C or equivalent keyboarding skill*  
 A short-term course that provides techniques and practice for increasing keyboarding speed and accuracy. Utilizes an individualized instructional approach in a laboratory setting. Pass/No Pass Grading.  
**CSU**

**CISA 180** **3 UNITS**  
**Creating Web Pages With Html & XHTML**  
 54 hours lecture, 18 hours lab; 72 hours total  
*Recommended Preparation: It is recommended that the student be familiar with a web browser and a text editor or word processor for the Windows environment.*  
 This class will cover Hypertext Markup Language and Extensible Hypertext Markup Language and its use in creating documents for the World Wide Web. Related topics such as Uniform Resource Locators, Multimedia, and Frames will be introduced.  
**CSU**

**CISA 182** **3 UNITS**  
**Web Development: Javascript**  
 54 hours lecture, 18 hours lab; 72 hours total  
*Recommended Preparation: CISA 180 with a minimum grade of C or equivalent*  
 This class will take an in depth look into using JavaScript and AJAX to create interactive web sites. Web forms, how to tailor web pages across multiple browser platforms, menus, cookies, pop-ups, rollovers, and more will be explored.  
**CSU**

**CISA 183** **3 UNITS**  
**Creating Web Sites**  
 54 hours lecture, 18 hours lab; 72 hours total  
*Recommended Preparation: CISA 170A with a minimum grade of C or equivalent*  
 Web site development software allows users to utilize either a WYSIWYG (What You See is What You Get) user interface or a manual coding approach. In learning how to use this program, you will create web sites that are complex and interactive. Concepts will be reinforced by hands-on experience both inside and outside the classroom.  
**CSU**

**CISA 184** **3 UNITS**  
**Web Development: Mobile Apps**  
 54 hours lecture, 18 hours lab; 72 hours total  
 This class will explore how to create applications for mobile devices. In the course you will learn how to use a software toolkit. The class will also explore how to publish your new app and make it available over the internet.  
**CSU**

**CISA 186** **2 UNITS**  
**Microsoft Word: Beginning**  
 36 hours lecture, 12 hours lab; 48 hours total  
*Recommended Preparation: CISA 170A with a minimum grade of C or equivalent keying skill*  
 A course designed to introduce the fundamentals of a current word processing program. Emphasis is on developing word processing skills and techniques for the workplace.  
**CSU**

**CISA 270** **3 UNITS**  
**Keyboarding 3**  
 18 hours lecture, 72 hours lab; 90 hours total  
*Recommended Preparation: BUSI 185, CISA 171A, and CISA 186 with a minimum grade of C*  
 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.  
**CSU**

**CISA 284 2 UNITS**

**Microsoft Word: Advanced**

27 hours lecture, 27 hours lab; 54 hours total

*Prerequisite: Completion of CISA 186 with a minimum grade of C or equivalent keyboarding and word processing skills*

A practical course that covers the advanced features of one or more word processing programs. Material will include enhancing and manipulating documents with special features, using borders and frames with pictures, tables, charts, outlines, graphic features, formatting, styles, and designing of various types of documents. Emphasis is on developing advanced word processing skills and techniques for the workplace.

**CSU**

**CISA 287 1 UNIT**

**Desktop Publishing**

18 hours lecture, 9 hours lab; 27 hours total

*Prerequisite: Completion of CISA 186 with a minimum grade of C or equivalent keyboarding and word processing skills*

A hands-on course covering features of the desktop publishing capabilities of a word processing program. Students will learn to prepare attractive business and personal documents, promotional documents, Web pages, and PowerPoint presentations.

**CSU**

**CISA 288 1 UNIT**

**Presentation Software**

9 hours lecture, 18 hours lab; 27 hours total

A hands-on course designed to introduce the fundamentals of a current presentation software program. Emphasis is on developing presentation software skills for use in the workplace.

**CSU**

**CISA 289 1 UNIT**

**Advanced Desktop Publishing**

9 hours lecture, 18 hours lab; 27 hours total

*Prerequisite: Completion of CISA 186 with a minimum grade of C*

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

**CSU**

## COMPUTER STUDIES (COMS)

### Business-Computer Studies: AS Degree

Required Courses	Units
CISA 101 Computer Information Systems	3
CISA 110 Introduction to Microcomputers	3
CISA 142 Operating Systems or CISA 212 UNIX and Linux	3  3
CISA 160 Database Systems	3
CISA 165 Spreadsheets	3
CISA 170A Keyboarding 1/Part 1	1
CISA 186 Beginning Word Processing	2
CISA 284 Advanced Wordprocessing	2
COMS 120 Introductory Programming Logic	3
COMS 121 Advanced Programming Logic	3
ACCT 120 Introduction to Accounting or ACCT 125 Financial Accounting	3  5
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
BUSI 105 Business Communication	3
BUSI 185 Business English	2
ECON 100 Principles of Macroeconomics	3
MATH 94 Intermediate Algebra	5
SPCOM 124 Career Communication Or SPCOM 126 Intercultural Communication	3  3
<b>Total units for the major</b>	<b>51-53</b>
<b>Total units</b>	<b>60</b>

Note:

1. All courses in the major must be completed with a grade of "C" or better. Consultation is required with the Program Coordinator.
2. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.
3. At most 4-year schools, Computer Science is a combination of basic science, electronics, and advanced mathematics. A student who plans to obtain a 4-year degree in the field of computers should examine all the information regarding various programs that are available. Information about career opportunities and educational programs in this field is available at the Napa Valley College Career Center.

**Microcomputer Applications Specialist:  
Certificate of Achievement**

Required Courses	Units
BUSI 105 Business Communication	3
Or	
ENGL120 Reading & composition 1	4
CISA 142 Operating Systems	3
or	
CISA 212 UNIX and Linux	3
CISA 160 Database Systems	3
CISA 165 Spreadsheets	3
CISA 170A Keyboarding 1/Part 1	1
CISA 186 Beginning Word Processing	2
COMS 100 Introduction to Computer Systems	3
SPCOM 124 Career Communication	3
<b>Total Units</b>	<b>21-22</b>

**Management Information Systems:  
Certificate of Achievement**

Required Courses	Units
ACCT 120 Introduction to Accounting	3
BUSI 100 Introduction to Business	3
BUSI 103 Legal Environment of Business	3
BUSI 185 Business English	2
CISA 110 Introduction to Microcomputers	3
CISA 160 Database Systems	3
CISA 165 Spreadsheets	3
CISA 170A Keyboarding 1/Part 1	1
CISA 186 Beginning Word Processing	2
CISA 210 There is no CISA 210	3
CISA 284 Advanced Wordprocessing	2
COMS 120 Introductory Programming Logic	3
COMS 121 Advanced Programming Logic	3
COMS 215 Programming Concepts and Methodology	3
MATH 90 Beginning Algebra	5
<b>Total Units</b>	<b>45</b>

**Course Descriptions**

**COMS 120** **3 UNITS**  
**Introductory Programming Logic**  
 54 hours lecture, 18 hours lab; 72 hours total

*Recommended Preparation: MATH 90 with a minimum grade of C*

An introduction to structured computer programming using the Visual Basic.NET language. Topics include numeric and character string manipulation using simple variables and arrays. Subprograms and functions are introduced. Program design and user interface design are introduced. Programs are written and run by students on microcomputers in the Visual Studio.NET environment.

**CSU, UC**

**COMS 121** **3 UNITS**  
**Advanced Programming Logic**  
 54 hours lecture, 18 hours lab; 72 hours total

*Recommended Preparation: COMS 120 with a minimum grade of C*

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

**CSU, UC**

**COMS 215** **3 UNITS**  
**Programming Concepts and Methodology I**  
 54 hours lecture, 18 hours lab; 72 hours total

*Prerequisite: Completion of MATH 90 or higher with a minimum grade of C or one year of high school algebra*

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

**CSU, UC**

**COMS 216** **3 UNITS**  
**Programming Concepts and Methodology II**  
 54 hours lecture, 18 hours lab; 72 hours total

*Prerequisite: Completion of COMS 215 with a minimum grade of C*

Application of software engineering techniques to the design and development of large programs; data abstraction and structures and associated algorithms.

**CSU, UC**

## COUNSELING (COUN)

### Human Services: AS Degree

The Human Services Program is designed to teach students entry level helping skills to work in the high demand field of Human Services. Students will gain knowledge of human service delivery systems; communication skills for working with individuals, groups and diverse populations; case management techniques; and will have field experiences in one or more human service agencies.

#### Program Learning Outcomes

- Outcome 1: Enhance the ability of the participant (or client of the social service agency) to lead a self-determining life by providing the support and information necessary to build self-esteem, personal efficacy, assertiveness, and decision making skills.
- Outcome 2: Employ a range of effective communication strategies to establish a collaborative relationship with the participant.
- Outcome 3: Apply informal assessment practices in order to understand the needs and interests of the participant and assist them.
- Outcome 4: Utilize knowledge about informal and formal supports available in the local community and assist the participant in identifying and gaining access to such supports.
- Outcome 5: Apply effective advocacy strategies to overcome the legal, administrative, and financial challenges facing participants.
- Outcome 6: Implement case management techniques to assist participants find a full range of care throughout their community.
- Outcome 7: Write and provide the necessary documentation within an organization and manage these requirements efficiently.
- Outcome 8: Identify areas for self-improvement, pursue necessary education/training resources, and participate in the life of the organization through an understanding of its mission and practices.

Required Courses	Units
COUN 120 Introduction to Human Services	3
COUN 122 Helping Skills in Human Services	3
COUN 124 Working With Diverse Populations*	3
COUN 126 Case Management in Human Services	3
COUN 128 Introduction to Substance Abuse Studies	3
COUN 130 Crisis Intervention in Human Services	3
HELH 106 Personal & Community Health	3
SPCOM 124 Career Communication	3
or	
SPCOM 126 Intercultural Communication	3
WOEX 190 Work Experience Seminar	1

WOEX 193 Vocational Work Experience 2

**Total units for the major 27**  
**Total units 60**

\*Satisfies Multicultural/Gender Studies requirement  
 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.

### CSU General Education: Certificate of Achievement

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

- A. Communication in the English Language and Critical Thinking (9 units minimum. Select one course from A-1, A-2 and A-3.
  - A-1. Oral Communication
  - A-2. Written Communication
  - A-3. Critical Thinking
- B. Natural Science and Mathematics (9 units minimum). Select one from B-1, B-2 and B-4. At least one course from B-1 or B-2 must include a laboratory to meet the B-3 requirement.
  - B-1. Physical Universe
  - B-2. Life Forms
  - B-3. Laboratory Activity
  - B-4. Mathematics/Quantitative Reasoning
- C. Arts, Literature, Philosophy and Foreign Languages (9 units minimum) At least 3 units must be selected from C-1, and at least 3 units must be selected from C-2. The remaining units may be selected from C-1or C-2.
  - C-1. Arts
  - C-2. Humanities
- D. Social and Behavioral Sciences (9 units minimum) Select 3 courses. A maximum of 2 courses may be selected from one category.
  - D-1. Anthropology
  - D-2. Economics
  - D-3. Ethnic Studies
  - D-4. Gender Studies
  - D-5. Geography
  - D-6. History
  - D-7. Interdisciplinary Social or Behavioral Science:
  - D-8. Political Science
  - D-9. Child Family Studies
  - D-10. Sociology and Criminology

- E. Lifelong Understanding and Self-development (3 units minimum) Only 1.5 units of PE may be used toward meeting this requirement.
  - E-1. Integrated Organism
  - E-2. Activity: Physical Education courses

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

**IGETC: Certificate of Achievement**

This general education pattern is appropriate for students planning to transfer to a campus in either the University of California or California State University system. In each category, a specific number of units must be completed. A minimum of 34-37 total units is required. All requirements for this Certificate must be met. It is essential that students who want to complete This Certificate see a counselor to acquire the appropriate list of courses and the rules for completing the IGETC requirements.

Two options: 1) a 37 unit option for CSU and 2) a 34 unit option for UC

**AREA 1 - English Communication**

- CSU: 3 courses required, one from Group A, B, and C UC: 2 courses required, one each from Group A and B.
- Group A: English Composition, one course: 3 semester units
- Group B: Critical Thinking - English Composition, one course: 3 semester units
- Group C: Oral Communications (CSU requirement only), one course: 3 semester units

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

One course: Minimum 3 semester units required.

**AREA 3 - Arts and Humanities**

At least 3 courses, with at least one from the Arts and one from the Humanities. 9 semester units total required.

**AREA 4 - Social and Behavioral Sciences**

At least 3 courses from at least two academic disciplines 9 semester units total required.

**AREA 5 – Physical and Biological Sciences**

At least 2 courses, with one from the Physical Science and one from the Biological Science; at least one of the two courses must include a laboratory 7-9 semester units total required.

Language other than English (UC requirement only) Complete the equivalent of two years of high school study of the same language. Or complete a Napa Valley College course(s) that meets the required proficiency level. Or complete the Advanced

Placement exam at the required proficiency level.

CSU GRADUATION REQUIREMENT in US History, Constitution and American Ideals (Not part of IGETC; may be completed prior to transfer). At least one course from Group 1 (US History) and one course from Group 2 (Constitution and American Ideals). 6 semester units total

**Human Services: Certificate of Achievement**

Required Courses	Units
COUN 120 Introduction to Human Services	3
COUN 122 Helping Skills in Human Services	3
COUN 124 Working with Diverse Populations	3
COUN 126 Case Management in Human Services	3
COUN 128 Introduction to Substance Abuse Studies	3
COUN 130 Crisis Intervention in Human Services	3
SPCOM 124 Career Communication	3
or	
SPCOM 126 Intercultural Communication	3
WOEX 190 Work Experience Seminar	1
WOEX 193 Vocational Work Experience	2
<b>Total Units</b>	<b>24</b>

**Course Descriptions**

**COUN 97** **0.5 UNIT**  
**Managing the College Experience**  
 9 hours lecture; 9 hours total

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

**COUN 100** **3 UNITS**  
**College Success**  
 54 hours lecture; 54 hours total

A course designed to assist students in obtaining the skills and knowledge necessary to reach their educational goals. Students will receive an extensive orientation to the college and its policies and programs. Students will also participate in career planning activities and be introduced to study skills in the areas of note-taking, reading skills, test-taking, and listening skills.

**CSU, UC**

**COUN 101** **1 UNIT**  
**College Discovery**  
 18 hours lecture; 18 hours total

A short-term, intensive course designed to help students adjust to college by orienting them to college resources and teaching them how to network with others. Students will identify and address strengths and barriers related to college success, as well as discover their own learning style and attitude. Students will also learn effective college/classroom behaviors, including listening, concentration, note-taking, and academic honesty. Self-management skills will be addressed, along with motivation, personal responsibility, and self-discipline.

**CSU**

**COUN 103** **1 UNIT**  
**Take Charge of Your Learning**  
 18 hours lecture; 18 hours total

A short-term, intensive course which emphasizes critical thinking strategies which can be applied across the curriculum to enhance academic, personal, and job success. The course is designed to make students more effective thinkers through the development of goals, environment, schedule, and approaches for learning. Students will also learn to analyze and evaluate issues from multiple perspectives and solve problems through critical analysis.

**CSU**

**COUN 105** **1.5 UNITS**  
**Planning for Transfer Success**  
 27 hours lecture; 27 hours total

An introduction to the transfer process designed to assist students in planning their long-term educational goals. Students will gain an understanding of transfer requirements, the application of admission process, degrees offered, financial aid, scholarships, housing and supportive services, which will help the student choose the "right college."

**CSU**

**COUN 110** **3 UNITS**  
**Career/Life Plan**  
 54 hours lecture; 54 hours total

A comprehensive course designed to assist students in obtaining the necessary skills and resources for effective career, educational, and life planning. Students will gain an understanding of their skills, values, interests and personality style based on a variety of assessments and learn how to apply them to career decision-making and goal setting. Students will also learn job search techniques and learn how to gather educational, occupational, and labor market information.

**CSU, UC**

**COUN 111** **1.5 UNITS**  
**Career Decision-Making**  
 27 hours lecture; 27 hours total

This course will guide students through a short-term career and educational planning process, to develop the skills and resources necessary to make an informed career decision and to set realistic, achievable goals. The course is recommended for students who have completed some career/educational decision-making but still have conflicted interests between more than one career/college major; or for students who want to confirm that the decision they have made is the correct decision.

**CSU, UC**

**COUN 120** **3 UNITS**  
**Introduction to Human Services**  
 54 hours lecture; 54 hours total

The course is an introduction to the social welfare field and explores the historical, cultural and societal aspects of the social work profession. The course will introduce the essential helping skills of human service workers. The broad career opportunities within social services will be examined and a candid look at the demands and strains of choosing a social service career will be explored.

**CSU**

**COUN 122** **3 UNITS**  
**Helping Skills in Human Services**  
 54 hours lecture; 54 hours total

An introduction to helping skills and interview techniques necessary for paraprofessionals, volunteers and students working in the Human Services field. Students will learn basic communication skills to effectively support and guide persons who need assistance from social, educational and health service systems. Sensitivity and awareness of the client's diverse needs during an interview will be emphasized.

**CSU**

**COUN 124** **3 UNITS**  
**Working With Diverse Populations**  
 54 hours lecture; 54 hours total

A course examining the historical and current needs, values and concerns of diverse populations and their impact on human service agencies. Issues of culture, race, and prejudice will be examined when working with Latinos/as, Native Americans, African Americans, Asian Americans, women and other minority groups. The perspective of women and minority groups will be emphasized. Critical issues in working with culturally different populations will be explored as they relate to the Human Service Specialist.

**CSU**

**COUN 126** **3 UNITS**  
**Case Management in Human Services**  
 54 hours lecture; 54 hours total

The course provides training in case management skills to implement with clients in a variety of human service organizations. Students will learn the practical aspects of case management: intake interviews, assessment, organization and design of a case plan, implementation and follow up. Advocacy skills will be reviewed and an overview of legal and ethical issues and professional development activities of human service specialists will be examined.

**CSU**

**COUN 128** **3 UNITS**  
**Introduction to Substance Abuse Studies**  
 54 hours lecture; 54 hours total

An introductory course in substance abuse that orients the learner to commonly abused substances and their physical and cognitive impact, addiction theory, problem identification and treatment modalities. This course emphasizes prevention and intervention strategies for helping professionals working in a variety of health and human service settings.

**CSU**

**COUN 130** **3 UNITS**  
**Crisis Intervention in Human Services**  
 54 hours lecture; 54 hours total

This course will include strategies and techniques in crisis intervention for individuals training to work in the helping profession including how to conduct intake interviews; provide information, referrals and documentation; and utilize the essential active listening skills for people in crisis. Topics covered are suicide prevention, domestic violence, substance abuse, mental health, cross-cultural competencies, legal and legal issues including confidentiality.

**CSU**

**COUN 131** **3 UNITS**  
**Introduction to Group Process**  
 54 hours lecture; 54 hours total

An introduction to educational process groups in human services and addiction treatment work settings, including theoretical foundation, stages and processes; roles, responsibilities, and ethics; strategies and techniques for facilitating group process. Students practice and demonstrate competencies through participation and demonstration of group work.

**CSU**

**COUN 132** **3 UNITS**  
**Alcohol & Drug Prevention and Treatment**  
 54 hours lecture; 54 hours total

A course on the practical application of the historical, theoretical, research and contemporary approaches to substance abuse prevention and treatment. The impact of substance abuse on the family and continuum of care issue for treatment are explored.

**CSU**

**COUN 133** **2 UNITS**  
**Assessment and Treatment Planning in Addiction Studies**  
 36 hours lecture; 36 hours total

*Prerequisite: Completion of COUN 126 with a minimum grade of C*

The course reviews the principles and practices of addiction treatment including the process of intake, screening, assessment, treatment planning, referral, documentation, professional and ethical codes of conduct. Students will practice documentation record management procedures.

**CSU**

**COUN 134** **3 UNITS**  
**Co-occurring Disorders in Addiction**  
 54 hours lecture; 54 hours total

A review of the major concepts, definitions, and features of co-occurring mental health disorders associated with addiction. Recognition of co-occurring disorders and the appropriate scope of practice are emphasized, including cultural sensitivity when working with issues of addiction. Common types of mental health issues associated with addiction, an overview of appropriate treatment and management approaches, the relationship between mental health and substance abuse facilities will be examined.

**CSU**

**COUN 135** **3 UNITS**  
**Pharmacology and Physiological Effects of Addiction**  
 54 hours lecture; 54 hours total

The course presents an overview of the physiological processes and impacts of drugs and alcohol on a person including risk factors related to addiction, acute and chronic health problems, communicable diseases, and fetal impact. Medical and pharmacological resources and appropriate community referrals are also reviewed.

**CSU**

**COUN 288** **0.5-1.5 UNITS**  
**Counseling Workshop**  
 9-27 hours lecture; 9-27 hours total

A short course on specialized topics in the Counseling field. Topics vary with each offering.

**CSU**



## CRIMINAL JUSTICE TRAINING (CJT)

### 911 Dispatcher: Certificate of Achievement

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

#### Program Learning Outcomes

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

#### Required Courses

	<b>Units</b>
CJT 296 Public Safety Dispatchers' Basic Course	4 - 5
ADMJ 120 Introduction to the Criminal Justice System	3
ADMJ 123 Introduction to Community Policing	3

#### Restricted Electives (9 units)

Three units selected from:

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

Six units selected from:

ADMJ 121 Introduction to Criminal Law	3
ADMJ 122 Introduction to Criminal Procedures	3
CJT 302 Criminal Justice Skills & Knowledge Module	0.5 -6
Two units of Physical Education	2

**Total Units** **19-20**

Notes:

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

## Course Descriptions

### CJT 200

#### Basic Police Academy 1

880 hours integrated lab; 880 hours total

**24 UNITS**

*Prerequisite: Completion of a criminal history fingerprint check through the California Department of Justice (13511.5PC); Obtain clearance from a licensed physician indicating capacity to participate in intensive physical activity; The above prerequisites may be certified by an authorized law enforcement agency.*

The P.O.S.T. Basic Police Academy is certified by the California Commission on Peace Officer Standards and Training. This course satisfies the basic training requirement to be hired as a full-time peace officer or Level 1 Reserve Peace Officer in California. The Basic Police Academy emphasizes the development of character, problem solving skills, and officer safety.

**CSU**

### CJT 203

#### Module 3 832PC Arrest Course

30 hours lecture, 10 hours lab; 40 hours total

**1.5 UNITS**

A course certified by the California Commission of Peace Officer Standards and Training to fulfill the requirements of section 832 PC and the training requirements for Level 3 Reserve Peace Officers. Includes laws of arrest, search and seizure, methods of arrest, discretionary and decision-making.

**CSU**

### CJT 206

#### 832PC Firearms Course

24 hours lab; 24 hours total

**0.5 UNIT**

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

This course meets the firearms training requirement described in California Penal Code Section 832. This course prepares students for work as a peace officer or private security officer.

**CSU**

### CJT 211

#### Adult Corrections Academy

200 hours integrated lab; 200 hours total

**5 UNITS**

The Adult Corrections Academy is certified by the State of California Board of Corrections to provide entry-level job training required to be hired as an adult correctional officer for a city or county jail.

**CSU**

**CJT 296** **4-5 UNITS**  
**Public Safety Dispatchers' Basic Course**  
 120-136 hours integrated lab; 120-136 hours total  
 This course is certified by the California Commission on Peace Officer Standards and Training and provides the required entry-level job training for 9-1-1 dispatchers working for law enforcement and other public safety agencies in California. 120 hours; 4 units or 136 hours; 5 units.  
**CSU**

**CJT 297** **5 UNITS**  
**Basic Academy Recertification**  
 136 hours integrated lab; 136 hours total  
*Prerequisite: Completion of a criminal history fingerprint check through the California Department of Justice (13511.5PC); Obtain clearance from a licensed physician indicating capacity to participate in intensive physical activity; The above prerequisites may be certified by an authorized law enforcement agency.*  
 This course is certified by the California Commission on Peace Officer Standards and Training (P.O.S.T.) and re-certifies students who graduated from a basic police academy more than three years ago. This course also re-certifies students who have been employed as a peace officer and are returning after more a break in service of more than three years. This 136 hour course is typically presented over a three week period.  
**CSU**

## DANCE (DANS)

### Course Descriptions

**DANS 101** **0.5-1 UNIT**  
**Somatics 101: Maintenance for Movers**  
*Cross-listed with PHYE-101*  
 18-36 integrated lab hours; 18-36 hours total  
 The Maintenance for Movers course includes various techniques for dancers and anyone interested in strengthening the mind-body connection. This course will introduce different somatic (mind-body) modalities such as Feldenkrais, BMC, Bartenief and also include myofascial release techniques, proper core and flexibility concepts, basic bio-mechanics and alignment concepts, injury prevention and pre/post performance recovery techniques. The course teaches the dancer (or any mover) the proper maintenance of the body to ensure longevity and greater movement ability.  
**CSU, UC**

**DANS 126** **0.5-1.5 UNITS**  
**Cardio Salsa**  
 18-54 integrated lab hours; 18-54 hours total  
 Cardio Salsa is a course that combines Salsa and other Latin dance movement, rhythm and steps in an aerobic format as a fun and exhilarating way to increase cardiovascular and overall fitness.  
**CSU, UC**

**DANS 128** **1-1.5 UNITS**  
**Salsa and Latin Social Dance**  
 36-54 hours integrated lab; 36-54 hours total  
 This is a dance class focusing on basic level Salsa and other Latin social partnering dances. Partners will be rotated between fellow students. The origins of each Latin dance style will be studied.  
**CSU, UC**

**DANS 128 B** **1-1.5 UNITS**  
**Salsa and Latin Social Dance Beginning/Intermediate**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: Beginning Salsa and Latin Dance Forms experience*  
 Level II of the Salsa and Latin Dance forms class. Students will advance their basic skills to incorporate dynamic intermediate techniques, more advanced rhythmic ability and add individualized self-expression within the techniques. History of dance forms incorporated.  
**CSU, UC**

**DANS 128 D** **1-1.5 UNITS**  
**Salsa & Latin Dance Teaching Assistant**  
 36-54 hours integrated lab; 36-54 hours total  
 Course allows the advanced dance student to experience basic social dance pedagogy.  
**CSU**

**DANS 132** **1-1.5 UNITS**  
**Dance Styles**  
 36-54 hours integrated lab; 36-54 hours total  
 This is a survey dance class introducing a variety of dance styles: Ballet, Jazz, Tap, Modern and Contemporary/Hip Hop. A general history of each style will be examined.  
**CSU, UC**

**DANS 133** **1-1.5 UNITS**  
**Ballet Fit**  
 36-54 hours integrated lab; 36-54 hours total  
 This is a course combining ballet barre techniques, core strength and stabilization, flexibility and conditioning techniques that help to improve the dance technique for dancers of any dance genre. Floor and barre' exercises are designed to enhance the dancer's agility, technique and overall fitness. Exercises and concepts presented in this course will enhance the performance skills of any student or athlete.  
**CSU, UC**

**DANS 134** **1-1.5 UNITS**  
**Ballet Level I**  
 36-54 hours integrated lab; 36-54 hours total  
 The Ballet level I course introduces the first time ballet student to the history of ballet, the introductory vocabulary, foot and arm positioning, proper alignment, and basic barre, center and locomotor ballet movements.  
**CSU, UC**

**DANS 134 B** **1-1.5 UNITS**  
**Ballet II**  
 36-54 hours integrated lab; 36-54 hours total  
 The Beginning Ballet course utilizes and builds on the technique, vocabulary, structure and historical information from the Ballet Basics course. Students will continue to accrue technique and increase their ballet vocabulary and learn level one combinations at the barre, in center floor, and in traveling combinations.  
**CSU, UC**

**DANS 134 D** **1-1.5 UNITS**  
**Ballet Teaching Assistant**  
 36-54 hours integrated lab; 36-54 hours total  
 Course allows the advanced Ballet student to experience basic ballet dance pedagogy.  
**CSU**

**DANS 135** **0.5-1.5 UNITS**  
**Street Jazz (Beginning Hip Hop)**  
 18-54 hours integrated lab; 18-54 hours total  
 Street Jazz/Beginning Hip Hop is an entry level exploration of current dance phenomena: Street Jazz. Street Jazz is hybrid dance form combining Jazz, Breaking, Funk, Party and other street dances. The class is taught from classic Jazz dance parameters for warm-up and entry level technique but adapted for the stylization of contemporary mainstream street dance. Course includes historical investigation of contributing dance forms and contemporary cultural relevance. Skills or proficiencies are enhanced by supervised repetition and practice within class periods. Course content differs each time it is offered.  
**CSU, UC**

**DANS 135 D** **1-1.5 UNITS**  
**Street Jazz (Beg.Hip Hop)Teaching Assistant**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: Completion of DANS 135 with a minimum grade of B*  
 Course allows the more advanced Street Jazz / Hip-Hop student to experience basic dance pedagogy.  
**CSU**

**DANS 136** **1-1.5 UNITS**  
**Jazz Dance I**  
 36-54 hours integrated lab; 36-54 hours total  
 Jazz Dance I focuses on entry level techniques, vocabulary, center floor stretches, isolated movements, and combinations with different rhythmic patterns. Origins of Jazz Dance in America discussed.  
**CSU, UC**

**DANS 136 B** **1-1.5 UNITS**  
**Jazz Dance II**  
 36-54 hours integrated lab; 36-54 hours total  
 Level II Jazz dance course is for advanced beginner and intermediate level jazz dancers. Class builds on dance level I techniques, center floor stretches, and movement and adds small choreographic assignments and level II floor work. This course explores important historical and contemporary figures in Jazz dance.  
**CSU, UC**

**DANS 136 D** **1-1.5 UNITS**  
**Jazz Dance Teaching Assistant**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: Completion of DANS 136 B with a minimum grade of B*  
 Course allows the advanced Jazz dance student to experience basic jazz dance pedagogy.  
**CSU**

**DANS 137** **1-1.5 UNITS**  
**Tap Dance**  
 36-54 hours integrated lab; 36-54 hours total  
 Beginning tap dance focuses on the history and terminology of tap; singles and doubles sound techniques; stretching techniques at the barre; and techniques away from the barre such as hop, leap, ball change and grapevine. Intermediate tap moves to combinations such as waltz, clog, and breaks which use different rhythms. Advanced tap builds on the skills learned in the first two levels.  
**CSU, UC**

**DANS 138** **1-1.5 UNITS**  
**Modern Dance Level I**  
 36-54 hours integrated lab; 36-54 hours total  
 Modern Dance is a creative movement class with an emphasis on rhythmic movements, isolated movements, free expression and improvisation. This course will introduce the elemental concepts (space, time, force). Emphasis on alignment, conditioning, elementary and traditional technique.  
**CSU, UC**

**DANS 138 B** **1-1.5 UNITS**  
**Modern Dance II**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: Basic level modern dance experience*  
 The Beginning Modern dance course builds on the concepts, principles and techniques of the Basic Modern dance course. Students will advance their technical acuity, learn elementary improvisational techniques and begin to craft movement combinations. Students will begin to define the modern dance experience as “dance-as-self expression”.  
**CSU, UC**

**DANS 138 D** **1-1.5 UNITS**  
**Modern Dance Teaching Assistant**  
 36-54 hours integrated lab; 36-54 hours total  
*Recommended Preparation: Completion of DANS 138 B with a minimum grade of B*  
 Course allows the advanced modern dance student to experience basic modern dance pedagogy.  
**CSU**

**DANS 140** **1-1.5 UNITS**  
**Dance Production**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is an introduction to dance production and performance. It covers basic costuming, makeup, rehearsing and performing. Basic theater and stage terminology and etiquette are introduced. Students will participate in a faculty-choreographed dance production.  
**CSU**

**DANS 140 C** **0.5-1 UNIT**  
**Repertory Dance Company**  
 18-36 hours integrated lab; 18-36 hours total  
 Repertory Dance Production is a course with an emphasis on experiential learning from participation in the staging, rehearsing and performing of choreographic repertory works from established choreographers. Emphasis on traditional stage performance and community outreach performances. Audition may be required.  
**CSU, UC**

**DANS 141** **0.5-1.5 UNITS**  
**Dance Production Beginning**  
 18-54 hours integrated lab; 18-54 hours total  
 This course is offered Fall and provides students with the proper production knowledge and skills, and the proper venue, to produce a dance show using all-student generated choreography.  
**CSU, UC**

**DANS 160** **3 UNITS**  
**Dance Appreciation**  
 54 hours lecture; 54 hours total  
 This course allows the student to critically analyze and appraise dance as an art form, cultural expression, physical activity, potential profession or academic pursuit (such as Anthropology of Dance). Course will discuss the varying cultural relevance of dance, the role of dance to the individual and its importance in contemporary and historical society.  
**CSU, UC**

## DIGITAL ART AND DESIGN (DART)

### Graphic Design: AA Degree

This degree provides a comprehensive foundations program in Graphic Design with two areas of emphasis. To fulfill the requirements for this degree, students will complete the required courses for one of two areas of emphasis and work with a counselor to determine the appropriate pattern of general education courses based on the student’s individual educational goals. Lower division major preparation courses for students interested in pursuing transfer to a BA or BFA program in graphic design or digital art. Students pursuing this degree option must work with a counselor to develop an education plan that meets the current transfer requirements for the school of their choice.

### Program Learning Outcomes

- Outcome 1: Critically evaluate and understand the aesthetic, cultural, and political development of design in historical and contemporary cultures.
- Outcome 2: Create finished images and graphics for professional applications based on principles of effective design and communication.
- Outcome 3: Translate ideas into images and designs.
- Outcome 4: Present finished design products for peer, professional or academic review.
- Outcome 5: Evaluate and critique graphic design work and receive criticism from others.
- Outcome 6: Work collaboratively and communicate effectively with others on design projects.

<b>Required Courses (15 units)</b>	<b>Units</b>
DART 120 Intro to Digital Art & Graphic Design	3
DART 130 Introduction to Digital Imaging	3
DART 140 Drawing & Typography	3
DART 150 Publication Layout & Design	3
ARTS 110 Fundamentals of Drawing	3

<b>Restricted Electives (6 units)</b>	<b>Units</b>
ARTH 106 Art History: Renaissance to Contemporary	3
ARTH 110 History of Graphic Design	3
DART 160 Introduction to Flash	3
PHOT 150 Beginning Digital Photography	3

Total units for the major 21  
 Total units 60

## Course Descriptions

**DART 120 3 UNITS**

### Intro to Digital Art & Graphic Design

36 hours lecture, 54 hours lab; 90 hours total

*Recommended Preparation: ARTS 101 with a minimum grade of C*

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

**CSU, UC**

**DART 125 3 UNITS**

### Animation

36 hours lecture, 54 hours lab; 90 hours total

An introductory course in the basic principles and technology of animation. Both traditional and alternative animation styles will be covered with an emphasis on creating effective sequences appropriate for the subject or narrative.

**CSU, UC**

**DART 130 3 UNITS**

### Introduction to Digital Imaging

36 hours lecture, 54 hours lab; 90 hours total

*Recommended Preparation: DART 120 with a minimum grade of C*

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

**CSU**

**DART 140 3 UNITS**

### Drawing & Typography

36 hours lecture, 54 hours lab; 90 hours total

*Recommended Preparation: DART 120 with a minimum grade of C*

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

**CSU, UC**

**DART 160 3 UNITS**

### Introduction to Flash

36 hours lecture, 54 hours lab; 90 hours total

*Recommended Preparation: CISA 130 with a minimum grade of C*

Introduction to Adobe Flash providing a foundation in streaming media, interactive principles, action scripting, and animation for creating rich media websites.

**CSU**

**DART 170 3 UNITS**

### Digital Video Editing

108 hours integrated lab; 108 hours total

Introduction to non-linear editing on the computer. Includes historical development, digital video and audio formats, techniques and theory of editing, aspect ratios, organization of the edit, desktop environment, importing digital elements, project organization, video and audio files, non-linear editing skills, applying transitions, designing titles, applying filters, digital and time line effects, importing graphics, mixing audio and video elements, synchronize sound with video, and exporting digital video projects.

**CSU, UC**

**DART 230 3 UNITS**

### Advanced Digital Imaging

108 hours integrated lab; 108 hours total

*Recommended Preparation: DART 130 with a minimum grade of C*

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

**CSU**

## DIGITAL DESIGN GRAPHICS TECHNOLOGY (DDGT)

### Digital Design Graphics Technology: AS Degree

This is a comprehensive four-semester program that enables a student to be employable as an entry level design drafter and three-dimensional (3D) artist with the versatility to work in a wide range of drafting and 3D graphic fields. The Digital Design Graphics Technology program is also an Autodesk Premier Training Center (ATC) which ensures that students are always taught on the most current releases of the various Autodesk software programs used in their coursework. No prerequisites are required, although students are advised to complete TECH 92, 107; MACH 100; PHYS 110, 111, in the first year of the program. ENGL 120 should be completed during the second year.

### Program Learning Outcomes

- Outcome 1: Be Able to Manage and Create Digital Media/Data.
- Outcome 2: Be Able to Work Positively as a Team Member in an Office Environment
- Outcome 3: Be Able Perform Industry Specific Skills
- Outcome 4: Be Able to Develop Personal Traits Conducive to a Professional Environment
- Outcome 5: Be Able to Effectively apply technology learned/ keep current with technology

Required Courses	Units	
DDGT 120 Digital Design Graphics Technology 1	7	
DDGT 121 Digital Design Graphics Technology 2	7	
DDGT 230 Digital Architectural Drafting & Design	6	
DDGT 240 Digital Design Graphics Technology 3	7	
DDGT 241 Digital Design Graphics Technology 4	7	
ENGL 120 Reading & Composition 1	4	
MACH 100 Machine Shop Practice	3	
PHYS 110 Descriptive Physics	3	
PHYS 111 Descriptive Physics Laboratory	1	
TECH 92 Technical Mathematics 1	3	
TECH 107 Technical Mathematics II		3
<b>Total units for the major</b>	<b>51</b>	
<b>Total units</b>	<b>60</b>	

**Options**

1. All courses required to complete the major must be completed with a grade of C or better. Consultation with the Program Coordinator is required.
2. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.
5. Advanced Study: DDGT 199

**Digital Design Graphics Technology: Certificate of Achievement**

Required Courses	Units
DDGT 120 Digital Design Graphics Technology 1	7
DDGT 121 Digital Design Graphics Technology 2	7
DDGT 230 Digital Architectural Drafting & Design	6
DDGT 240 Digital Design Graphics Technology 3	7
DDGT 241 Digital Design Graphics Technology 4	7
ENGL 120 Reading & Composition 1	4
MACH 100 Machine Shop Practice	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
TECH 92 Technical Mathematics 1	3
TECH 107 Technical Mathematics II	3
<b>Total Units</b>	<b>51</b>

**Course Descriptions**

**DDGT 110** **3 UNITS**  
**Technical Drawing Fundamentals**  
 36 hours lecture, 54 hours lab; 90 hours total

An entry level course for students with little or no technical drawing experience. Topics covered include drafting standards, drawing scales, geometric constructions, orthographic projection, sectioning, computer-aided drafting (CAD) applications using the latest version of AutoCAD.

**CSU, UC**

**DDGT 120** **7 UNITS**  
**Digital Design Graphics Technology 1**  
 90 hours lecture, 180 hours lab; 270 hours total

*Recommended Preparation: MACH 100 and TECH 92 with a minimum grade of C*

The first of a four course series in the Digital Design Graphics Technology A.S. Degree program. Drafting fundamentals are covered that include national and international drafting standards, geometric constructions, orthographic projections, dimensioning, sectioning, auxiliary views, Computer-aided drafting fundamentals, and three-dimensional modeling. All coursework is done using the latest release of the AutoCAD software program.

**CSU**

**DDGT 121** **7 UNITS**  
**Digital Design Graphics Technology 2**  
 90 hours lecture, 180 hours lab; 270 hours total

*Prerequisite: Completion of DDGT 120 with a minimum grade of C*  
*Recommended Preparation: TECH 107 with a minimum grade of C*

The second of a four course series in the Digital Design Graphics Technology A.S. Degree program. Advanced study in computer-aided drafting (CAD) three-dimensional parametric solid modeling, Boolean operations, advanced lighting and scene layout for CAD rendered images, the study of descriptive geometry and lateral surface developments and creation of working drawing sets. Development of intranet web pages for communication of engineering documents across the internet. Development of graphics and graphical manipulation for web and print.

**CSU**

**DDGT 199** **1-3 UNITS**  
**Independent Study in Digital Design Graphics Technology**  
 54-162 hours lab; 54-162 hours total

*Prerequisite: Completion of DDGT 121 with a minimum grade of C*

A course for second-year Digital Design Graphics Technology degree track students wishing to pursue related special studies that are not included in the existing Digital Design Graphics Technology/Autodesk Premier ATC curriculum.

**CSU**

**DDGT 230** **6 UNITS**  
**Digital Architectural Drafting & Design**  
 54 hours lecture, 108 hours lab; 162 hours total

*Recommended Preparation: DDGT 121 and TECH 107 with a minimum grade of C*

A study of the digital graphic representation used by the architectural field, building codes, symbology, floor plans, sectional views, foundation plans, roof framing plans, specifications, interior/exterior elevations, computer animated walk-throughs and fly-bys as relates to residential architecture and design.

**CSU**

**DDGT 240** **7 UNITS**

**Digital Design Graphics Technology 3**  
90 hours lecture, 180 hours lab; 270 hours total

*Prerequisite: Completion of DDGT 121 with a minimum grade of C*

A third of a four course series in the Digital Design Graphics Technology A.S. Degree program. Study of modeling, materials, lighting, and animation of three-dimensional (3D) models and scenes. Editing 3D objects, lofting objects, utilize particle systems, create cameras, perform video post operations, timing of multiple object animations within a scene. Study of traditional pictorial drawing types, and biped character animation.

**CSU**

**DDGT 241** **7 UNITS**

**Digital Design Graphics Technology 4**  
90 hours lecture, 180 hours lab; 270 hours total

*Prerequisite: Completion of DDGT 240 with a minimum grade of C*

The last of a four course series in the Digital Design Graphics Technology A.S. Degree program. The study of civil drafting, geographic information systems (GIS) and their relationship to engineering documentation, utilization of electrical/electronic symbology and the development of various electronic diagrams.

**CSU**

## EARTH SCIENCE (EART)

### Course Descriptions

**EART 110** **4 UNITS**

**Earth Science: Earth, Sea, and Sky**  
54 hours lecture, 54 hours lab; 108 hours total

A general lab science course for the liberal arts student. Earth resources, earth-sun-moon relationships, weather and climate and oceanography, with application to the San Francisco Bay Region. Lab topics include mineral resource recognition and use, map reading, 3-D stereoscopy, basic solar measurements for navigation, time and energy exercises, weather observations and measurements, and observation of coastal processes.

**CSU, UC**

## ECONOMICS (ECON)

### Course Descriptions

**ECON 100** **3 UNITS**

**Principles of Macroeconomics**  
54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 90 or MATH 97 with a minimum grade of C*

Introduction to principles of macroeconomic analysis, economic institutions, and the application of these concepts to public policy. Comprehension of the economic vocabulary, the conflicting economic theories, money and banking, national income accounting, the basis of economic growth, and the role of government in our economic lives.

**CSU, UC**

**ECON 101** **3 UNITS**

**Principles of Microeconomics**  
54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 90 or MATH 97 with a minimum grade of C*

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

**CSU, UC**

**ECON 120** **3 UNITS**

**Economic History of the U.S.**  
54 hours lecture; 54 hours total

A survey of the economic development of the United States from colonial times to the present, with emphasis on the relationship of economic activities to social and political development.

**CSU, UC**

## EDUCATION (EDUC)

### Course Descriptions

**EDUC 100** **3 UNITS**

**Teaching as a Profession**

36 hours lecture, 54 hours lab; 90 hours total

This course explores teaching as a profession in K-12 education. Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California’s content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 54 hours of structured fieldwork in public school elementary classrooms that represent California’s diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

**CSU, UC**

**EDUC 110** **3 UNITS**

**African American Youth In Education**

54 hours lecture; 54 hours total

This course explores the education system and issues specific to African American youth. This course will explore accessibility of educational opportunities and resources, African American urban youth culture, impact of media on perception of African American youth, institutional racism, teacher and school expectations, impact of economic structures and language, and effect of teacher & school perceptions on school success.

**CSU**

## EMERGENCY MEDICAL SERVICES (EMT)

**EMT-P- Paramedic: AS Degree**

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

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

**Program Learning Outcomes**

- Outcome 1: Sit for the paramedic National Registry of Emergency Medical Technicians (NREMT) exam and become accredited as a paramedic, enabling the paramedic to be eligible for licensure in the State .
- Outcome 2: Perform competently the roles and responsibilities outlined in the paramedic scope of practice (Title 22, §100145 (2004)).
- Outcome 3: Obtain employment as an entry-level paramedic with an EMS agency in the Napa or surrounding communities.

**Prerequisite Courses** **Units**

2000 hours of EMT work experience	
EMT 95 Emergency Medical Technician (Basic)	7
HEOC 100 Basic Anatomy & Physiology	3
or	
BIOL 218 Human Anatomy	5
and	
BIOL 219 Human Physiology	5

**Required Courses**

EMT 310 EMT-Paramedic I (Didactic)	24
EMT 311 EMT-Paramedic II (Clinical & Field Internship)	16

<b>Total units for the major</b>	<b>40</b>
<b>Total units</b>	<b>60</b>

**EMT-P -Paramedic : Certificate of Achievement**

Paramedicine is an allied health profession whose specialty is to provide pre-hospital emergency medical care at the Advanced Life Support (ALS) level. Didactic, clinical and field internships prepare the student to assess and treat a wide variety of medical and traumatic emergencies in the pre-hospital setting. The knowledge and skills acquired through the program will prepare students to meet the professional responsibilities outlined in the paramedic scope of practice per the California Code of Regulations, Title 22, and to meet certification standards for paramedics as outlined by the National Registry of Emergency Medical Technicians (NREMT). The Napa Valley College Paramedic Training Program will prepare students to sit for the NREMT exam for paramedics and for entry level paramedic work with fire protection districts, private ambulance companies, or other Emergency Medical Services providers. The program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP): Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756.

**Prerequisite Courses** **Units**

EMT 95 Emergency Medical Technician Basic	7
HEOC 100 Basic Anatomy & Physiology	3
or	
BIOL 218 Human Anatomy	5



and BIOL 219 Human Physiology	5
<b>Required Courses:</b>	
EMT 310 EMT-Paramedic I (Didactic)	24
EMT 311 EMT-Paramedic II (Clinical & Field Internship)	16
<b>Total Units</b>	<b>40</b>

## Course Descriptions

**EMT 90** **2 UNITS**  
**First Responder**  
 36 hours lecture, 18 hours lab; 54 hours total

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

**EMT 95** **7 UNITS**  
**Emergency Medical Technician Basic**  
 99 hours lecture, 81 hours lab; 180 hours total

*Prerequisite: Completion of EMT 90 with a minimum grade of C*

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

**EMT 310** **24 UNITS**  
**EMT-Paramedic I (Didactic)**  
 360 hours lecture, 216 hours lab; 576 hours total

*Prerequisite: Completion of EMT 95 or equivalent, current EMT license in the state of California, current American Heart Association healthcare provider CPR card, HEOC 100: Anatomy & Physiology or equivalent with a "C" letter grade or better and 2000 hours of EMT work experience prior to admission to the Paramedic Academy.*

The Emergency Medical Technician-P (Paramedic) I course is the first class, two semesters in length, of a four-semester course sequence that will teach pre-hospital emergency medical care at the advanced life support (ALS) level. Upon successful completion of this course, students will be eligible to enroll in EMT 311: Emergency Medical Technician-P (Paramedic) II. Letter grade only. Pre-Requisites: EMT 95 or equivalent, current EMT license in the state of California, current American Heart Association healthcare provider CPR card, HEOC 100: Anatomy & Physiology or equivalent with a "C" letter grade or better and 2000 hours of EMT work experience prior to admission to the Paramedic Academy.

**EMT 311** **16 UNITS**  
**EMT-Paramedic II (Clinical & Field Internship)**  
 54 hours lecture, 716 hours lab; 878 hours total

*Prerequisite: Completion of EMT 310 with a minimum grade of B*

This course provides paramedic students with direct patient care assessment and treatment experience in the hospital and field setting. Upon successful completion of this course, the student will receive a training program certificate of completion that will allow the student to sit for the paramedic National Registry of Emergency Medical Technicians (NREMT) exam.

## ENGINEERING (ENGI)

### Course Descriptions

**ENGI 110** **3 UNITS**  
**Introduction to Engineering**  
 54 hours lecture; 54 hours total

This course introduces the major engineering disciplines, engineering decision-making and ethics, and factors for success in academic and professional settings. It provides general knowledge of engineering design, communications, problem solving, fundamental physical concepts, and computational engineering tools. Presents the relationship of engineering to materials, the environment, and mathematics. Speakers, field trips, and classroom activities expose students to the many ways engineering affects our lives and the variety of roles of engineers in society. Recommended for both technical and non-technical majors.

**CSU, UC**

**ENGI 122 4 UNITS**

**Engineering Graphics & Design**

36 hours lecture, 108 hours lab; 144 hours total

Introduction to the engineering design process and graphical communications tools used by engineers. The fundamentals of orthographic projection, pictorial sketching, dimensioning and tolerancing, and their application in the solution of engineering problems. Use of the computer-aid design package, and AutoCAD, as an analysis, design and documentation tool.

**CSU, UC**

**ENGI 199 1-3 UNITS**

**Independent Study in Engineering**

54-162 hours lab; 54-162 hours total

Study an area of engineering of special interest to student. May include advanced studies and projects begun in other engineering course or engineering related studies not normally included in formal course work.

**CSU**

**ENGI 240 4 UNITS**

**Properties of Materials**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: Completion of CHEM 120 and PHYS 140 with a minimum grade of C*

This is an introductory course on the properties of engineering materials and how their overall properties relate to internal structure. Topics include: atomic structure and bonding; crystal structure; phases and phase diagrams; properties (mechanical, electrical, magnetic, optical) and structure of metals, polymers, ceramics and composites; mechanical deformation and fracture; taxonomy systems; corrosion and processing methods.

**CSU, UC**

**ENGI 241 3 UNITS**

**Engineering Mechanics: Statics**

36 hours lecture, 54 hours lab; 90 hours total

*Prerequisite: Completion of PHYS 140 and MATH 121 with a minimum grade of C*

This course is a study of rigid bodies in static equilibrium when acted upon by forces and couples in two-dimensional and three-dimensional space. Topics include analysis of equilibrium of rigid bodies, trusses, frames, and machines, as well as the calculation of centers of mass, centroids, friction, distributed forces, beams, shear and moment diagrams, and moments of inertia.

**CSU, UC**

**ENGI 242 4 UNITS**

**Circuits 1**

54 hours lecture, 54 hours lab; 108 hours total

*Prerequisite: Completion of MATH 221 and PHYS 240 with a minimum grade of C*

An introductory course in the analysis of linear circuits containing resistors, inductors, capacitors, independent and dependent voltage, and current sources. Analysis techniques are developed from Kirchhoff's network theorems and include node and loop methods, superposition and source transformations. Thevenin's and Norton's theorems are applied to DC and AC circuits. Differential equations are used to find transient response. Periodic waveform analysis including evaluation of average and rms values. AC analysis techniques include sinusoids and phasors, the concept of impedance, frequency response, and resonance. Use of simulation software, ideal operational amplifiers and transformers, approximations at high and low frequencies, impedance matching, and three-phase circuits.

**CSU, UC**

**ENGI 298 1-3 UNITS**

**Selected Topics in Engineering**

18-54 hours lecture, 54-162 hours lab; 72-216 hours total

Topics in General Engineering and various Engineering disciplines, such as Engineering Computer Science, Civil Engineering, Mechanical Engineering, Electrical Engineering, Environmental Engineering, Chemical Engineering, Biological Engineering etc., not covered by regular catalog offerings. Course offerings will be based on community/student or program interest and need. Course content and unit credit to be determined by selected topic. May be offered in a seminar, lecture, or lecture/laboratory format as appropriate.

**CSU**

# ENGLISH (ENGL)

## English: AA-T Degree

The purpose of the Associate of Arts Transfer Degree in English is to provide students with a foundation of knowledge in English which satisfactorily prepares them for transfer to the CSU/UC system for further study towards a baccalaureate degree in English or a related field. The student will develop knowledge which will enable her to understand, evaluate, and apply writing, research and analysis skills. Students who complete the AA-T in English prior to transfer will be prepared for upper division coursework in the major.

### Program Learning Outcomes

- Outcome 1: Think, read, and write critically and/or creatively.
- Outcome 2: Write a unified, coherent, well supported, and grammatically correct document.
- Outcome 3: Demonstrate competent research and MLA documentation skills.
- Outcome 4: Demonstrate effective written analysis of issues and/or literary texts.

### Required Courses: 4-6 units Units

#### Option 1 (6 units): Select two

- ENGL 125 Critical Thinking & Composition and 3
- ENGL 121 Reading & Composition 2 3

#### Option 2 (4 units): Select one

- ENGL 123 Critical Thinking About Literature 4

#### List A (6 units): Select two

- 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

#### List B:

Select course based on option chosen in Required Courses

#### Option 1: 3 units

#### Option 2: 6 units

- ENGL 200 Introduction to Creative Writing 1 3
- or
- Any course from LIST A not already used
- or
- Any English course articulated as lower division preparation in the English major at a CSU

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

- ENGL 220 Shakespeare Introduction 3
- ENGL 224 Survey of Native American Literature 3
- ENGL 225 Survey of African American Literature 1 3
- or
- Any course from List A not used above.
- or
- Any English course articulated as preparation for the English major at any CSU.

**Total units for the major 18-19**

**Total units 60**

### ENGL 84 0.5-3 UNITS

**Supervised Writing Lab**  
27-162 hours lab; 27-162 hours total

English 84 is a lab course which helps students of all levels strengthen their writing skills. Students may enroll themselves or be referred by teachers who have analyzed specific problems. Pass/No Pass grading; Open Entry/Open Exit.

### ENGL 85 5 UNITS

**Basic Reading & Writing**  
90 hours lecture; 90 hours total

This course introduces students to beginning academic reading, writing, and research skills, stressing the relationship between reading, thinking, and writing. The course emphasizes the critical reading process, stressing reading comprehension, analysis, and evaluation. Writing is treated as a reflection of critical thinking; therefore, the course emphasizes the writing process, stressing paragraph and essay development, and using grammar as a tool to enhance coherence, clarity, and unity in the writing. Pass/No Pass grading.

### ENGL 90 4 UNITS

**Preparing for College Read & Writing 1**  
72 hours lecture; 72 hours total

*Prerequisite: Completion of ENGL 85 with a minimum grade of C or appropriate assessment score*

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

### ENGL 120 4 UNITS

**Reading & Composition 1**  
72 hours lecture; 72 hours total

*Prerequisite: Completion of ENGL 90 with a minimum grade of C or appropriate skill level established through the English assessment process which includes multiple measures.*

English 120 develops expository, narrative, and argumentative writing based on reading and analysis of essays and other college-level texts. The course emphasizes critical thinking and reasoned support of ideas and reinforces the connections between reading and writing. Students will also be instructed in a range of research methods and practices, including online research, evaluation and correct integration of sources, respect for academic ethics and avoidance of plagiarism. 6,000 to 8,000 words of writing are required.

**CSU, UC**

**ENGL 121** **3 UNITS**  
**Reading & Composition 2**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 120 with a minimum grade of C*  
 English 121 instructs students in expository writing based on the reading of literary works from a variety of periods and genres. Texts range from drama of the Ancient Greek, Renaissance, and Modern periods; poetry from the 16th to the 21st centuries; and fiction from the 19th to 21st centuries. This course emphasizes critical analysis of texts and revision of student writing. 6,000 to 8,000 words of writing are required.  
**CSU, UC**

**ENGL 123** **4 UNITS**  
**Critical Thinking About Literature**  
 72 hours lecture; 72 hours total  
*Prerequisite: Completion of ENGL 120 with a minimum grade of C*  
 This course develops critical thinking, reading, and writing skills through the study of logical reasoning, the analysis of literary texts and the generation of written arguments. Literature will provide subject matter for approximately 6,000-8,000 words of argumentative essays; however, the course will emphasize the abilities to analyze, criticize and reason inductively and deductively.  
**CSU, UC**

**ENGL 125** **3 UNITS**  
**Critical Thinking & Composition**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 120 with a minimum grade of C*  
 This course develops logical reasoning skills through the analysis and generation of written arguments. It focuses on the relationship of language to logic; the abilities to analyze, criticize, advocate ideas; and to reason inductively and deductively. It includes both analysis and writing of argumentative essays to develop critical and creative thinking, reading, and writing skills. Progress in specific writing skills will be developed through instruction in the writing process--particularly revision--and instruction in building arguments, avoiding faulty reasoning, and using evidence effectively. Approximately 6,000 to 8,000 words of writing are required.  
**CSU, UC**

**ENGL 200** **3 UNITS**  
**Introduction to Creative Writing 1**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 90 with a minimum grade of C 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.  
**CSU, UC**

**ENGL 201** **3 UNITS**  
**Introduction to Creative Writing 2**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 200 with a minimum grade of C 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.  
**CSU, UC**

**ENGL 202** **3 UNITS**  
**Introduction to Creative Writing 3**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 201 with a minimum grade of C 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.  
**CSU, UC**

**ENGL 203** **3 UNITS**  
**Poetry Workshop 1**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 200 with a minimum grade of C*  
 A course designed to teach the craft of reading and writing poetry. Poets will meet in a workshop environment where they will complete weekly reading assignments and write poems based on assignments that facilitate knowledge of the craft of poetry. Students will also learn creative writing workshop techniques as they exchange suggestions on their work in progress as part of workshops. Written critiques of poems and instruction in poetic technique will be provided by the instructor.  
**CSU, UC**

**ENGL 213** **3 UNITS**  
**Survey of British Literature 1**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 120 with a minimum grade of C*  
 This course focuses on reading and analyzing major works of British literature from the Anglo Saxon and Medieval periods through the eighteenth century. Literature will be reviewed in relation to its historical, political, social, and artistic contexts and its relevance to our times. Written exams and critical papers are required.  
**CSU, UC**

**ENGL 214** **3 UNITS**  
**Survey British Literature 2**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 120 with a minimum grade of C*  
 This course focuses on reading and analyzing major works of British literature from the turn of the 19th Century through the present. Literature will be reviewed in relation to its historical, political, social, and artistic contexts and its relevance to our times. Written exams and critical papers are required.  
**CSU, UC**

**ENGL 215** **3 UNITS**  
**Survey of American Literature 1**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 120 with a minimum grade of C*  
 This course offers a survey of American literature through the Civil War, including Pre-Colonial, Colonial, Enlightenment, and Romantic texts of diverse writers and all genres. Literary movements are explored as they reflect the social, historical, political, religious, philosophical, economic, cultural, and artistic issues of the United States past and present. Written exams and critical papers are required.  
**CSU, UC**

**ENGL 216** **3 UNITS**  
**Survey of American Literature 2**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 120 with a minimum grade of C*  
 This course offers a survey of American literature from the Civil War through the present, including 19th and 20th Century Realism, Naturalism, Modernism, and Post-Modernism, as represented in texts of all genres. Literary movements are explored as they reflect social, historical, political, economic, religious, philosophical, and artistic issues of the United States past and present. Written exams and critical papers are required.  
**CSU, UC**

**ENGL 220** **3 UNITS**  
**Shakespeare: Introduction**  
 54 hours lecture; 54 hours total  
 The course offers reading and discussion of representative Shakespearean comedies, tragedies, and histories, as well as other selected plays and poems. The class examines changing texts and performances of Shakespeare's plays from the sixteenth century through the present. Students review the literature in relation to its diverse social, historical, political, religious, cultural, artistic, and literary contexts as well as in relation to its contemporary influence.  
**CSU, UC**

**ENGL 224** **3 UNITS**  
**Survey of Native American Literature**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 120 with a minimum grade of C*  
 This course examines the unique literary contributions of Native American writers. Emphasis is placed on the living experience as expressed through Native works of nonfiction, fiction, poetry, and film, from pre-contact civilization to present day tribal cultures.  
**CSU, UC**

**ENGL 225** **3 UNITS**  
**Survey of African American Literature 1**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 120 with a minimum grade of C*  
 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.  
**CSU, UC**

**ENGL 226** **3 UNITS**  
**Survey of African American Literature 2**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of ENGL 120 with a minimum grade of C*  
 This course examines African American prose, poetry, fiction, and non-fiction of the Harlem Renaissance to the present. It provides a basic understanding of the cultural, intellectual, artistic, political, and economic trends these eras embody.  
**CSU, UC**

## ENVIRONMENTAL SCIENCE (ENVS)

### Environmental Sciences: Certificate of Achievement

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

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

### Program Learning Outcomes

- Outcome 1: Basic Biological Principles  
 Outcome 2: The basics of Ecology and how these principles can be applied to everyday life,  
 Outcome 3: Guidelines for sustainability and alternative

energy sources  
 Outcome 4: The Physical Science of our planet  
 Outcome 5: Geospatial skills related to environmental problem solving.

Required Courses (17 units)	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
<b>Total Units</b>	<b>17</b>

## Course Descriptions

### ENVS 115 3 UNITS Energy, the Environment & Sustainability

54 hours lecture; 54 hours total

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

CSU, UC

## ENGLISH AS A SECOND LANGUAGE (ESL)

### ESL 50 5 UNITS Grammar/Writing 1

90 hours lecture; 90 hours total

*Recommended Preparation: Appropriate score on ESL Placement Test*

This course is the grammar/writing component of Level 1 of the ESL program. Students will study basic English grammar and writing process skills. They will write short paragraphs using simple and compound sentences.

P/NP

### ESL 54 3 UNITS Reading & Discussion 1

54 hours lecture; 54 hours total

*Recommended Preparation: Appropriate score on ESL Placement Test*

ESL 54 is the reading and discussions component of the first credit level in ESL. Reading skills developed include reading comprehension, vocabulary work, and guessing meaning from context. Class discussion is an important part of this course. Pass/No Pass grading.

### ESL 60 5 UNITS

#### Grammar/Writing 2

90 hours lecture; 90 hours total

*Recommended Preparation: ESL 50, ESL 54, ESL 64 (concurrent enrollment) with a minimum grade of C*

This course is the grammar and writing component of Level 2 of the ESL program. Students will build on basic grammar and writing skills of Level 1, learning to write simple narrative, descriptive, and expository paragraphs and short compositions, using present, past, and future tenses, and simple, compound, and complex sentences. They will learn to revise and edit their writing.

P/NP

### ESL 64 3 UNITS

#### Reading & Discussion 2

54 hours lecture; 54 hours total

*Recommended Preparation: ESL 50, ESL 54, ESL 55, ESL 60 (concurrent enrollment), ESL 66 (concurrent enrollment) with a minimum grade of C; or appropriate score on ESL Placement Test (CELSA)*

ESL 64 is the reading component of the second level of the ESL Program. Students will build on basic reading and vocabulary skills from ESL 50, 54, and 55 and improve reading skills such as reading comprehension and speed, vocabulary development (including vocabulary in context) summarizing written material, and overall language fluency. Class discussion is an important part of this course.

P/NP

### ESL 66 3 UNITS

#### Oral Communication 2

54 hours lecture; 54 hours total

*Recommended Preparation: Satisfactory score on the ESL placement test or enrollment in any ESL level course below ESL 80, or prior enrollment in any ESL course; Concurrent enrollment in ESL level 60 or 70 recommended.*

Intensive practice in the control of spoken American English, emphasizing pronunciation and fluency. Intensive practice in listening comprehension. Students will participate in a variety of exercises for pronunciation, intonation, oral expression, and listening comprehension.

P/NP

### ESL 70 5 UNITS

#### Grammar/Writing 3

90 hours lecture; 90 hours total

*Recommended Preparation: ESL 60 and ESL 64 with a minimum grade of C; or appropriate score on ESL Placement Test (CELSA)*

This is the grammar/writing component of Level 3 of the ESL program. Students will build on grammar/writing skills of Level 2, writing and revising paragraphs and short narrative and descriptive compositions with clear introductions, support and conclusions. Grammar will include review of all simple and progressive verb tenses and the construction of compound and complex sentences.

**ESL 74** **3 UNITS**  
**Reading Level & Discussion Level 3**

54 hours lecture; 54 hours total

*Recommended Preparation: ESL 60, ESL 64, and ESL 70 (concurrent enrollment) with a minimum grade of C; or appropriate score on ESL Placement Test (CELSA)*

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** **3 UNITS**  
**Grammar/Writing 4**

90 hours lecture; 54 hours total

*Recommended Preparation: ESL 70 and ESL 74 with a minimum grade of C; or appropriate score on ESL Placement Test (CELSA)*

This course is the grammar/writing component of Level 4 of the ESL program. Students will build on grammar/writing skills of Level 3. They will write, revise, and edit paragraphs and short essays, summarize and respond to selected readings, and improve their ability to identify and correct common errors of grammar and syntax.

**ESL 84** **3 UNITS**  
**Reading & Discussion Level 4**

54 hours lecture; 54 hours total

*Recommended Preparation: ESL 70, ESL 74, and ESL 80 (concurrent enrollment) with a minimum grade of C; or appropriate score on ESL Placement Test (CELSA)*

This is the reading component of the fourth level of the ESL Program. Students will build on reading skills of level 3, learning advanced skills for reading and understanding various texts including fiction, nonfiction, and textbooks. Skill development areas include note taking, summarizing, vocabulary development, and library research.

**ESL 106** **3 UNITS**  
**Oral Communication 5**

54 hours lecture; 54 hours total

*Recommended Preparation: Concurrent or previous enrollment in ESL 80, ESL 84, and/or ESL 110 (concurrent enrollment) with a minimum grade of C; appropriate score on ESL Placement Test*

Advanced oral communication skills class in which students learn to listen actively, speak with clarity, and communicate effectively in English. Students will work collaboratively to make oral presentations and contribute to group and class discussions about topics of current interest. Concurrent or previous enrollment in ESL 80, 84, 110 or an appropriate score on the ESL placement test is recommended before taking this class.

**CSU**

**ESL 110** **3 UNITS**  
**Writing 5**

54 hours lecture; 54 hours total

*Prerequisite: Completion of ESL 80 and ESL 84 with a minimum grade of C; or appropriate score on ESL Placement Test (CELSA)*

This course is the most advanced class for English as a Second Language students, offering an integration of reading, composition, grammar, and critical thinking.

**CSU, UC**

## FILM STUDIES (FILM)

**FILM 100** **3 UNITS**  
**Survey and Appreciation of Film**  
*Cross-listed with HUMA-185*

54 hours lecture; 54 hours total

This course is an introduction to the history and elements of filmmaking such as narrative, mise-en-scene, cinematography, acting, editing, and sound as well as approaches to film criticism.

**CSU, UC**

**FILM 105** **3 UNITS**  
**Film History: 1895-1949**

54 hours lecture; 54 hours total

This course will examine the evolution of film as a cultural medium, from its origins at the turn of the century, to its early development as a social force by the 1940's. Students will explore the history of film technology, its major social and political movements, seminal directors and performers, and the development of its narrative structure.

**CSU, UC**

**FILM 106** **3 UNITS**  
**Film History: 1950s-Present**

54 hours lecture; 54 hours total

This course will examine the evolution of film as a cultural medium, from the postwar 1950's to its current climate. Students will explore the history of film technology, its major social and political movements, seminal directors and performers, and the development of its narrative structure.

**CSU, UC**

**FILM 110** **3 UNITS**  
**Culture and Gender in Film**  
*Cross-listed with HUMA-186*

54 hours lecture; 54 hours total

This course covers the perspectives and contributions of diverse cultural, ethnic and gender groups to American life through the art of film. Students in this course will study films by and about African Americans, Latino Americans, Asian Americans, Native Americans, and other cultural groups such as Euro-Americans, Jewish Americans and Arab Americans. They will also analyze the representations of ethnicity, gender, sexual orientation, age, physical and mental challenges in film. Cross-listed with HUMA-186.

**CSU, UC**

**FILM 115** **3 UNITS**  
**World Cinema**  
*Cross-listed with HUMA 115*  
 54 hours lecture; 54 hours total  
 This course will survey the historical, social, and artistic development of cinema around the globe, introducing a range of international films, movements, and traditions.  
**CSU, UC**

**FILM 117** **3 UNITS**  
**Director's Cinema**  
*Cross-listed with HUMA 117*  
 54 hours lecture; 54 hours total  
 This course examines the historical and artistic career of a seminal director in cinema history. Possible subjects include Martin Scorsese, Alfred Hitchcock, Francis Ford Coppola, and Woody Allen.  
**CSU**

**FILM 120** **3 UNITS**  
**Horror Film**  
*Cross-listed with HUMA 120*  
 54 hours lecture; 54 hours total  
 This course offers an in-depth examination of the popular horror film through an analysis of its historical evolution, major theories, aesthetics and conventions, and the impact of its role as a reflection of culture & society.  
**CSU, UC**

**FILM 121** **3 UNITS**  
**Film Comedy**  
*Cross-listed with HUMA 121*  
 54 hours lecture; 54 hours total  
 This course offers an in-depth examination of the comedy film through an analysis of its historical evolution, major theories, aesthetics and conventions, and its role as a reflection of culture and society.  
**CSU, UC**

**FILM 125A** **3 UNITS**  
**FILM GENRES: Film Noir**  
*Cross-listed with HUMA 189A*  
 54 hours lecture; 54 hours total  
 This course offers an in-depth analysis of the film noir genre through the study of film history, methods of production, film style, evolution of aesthetics and conventions, noted actors and directors, and sociological implications.  
**CSU, UC**

**FILM 125B** **3 UNITS**  
**FILM GENRES: Western**  
*Cross-listed with HUMA 189B*  
 54 hours lecture; 54 hours total  
 This course covers the historical, social, and artistic development of the western film genre from 1903 to the present.  
**CSU, UC**

**FILM 125C** **3 UNITS**  
**FILM GENRES: Drama**  
*Cross-listed with HUMA 189C*  
 54 hours lecture; 54 hours total  
 This course covers the historical, social and artistic development of the drama film genre from the 1940s to the present.  
**CSU, UC**

**FILM 125D** **3 UNITS**  
**FILM GENRES: Musical**  
*Cross-listed with HUMA 189D*  
 54 hours lecture; 54 hours total  
 This course covers the historical, social, and artistic development of the film musical from the 1920s to the present.  
**CSU, UC**

## FRENCH (FREN)

**FREN 120** **5 UNITS**  
**First Semester French**  
 90 hours lecture; 90 hours total  
 The first part of a four semester sequence of UC/CSU transfer level French courses integrating listening, speaking, reading, and writing skills in real world contexts. Cultural perspectives and practices are also addressed.  
**CSU, UC**

**FREN 121** **5 UNITS**  
**Second Semester French**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of FREN 120 with a minimum grade of C or equivalent of two years of high school French*  
 The second part of a four-semester sequence of transfer-level French courses. Continued work on language communication integrating listening, speaking, reading, and writing skills in real world contexts. Ongoing development of cultural awareness.  
**CSU, UC**



## GEOGRAPHY (GEOG)

**GEOG 101**      **3 UNITS**  
**WORLD REGIONAL Geography**  
 54 hours lecture; 54 hours total

Survey of the world's culture regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasis on spatial and historical influences on population growth, transportation networks, and natural environments. Identification and importance of significant features of regions.  
**CSU, UC**

**GEOG 110**      **3 UNITS**  
**Physical Geography**  
 54 hours lecture; 54 hours total

A basic geography course emphasizing physical elements of the human environment. The course includes earth-sun relationships, maps, global time, land forms, oceans, soils, natural vegetation, weather, and climatic regions of the world.  
**CSU, UC**

## GEOLOGY (GEOL)

**GEOL 110**      **3 UNITS**  
**Physical Geology**  
 54 hours lecture; 54 hours total

Uses of Geology in society; the nature of rocks and minerals; the dynamic nature of our planet is explored, including mountain building processes, volcanoes, faulting; plate tectonics; earthquakes; geologic time and surface land forming processes.  
**CSU, UC**

**GEOL 111**      **1 UNIT**  
**Physical Geology Laboratory**  
 54 hours lab; 54 hours total

*Corequisite: Concurrent enrollment in GEOL 110*

This is a laboratory course to supplement Geology 110. The course investigates minerals and rocks and includes the use of topographic maps and profiles as well as three-dimensional aerial photographs in analyzing landforms and geologic structures. The interpretation of geologic maps, cross sections and exercises on geologic processes are all included.  
**CSU, UC**

**GEOL 199**      **1-3 UNITS**  
**Independent Study in Geology**  
 54-162 hours lab; 54-162 hours total

*Prerequisite: Completion of one college level geology course; submission of a written proposal to be reviewed by two regular science/engineering faculty members.*

An opportunity to study any area of Geology of special interest to the student. The material may include continuation of knowledge and projects begun in other Geology courses or geological studies not normally included in formal course work.  
**CSU**

## HEALTH (HELH)

**HELH 100**      **3 UNITS**  
**Community First Aid & Safety**  
 54 hours lecture; 54 hours total

This course involves the theory and detailed demonstration of the first aid care of the injured. The student will learn to assess the condition of a victim and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements  
**CSU, UC**

**HELH 106**      **3 UNITS**  
**Personal & Community Health**  
 54 hours lecture; 54 hours total

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

**HELH 109**      **3 UNITS**  
**Sport Nutrition & Weight Management**  
 54 hours lecture; 54 hours total

This course is designed to provide students with a foundation of optimal nutrition for health and fitness. Focus is on importance of nutrients in a healthy diet for sports and weight management; appropriate 'fueling' for increased endurance; basics of energy metabolism and maximizing body fat loss; and skills to identify nutrition quackery and fad diets. Appropriate for all skill levels.  
**CSU, UC**

**HELH 298**      **1-3 UNITS**  
**Selected Topics in Health Occupations**  
 18-54 hours lecture; 18-54 hours total

Selected topics in Health. Course content and unit credit to be determined by community/student needs and available staff.  
**CSU**

## HEALTH OCCUPATIONS (HEOC)

**HEOC 97** **3 UNITS**  
**Preparation for Healthcare Programs**  
 54 hours lecture; 54 hours total

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

This course introduces the fundamental study, test taking, and communication skills necessary to achieve success in the ADN, RT, or Paramedic programs. Skills on time management, study techniques and test taking strategies are among the areas to be covered.

**HEOC 100** **3 UNITS**  
**Basic Anatomy & Physiology**  
 54 hours lecture; 54 hours total

Introductory lecture course in Anatomy and Physiology. Required for Vocational Nursing, Psychiatric Technician and Paramedic Programs.

**CSU**

**HEOC 101** **3 UNITS**  
**Pharmacology**  
 54 hours lecture; 54 hours total

Pharmacology 101 introduces students to the general principles and application of pharmacology. Topics include drug classifications, indications, side effects and interactions. Drug dosage calculations will be reviewed. This course is a prerequisite for the Vocational Nursing and Psychiatric Technician Programs.

**CSU**

**HEOC 171** **3 UNITS**  
**Medical Terminology**  
 54 hours lecture; 54 hours total

Basic medical terminology used in the health professions.

**CSU**

**HEOC 172** **2 UNITS**  
**Basic Nutrition**  
 36 hours lecture; 36 hours total

Proper nutrition for optimum health and well being. Enables the student to plan proper food selections in health and disease. Required for Vocational Nursing and Psychiatric Technician Program.

**CSU**

**HEOC 298** **1-3 UNITS**  
**Selected Topics in Health Occupations**  
 18-54 hours lecture; 18-54 hours total

Topics in Health Occupation not offered by regular catalog offerings. Course content and unit credit to be determined in relationship to community/student needs. May be offered as a seminar, lecture, or lecture/lab course.

**CSU**

**HEOC 370** **2 UNITS**  
**Therapeutic Massage**  
 18 hours lecture, 36 hours lab; 54 hours total

Holistic approach to provide an experimental basis for understanding the use and practice of therapeutic massage in the home, hospital or other clinical setting. Each class includes exercises, creative visualization, basic anatomy and massage practice as well as lecture.

**HEOC 372** **1.5 UNITS**  
**Intravenous Therapy**  
 24 hours lecture, 8 hours lab; 32 hours total

*Corequisite: Concurrent enrollment in NURS 233 or NURS 249 or NURS 250 or current California LVN license or RN license*

This course is designed to prepare students to administer intravenous fluids using the fundamental principles and competencies required to begin, maintain, and discontinue intravenous therapy.

## HISTORY (HIST)

### History: AA-T Degree

The Associate in Arts in History for Transfer degree (AA-T) provides a comprehensive foundation in History in preparation for transfer to baccalaureate programs in the California State University (CSU) system in History. To fulfill the requirements for this degree, students will complete the required and elective courses in the area of emphasis and the appropriate general education pattern totaling 60 semester CSU-transferable units. The following are required for all AA-T and AS-T degrees: 1) Completion of a minimum of 60 CSU-transferable semester units. 2) Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. (Note: While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.) 3) Completion of a minimum of 18 semester units with a "C" or better (or a "P" if the course is taken on a "pass-no pass basis") in all courses required as a part of an AA-T or AS-T major as identified by the college catalog. (Title 5 § 55063) 4) Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern general education requirements.

### Program Learning Outcomes

Students successfully completing this program of study will be able to:

- 1) Demonstrate familiarity with major developments in American, world and regional histories.
- 2) Critically assess primary source evidence.
- 3) Use primary and secondary sources effectively to argue a historical thesis.

Required Courses		Units
HIST 120	United States History 1	3
HIST 121	United States History 2	3
HIST 122	World Civilization 1	3
HIST 123	World Civilization 2	3

**Restricted Electives (List A)**

*Students must select one course from this list:*

HIST 140	Modern Latin America	3
HIST 142	History of Mexico	3
HIST 150	American Women 1600-1900	3
HIST 152	Women in 20th-Century America	3

**Restricted Electives (List B)**

*Students must select one course from this list:*

ANTH 121	Introduction to Cultural Anthropology	3
ANTH 122	Magic, Ritual, and Belief	3
ANTH 130	Introduction to Archaeology	3
ANTH 131	Mesoamerican Archaeology	3
ANTH 145	Medical Anthropology	3
ANTH 150	Anthropology of Sex, Gender, and Sexuality	3
ANTH 180	The Anthropology of Childhood	3
ANTH 200	Introduction to Linguistic Anthropology	3
ECON 120	Economic History of the U.S.	3
HIST 140	Modern Latin America	3
HIST 142	History of Mexico	3
HIST 145	California History	3
HIST 150	American Women 1600-1900	3
HIST 152	Women in 20th-Century America	3
POLI 120	Intro to American Government	3
POLI 125	Intro to Modern Political Ideology	3
PSYC 123	Social Psychology	3
PSYC 135	Human Sexuality	3
PSYC 175	Theories of Personality	3
SOCI 120	Introduction to Sociology	3
SOCI 122	Intro to Social Problems	3
SOCI 123	Social Psychology	3
SOCI 154	Sociology of Crime	3

**Total Units**  
**18**

**HIST 120** **3 UNITS**  
**United States History 1**  
54 hours lecture; 54 hours total

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

Basic survey of the political, economic, intellectual, social and cultural history of the United States from the colonial era to 1865.  
**CSU, UC**

**HIST 121** **3 UNITS**  
**United States History 2**  
54 hours lecture; 54 hours total

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

A basic survey of the political, social, economic, intellectual and cultural history of the United States from the end of the Civil War (1865) to the present day.  
**CSU, UC**

**HIST 122** **3 UNITS**  
**World Civilization 1**  
54 hours lecture; 54 hours total

A global survey of world civilizations from the earliest human societies, through the transition to early civilizations, up to the 16th Century and the Renaissance. Emphasis will be placed on the social, political, economic, cultural and religious forces within the civilizations of Asia, Africa, Europe, and the Americas, the interaction among those civilizations, and their impact on the contemporary world.

**CSU, UC**

**HIST 123** **3 UNITS**  
**World Civilization 2**  
54 hours lecture; 54 hours total

A global survey of the world civilizations from the 15th century to the present. Emphasis will be placed on the social, political, economic, cultural and religious forces within the civilizations of Asia, Africa, Europe, and the Americas, the interaction among those civilizations, and their impact on the contemporary world.

**CSU, UC**

**HIST 140** **3 UNITS**  
**Modern Latin America**  
54 hours lecture; 54 hours total

A survey of the political, economic, social and intellectual evolution of post-colonial, 19th-20th Century Latin America.

**CSU, UC**

**HIST 142** **3 UNITS**  
**History of Mexico**  
54 hours lecture; 54 hours total

A survey of Mexico from pre-conquest to the present, with emphasis on political, cultural, economic, intellectual and social history. Topics covered include: indigenous population, Spanish conquest, independence and revolutions, reconstruction, and contemporary life.

**CSU, UC**

**HIST 145** **3 UNITS**  
**California History**  
54 hours lecture; 54 hours total

The course surveys California history from its earliest settlement to the present. It addresses political, economic, social, and cultural developments that accompanied the state's transformation from the Native American through the Spanish, Mexican, and American periods, and examines how national and global events influenced these developments.

**CSU, UC**

**HIST 150 3 UNITS**

**History of American Women 1600-1900**

54 hours lecture; 54 hours total

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

An in-depth study of the experiences and contributions of women in the political and social development of the U.S. from the pre-colonial period to the end of the 19th century. History, as experienced by the "common woman", will be traced using letters and diaries. This course will focus on the contributions of Native American, African American, Latina/Chicana, and Asian American Women contrasted to Euro American.

**CSU, UC**

**HIST 152 3 UNITS**

**Women in Twentieth-Century America**

54 hours lecture; 54 hours total

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

The political, economic and cultural experiences of women of the United States from the late 19th to the 20th centuries. Includes oral histories of living citizens. Commonalities and differences of women (Native American, African American, Latina/Chicana, Asian American and Euro American backgrounds) will be contrasted and compared.

**CSU, UC**

**HIST 199 1-3 UNITS**

**Independent Study in History**

54-162 hours lab; 54-162 hours total

An independent study course for students interested in specialized reading or research, or in completing a project that deals with an acceptable topic in history.

**CSU**

**HIST 200 3 UNITS**

**Napa Community History**

54 hours lecture; 54 hours total

A semester-length seminar focusing on the history of the Napa region and the methods of oral history and public history. Participants will produce original work through local history research and oral history interviews.

**CSU**

**HIST 298 1-3 UNITS**

**Selected Topics in History**

54-162 hours lab; 54-162 hours total

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.

**CSU**

**HOSPITALITY (HOSP)**

**Hospitality and Tourism Management: AS Degree**

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

**Program Learning Outcomes**

- Outcome 1: Demonstrate the ability to prepare a business plan related to the hospitality and tourism industry
- Outcome 2: Identify the areas of liability associated with the hospitality and tourism industry
- Outcome 3: Identify career opportunities in the hospitality and tourism management industry and the required skills, knowledge and abilities of a successful employee in the industry

**Required Courses**

	<b>Units</b>
HOSP 120 Introduction to Hospitality Management	3
HOSP 122 Principles of Hotel Administration	3
HOSP 124 Hospitality Law	3
HOSP 125 Food, Beverage & Restaurant Mgmt	3
ACCT 120 Introduction to Accounting	3
BUSI 90A Business Mathematics (Part 1)	1
BUSI 90B Business Mathematics (Part 2)	1
BUSI 90C Business Mathematics (Part 3)	1
BUSI 105 Business Communication	3
BUSI 110 Human Relations in Organizations	3
BUSI 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
GEOG 114 California Geography	3
HIST 153 Napa-Vallejo Community History	3
SPAN 120 Elementary Spanish I	5
SPCOM 126 Intercultural Communication	3
VWT 137 Wines of California	3
WOEX 190 Work Experience Seminar	1
WOEX 193 Vocational Work Experience	1 - 4

**Total units for the major 53-56**

**Total units 60**

\*Areas of Emphasis

**Winery Hospitality**

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

**Spa Management**

	<b>Units</b>
BIOL 103 Introduction to Nutrition	3
EART 110 Earth Science: Earth, Sea, and Sky	4
HEOC 370 Therapeutic Massage	2
PHYE 130 Yoga	1-1.5

Note:

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

**Hospitality: Certificate of Achievement**

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

**Program Learning Outcomes**

- Outcome 1: Demonstrate the ability to prepare a business plan related to the hospitality and tourism industry
- Outcome 2: Identify the area of liability associated with the hospitality and tourism industry
- Outcome 3: Identify career opportunities in the hospitality and tourism management industry and the required skills, knowledge and abilities of a successful employee in the industry

**Required Courses**

	<b>Units</b>
HOSP 120 Introduction to Hospitality Management	3
HOSP 122 Principles of Hotel Administration	3
HOSP 124 Hospitality Law	3
HOSP 125 Food, Beverage & Restaurant Management	3
BUSI 251 Marketing	3
WOEX 190 Work Experience Seminar	1
WOEX 193 Vocational Work Experience	1

**Total Units 17**

**HOSP 120 3 UNITS**

**Intro to Hospitality Management**

54 hours lecture; 54 hours total

A beginning course presenting an overview of the hospitality industry with all its segments. This overview will include lodging,

restaurants, food and beverage, tourism and recreation, and other operational areas of the Hospitality Industry.

**CSU**

**HOSP 122 3 UNITS**

**Principles of Hotel Administration**

54 hours lecture; 54 hours total

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

**CSU**

**HOSP 123 3 UNITS**

**Hospitality & Tourism Management Sales**

54 hours lecture; 54 hours total

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

**CSU**

**HOSP 124 3 UNITS**

**Hospitality Law**

54 hours lecture; 54 hours total

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

**CSU**

**HOSP 125 3 UNITS**

**Food, Beverage & Restaurant Management**

54 hours lecture; 54 hours total

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

**CSU**

## HUMANITIES (HUMA)

### Humanities and Philosophy: AA Degree

This degree focuses on studying and analyzing the interplay of significant philosophical, artistic, historical, political, religious, and cultural issues, preparing students for further study in Philosophy and Humanities Baccalaureate programs. Students will gain a historical understanding of major civilizations and cultures, both Western and non-Western, as well as an understanding and appreciation of the contributions and perspectives of prominent intellectual women and men, including those of ethnic and other minorities.

To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Level Outcomes

- Outcome 1: Critically assess political, cultural, and civic thought and the influence of diverse ethno-cultural groups on the development of American society.
- Outcome 2: Appraise, critique, and evaluate major philosophical systems, comparing and contrasting conceptual similarities and differences between and among the Western and non-Western traditions.

#### Required Courses (18 units total)

Students must complete nine units from each of the following areas, totaling eighteen units to complete the area of emphasis

Humanities (9 units)	Units
HUMA 100 The American Mind 1	3
HUMA 101 The American Mind 2	3
HUMA 104 Comparative Religion	3
HUMA 125 Introduction to Latin American Studies	3
HUMA 151 Women's Ethnic Heritage	3
HUMA 160 Filipina(o)-American Heritage	3
Philosophy (9 units)	Units
PHIL 120 Introduction to Philosophy 1	3
PHIL 121 Introduction to Philosophy 2	3
PHIL 125 Introduction to Ethics	3
PHIL 130 Introduction to Logic	3
PHIL 133 World Philosophy	3
PHIL 134 Philosophy of Religion	3
<b>Total units for the major</b>	<b>18</b>
<b>Total units</b>	<b>60</b>

### HUMA 100 3 UNITS

**The American Mind 1**  
54 hours lecture; 54 hours total

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

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

**CSU, UC**

### HUMA 101 3 UNITS

**The American Mind 2**  
54 hours lecture; 54 hours total

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

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

**CSU, UC**

### HUMA 112 3 UNITS

**Introduction to Africana Studies**  
54 hours lecture; 54 hours total

This course explores African American identity by using an interdisciplinary approach, drawing upon the artistic, philosophical, religious, social, and historical aspects of African and African American heritage to understand the formation of the moral and aesthetic values of African American culture today. There will also be a particular focus on the interplay between African American cultural identity and gender, class, and sexual orientation.

**CSU, UC**

### HUMA 113 3 UNITS

**Introduction to Mexican-American and Chicana(o) Studies**

54 hours lecture; 54 hours total

This course explores Mexican-American/Chicana(o) identity by using an interdisciplinary approach, drawing upon the artistic, religious, philosophical, social, and historical aspects of Mexican and Mexican-American heritage to understand the formation of the moral and aesthetic values of Mexican-American/Chicana(o) culture today. There is a particular focus on the interplay between Mexican-American/Chicana(o) cultural identity and gender, class, and sexual orientation.

**CSU, UC**

**HUMA 115** **3 UNITS**  
**World Cinema**  
*Cross-listed with FILM 115*  
 54 hours lecture; 54 hours total  
 This course will survey the historical, social, and artistic development of cinema around the globe, introducing a range of international films, movements, and traditions.  
**CSU, UC**

**HUMA 117** **3 UNITS**  
**Director's Cinema**  
*Cross-listed with FILM 117*  
 54 hours lecture; 54 hours total  
 This course examines the historical and artistic career of a seminal director in cinema history. Possible subjects include Martin Scorsese, Alfred Hitchcock, Francis Ford Coppola, and Woody Allen.  
**CSU**

**HUMA 120** **3 UNITS**  
**Horror Film**  
*Cross-listed with FILM 120*  
 54 hours lecture; 54 hours total  
 This course offers an in-depth examination of the popular horror film through an analysis of its historical evolution, major theories, aesthetics and conventions, and the impact of its role as a reflection of culture & society.  
**CSU, UC**

**HUMA 121** **3 UNITS**  
**Film Comedy**  
*Cross-listed with FILM 121*  
 54 hours lecture; 54 hours total  
 This course offers an in-depth examination of the comedy film through an analysis of its historical evolution, major theories, aesthetics and conventions, and its role as a reflection of culture and society.  
**CSU, UC**

**HUMA 125** **3 UNITS**  
**Introduction to Latin American Studies**  
 54 hours lecture; 54 hours total  
 Introduction to Latin American Studies is an interdisciplinary course, drawing upon the artistic, philosophical, religious, social and historical aspects of Mexico, Central America, South America and the Caribbean to understand the moral and aesthetic values amongst various Latin American cultures from the Pre-Columbian era to the present. This course will also examine the relationship of Latin American and Caribbean communities in the United States with their countries/regions of origin.  
**CSU, UC**

**HUMA 151** **3 UNITS**  
**Women's Ethnic Heritage**  
 54 hours lecture; 54 hours total  
 This course is an exploration of concepts related to the understanding of ethnic heritage. Literature, film and the arts will be surveyed to demonstrate the power of one's heritage in constructing meaning for oneself in the world. Students will have the opportunity to observe how they view their own cultures, and to think critically about how their ethnic identity affects their sense of self and consequently, their choices. They will also exchange stories and observations about others' cultures, and in so doing examine their own ideas and assumptions about others' ethnicities.  
**CSU, UC**

**HUMA 160** **3 UNITS**  
**Filipina(o)-American Heritage**  
 54 hours lecture; 54 hours total  
 This course explores Filipina(o)-American heritage, drawing upon the complexities of its indigenous history to educate and to enrich the identity of Filipina(o)-Americans today. The experiences, perspectives, and contributions of Filipina(o)-Americans, across gender, religion, class, and sexual orientation lines, will be discussed. Emphasis will be placed on the resistance to colonization, including the resilience of Filipino culture that has endured various waves of oppression.  
**CSU, UC**

**HUMA 170** **3 UNITS**  
**Introduction to Theater**  
*Cross-listed with THEA 100*  
 54 hours lecture; 54 hours total  
 This course covers the major elements of theater production and theater history from the origins of drama to contemporary theater. Topics will include an introduction to basic theater terminology, theater artists and technicians, historical movements and critical perspective. Cross-listed with THEA-100.  
**CSU, UC**

**HUMA 174** **3 UNITS**  
**CULTURE AND GENDER IN THEATER**  
*Cross-listed with THEA 105*  
 54 hours lecture; 54 hours total  
 This course explores the contributions and perspectives of various cultural, ethnic and gender groups to contemporary American drama. Students in this course will study plays by African Americans, Latino Americans, Asian Americans and other cultural and gender groups. Cross-listed with THEA-105.  
**CSU, UC**

**HUMA 185** **3 UNITS**  
**Survey & Appreciation of Film**  
*Cross-listed with FILM-100*  
 54 hours lecture; 54 hours total  
 This course is an introduction to the history and elements of filmmaking such as narrative, mise-en-scene, cinematography, acting, editing, and sound as well as approaches to film criticism.  
**CSU, UC**

**HUMA 186** **3 UNITS**  
**Culture & Gender in Films**  
*Cross-listed with FILM-110*  
 54 hours lecture; 54 hours total  
 This course covers the perspectives and contributions of diverse cultural, ethnic and gender groups to American life through the art of film. Students in this course will study films by and about African Americans, Latino Americans, Asian Americans, Native Americans, and other cultural groups such as Euro-Americans, Jewish Americans and Arab Americans. They will also analyze the representations of ethnicity, gender, sexual orientation, age, physical and mental challenges in film. Cross-listed with FILM-110  
**CSU, UC**

**HUMA 189A** **3 UNITS**  
**Film Genres: Film Noir**  
*Cross-listed with FILM 125A*  
 54 hours lecture; 54 hours total  
 This course offers an in-depth analysis of the film noir genre through the study of film history, methods of production, film style, evolution of aesthetics and conventions, noted actors and directors, and sociological implications.  
**CSU, UC**

**HUMA 189B** **3 UNITS**  
**Film Genres: Western**  
*Cross-listed with FILM 125B*  
 54 hours lecture; 54 hours total  
 This course covers the historical, social, and artistic development of the western film genre from 1903 to the present.  
**CSU, UC**

**HUMA 189C** **3 UNITS**  
**Film Genres: Drama**  
*Cross-listed with FILM 125C*  
 54 hours lecture; 54 hours total  
 This course covers the historical, social, and artistic development of the drama film genre from 1940 to the present.  
**CSU, UC**

**HUMA 189D** **3 UNITS**  
**Film Genres: Musicals**  
*Cross-listed with FILM 125D*  
 54 hours lecture; 54 hours total  
 This course covers the historical, social, and artistic development of the film musical from the 1920s to the present.  
**CSU, UC**

**HUMA 199** **1-3 UNITS**  
**Independent Study in Humanities**  
 54-162 hours lab; 54-162 hours total  
*Prerequisite: Completion of one prior Humanities course*  
 Independent study for students interested in specialized reading, research and/or special projects in humanities.  
**CSU**

**HUMA 298** **1-3 UNITS**  
**Selected Topics in Humanities**  
 54-162 hours lab; 54-162 hours total  
 Topics in Humanities not covered by regular catalog offerings. Course content and unit credit to be determined in relation to Community Student needs and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.  
**CSU**

## ITALIAN (ITAL)

**ITAL 120** **5 UNITS**  
**First Semester Italian**  
 90 hours lecture; 90 hours total  
 A beginning course in Italian with emphasis on listening, understanding, speaking, and writing. The basic structures of the language are covered. Italian is used exclusively. Reading of simple cultural material.  
**CSU, UC**

**ITAL 121** **5 UNITS**  
**Second Semester Italian**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of ITAL 120 with a minimum grade of C*  
 This course is the second part of a four-semester sequence of transfer-level Italian courses. Continued work on language communication, integrating listening, speaking, reading and writing skills in real world contexts. Exposure to Italian Culture.  
**CSU, UC**



## JAPANESE (JAPN)

**JAPN 101** **3 UNITS**  
**Elementary Japanese I**  
 54 hours lecture; 54 hours total

Introduction to the two basic writing systems of Japanese (hiragana and katakana), as well as approximately 30 kanji characters. Students will be introduced to the basic grammar and vocabulary of Japanese, as well as cultural information about daily life in Japan. The class will be conducted in both Japanese and English.

**CSU, UC**

## LESBIAN, GAY, BISEXUAL AND TRANSGENDER STUDIES (LGBT)

### LGBT Studies: Certificate of Achievement

This Certificate provides students with a concentrated study of lesbian, gay, bisexual, and transgender issues related to the family, education, and the community. Students will explore a wide range of topics related to how people identify their sexuality and gender and how those identities are impacted and influenced in the family, in schools, and throughout the community. Completion of this Certificate can prepare students for work in a variety of social services and education. It can also prepare students for transfer to another institution offering a degree in LGBT Studies.

To fulfill requirements for this certificate, students must complete the required courses and electives as outlined below.

#### Program Learning Outcomes

- Outcome 1: Identify the major issues and vocabulary in the field of LGBT Studies.
- Outcome 2: Discuss the issues faced by sexual orientation and gender identity minorities in the family, education, and community.
- Outcome 3: Explain the differences in how people identify their sexual orientation and their gender identity.

#### Required Courses (12 Units)

	<b>Units</b>
LGBT 120 Introduction to LGBT Studies In The Family, Education, and Community	3
LGBT 121 LGBT Communities, Family and Education In The 21st Century	3
ANTH 150 Anthropology of Sex, Gender, and Sexuality	3
PSYC 135 Human Sexuality	3

#### Restricted Electives (6 units)

CFS 140 The Child, Family and Community	3
COUN 124 Working With Diverse Populations	3
or	
PSYC 125 Human Development	3
or	

LGBT 190 LGBT Internship	3
or	
PHIL 137 Comparative Religions	3
or	
HUMA 186 Culture & Gender in Films	3
or	
THEA 105 Culture & Gender in Theater	3
<b>Total Units</b>	<b>18</b>

**LGBT 120** **3 UNITS**  
**Introduction To LGBT Studies In The Family, Education, and Community**  
 54 hours lecture; 54 hours total

This introductory course examines a wide range of issues related to the lesbian, gay, bisexual, and transgender community and how those issues impact family, education and the community.

**CSU, UC**

**LGBT 121** **3 UNITS**  
**LGBT Communities, Family and Education in the 21st Century**  
 54 hours lecture; 54 hours total

This course examines the Lesbian, Gay, Bisexual and Transgender community in the 21st century including issues, events, and activism impacting LGBT families and education.

**CSU, UC**

**LGBT 190** **3 UNITS**  
**LGBT Internship**  
 18 hours lecture, 144 hours lab; 162 hours total

A service-learning course designed for LGBT program students to work as an intern with an LGBT specific serving organization. Students are evaluated by organization and college staff.

**CSU**

## LIBRARY RESEARCH (LIBR)

**LIBR 100** **UNIT**  
**Becoming a Skilled Researcher**  
 18 hours lecture; 18 hours total

introductory course to college-level research. Students will explore the interconnected core concepts of information, research and scholarship and will apply research skills for effective use of traditional and electronic library resources. Instruction includes print and non-print information sources such as reference books, scholarly material, online subscription databases and the Internet. Students will visit a library to complete hands-on exercises.

## LEARNING SKILLS (LRNS)

### LRNS 1 0.5 UNIT Differential Learning Diagnosis 18 hours integrated lab; 18 hours total

Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

### LRNS 2 0.5 UNIT Differential Learning Diagnosis 18 hours integrated lab; 18 hours total

*Prerequisite: Completion of LRNS 1*

Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

### LRNS 3 0.5 UNIT Differential Learning Diagnosis 18 hours integrated lab; 18 hours total

*Prerequisite: Completion of LRNS 2*

Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

### LRNS 4 0.5 UNITS Differential Learning Diagnosis Course 18 hours integrated lab; 18 hours total

*Prerequisite: Completion of LRNS 3*

Through diagnostic assessment, observation, and assignments, students are made aware of their learning strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

### LRNS 12 2 UNITS Beginning Reading Skills 72 hours integrated lab; 72 hours total

An individualized reading course that focuses on acquisition and/or strengthening of the technical skills necessary for decoding, comprehending and interpreting reading material. Special emphasis will be placed on reading in the content areas and developing the ability to respond to assigned readings both in writing and oral discussion. A tutorial lab component will provide individually prescribed self-paced supplemental instruction and skill development activities for all students enrolled in this course. Pass/No Pass grading. Recommended for students scoring in category 1 in reading in the English Placement Test.

### LRNS 13 2 UNITS Beginning Reading Skills 72 hours integrated lab; 72 hours total

*Prerequisite: Completion of LRNS 12*

An individualized reading course that focuses on acquisition and/or strengthening of the technical skills necessary for decoding, comprehending and interpreting reading material. Special emphasis will be placed on reading in the content areas and developing the ability to respond to assigned readings both in writing and oral discussion. A tutorial lab component will provide individually prescribed self-paced supplemental instruction and skill development activities for all students enrolled in this course. Pass/No Pass grading. Recommended for students scoring in category 1 in reading in the English Placement Test.

### LRNS 16 2 UNITS Computer Composition 72 hours integrated lab; 72 hours total

LRNS 16 is an integrated lab course which prepares students to write using the computer as preparation for higher level English classes. Students will learn beginning word processing and Modern Language Association formatting. In addition, students will learn to write grammatically correct sentences using rules of grammar and punctuation. This class is appropriate for students needing to develop skills necessary for higher level English classes and/or those who have scored into category 1 of the English Placement testing. Concurrent enrollment in CISA 170A Keyboarding I and LRNS 18 is recommended. Pass/No Pass Grading.

### LRNS 17 2 UNITS Computer Composition 72 hours integrated lab; 72 hours total

*Prerequisite: Completion of LRNS 16*

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** **3 UNITS**  
**Beginning Writing**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: Concurrent enrollment in LRNS 16*  
 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** **3 UNITS**  
**Intermediate Writing**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: Concurrent enrollment in ENGL 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** **1-2 UNITS**  
**Basic Mathematics**  
 36-72 hours integrated lab; 36-72 hours total  
 Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

**LRNS 51** **1-2 UNITS**  
**Basic Mathematics**  
 36-72 hours integrated lab; 36-72 hours total  
*Prerequisite: Completion of LRNS 50*  
 Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers and fractions. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

**LRNS 52** **1-2 UNITS**  
**Basic Mathematics**  
 36-72 hours integrated lab; 36-72 hours total  
*Prerequisite: Completion of LRNS 51*  
 Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions and decimals. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

**LRNS 53** **1-2 UNITS**  
**Basic Mathematics**  
 36-72 hours integrated lab; 36-72 hours total  
*Prerequisite: Completion of LRNS 52*  
 Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions, decimals, ratio and proportion and percents. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

**LRNS 54** **1-2 UNITS**  
**Basic Mathematics**  
 36-72 hours integrated lab; 36-72 hours total  
*Prerequisite: Completion of LRNS 53*  
 Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions, decimals, ratio and proportion, percents, and pre-algebra. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

**LRNS 55** **1-2 UNITS**  
**Basic Mathematics**  
 36-72 hours integrated lab; 36-72 hours total  
*Prerequisite: Completion of LRNS 54*  
 Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions, decimals, ratio and proportion, percent, measurements, pre-algebra and pre-geometry. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

**LRNS 60** **3 UNITS**  
**Study and Test-Taking Techniques**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of Minimum of Category 2 score on English placement test, or assessment by the instructor*  
 Students will learn skills necessary for success in college such as: reading textbooks; taking lecture notes; studying; taking tests; managing time; becoming familiar with the college resources; and reducing test anxiety. Grading for this class is Pass/No Pass Credit. This class is recommended for students with at least a score in Category 2 in reading.

# MACHINE TOOL TECHNOLOGY (MACH)

## Machine Tool Technology: AS Degree

This program prepares students for employment in the machinist and/or toolmaking trade. The courses cover setting up and operating basic machine tools such as lathes, milling machines, drill presses, and grinders. Computerized machine tool programming and operation is also included. Emphasis is placed on the manufacture of component machine parts, using the materials removal process for metals and plastics. The course of study also includes precision measuring skills, blueprint reading, cutting tool design, shop mathematics, and efficient and economical sequencing of machine tooling operations.

### Program Learning Outcomes

- Outcome 1: Demonstrate good work and safety habits, while using hand tools and power equipment.
- Outcome 2: Perform basic machining operations on lathes, mills, surface grinders and drill presses.
- Outcome 3: Perform basic measuring functions using precision measuring tools.
- Outcome 4: Read engineering drawing to accomplish required operations on machine tools.
- Outcome 5: Accomplish advanced lathe and mill processes, while working independently.
- Outcome 6: Understand tool geometry, carbide insert tooling.
- Outcome 7: Calculate all required math to accomplish machining processes.
- Outcome 8: Set-up, operate, and program basic CNC lathes and mills.

Required Courses	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
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
TECH 92 Technical Mathematics 1	3
TECH 107 Technical Mathematics II	3
WELD 100 Welding Theory & Practice 1	3
<b>Total for the major</b>	<b>44</b>
<b>Total units</b>	<b>60</b>

### Options

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

## Machine Tool Technology: One Year Skills Certificate

Required Courses	Units
MACH 110 Machine Technology 1	7
MACH 111 Machine Technology 2	7
<b>Total Units</b>	<b>14</b>

## Machine Tool Technology: Certificate of Achievement

This program prepares students for employment in the machinist and/or toolmaking trade. The courses covers setting up and operating basic machine tools such as lathes, milling machines, drill presses, grinders. Computerized machine tool programming and operation is also included. Emphasis is placed on the manufacture of component machine parts, using the materials removal process for metals and plastics. The course of study also includes precision measuring skills, blueprint reading, cutting tool design, shop mathematics, and efficient and economical sequencing of machine tooling operations.

### Program Learning Outcomes

- Outcome 1: Demonstrate good work and safety habits, while using hand tools and power equipment.
- Outcome 2: Perform basic machining operations on lathes, mills, surface grinders and drill presses.
- Outcome 3: Perform basic measuring functions using precision measuring tools.
- Outcome 4: Read engineering drawing to accomplish required operations on machine tools.
- Outcome 5: Accomplish advanced lathe and mill processes, while working independently.
- Outcome 6: Understand tool geometry, carbide insert tooling.
- Outcome 7: Calculate all required math to accomplish machining processes.
- Outcome 8: Set-up, operate, and program basic CNC lathes and mills.

Required Courses	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
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
TECH 92 Technical Mathematics 1	3
TECH 107 Technical Mathematics II	3
WELD 100 Welding Theory & Practice 1	3
<b>Total Units</b>	<b>44</b>

**MACH 100** **3 UNITS**  
**Machine Shop Practice**  
 36 hours lecture, 54 hours lab; 90 hours total

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

**CSU**

**MACH 110** **7 UNITS**  
**Machine Technology 1**  
 54 hours lecture, 216 hours 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.

**CSU**

**MACH 111** **7 UNITS**  
**Machine Technology 2**  
 54 hours lecture, 216 hours lab; 270 hours total

*Prerequisite: Completion of MACH 110 with a minimum grade of C*

An intermediate course in the machine tool technology degree program. Emphasis is placed on accuracy and efficiency of producing machined parts on conventional machine tools. Advanced lathe operations, including various thread forms, are a focus of the course.

**CSU**

**MACH 210** **7 UNITS**  
**Machine Technology 3**  
 54 hours lecture, 216 hours lab; 270 hours total

*Prerequisite: Completion of MACH 111 with a minimum grade of C*

An advanced course in the machine tool technology degree program. This course emphasizes skills in the operation of horizontal and vertical milling machines. Advanced milling operations include gear cutting, gear calculations, and the use of rotary tables, index heads and dividing heads.

**CSU**

**MACH 211** **7 UNITS**  
**Machine Technology 4**  
 54 hours lecture, 216 hours lab; 270 hours total

*Prerequisite: Completion of MACH 210 and MATH 107 with a minimum grade of C or equivalent*

An advanced course in the machine tool technology degree program. This course emphasizes advanced skills in the operation and programming of CNC (computer numerical controlled) machines, utilizing skills developed in Machine Technology 1, 2, and 3.

**CSU**

## MATHEMATICS (MATH)

### Natural Science and Mathematics: AS Degree

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.

#### Required Courses

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.

Mathematics	Units
MATH 94 Intermediate Algebra	5
MATH 99 Intermediate Algebra, Part B	3
MATH 106 Pre-Calculus: Elementary Functions	5
MATH 108 Trigonometry	3
MATH 115 Applied Calculus	5
MATH 120 Calculus I	5
MATH 121 Calculus II	5
MATH 220 Linear Algebra	3
MATH 221 Multivariable Calculus	5
MATH 222 Differential Equations	3
MATH 232 Statistics	4
MATH 235 Finite Mathematics	3

#### Physical Sciences

Physical Sciences	Units
ASTR 110 Descriptive Astronomy	3
ASTR 111 Practical Astronomy	3
CHEM 110 Introduction to Chemistry	4
CHEM 111 Intro to Organic & Biological Chemistry	4
CHEM 120 General Chemistry 1	5
CHEM 121 General Chemistry 2	5
CHEM 240 Organic Chemistry 1	4
CHEM 241 Organic Chemistry 2	4
CHEM 242 Quantitative Analysis	4
EART 110 Earth Science: Earth, Sea, and Sky	4
ENVS 115 Energy, the Environment & Sustainability	3
GEOG 110 Physical Geography	3
GEOG 114 California Geography	3
GEOL 110 Physical Geology	3
GEOL 111 Physical Geology Laboratory	1
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

#### Biology

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

BIOL 240 General Zoology	5
BIOL 241 General Botany	5
<b>Area of Emphasis Elective Courses</b>	
TECH 107 Technical Mathematics II	3
<b>Total units for the major</b>	<b>18</b>
<b>Total units</b>	<b>60</b>

**Mathematics: AS-T Degree**

<b>Required Courses</b>	<b>Units</b>
MATH 120 Calculus I	5
MATH 121 Calculus II	5
MATH 221 Multivariable Calculus	5

**List A: Choose one**

MATH 220 Linear Algebra	3
or	
MATH 222 Differential Equations	3

**List B: Choose one**

MATH 232 Statistics	4
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<b>Total units for the major</b>	<b>22</b>
<b>Total units</b>	<b>60</b>

**MATH 55** **3 UNITS**  
**Pre Algebra**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of Math 55 with a minimum grade of C (assumes that the student is comfortable with basic arithmetic operations with whole numbers.)*

A course which provides students with the prerequisite skills necessary for success in Beginning Algebra (MATH 90). Students will solve practical problems from daily life, learn how to use their calculator, and prepare for a transition to algebra.

**MATH 90** **5 UNITS**  
**Beginning Algebra**  
 90 hours lecture; 90 hours total

*Prerequisite: Completion of MATH 55 with a minimum grade of C or assessment test*

MATH 90 is the first course in the MATH 90-94 algebra sequence. It is a prerequisite for MATH 94 or MATH 98 and is equivalent to both MATH 96 and MATH 97. Content includes order of operations, linear equations, inequalities, graphing, polynomials, factoring, rational expressions and applications.

**MATH 92** **7 UNITS**  
**Accelerated Pre- & Beginning Algebra**  
 126 hours lecture; 126 hours total

*Recommended Preparation: Students should be competent with basic arithmetic operations on whole numbers (addition subtraction, multiplication and division). They should also have some experience with negative numbers and fractions.*

This course is designed to provide an accelerated option for students combining pre-algebra and beginning algebra into one semester. Course topics include arithmetic operations, order of operations, linear equations, inequalities, graphing, polynomials, factoring, rational expression and applications. Students will use real numbers, including fractions and decimals. Upon successful completion, students will be prepared to succeed in Intermediate Algebra (MATH 94).

**MATH 94** **5 UNITS**  
**Intermediate Algebra**  
 90 hours lecture; 90 hours total

*Prerequisite: Completion of MATH 90 or MATH 97 with a minimum grade of C or qualification through the assessment process*

MATH 94 is the second course in the MATH 90-94 sequence. It is a prerequisite for MATH 106, MATH 232 and MATH 235 and is equivalent to both MATH 98 and MATH 99. Content includes introduction to functions, systems of equations, absolute value equations and inequalities, complex numbers, simplifying radicals, graphing quadratic and exponential functions, solving equations involving radicals, quadratics, exponentials, or logarithms, and applications.

**MATH 96** **3 UNITS**  
**Beginning Algebra, Part A**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 55 with a minimum grade of C or assessment test*

MATH 96 is the first course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 97 and together with MATH 97 is equivalent to MATH 90. Content includes order of operations, linear equations, inequalities, graphing, polynomials and applications.

**MATH 97** **3 UNITS**  
**Beginning Algebra, Part B**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 96 with a minimum grade of C or assessment test*

MATH 97 is the second course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 98 or MATH 94 and together with MATH 96 is equivalent to MATH 90. Content includes polynomials, factoring, rational expressions and applications.

**MATH 98** **3 UNITS**  
**Intermediate Algebra Part A**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MATH 97 with a minimum grade of C or assessment test*  
 MATH 98 is the third course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 99 and together with MATH 99 is equivalent to MATH 94. Content includes functions, systems of linear equations, compound inequalities and radicals.

**MATH 99** **3 UNITS**  
**Intermediate Algebra, Part B**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MATH 98 with a minimum grade of C or equivalent*  
 MATH 99 is the fourth course in the MATH 96-99 algebra sequence. It is a prerequisite for MATH 106, MATH 232 and MATH 235 and together with MATH 98 is equivalent to MATH 94. Content includes complex numbers, quadratics, exponentials, logarithms, conic sections, series and applications.

**MATH 106** **5 UNITS**  
**College Algebra**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of MATH 94 or MATH 99 with a minimum grade of C*  
 This course provides a strong algebraic foundation for the study of Calculus. From numerical, graphing, and analytical views, the course studies functions, including: polynomial, rational, exponential and logarithmic. Series, sequences and conic sections are also included. A graphing calculator is required.  
**CSU, UC**

**MATH 108** **3 UNITS**  
**Trigonometry**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MATH 94 or MATH 99 with a minimum grade of C*  
 The course provides a strong trigonometric foundation for the study of Calculus. Included are trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, polar coordinates, and an introduction to vectors. A graphing calculator is required.  
**CSU**

**MATH 115** **5 UNITS**  
**Applied Calculus**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of MATH 106 with a minimum grade of C or equivalent*  
 Presents a study of the techniques of calculus with emphasis on applications in business, life sciences and social sciences. Topics include modeling, applications of derivatives and integrals for polynomial, rational, exponential and logarithmic functions, functions of several variables, and differential equations. Graphing calculator is required.  
**CSU, UC**

**MATH 120** **5 UNITS**  
**Calculus I**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of MATH 106 and MATH 108 with a minimum grade of C*  
 The first semester of a three course sequence in differential and integral calculus. Topics include functions, limits and continuity, techniques and applications of differentiation and integration, and the Fundamental Theorem of Calculus. Primarily for students majoring in mathematics, engineering or sciences. A Graphing Calculator is required.  
**CSU, UC**

**MATH 121** **5 UNITS**  
**Calculus II**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of MATH 120 with a minimum grade of C*  
 The second semester of a three-course sequence in differential and integral calculus. Topics include integration, techniques of integration, infinite sequences and series, polar and parametric equations, and applications of integration. Primarily for majors of mathematics, engineering, and sciences. Graphing calculator is required.  
**CSU, UC**

**MATH 130** **3 UNITS**  
**Mathematical Concepts for Elementary School Teachers-Number Systems**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MATH 94 with a minimum grade of C*  
 This course emphasizes problem solving techniques and mathematical structure associated with numeration, set theory, elementary number theory, the real number system, ratio, proportion and patterns. Designed for prospective elementary teachers, this course includes activity-based explorations implementing the common core state curriculum standards.  
**CSU, UC**

**MATH 199** **1-3 UNITS**  
**Independent Study in Mathematics**  
 18-54 hours lecture; 18-54 hours total  
 Independent study for students interested in specialized reading, research, or project on an acceptable topic in the area of mathematics at a lower division level.  
**CSU**

**MATH 220** **3 UNITS**  
**Linear Algebra**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MATH 121 with a minimum grade of C*  
 This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Properties of vectors are investigated in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included. Graphing calculator is required.  
**CSU, UC**

**MATH 221** **5 UNITS**  
**Multivariable Calculus**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of MATH 121 with a minimum grade of C*  
 The third semester of a three course sequence in differential and integral calculus. Topics include vector valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, and divergence theorem. Primarily for majors of mathematics, engineering, and science. A Graphing Calculator is required.  
**CSU, UC**

**MATH 222** **3 UNITS**  
**Differential Equations**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MATH 221 with a minimum grade of C*  
 The course is an introduction to ordinary differential equations. Such equations are solved by both quantitative and qualitative methods while applications from a variety of disciplines are examined. The course introduces theoretical aspects of differential equations, including establishing criteria for existence of solutions, and techniques for obtaining solutions including, but not limited to, series representation, singular points, Laplace transforms and matrices.  
**CSU, UC**

**MATH 232** **4 UNITS**  
**Statistics**  
 72 hours lecture; 72 hours total  
*Prerequisite: Completion of MATH 94 or MATH 99 with a minimum grade of C*  
*Recommended Preparation: ENGL 90 with a minimum grade of C*  
 The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.  
**CSU, UC**

**MATH 235** **3 UNITS**  
**Finite Mathematics**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MATH 94 or MATH 99 with a minimum grade of C*  
 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.  
**CSU, UC**

## MUSIC (MUSI)

### Music – Instrumental: AA Degree

This degree provides a basic foundation in music for students interested in pursuing a career in the musical entertainment industry. As part of this degree, students will have an Instrumental Emphasis in music. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Learning Outcomes

- Outcome 1: Apply skills essential for instrumental performance in music.
- Outcome 2: Demonstrate proficiency through rehearsal and performance in solo and/or ensemble for peer, professional or academic review.
- Outcome 3: Show an aesthetic knowledge of music.

<b>Required Courses (12 units)</b>	<b>Units</b>
MUSI 112 Survey & Appreciation of Music	3
MUSI 121 Music Theory I	3
MUSI 122 Music Theory II	3
MUSI 120A Musicianship I	1



MUSI 235 Class Piano III	2
Restricted Electives (13 Units)	
MUSI 114 Survey & History of Jazz	3
MUSI 120B Musicianship II	1
MUSI 120C Musicianship III	1
MUSI 120D Musicianship IV	1
MUSI 135 Class Piano I	2
MUSI 138 Class Piano II	2
MUSI 140 Guitar I	2
MUSI 142 Guitar II	2
MUSI 145 Woodwind Methods	2
MUSI 146 Brass Methods	2
MUSI 150 Beginning Percussion Instruments	2
MUSI 152 Guitar Ensemble	1
MUSI 155 String Methods	2
MUSI 174 Rehearsal & Performance Strings	1
MUSI 176 Repertory Orchestra	1
MUSI 181 Jazz Ensemble	1
MUSI 185 Stage Band	1
MUSI 177 Rehearsal & Performance Winds	1
MUSI 179 Repertory Wind Ensemble	1
MUSI 238 Class Piano IV	2
MUSI 240 Guitar III	2
MUSI 242 Guitar IV	2
MUSI 280 Instrumental Performance Seminar	1
<b>Total units for the major</b>	<b>25</b>
<b>Total units</b>	<b>60</b>

**Music – Vocal: AA Degree**

This degree provides a basic foundation in music for students interested in pursuing a career in the musical entertainment industry. As part of this degree, the students will select a vocal music emphasis. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student’s individual educational goals.

**Program Learning Outcomes**

- Outcome 1: Apply skills essential for vocal performance in music.
- Outcome 2: Demonstrate proficiency through rehearsal and performance in solo and/or ensemble for peer, professional or academic review.
- Outcome 3: Show an aesthetic knowledge of music.

**A. Required Courses (14 units)**

	<b>Units</b>
MUSI 112 Survey & Appreciation of Music	3
MUSI 121 Music Theory I	3
MUSI 122 Music Theory II	3
MUSI 120A Musicianship I	1
MUSI 238 Class Piano IV	2
MUSI 130 Voice I	2

**B. Restricted Electives (11 units)**

MUSI 120B Musicianship II	1
MUSI 120C Musicianship III	1
MUSI 132 Voice II	2
MUSI 134 Lyric Diction for Singers	3
MUSI 135 Class Piano I	2
MUSI 138 Class Piano II	2
MUSI 160 College Chorale	1
MUSI 161 Vocal Ensemble, Prima Voce	1
MUSI 166 Women’s Chorale	1
MUSI 169 Men’s Chorale	1
MUSI 235 Class Piano III	2
MUSI 230 Voice III	2
MUSI 232 Voice IV	2
MUSI 260 Vocal Performance Seminar	1
MUSI 266 Women’s Ensemble	1
<b>Total units for the major</b>	<b>25</b>
<b>Total units</b>	<b>60</b>

**Musical Theater: AA Degree**

This degree provides a foundation in musical theater for students interested in pursuing a Bachelor of Fine Arts in Musical Theater or pursuing a career in the music entertainment industry. To fulfill the requirements for this degree, students will complete the required courses for one of three areas of emphasis and work with a counselor to determine the appropriate pattern of general education courses based on the student’s individual educational goals.

**Program Learning Outcomes**

- Outcome 1: Collaborate with others through rehearsal and performance of a musical theater production for peer, professional or academic review.
- Outcome 2: Apply skills essential for performing in a musical.
- Outcome 3: Show an aesthetic appreciation of musical theater.

**Required Courses (12 units)**

	<b>Units</b>
THEA 100 Introduction to Theater	3
MUSI 121 Music Theory I	3
THEA 110 Technique of Acting	3
MUSI 170 Musical Theater Performance	3

**Restricted Electives (9 Units)**

MUSI 110 Fundamentals of Music	3
MUSI 122 Music Theory II	3
MUSI 128 Audition Techniques	1.5 - 1
MUSI 133 Musical Theater Voice I	2

MUSI 160 College Chorale	1
THEA 153 Musical Theater Prod: Repertory	0.5 - 3
THEA 155 Dance Theater Production	1 - 3
THEA 135 Stage Movement	2
THEA 220 Professional Acting	2
THEA 166 Musical Theater Prod: Young Audiences	1 - 3
THEA 167 Musical Theater Production: Broadway	1 - 3
THEA 168 Musical Theater Production: Contemporary	1 - 3
MUSI 143 Musical Theater Voice II	2
MUSI 223 Musical Theater Voice III	2
MUSI 243 Musical Theater Voice IV	2
MUSI 183 Musical Theater Performance: Contemporary	0.5 - 3
MUSI 173 Musical Theater Performance: Young Audiences	0.5 - 3
MUSI 172 Musical Revue Performance	0.5 - 3
<b>Total units for the major</b>	<b>21</b>
<b>Total units</b>	<b>60</b>

**Music: AA-T Degree**

This degree option provides a comprehensive foundation in music preparation for transfer to Baccalaureate programs for instrumental or vocal music majors in the California State University system. To fulfill the requirements for this degree, students will complete lower division major preparation courses listed below and the appropriate general education pattern (CSU GE or IGETC). Additional NVC graduation requirements do not apply to this degree. Students must pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA. Additionally, students pursuing this degree option must work with a counselor and faculty advisor to ensure appropriate elective course selections for their intended area of emphasis, e.g. Instrumental, Vocal. Total Units in Area of Emphasis: 22-24 units (6 units double counted in CSU GE Area C-1.) Total Units in GE: CSU=42, IGETC=39

**Program Learning Outcomes**

- Outcome 1: Analyze and compose harmonic examples including and up to the use of 20th century techniques.
- Outcome 2: Sight read and aurally recognize music including and up to post-tonal melodies and distantly related keys.
- Outcome 3: Perform on designated major instrument/voice, integrating musical and technical skills, creative interpretation and professional performance practice.
- Outcome 4: Evaluate and critique musicality, stylistic interpretation and technique of musicians in rehearsal and performance.
- Outcome 5: Perform musically and with authority in large ensemble situations exhibiting pitch, rhythmic, intonation, balance and blending accuracy.
- Outcome 6: Integrate, wherever possible, digital technology into the process of learning

and presenting music.

**Required Theory Courses: 12 units** **Units**

MUSI 121 Music Theory I	3
MUSI 122 Music Theory II	3
MUSI 221 Music Theory III	3
MUSI 222 Music Theory IV	3

**Required Musicianship Courses: 4 units**

MUSI 120A Musicianship I	1
MUSI 120B Musicianship II	1
MUSI 120C Musicianship III	1
MUSI 120D Musicianship IV	1

**Applied Music Courses: 4 semesters for 2 - 4 units**

Student selects major instrument/voice for Individual instruction:

MUSI 116 Applied Music: Strings, Winds, Brass, Percussion, Piano, Voice	0.5 -1
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**Large Ensemble Required: 4 semesters/4 units**

Student selects ensemble in alignment with major instrument/voice.

MUSI 160 College Chorale	1
MUSI 176 Repertory Orchestra	1
MUSI 179 Repertory Wind Ensemble	1
MUSI 181 Jazz Ensemble	1

**Total units for the major** **22-24**

**Total units** **60**

**MUSI 90** **0.5-1 UNIT**

**Supervised Music Lab**  
27-54 hours lab; 27-54 hours total

Music 90 is a laboratory course which helps students of all levels strengthen their music skills. Students may enroll themselves or be referred by teachers who have analyzed specific problems.

**MUSI 110** **3 UNITS**

**Fundamentals of Music**  
54 hours lecture; 54 hours total

This course is an introduction to the notation and primary elements of tonal music, which incorporates the following concepts: staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. Suitable for music majors (as a pre-requisite for further music theory study) and non-majors, as general education requirement.

**CSU, UC**

**MUSI 112** **3 UNITS**  
**Survey & Appreciation of Music**  
 54 hours lecture; 54 hours total

This course covers and provides the foundations, vocabulary and skills necessary for actively listening to and appraising music performances; with particular emphasis given to musical styles and music history. Also covered in the course are the origins of musical language with explorations into musical practices, composers and repertoire of the Middle Ages, Renaissance, Baroque, Classical, Romantic, 20th Century and Contemporary styles. Recommended for all music majors.

**CSU, UC**

**MUSI 114** **3 UNITS**  
**Survey & History of Jazz**  
 54 hours lecture; 54 hours total

A history of jazz that offers the student an analysis and interpretation of jazz, both historical and musical. Incorporates research from the fields of sociology, cultural anthropology, and American history, as well as from music history.

**CSU, UC**

**MUSI 116** **0.5-1 UNIT**  
**Applied Music: Strings, Winds, Brass, Percussion, Piano, Voice**  
 9-18 hours lecture; 9-18 hours total

*Recommended Preparation: MUSI 130, MUSI 135, MUSI 140, MUSI 150, with a minimum grade of C; Concurrent participation in an ensemble to align with selected major instrument/voice: 1) Music 160--College Chorale (vocal emphasis) 2) Music 176--Repertory Orchestra (instrumental emphasis) 3) Music 179--Repertory Wind Ensemble (instrumental emphasis) 4) Music 181--Jazz Ensemble (instrumental emphasis)*

*Limitation on Enrollment: Audition required*

Individualized study of the appropriate techniques and repertoire for the specific instrument or voice. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance.

*Repeatable for credit three times*

**CSU, UC**

**MUSI 120A** **1 UNIT**  
**Musicianship I**  
 9 hours lecture, 27 hours lab; 36 hours total

*Recommended Preparation: MUSI 110 with a minimum grade of C*

This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory I through ear training, sight singing, analysis and dictation.

**CSU, UC**

**MUSI 120B** **1 UNIT**  
**Musicianship II**  
 9 hours lecture, 27 hours lab; 36 hours total

*Recommended Preparation: MUSI 121, MUSI 120A with a minimum grade of C*

This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis and dictation.

**CSU, UC**

**MUSI 120C** **1 UNIT**  
**Musicianship III**  
 9 hours lecture, 27 hours lab; 36 hours total

*Recommended Preparation: MUSI 122, MUSI 120B with a minimum grade of C*

Applies and develops the rhythmic, melodic, and harmonic materials of Music Theory III through ear training, sight singing, analysis and dictation.

**CSU, UC**

**MUSI 120D** **1 UNIT**  
**Musicianship IV**  
 9 hours lecture, 27 hours lab; 36 hours total

*Recommended Preparation: MUSI 221, MUSI 120C with a minimum grade of C*

Applies and develops the rhythmic, melodic and harmonic materials of Music Theory IV through ear training, sight singing, analysis and dictation.

**CSU, UC**

**MUSI 121** **3 UNITS**  
**Music Theory I**  
 54 hours lecture; 54 hours total

*Recommended Preparation: MUSI 110 with a minimum grade of C*

This course, through guided composition and analysis, incorporates the following concepts: rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Development of skills in handwritten notation is expected. Required for music majors and minors.

**CSU, UC**

**MUSI 122** **3 UNITS**  
**Music Theory II**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MUSI 121 with a minimum grade of C*  
 This course incorporates the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and introduction to secondary/applied chords and modulation.  
**CSU, UC**

**MUSI 123** **3 UNITS**  
**Introduction to Music Technology**  
 36 hours lecture, 54 hours lab; 90 hours total  
 This course examines the terminology, equipment, techniques and concepts related to music technology. The course will survey the principles and practices of sound, MIDI (Musical Instrument Digital Interface), synthesis, notation, and audio recording utilizing hardware and software platforms.  
**CSU**

**MUSI 124** **2 UNITS**  
**Electronic Music**  
 18 hours lecture, 54 hours lab; 72 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C*  
 The course is a study of techniques and elements of electronic music production. Topics include synthesis, sampling, and MIDI (Musical Instrument Digital Interface) sequencing. Compositions are expected of students utilizing electronic music techniques.  
**CSU**

**MUSI 126** **2 UNITS**  
**Live Sound I**  
 18 hours lecture, 54 hours lab; 72 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C*  
 Music 126 is an overview of live performance sound reinforcement including basic principles of acoustics, use and maintenance of the equipment for sound reinforcement, and techniques for manipulating and troubleshooting audio signals.  
**CSU**

**MUSI 128** **3 UNITS**  
**Audition Techniques for musical theater**  
 54 hours lecture; 54 hours total  
 This course will help students develop multi-faceted singing and acting techniques, prepare songs and monologues for a variety of audition circumstances, select appropriate material, and ascertain a comprehensive understanding of audition protocol.  
**CSU**

**MUSI 130** **2 UNITS**  
**Voice I**  
 36 hours lecture; 36 hours total  
 This course teaches the basic 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.  
**CSU, UC**

**MUSI 132** **2 UNITS**  
**Voice II**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 130 with a minimum grade of C*  
 This course 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.  
**CSU, UC**

**MUSI 133** **2 UNITS**  
**Musical Theater Voice I**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 130 with a minimum grade of C*  
 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.  
**CSU, UC**

**MUSI 134** **3 UNITS**  
**Lyric Diction for Singers**  
 54 hours lecture; 54 hours total  
 The study of diction for singing which uses the International Phonetic Alphabet (IPA) to develop skills in traditional and dialectal diction. Appropriate for students interested in improving their language skill for singing and especially useful for vocal music majors and minors.  
**CSU, UC**

**MUSI 135** **2 UNITS**  
**Class Piano I**  
 36 hours lecture; 36 hours total  
 This course is designed to teach basic piano skills to the student with no piano experience. It includes the fundamentals of music reading/notation, keyboard knowledge, piano techniques and musicianship, using a variety of styles and repertoire. Designed for music majors requiring piano proficiency while also providing non-majors an opportunity to study piano.  
**CSU, UC**

**MUSI 138** **2 UNITS**  
**Class Piano II**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 135 with a minimum grade of C*  
 This course develops keyboard musicianship through the study of major and minor scales, arpeggios, and performance of beginning to intermediate-level piano repertoire. Designed for music majors requiring piano proficiency while also providing minors and non-majors an opportunity to study piano.  
**CSU, UC**

**MUSI 140** **2 UNITS**  
**Guitar I**  
 36 hours lecture; 36 hours total  
 This course teaches basic guitar technique, musicianship, chord and melody playing, strum patterns, accompaniments, learning the fingerboard, and counterpoint. Also discussed are practice and performance techniques.  
**CSU, UC**

**MUSI 142** **2 UNITS**  
**Guitar II**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 140 with a minimum grade of C*  
 This course expands on the concepts and skills from Guitar I including technique, musicianship, chord and melody playing, accompaniments, additional fretboard positions and introduction to basic counterpoint. Practice, rehearsal and performance techniques are refined.  
**CSU, UC**

**MUSI 143** **2 UNITS**  
**Musical Theater Voice II**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 133 with a minimum grade of C*  
 This course applies the techniques from Music Theater Voice I and focuses on expanding the resonating capabilities of the voice and expanding the vocal range. Music Theater songs concentrate on solo repertoire from productions up to 1950. The course is presented in a lecture/seminar environment.  
**CSU, UC**

**MUSI 145** **2 UNITS**  
**Woodwind Methods**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C*  
 This course is focused on developing fundamental performance skills and methods of instruction for woodwind instruments. Topics include challenges of woodwind playing, diagnostic techniques, teaching strategies, basic woodwind repair and other related subject matter for instruction in elementary/secondary school settings.  
**CSU, UC**

**MUSI 146** **3 UNITS**  
**Brass Methods**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C*  
 This course is focused on the development of fundamental performance and teaching skills for brass instruments. Included in the course will be examination of student performance problems, diagnostic techniques, teaching strategies, basic brass repair and other specialized topics related to brass instruction in school settings.  
**CSU, UC**

**MUSI 147** **2 UNITS**  
**Songwriting**  
 18 hours lecture, 54 hours lab; 72 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C*  
 A study of music composition (songwriting, arranging, editing) using industry standard music software. Compositions will be analyzed on chord structure, form, rhythm, melody, harmony and lyrics.  
**CSU**

**MUSI 148** **2 UNITS**  
**Sound Recording I**  
 18 hours lecture, 54 hours lab; 72 hours total  
*Recommended Preparation: MUSI 110, MUSI 126 with a minimum grade of C*  
 Music 148 is a course in sound recording (live and studio) including principles of acoustics, use and maintenance of equipment for analog and digital sound recording, and techniques for capturing and manipulating audio signals.  
**CSU**

**MUSI 149** **3 UNITS**  
**Legal, Business and Management Aspects of Performing Arts**  
 54 hours lecture; 54 hours total  
 This course presents an overview of the business and legal aspects of the performing arts industry. Emphasis will be given to contracts, publishing, licensing, distribution and copyright law. In addition, the duties and responsibilities of producers, agents, managers, promoters and performing artists will be examined.  
**CSU**

**MUSI 150** **2 UNITS**  
**Beginning Percussion Instruments**  
 36 hours lecture; 36 hours total  
 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.  
**CSU, UC**

**MUSI 152** **1 UNIT**  
**Guitar Ensemble**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Recommended Preparation: MUSI 142 with a minimum grade of C*  
*Limitation on Enrollment: Audition required*  
 This course is for the study, rehearsal, and public performance of guitar repertoire with emphasis on the development of skills needed to perform within a guitar ensemble. Different repertoire will be studied each semester.  
*Repeatable for credit four times*  
**CSU, UC**

**MUSI 155** **2 UNITS**  
**String Methods**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 110 with a minimum grade of C*  
 The course is focused on developing fundamental performance skills and methods of instruction for the orchestral string family. Topics include challenges of string playing, diagnostic techniques, teaching strategies, basic string instrument/bow maintenance and other related subject matter for instruction in elementary/secondary school settings.  
**CSU, UC**

**MUSI 160** **1 UNIT**  
**College Chorale**  
 54 hours lab; 54 hours total  
*Limitation on Enrollment: Audition required*  
 A choral group, composed of male and female voices, studies, rehearses, and performs music from the traditional choral repertoire dating from medieval through contemporary musical periods. The course emphasis is on the development of skills needed to perform within an ensemble, with different repertoire to be studied each semester.  
*Repeatable for credit three times*  
**CSU, UC**

**MUSI 161** **1 UNIT**  
**Vocal Ensemble, Prima Voce**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Limitation on Enrollment: Audition required*  
 A small vocal ensemble, called "Prima voce", that rehearses and performs musical works from the serious choral literature dating from medieval through contemporary periods. Concerts are performed regularly throughout the area as well as on occasional outside trips.  
**CSU, UC**

**MUSI 162** **1.5 UNITS**  
**Gospel Choir**  
 18 hours lecture, 36 hours lab; 54 hours total  
*Limitation on Enrollment: Audition required*  
 A choral group that rehearses and performs traditional music in the African American gospel style. Concerts are performed regularly throughout the area as well as on occasional outside trips.  
**CSU, UC**

**MUSI 164** **0.5-2 UNITS**  
**Ensemble Movement**  
 27-108 hours lab; 27-108 hours total  
*Limitation on Enrollment: Audition required*  
 Ensemble Movement is designed to add essential synchronized movement and dance to choral and musical theater performances.  
**CSU, UC**

**MUSI 166** **1 UNIT**  
**Women's Chorale**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Limitation on Enrollment: Audition required*  
 A choral group that rehearses and performs music from the traditional women's choral literature dating from medieval to contemporary musical periods. Concerts are performed on campus and throughout the area, as well as on occasional outside trips.  
**CSU, UC**

**MUSI 169** **1 UNIT**  
**Men's Chorale**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Limitation on Enrollment: Audition required*  
 A choral group that studies, rehearses, and performs music from the men's choral repertoire dating from medieval through contemporary musical periods and styles. Concerts are performed on campus, as well as on occasional off-campus venues.  
**CSU, UC**

**MUSI 170** **0.5-3 UNITS**  
**Musical Theater Performance**  
 27-162 hours lab; 27-162 hours total  
*Limitation on Enrollment: Audition required*  
 Musical Theater Performance is designed for the performance of musicals, to be presented before the campus and community with full production and dance support. The course is appropriate for all music and musical theater majors.  
**CSU, UC**

<p><b>MUSI 172</b> <b>0.5-3 UNITS</b>  <b>Musical Revue Performance</b>                      27-162 hours lab; 27-162 hours total  <i>Limitation on Enrollment: Audition required</i>                      Musical Revue Performance is designed for the production of musical revues to be presented before the campus and community with full production and dance support.  <b>CSU, UC</b></p>	<p><b>MUSI 179</b> <b>1 UNIT</b>  <b>Repertory Wind Ensemble</b>                      54 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required</i>                      This course is for the study, rehearsal, and public performance of repertoire appropriate for a wind ensemble. The North Bay Wind Ensemble performs great works of wind ensemble and concert band repertoire with an emphasis on the development of wind instrumental skills needed to perform within a wind ensemble. Different repertoire will be studied each semester. Choice of ensemble is based on each student's identified major instrument.  <i>Repeatable for credit three times</i>  <b>CSU, UC</b></p>
<p><b>MUSI 173</b> <b>0.5-3 UNITS</b>  <b>Musical Theater Performance: Young Audiences</b>                      27-162 hours lab; 27-162 hours total  <i>Limitation on Enrollment: Audition required</i>                      Musical Theater Performance: Young Audiences is designed for the rehearsal and performance of musicals for young audiences to be presented before the campus and community with full production support.  <b>CSU, UC</b></p>	<p><b>MUSI 181</b> <b>1 UNIT</b>  <b>Jazz Ensemble</b>                      54 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required</i>                      This course is focused on the study, rehearsal, and public performance of the jazz ensemble repertoire, with an emphasis on the development of skills needed to perform within a jazz ensemble. Different repertoire will be studied each semester. Choice of ensemble is based on each student's identified major instrument. Assessment of proficiency on traditional jazz instrument: saxophone, trumpet, trombone, piano, bass, guitar, drums is required.  <i>Repeatable for credit three times</i>  <b>CSU, UC</b></p>
<p><b>MUSI 174</b> <b>1 UNIT</b>  <b>Rehearsal &amp; Performance Strings</b>                      9 hours lecture, 27 hours lab; 36 hours total  <i>Limitation on Enrollment: Audition required</i>                      A rehearsal, lecture and performance laboratory for strings or flexibly composed ensembles.  <b>CSU, UC</b></p>	<p><b>MUSI 183</b> <b>0.5-3 UNITS</b>  <b>Musical Theater Performance: Contemporary</b>                      27-162 hours lab; 27-162 hours total  <i>Limitation on Enrollment: Audition required</i>                      The objective of this course is to focus on musical theater productions from the contemporary genre (1950-present day).  <b>CSU, UC</b></p>
<p><b>MUSI 176</b> <b>1 UNIT</b>  <b>Repertory Orchestra</b>                      54 hours lab; 54 hours total  <i>Limitation on Enrollment: Audition required</i>                      This course is for the study, rehearsal, and public performance of orchestral repertoire from the Baroque through the contemporary periods, with an emphasis on the development of skills needed to perform within an orchestra. Different repertoire will be studied each semester. Choice of ensemble is based on each student's identified major instrument.  <i>Repeatable three times for credit</i>  <b>CSU, UC</b></p>	<p><b>MUSI 185</b> <b>1 UNIT</b>  <b>Stage Band</b>                      9 hours lecture, 27 hours lab; 36 hours total  <i>Limitation on Enrollment: Audition required</i>                      Rehearsal and performance of stage band works of the past 50 years. Proficiency on a traditional stage band instrument required for participation. Intermediate/advanced performance skills needed. Public performance required.  <b>CSU, UC</b></p>
<p><b>MUSI 177</b> <b>1 UNIT</b>  <b>Rehearsal &amp; Performance Winds</b>                      9 hours lecture, 27 hours lab; 36 hours total  <i>Limitation on Enrollment: Audition required</i>                      A rehearsal, lecture and performance course for winds or flexibly composed ensembles.  <b>CSU, UC</b></p>	<p><b>MUSI 196</b> <b>3 UNITS</b>  <b>Music &amp; Movement in Early Childhood</b>  <i>Cross-listed with CFS-196</i>                      54 hours lecture; 54 hours total                      Introduction to teaching music and movement to young children. Basic elements such as beat, rhythm, timbre, dynamics, form, and melody will be explored in developmentally appropriate and culturally sensitive ways. Songs, games, finger plays, rhymes, dances, and playing instruments will be presented.  <b>CSU, UC</b></p>

**MUSI 199** **1-3 UNITS**  
**Independent Study in Music**  
 54-162 hours lab; 54-162 hours total

Designed for students wishing to pursue special topics not included in the regular curriculum. Projects include: Performance skills (requiring a recital); Theory or Composition study (which requires a composition); and History/Literature (which requires a research paper).

**CSU**

**MUSI 221** **3 UNITS**  
**Music Theory III**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of MUSI 122 with a minimum grade of C*

The course incorporates the concepts from Music Theory II. In addition, through writing and analysis, the course will include: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords.

**CSU, UC**

**MUSI 222** **3 UNITS**  
**Music Theory IV**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of MUSI 221 with a minimum grade of C*

This course incorporates the concepts from Music Theory III. In addition, through writing and analysis, the course will include: Post-Romantic techniques such as borrowed chords/modal mixture; chromatic mediants; Neapolitan and augmented-sixth chords; ninths, elevenths and thirteenth chords; altered chords and dominants; and 20th century techniques such as Impressionistic harmony, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm.

**CSU, UC**

**MUSI 223** **2 UNITS**  
**Musical Theater Voice III**  
 36 hours lecture; 36 hours total

*Recommended Preparation: MUSI 143 with a minimum grade of C*

This course applies the vocal skills from Music Theater Voice II, expanding the repertoire to include the contemporary era and duets. The focus is on the continued development of resonance, projection and intelligible articulation of the text. Class is presented in a lecture/seminar environment.

**CSU, UC**

**MUSI 230** **2 UNITS**  
**Voice III**  
 36 hours lecture; 36 hours total

*Recommended Preparation: MUSI 132 with a minimum grade of C*

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.

**CSU, UC**

**MUSI 232** **2 UNITS**  
**Voice IV**  
 36 hours lecture; 36 hours total

*Recommended Preparation: MUSI 230 with a minimum grade of C*

This course 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.

**CSU, UC**

**MUSI 235** **2 UNITS**  
**Class Piano III**  
 36 hours lecture; 36 hours total

*Recommended Preparation: MUSI 138 with a minimum grade of C*

This course develops keyboard musicianship through the study of major and minor scales, arpeggios, diatonic chord progressions, harmonization of melodies, transposition and intermediate-level piano repertoire. Designed for music majors requiring piano proficiency while also providing non-majors an opportunity to study piano.

**CSU, UC**

**MUSI 238** **2 UNITS**  
**Class Piano IV**  
 36 hours lecture; 36 hours total

*Recommended Preparation: MUSI 235 with a minimum grade of C*

This course continues the systematic development of keyboard musicianship through the study of all diatonic scales, arpeggios, harmony and intermediate-level to advanced repertoire. Designed for music majors requiring piano proficiency while also providing non-majors an opportunity to study piano.

**CSU, UC**

**MUSI 240** **2 UNITS**  
**Guitar III**  
 36 hours lecture; 36 hours total

*Recommended Preparation: MUSI 142 with a minimum grade of C*

Solo performance with particular emphasis on melodic techniques is stressed. Student performs advanced repertoire and learns advanced fingerings and fingerboard positions.

**CSU, UC**



**MUSI 242** **2 UNITS**  
**Guitar IV**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 240 with a minimum grade of C*  
 The course expands on the concepts and skills learned in Guitar III. Students continue to perform repertoire of increased difficulty including counterpoint. Ensemble playing is stressed throughout, with an emphasis on melodic techniques, including dynamics, articulation and phrasing.  
**CSU, UC**

**MUSI 243** **2 UNITS**  
**Musical Theater Voice IV**  
 36 hours lecture; 36 hours total  
*Recommended Preparation: MUSI 223 with a minimum grade of C*  
 Musical Theater Voice IV applies the combined skills from Musical Theater Voice I-III. The course focuses on strengthening vocal technique, resonance, intelligibility of text, and intense character development and communication using solo, duet, and ensemble repertoire from Musical Theater productions. The class is presented in a lecture/seminar environment.  
**CSU, UC**

**MUSI 260** **1 UNIT**  
**Vocal Performance Seminar**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Limitation on Enrollment: Audition required*  
 This 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.  
**CSU, UC**

**MUSI 266** **1 UNIT**  
**Women's Ensemble**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Recommended Preparation: MUSI 166 with a minimum grade of C*  
*Limitation on Enrollment: Audition required*  
 A 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.  
**CSU, UC**

**MUSI 280** **1 UNIT**  
**Instrumental Performance Seminar**  
 9 hours lecture, 27 hours lab; 36 hours total  
*Limitation on Enrollment: Audition required*  
 This instrumental group rehearses and performs music from the traditional and contemporary repertoire. The student will prepare and perform music of increased difficulty in flexible performance situations.  
**CSU, UC**

## NURSING (NURS)

### Nursing: AS Degree

The Associate Degree in Nursing (ADN) program is approved by the California Board of Registered Nursing (BRN). It is designed to prepare qualified men and women to practice nursing in entry-level positions. Upon completion of the program, the student is awarded an A.S. Degree in Nursing and is eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). Opportunities are provided for advanced placement, transfer and challenge exam credit. The Associate Degree Nurse is prepared to coordinate, plan and provide nursing care in hospitals and community settings. The Registered Nurse assists patients with personal care, provides teaching and counseling to prevent illness and promote health, and performs specialized treatments and procedures. Registered Nurses function as team leaders and direct the care provided by Licensed Vocational Nurses (LVN's), nursing assistants (aides), as well as unlicensed health-care workers.

#### Admission Requirements:

(see [www.napavalley.edu/adn](http://www.napavalley.edu/adn) for more details)

1. Attend one of the required mandatory information meetings (Applications are only available at information meetings).
2. Submission of the program application once prerequisites are met.
3. Provide proof of your High School Graduation-by official transcript or official transcript of equivalent (For example, a GED Certificate; CHSPE passing score; AA/ AS or higher).
4. If your official high school or college transcripts are from other countries they must be evaluated by an International Evaluation service prior to submission of your application or you must provide Napa Valley College with an official Certificate from an International Evaluator. Forms are available in the Admissions and Records Office or the Health Occupations Department.
5. Since June 2006, eligibility to enter the Nursing Programs is determined by a "composite score" which is a combination of: (a) overall college GPA, (b) English GPA, (c) core Biology (Anatomy, Physiology & Microbiology) GPA, and (d) core Biology course repetition(s).
6. Applicants will need to take and pass the ATI TEAS V test with a 62% or better prior to submitting their application.

#### Program Learning Outcomes

- Outcome 1: Use the nursing process in various settings to assist individuals and groups to promote, maintain, and restore health.
- Outcome 2: Integrate ethical and legal guidelines from the Nurse Practice Act, ANA Code of Ethics and Nurse Practice Standards.
- Outcome 3: Collaborate with individuals, families, groups, and the health care team using therapeutic communication.
- Outcome 4: Evaluate theory and evidence-based knowledge for decision making to guide nursing practice.
- Outcome 5: Integrate leadership and management principles in the nursing care of individuals or

Outcome 6: groups with alterations in health. Demonstrate consistent commitment to professional growth and self development.

gree  
GE requirements for Humanities and Multi-Cultural/  
Gender Studies.

<b>Prerequisites</b>	<b>Units</b>
BIOL 218 Human Anatomy*	5
BIOL 219 Human Physiology*	5
BIOL 220 General Microbiology*	5
ENGL 120 Reading & Composition 1	4
<b>Required Courses</b>	
NURS 141 Introduction to Nursing	7
NURS 142 Nursing in Health Alterations I	4-11
NURS 143 Nursing in Health Alterations II	5.5 -8
NURS 144 Mental Health Nursing in the Community	5.5
NURS 246 Nursing in Health Alterations III	6.5 -8
NURS 247 Maternal-Newborn Nursing	4
NURS 248 Nursing in Community-Based Settings	1
NURS 249 Nursing in Health Alterations IV	7
NURS 250 Nursing Preceptorship	3
PSYC 125 Human Development **	3
Social Science Course (except PSYC 125) from approved A.S. Degree GE list	3
SPCOM 124 Career Communication	3
HUMA/Multicultural/Gender Studies GE ***	3
<b>Total units</b>	<b>74.5-85.5</b>

Notes:  
To remain in the nursing program, a student must maintain a "C" grade or above in all required arts and science courses and nursing theory courses with a satisfactory evaluation in all clinical experiences and meet passing requirements in Math and national standardized tests.

Criminal Convictions: The California Board of Registered Nursing (BRN) may deny licensure to any person who has been convicted of a crime. If you have had such a conviction you should review the California Nurse Practice Act-Section 480, available at [www.rn.ca.gov](http://www.rn.ca.gov). Students must demonstrate proficiency in Math either by test and successful completion of MATH 94 or higher. Students planning to transfer to a four-year college should consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements. Most BSN programs require grades of A's and B's.

Students are strongly encouraged to complete all corequisite general education courses while waiting for entry.

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

\*\* Psychology 125 must be taken prior to the student second semester of the program

\*\*\* 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. ANTH 150, DRAM 115, ENGL 217, HUMA 174 or HUMA 186 will double count for the AS De-

**Nursing –Advanced Placement: AS Degree**

Program for Licensed Vocational Nurses (LVNs) and Licensed Paramedics.

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

This option is available when grant funding is available. Admission Requirements are the same as they are for generic AND program 1. Current, valid California LVN license or Paramedic license. 2. 4,000 hours of work experience as a LVN or Paramedic.

<b>Prerequisites</b>	<b>Units</b>
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5
ENGL 120 Reading & Composition 1	4
PSYC 125 Human Development	3

**Bridge/Transition Course**

NURS 245 Nursing Transition 6  
(Required for LVNs and Paramedics)

**Required Courses**

NURS 144 Mental Health Nursing in the Community	5.5
NURS 246 Nursing in Health Alterations III	6.5
NURS 247 Maternal-Newborn Nursing	4
NURS 248 Nursing in Community-Based Setting (For Paramedics only)	1
NURS 249 Nursing in Health Alterations IV (12 weeks)	7
NURS 250 Nursing Preceptorship	3
Social Science Course (except PSYC 125) from approved A.S. Degree GE list	3
SPCOM 124 Career Communication	3
Humanities/Multicultural/Gender Studies GE*	3

**Total units for the major 42**  
**Total units 60**

### Nursing-30 unit Option: AS Degree

(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 NCLEXRN in California ONLY & will probably not be able to become licensed by endorsement in other states. (Physiology and Microbiology are the required prerequisite courses for the 30-unit option.) Work experience, etc., are the same requirements as other advanced placement students.

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

#### Required Courses

NURS 245 Nursing Transition	6
NURS 144 Mental Health Nursing in the Community	5.5
NURS 246 Nursing in Health Alterations III	6. 5-8
NURS 249 Nursing in Health Alterations IV	7

#### Total units for the major

35-36.5

**Total units** **60**

### Vocational Nursing: AS Degree

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

The student who completes additional requirements may receive an Associate of Science Degree. The extended format program is the only format currently being offered at this time, and is designed for students who are certified Nurse's Aides (CNA) or equivalent (completion of one semester of an accredited psychiatric technician, respiratory care or nursing program with a "C" or better).

The program is extended to twenty three months to accommodate the working student. Class meets two full days per week, year round, inclusive of summer and winter breaks usually scheduled by the college. Admission Requirements All coursework must be completed with a "C" or better within 5 years of the start of the class, as required by the BVNPT, and all program requirements must be met before applications will be accepted. All applicants meeting these requirements will be eligible for admission to the program and will be enrolled on a first-come, first-served basis.

All new admission, re-admission and advanced placement ap-

plicants will follow this procedure.

1. Complete an application for admission to the college. (can only be done online at [www.napavalley.edu](http://www.napavalley.edu)). This needs to be done only once.
2. Complete the matriculation requirements of:
  - a. English and Math assessment testing;
  - b. College orientation. \*Contact the Testing and Tutoring Center at 253-3270 or the Counseling Center in person in the 1300 Building to sign up for assessment and orientation sessions.
3. Take the Reading Assessment test (CTEP) and pass with a score of 59 or higher OR have ENGL 85 or higher with a "C" or better
4. Take the Math Assessment test (MTDP) and pass with a score of 29 or higher on the Elementary Algebra Test OR have MATH 90 or higher with a "C" or better. Test scores are good for five years and equivalency coursework must be taken with the past two years
5. Be a currently Certificateified Nurse's Aid (CNA) or have equivalent training i.e. (as determined by the Program coordinator).
6. Completion of PREREQUISITE courses before submitting an application to the program. a. HEOC 100 – Anatomy and Physiology (with a "C" or better) b. HEOC 101 – Pharmacology (with a "C" or better)
7. Official Verification (unopened transcripts) of high school graduation or its equivalent (GED, CHSPE, or AA/AS or a higher degree).

\*All Foreign Transcripts must be evaluated by an International Evaluation Service prior to submission of program application; this service must provide Napa Valley College with an evaluation Certificate of the international coursework. (Forms to request this evaluation are available in Admissions & Records and the Health Occupations Department; your official foreign transcripts evaluations must accompany this form.)

#### Program Learning Outcomes

- |            |  |
|------------|--|
| Outcome 1: | Qualify for and pass the state Vocational Nursing licensing exam.  |
| Outcome 2: | Use the nursing process in various settings to assist individuals and groups to promote, maintain, and restore health.                     |
| Outcome 3: | Integrate ethical and legal guidelines from the Vocational Nurse Practice Act, ANA Code of Ethics and Vocational Nurse Practice Standards. |
| Outcome 4: | Collaborate with individuals, families, groups, and the health care team using therapeutic communication.                                  |
| Outcome 5: | Utilize theory and evidence-based knowledge for decision making to guide nursing practice.   |
| Outcome 6: | Integrate leadership and management principles in the nursing care of individuals or groups with alterations in health.                    |
| Outcome 7: | Demonstrate consistent commitment to professional growth and self development.   |

<b>Prerequisites Courses</b>	<b>Units</b>
HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3

<b>Required Courses</b>	<b>Units</b>
HEOC 172 Basic Nutrition	2
NURS 131 Vocational Nursing 1	13
NURS 132 Vocational Nursing 2	14
NURS 233 Vocational Nursing 3	13
PSYC 125 Human Development	3

**Total units for the major ( including prerequisite courses)**

**45**  
**Total units**  
**60**

**Options**

1. A.S. Degree: All courses listed above - All four semesters (60 units - GPA 2.0) for required courses, see AA/ AS Program planning sheet for AS Degree or see a counselor.
  2. Transfer to a four-year college: Consult the catalog of the college or university of your choice and aNapa Valley College counselor for specific requirements.
- \*ANTH 151, DRAM 115, ENGL 217, HUMA 174, 186 meets both the Multicultural/Gender studies

**CERTIFICATE**

**Vocational Nursing: Certificate of Achievement**

This is a three-semester program designed to prepare qualified men and women to practice vocational nursing. At Napa Valley College we offer a patient-centered program operated in cooperation with community health care agencies and hospitals. The college grants a Certificate of Achievement Vocational Nursing after successful completion of the program, and the student is then eligible to apply to take the state examination for licensure (offered by the Board of Vocational Nursing/ BVNPT). The student who completes additional requirements may receive an Associate in Science Degree. The extended format program is the only format currently being offered at this time, and is designed for students who are certified Nurse's Aides (CNA) or equivalent (completion of one semester of an accredited psychiatric technician, respiratory care or nursing program with a "C" or better). The program is extended to twenty three months to accommodate the working student. Class meets two full days per week, year round, inclusive of summer and winter breaks usually scheduled by the college.

**Admission Requirements:**

(see [www.napavalley.edu/adn](http://www.napavalley.edu/adn) for more details)

<b>Prerequisites Courses</b>	<b>Units</b>
HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3

<b>Required Courses</b>	<b>Units</b>
HEOC 172 Basic Nutrition	2
NURS 131 Vocational Nursing 1	13

NURS 132 Vocational Nursing 2	14
NURS 233 Vocational Nursing 3	13
PSYC 125 Human Development	3

**Total units for the major ( including prerequisite courses)**

**45**  
**Total units**  
**60**

**NURS 131 13 UNITS**

**Vocational Nursing 1**

126 hours lecture, 324 hours lab; 450 hours total

*Prerequisite: Completion of HEOC 100 with a minimum grade of C, HEOC 101 with a minimum grade of C, current Certified Nursing Assistant (C.N.A.) certificate from California Board of Registered Nursing*

*Corequisite: Concurrent enrollment in HEOC 172 with a minimum grade of C, PSYC 125 with a minimum grade of C*

*Limitation on Enrollment: High School graduate or equivalent, CTEP-English Assessment Testing, MDTP Assessment Testing, Orientation Meeting*

This is the first course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Introduces role of Vocational Nurse, fundamental nursing skills, medical terminology, administration of medication including injections, lab values, Preoperative and Postoperative care, Pediatrics I, Gerontological nursing and care of the patient with Peripheral Vascular System Disorder I.

**CSU**

**NURS 132 14 UNITS**

**Vocational Nursing 2**

144 hours lecture, 324 hours lab; 468 hours total

*Prerequisite: Completion of NURS 131, HEOC 172 with a minimum grade of C*

*Corequisite: Concurrent enrollment in 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.

**CSU**

**NURS 141 7 UNITS**

**Introduction to Nursing**

72 hours lecture, 168 hours lab; 240 hours total

*Prerequisite: Completion of BIOL 218, BIOL 219, BIOL 220, ENGL 120 with a minimum grade of C*

*Corequisite: Concurrent enrollment in 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.

**CSU**

**NURS 142** **4 UNITS**  
**Nursing in Health Alterations I**  
 48 hours lecture, 72 hours lab; 120 hours total  
*Prerequisite: Completion of This sequence is required by the California Board of Registered Nursing; NURS 141 with a minimum grade of C*  
 Introduces theory and practice to provide care to adults and children with selected stable alterations in health.  
**CSU**

**NURS 143** **5.5 UNITS**  
**Nursing in Health Alterations II**  
 54 hours lecture, 135 hours lab; 189 hours total  
*Prerequisite: Completion of NURS 142 with a minimum grade of C, PSYC 125 with a minimum grade of C; Completion of the program admission requirements as identified in the Napa Valley College Catalog and the ADN Program Information and Application packet as required and approved by the California Board of Registered Nursing and recommended and approved by the State Chancellor's office of the California Community Colleges (SCOCCC)*  
 Focus is on the application of the nursing process in caring for clients with common pathophysiologic alterations in health.  
**CSU**

**NURS 144** **5.5 UNITS**  
**Mental Health Nursing in the Community**  
 54 hours lecture, 135 hours lab; 189 hours total  
*Prerequisite: Completion of NURS 142 with a minimum grade of C, PSYC 125 with a minimum grade of C; Completion of the program admission requirements as identified in the Napa Valley College Catalog and the ADN Program Information and Application packet as required and approved by the California Board of Registered Nursing and recommended and approved by the State Chancellor's office of the California Community Colleges (SCOCCC); or successful completion of Advanced Placement Bridge course*  
*Corequisite: Concurrent enrollment in 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.  
**CSU**

**NURS 233** **13 UNITS**  
**Vocational Nursing 3**  
 126 hours lecture, 324 hours lab; 450 hours total  
*Prerequisite: Completion of NURS 132 with a minimum grade of C*  
 This is the third course in a series of three semesters designed to prepare the student for eligibility for licensure as a Vocational Nurse in the State of California. Includes: Fluid and Electrolytes II, Leadership, Rehab and Home Health Nursing care of the patient with Cardiovascular, Respiratory, Urinary, Reproductive, Neurological and Dermatological Disorders.  
**CSU**

**NURS 245** **6 UNITS**  
**Nursing Transition**  
 18-24 hours lecture, 54-72 hours lab; 72-96 hours total  
*Prerequisite: Completion of BIOL 218, BIOL 219, BIOL 220, ENGL 120, NURS 144, PSYC 125, with a minimum grade of C ; Current Valid California LVN License or Paramedic Certificate & 4000 work hours*  
 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.  
**CSU**

**NURS 246** **6.5 UNITS**  
**Nursing in Health Alterations III**  
 72 hours lecture, 135 hours lab; 207 hours total  
*Prerequisite: Completion of NURS 141 with a minimum grade of C, NURS 142 with a minimum grade of C, NURS 143 with a minimum grade of C, NURS 144 with a minimum grade of C, NURS 245 with a minimum grade of C*  
*Corequisite: Concurrent enrollment in SPCOM 124 or Social Science elective (except PSYC 125) from approved A.S. Degree list*  
 Focus is on the application of the nursing process in care for clients with complex alterations in health.  
**CSU**

**NURS 247** **4 UNITS**  
**Maternal-Newborn Nursing**  
 54 hours lecture, 108 hours lab; 162 hours total  
*Prerequisite: Completion of NURS 143, NURS 144 with a minimum grade of C*  
*Corequisite: Concurrent enrollment in NURS 248*  
 Focus is on the use of the nursing process in caring for mother, newborn and the child-bearing family. Emphasis is placed on family-centered nursing care and client teaching.  
**CSU**

**NURS 248** **1 UNIT**  
**Nursing in Community-Based Settings**  
 9.2 hours lecture, 24 hours lab; 33.2 hours total  
*Prerequisite: Completion of NURS 143, NURS 144, NURS 298 with a minimum grade of C*  
*Corequisite: Concurrent enrollment in NURS 247*  
 Focus is on the application of the nursing process in community-based settings.  
**CSU**

**NURS 249 7 UNITS**

**Nursing in Health Alterations IV**  
72 hours lecture, 162 hours lab; 234 hours total

*Prerequisite: Completion of NURS 246, NURS 247, NURS 248, SPCOM 124, with a minimum grade of C; Social and Behavioral Science Elective (except PSYC 125-Human Development)*

*Corequisite: Concurrent enrollment in Humanities Elective*

Focus is on the application of the nursing process for patients with multiple complex health alterations. The student functions in the roles of manager and provider of care.

**CSU**

**NURS 250 3 UNITS**

**Nursing Preceptorship**  
18 hours lecture, 108 hours lab; 126 hours total

*Prerequisite: Completion of NURS 249 with a minimum grade of C*

Provides a clinical environment for the student to integrate scientific principles and management skills. The student assumes increasing responsibilities under the direct supervision of a RN preceptor.

**CSU**

**NURS 273 2 UNITS**

**Basic Dysrhythmia & Lead Interpretation**  
36 hours lecture; 36 hours total

Introduces the basic concepts of cardiac rhythm interpretation for arrhythmia surveillance and 12 Lead EKG interpretations. Covers configuration and wave forms, diagnosis of dysrhythmia, clinical significance, therapeutic interventions, and current pharmacological considerations.

**CSU**

## PHILOSOPHY (PHIL)

### Humanities and Philosophy: AA Degree

This degree focuses on studying and analyzing the interplay of significant philosophical, artistic, historical, political, religious, and cultural issues, preparing students for further study in Philosophy and Humanities Baccalaureate programs. Students will gain a historical understanding of major civilizations and cultures, both Western and non-Western, as well as an understanding and appreciation of the contributions and perspectives of prominent intellectual women and men, including those of ethnic and other minorities.

To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the student's individual educational goals.

#### Program Level Outcomes

- Outcome 1: Critically assess political, cultural, and civic thought and the influence of diverse ethno-cultural groups on the development of American society.
- Outcome 2: Appraise, critique, and evaluate major philosophical systems, comparing and contrasting conceptual similarities and

differences between and among the Western and non-Western traditions.

#### Required Courses (18 units total)

Students must complete nine units from each of the following areas, totaling eighteen units to complete the area of emphasis

#### Humanities (9 units) Units

HUMA 100 The American Mind 1	3
HUMA 101 The American Mind 2	3
HUMA 104 Comparative Religion	3
HUMA 125 Introduction to Latin American Studies	3
HUMA 151 Women's Ethnic Heritage	3
HUMA 160 Filipina(o)-American Heritage	3

#### Philosophy (9 units) Units

PHIL 120 Introduction to Philosophy 1	3
PHIL 121 Introduction to Philosophy 2	3
PHIL 125 Introduction to Ethics	3
PHIL 130 Introduction to Logic	3
PHIL 133 World Philosophy	3
PHIL 134 Philosophy of Religion	3

**Total units for the major 18**

**Total units 60**

#### PHIL 120 3 UNITS

**Introduction to Philosophy 1**  
54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 120 or above with a minimum grade of C*

Introduces students to the ideas of major Western philosophers from pre-Socratic times to the end of the 16th Century and develops the students' critical-thinking and problem-solving skills.

**CSU, UC**

#### PHIL 121 3 UNITS

**Introduction to Philosophy 2**  
54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 120 or above with a minimum grade of C*

Introduces students to the ideas of major Western philosophers from the early 17th Century to the present and develops students' critical thinking and problem-solving skills.

**CSU, UC**

#### PHIL 125 3 UNITS

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

*Recommended Preparation: ENGL 120 or above with a minimum grade of C*

A survey of major ethical theories in Western thought with reference to questions of right, good and duty, combined with application of these theories to situations in our personal lives.

**CSU, UC**

**PHIL 126** **3 UNITS**  
**Contemporary American Ethics**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 120 or above with a minimum grade of C*  
 The critical examination of personal beliefs related to contemporary American moral issues such as abortion, drugs, capital punishment, euthanasia, privacy, etc. Attention is given to weighing issues, making judgments and understanding diverse positions on any moral issue.  
**CSU, UC**

**PHIL 127** **3 UNITS**  
**Feminist Philosophy**  
 54 hours lecture; 54 hours total  
 This course introduces students to the major themes in feminist philosophy examined through the lens of the historical development of the tradition and studied from the metaphysical, epistemological, ethical and philosophy-of-the-self areas of philosophical discourse. This course develops the students' critical-thinking and problem-solving skills.  
**CSU, UC**

**PHIL 128** **3 UNITS**  
**Social and Political Philosophy**  
 54 hours lecture; 54 hours total  
 This course investigates issues central to the question, "How can we best live together?" It addresses the philosophical underpinnings of the theories of justice, freedom, natural law, personal and civic responsibilities, social and political affiliation, cultural diversity vis-a-vis the aforementioned and the constitution of the good society. Students will also develop critical thinking and problem-solving skills.  
**CSU, UC**

**PHIL 129** **3 UNITS**  
**Introduction to Epistemology and Metaphysics**  
 54 hours lecture; 54 hours total  
 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.  
**CSU, UC**

**PHIL 131** **3 UNITS**  
**Introduction to Logic and Critical Thinking**  
 54 hours lecture; 54 hours total  
 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.  
**CSU, UC**

**PHIL 133** **3 UNITS**  
**World Philosophy**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 120 or above*  
 Introduces students to the major themes in philosophy such as metaphysics, epistemology, ethics, determinism and freedom, and ontology. Major philosophers from every continent of the globe are presented on each issue. The course develops the students' critical-thinking and problem-solving skills.  
**CSU, UC**

**PHIL 134** **3 UNITS**  
**Philosophy of Religion**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: ENGL 120 or above*  
 Introduces the student to major themes such as the existence of God, faith and reason, evil, death, fate, mysticism and the role of logic in religious language. The course develops the students' critical-thinking and problem-solving skills.  
**CSU, UC**

**PHIL 137** **3 UNITS**  
**Comparative Religions**  
 54 hours lecture; 54 hours total  
 Comparative Religions offers a philosophical survey of the world's major religions, thereby providing a trenchant knowledge of avenues to spiritual growth, multicultural values and critical thinking skills.  
**CSU, UC**

**PHIL 298** **1-3 UNITS**  
**Selected Topics in Philosophy**  
 18-54 hours lecture; 18-54 hours total  
 Topics in philosophy not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and/or available staff. May be offered as a seminar, lecture, or lecture/lab class.  
**CSU**

# PHOTOGRAPHY (PHOT)

## Photography: AS Degrees

This degree provides a comprehensive foundation in Photography that is appropriate for students interested in working in the Photography field. This program offers two options: traditional and digital.

### Program Learning Outcomes

- Outcome 1: Critically evaluate and understand the aesthetic, cultural, and political development of Photography in historical and contemporary cultures.
- Outcome 2: Create finished images for professional/fine art applications based on principles of effective design and communication.
- Outcome 3: Express ideas in visual terms.
- Outcome 4: Present finished design products for peer, professional or academic review.
- Outcome 5: Evaluate and critique photographic work and receive criticism from others.
- Outcome 6: Work collaboratively and communicate effectively with others on photographic projects.

## Photography-Traditional: AS Degree

Required Courses: 18 units	Units
PHOT 121 Basic Darkroom Photography	3
PHOT 122 Intermediate Photography	3
PHOT 180 History of Photography	3
PHOT 280 Professional Portfolio	3
PHOT 123 Advanced Darkroom Photography	3
PHOT 181 Contemporary Issues in Photo	3

### Restricted Electives: Select 9 units from the following

PHOT 123 Advanced Darkroom Photography	3
PHOT 152 Advanced Digital Photography	3
PHOT 153A Apple Aperture	1.5
PHOT 153B Adobe Lightroom	1.5
PHOT 155 The Digital Fine Print	1
PHOT 181 Contemporary Issues in Photo	3
PHOT 199 Independent Study in Photography	1 - 3
PHOT 250 Portrait Photography	3 - 4
PHOT 260 Product & Advertising Photography	4
PHOT 298 Selected Topics in Photography	1 - 3

**Total units for the major** 27  
**Total units** 60

## Photography-Digital: AS Degree

Required Courses: 18 units	Units
PHOT 150 Beginning Digital Photography	3
PHOT 151 Intermediate Digital Photography	3
PHOT 180 History of Photograph	3
PHOT 280 Professional Portfolio	3
PHOT 152 Advanced Digital Photography	3
PHOT 181 Contemporary Issues in Photo	3

### Restricted Electives: Select 9 units from the following

PHOT 123 Advanced Darkroom Photography	3
PHOT 152 Advanced Digital Photography	3
PHOT 153A Apple Aperture	1.5
PHOT 153B Adobe Lightroom	1.5
PHOT 155 The Digital Fine Print	1
PHOT 181 Contemporary Issues in Photo	3
PHOT 199 Independent Study in Photography	1 - 3
PHOT 250 Portrait Photography	3 - 4
PHOT 260 Product & Advertising Photography	4
PHOT 298 Selected Topics in Photography	1 - 3

**Total units for the major** 27  
**Total units** 60

## Photography: Certificate of Achievement

This certificate option provides a comprehensive foundation in the studio arts with two distinct areas of emphasis. This Certificate is designed for students interested in participating in the local cultural community as studio artists, studio assistants, or in other arts-related positions through community and private arts organizations.

### Program Learning Outcomes

- Outcome 1: Critically evaluate and understand the aesthetic, cultural, and political development of Photography in historical and contemporary cultures.
- Outcome 2: Create finished images for professional/fine art applications based on principles of effective design and communication
- Outcome 3: Express Ideas in visual terms
- Outcome 4: Present finished design products for peer, professional or academic review. Evaluate and critique graphic design work and receive criticism from others.
- Outcome 5: Work collaboratively and communicate effectively with others on photographic projects.

### Required Courses

Required Courses	Units
PHOT 120 Introduction to Photography	3
PHOT 150 Beginning Digital Photography	3
PHOT 151 Intermediate Digital Photography	3
PHOT 152 Advanced Digital Photography	3
PHOT 153A Apple Aperture	1.5
PHOT 153B Adobe Lightroom	1.5
PHOT 180 History of Photography	3
PHOT 280 Professional Portfolio	3

**Total Units** 21



**Digital Asset Management: Skills Certificate**

Digital Asset Management (DAM) is a term that refers to everything one does with image files from the point of creation onward. This includes transferring, renaming, attaching metadata, rating, adjusting, proofing, backing up, archiving and more. Understanding the principles of sound DAM practices will help you design a workflow that is both secure and efficient. The Digital Asset Management Certificate consists of course work in the two industry standard software programs, Apple Aperture and Adobe Lightroom. Upon completion students will be well prepared to take the optional Apple certified Pro and/or Adobe Certified Expert exams.

<b>Required Courses</b>	<b>Units</b>
PHOT 153A Apple Aperture	1.5
PHOT 153B Adobe Lightroom	1.5
<b>Total Units</b>	<b>3</b>

**PHOT 120 3 UNITS**

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

This non-darkroom, lecture/demonstration course is designed to introduce the student to basic concepts of photography and to improve upon technical skills in the operation of both digital and film cameras. Emphasis is placed on developing an understanding of design, composition, and creative vision. The course will explore the many applications of photography, career possibilities, and it's impact as a major communication force. Not intended for photography majors.

**CSU, UC**

**PHOT 121 3 UNITS**

**Basic Darkroom Photography**  
108 hours integrated lab; 108 hours total

This beginning course in laboratory photography is designed to teach camera skills and basic skills in black & white printing. This course provides guidance in film processing, use of laboratory equipment and chemicals, traditional darkroom printing and presentation techniques.

**CSU, UC**

**PHOT 122 3 UNITS**

**Intermediate Photography**  
108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 121 with a minimum grade of C*  
Lectures, demonstrations and hands-on experimentation providing technical skills necessary for refining camera operations, exposure, film development, printing and presentation. Class emphasis will be on developing image content via a small body of work. A brief survey of the history of photography will be integrated with discussions and illustrations of contemporary practice and criticism.

**CSU**

**PHOT 123 3 UNITS**

**Advanced Darkroom Photography**  
108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 122 with a minimum grade of C*

This course is an exploration of special processing and fine printing techniques. Topics include techniques associated with the Zone System and Alternative Processes. Appreciation of contributions by photographers of diverse backgrounds.

**CSU**

**PHOT 150 3 UNITS**

**Beginning Digital Photography**  
108 hours integrated lab; 108 hours total

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.

**CSU**

**PHOT 151 3 UNITS**

**Intermediate Digital Photography**  
108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 150 with a minimum grade of C*

A further exploration of digital photography and digital imaging processes, involving a deeper understanding of the technical and aesthetic issues of digitally created images. This course emphasizes personal creative expression in relation to artistic practice. Additional study of photography's role in society and culture, including the evolution of various photographic genre and the contributions to the development of digital photography by people of diverse ethnic and cultural backgrounds. Formal critique of images. Exploration of collaborative strategies involving Quicktime VR and alternative presentation of images.

**CSU**

**PHOT 152 3 UNITS**

**Advanced Digital Photography**  
108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 151 with a minimum grade of C*

PHOT 152 continues to refine and extend the skills of photographic seeing by exploring the role of the computer in personal studio practice as well as in contemporary culture.

**CSU**

**PHOT 153B 1.5 UNITS**

**Adobe Lightroom**  
27 hours lecture; 27 hours total

This course provides the basics of Adobe Lightroom. Topics include techniques to manage, adjust, and present large volumes of digital photographs. Prepares student for optional Adobe Certified Expert exam for industry certification.

**CSU**

**PHOT 170 2 UNITS**

**Multimedia for Photographers**  
72 hours integrated lab; 72 hours total

*Recommended Preparation: PHOT 150 with a minimum grade of C*

This course is an introduction to the creative concepts and technical elements of acquiring video, audio, and still images to create documentary style multimedia content.

**CSU,UC**

**PHOT 172 2 UNITS**

**Night Photography**  
72 hours integrated lab; 72 hours total

This course will explore creating images illuminated by artificial light sources as well as the light of the full moon. Emphasis will be on evaluating existing lighting situations to create images that result in a finished portfolio of nocturnal work. Locations may include Fort Mason, the Presidio and the Marin Headlands.

**CSU, UC**

**PHOT 180 3 UNITS**

**History of Photography**  
*Cross-listed with ARTH 180*  
54 hours lecture; 54 hours total

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

**CSU, UC**

**PHOT 181 3 UNITS**

**Contemporary Issues in Photo**  
54 hours lecture; 54 hours total

This course will focus on contemporary trends in post-World War II photography. The diversity of photographic practice, both digital and traditional methods, will be explored as well as photography's role in modern and postmodern society.

**CSU, UC**

**PHOT 182 3 UNITS**

**Photography in a Multicultural United States**  
54 hours lecture; 54 hours total

Examination of photography's role in shaping ideas about race, class, gender, sexuality and identity. The course emphasizes critical analysis of images from a wide range of genres including: commercial photography, portraiture, social documentary, photojournalism, ethnographic and scientific photography, and fine-art photography.

**CSU, UC**

**PHOT 200 3 UNITS**

**Lighting for Photography 1**  
27 hours lecture, 81 hours lab; 108 hours total

*Recommended Preparation: PHOT 151 with a minimum grade of C*

Introduces fine art and commercial applications of ambient and studio lighting for film and digital photography. Covers basic lighting principles and techniques for lighting, tabletop setups, and larger sets. Materials fee may apply.

**CSU**

**PHOT 210 3 UNITS**

**Lighting for Photography 1**  
27 hours lecture, 81 hours lab; 108 hours total

*Recommended Preparation: PHOT 151 with a minimum grade of C*

A continuation of the Lighting for Photography 1 course with an emphasis on portrait photography both in the studio and on location. Covers expressive and interpretive lighting for both fine art and commercial applications. Includes onlocation lighting techniques, complex lighting situations, and use of multiple lighting sources. Materials fee may apply.

**CSU**

**PHOT 220 3 UNITS**

**Food and Architectural Photography**  
108 hours integrated lab; 108 hours total

*Recommended Preparation: PHOT 150 with a minimum grade of C*

This course incorporates lectures, demonstrations, and a series of assignments to impart to students the necessary skill set for various lighting, compositional, and logistical demands of Food and Architectural photography genres.

**CSU**

**PHOT 230 3 UNITS**

**Lifestyle Photography**  
27 hours lecture, 81 hours lab; 108 hours total

*Recommended Preparation: PHOT 150 with a minimum grade of C*

This class covers the ideas, aesthetics and the execution of Lifestyle Photography. students will produce images through assignments where they can explore the Lifestyle sub-genre of photography. Class activities will be based off real world assignment that a working photographer might encounter throughout their professional career.

**CSU**

**PHOT 250 3 UNITS**

**Portrait Photography**

36 hours lecture, 72 hours lab; 108 hours total

*Recommended Preparation: PHOT 121 or PHOT 150 with a minimum grade of C*

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.

**CSU**

**PHOT 270 1-3 UNITS**

**Professional Practices**

18-54 hours lecture, 0-162 hours lab; 18-162 hours total

This is a variable topic, variable units course that focuses on the professional aspects of the studio arts, digital art and design, and photography. Topics will vary for each course section and may include: resume development, artist's statements, portfolio development for both academic and professional review, exhibition preparation, marketing, advertising, and resources for finding exhibition opportunities.

**CSU**

**PHOT 280 3 UNITS**

**Professional Portfolio**

108 hours integrated lab; 108 hours total

*Prerequisite: Completion of PHOT 122 or PHOT 151 with a minimum grade of C 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.

**CSU**

**PHOT 298 1-3 UNITS**

**Selected Topics in Photography**

36-108 hours integrated lab; 36-108 hours total

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

**CSU**

**PHYSICAL EDUCATION & ATHLETICS (PHYE)**

**Kinesiology: AA-T Degree**

Kinesiology is the study of human movement. The curriculum offered at Napa Valley College is designed to prepare the student for transfer to the four-year level college. The Associate of Arts in Kinesiology for Transfer degree prepares students for advanced study in a number of exercise and movement related fields. Graduates will be prepared for further study or careers in teaching, coaching, adapted physical education, allied health fields, health and fitness industries, sport industries, or exercise and movement science. Students are required to complete a core of courses. The Associate of Arts in Kinesiology for Transfer (AA-T) degree is part of the Transfer Model Curriculum.

**Program Learning Outcomes**

- Outcome 1: Students will use basic principles of health and wellness to develop an informed, personal approach to mental and physical health.
- Outcome 2: Students will understand the principles of life time fitness and will incorporate fitness activities into a healthy and active lifestyle.
- Outcome 3: Students will demonstrate and value knowledge of psychological and sociological concepts, principles, and strategies that apply to physical activity and sport.
- Outcome 4: Students will acquire knowledge and demonstrate skills to safely engage in physical activity.
- Outcome 5: Students will understand basic principles of anatomy, physiology, and/or biomechanics and apply the knowledge to movement activity.
- Outcome 6: Students will acquire the personal skills and attitudes to function as a competitor and member of an athletic team.

**Required Courses: Kinesiology**

	<b>Units</b>
PHYE 201 Introduction to Kinesiology	3
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5

**Required Core Courses: Movement (3 units)**

PHYE 100 Swimming	0.5 - 1
PHYE 112 Golf	1 - 1.5
PHYE 113 Badminton	1 - 1.5
PHYE 118 Racquetball	1 - 1.5
PHYE 123 Tennis	1 - 1.5
PHYE 125 Volleyball	1 - 1.5
PHYE 130 Yoga	1 - 1.5
PHYE 131 Cardio Kickboxing	0.5 -1.5
PHYE 146 Fitness Flexibility	0.5 -1.5
PHYE 147 Swim for Fitness	1.5
PHYE 151 Weight Training	1.5
PHYE 154 Mat Pilates	0.5 -1.5

DANS 128 Salsa and Latin Social Dance	1 - 1.5
DANS 128 B Int. Salsa and Latin Social Dance	1 - 1.5
DANS 134 Ballet	1 - 1.5
DANS 135 Street Jazz (Beginning Hip Hop)	0.5 -1.5
DANS 136 Jazz Dance	1 - 1.5
DANS 137 Tap Dance	1 - 1.5
DANS 138 Modern Dance	1 - 1.5
DANS 126 Cardio Salsa	1 - 1.5

**Restricted Electives: (Choose two courses)**

MATH 232 Statistics	4
BIOL 105 Human Biology	4
CHEM 120 General Chemistry 1	5
PHYS 120 General Physics 1	4
HELH 100 Community First Aid & Safety	3

<b>Total units for the major</b>	<b>23-25</b>
<b>Total units</b>	<b>60</b>

**PHYE 100 0.5-1 UNIT**

**Swimming**  
18-36 hours integrated lab; 18-36 hours total

Swimming 100 is an introduction to the basic fundamentals of swimming. This course will instruct the student in basic water safety skills-introduction to the water, front and back floating, prone glide, flutter kick on front and back, arm stroke both front and back, rhythmic breathing and drown proofing. This course is to emphasize mental and physical adjustment to the water.

**CSU, UC**

**PHYE 100B 1 UNIT**

**Intermediate Swimming**  
36 hours integrated lab; 36 hours total

*Prerequisite: Completion of Completion of PHYE-100 with a minimum grade of C or equivalent swimming skills*

Course is designed to learn the intermediate techniques of swimming, terminology and fluid mechanics. Strokes will included back crawl, breast stroke and butterfly strokes.

**CSU, UC**

**PHYE 101 0.5-1 UNIT**

**Somatics 101: Maintenance for Movers**

*Cross-listed with DANS 101*

18-36 hours integrated lab; 18-36 hours total

The Maintenance for Movers course includes various techniques for athletes, dancers and anyone interested in strengthening the mind-body connection. This course will introduce different somatic (mind-body) modalities such as Feldenkrais, BMC, Bartenief and also include myofacial release techniques, proper core and flexibility concepts, basic bio-mechanics and alignment concepts, injury prevention and pre/post performance recovery techniques. The course teaches the athlete, dancer (or any mover) the proper maintenance of the body to ensure longevity and greater movement ability. Cross-listed with DANS-101.

**CSU, UC**

**PHYE 102A 1.5 UNITS**

**Water Exercise-Beginning**  
54 hours integrated lab; 54 hours total

This course is designed to improve cardiovascular endurance, muscle tone and flexibility using the water as a medium for exercise. This is an excellent life long activity for non-swimmers and novice swimmers.

**CSU, UC**

**PHYE 102B 1-1.5 UNITS**

**Water Exercise (Deep Water)**  
36-54 hours integrated lab; 36-54 hours total

A conditioning workout emphasizes cardiovascular endurance activities in deep water. Students must be comfortable in deep water (intermediate level swimmer) to participate in this class.

**CSU, UC**

**PHYE 103 1.5 UNITS**

**Fitness for Life**  
54 hours integrated lab; 54 hours total

Online introductory fitness class designed to learn the fundamentals of an overall fitness program, including setting goals, strength and fitness evaluation, body composition, target heart rate, resistance training, flexibility training, relaxation training and dietary awareness. Students will be required to develop and evaluate an individualized exercise plan.

**CSU, UC**

**PHYE 112 1-1.5 UNITS**

**Golf**  
36-54 hours integrated lab; 36-54 hours total

This course will help a student in the development of understanding and attitudes relative to the game of golf. Specific attention is given to the proper fundamentals (grip, stance, swing) with different clubs in various situations. The rules and etiquette of golf are presented and practiced. The course may be presented specifically to students of particular skill levels.

**CSU, UC**

**PHYE 112 B 0.5-1.5 UNITS**

**Intermediate Golf**  
18-54 hours integrated lab; 18-54 hours total

Continuation of fundamentals of golf. Increased refinement in stroke techniques for shots, strategy, and course management. Designed to improve the golfer's handicap and mental attitude.

**CSU, UC**

**PHYE 113 1-1.5 UNITS**

**Badminton**  
18 hours lecture, 18-27 hours integrated lab; 36-45 hours total

The course is designed for the beginning player. Basic skills will be developed and refined. Strategy, rules, etiquette and match tactics will be reviewed. Singles, doubles, and mixed doubles matches will be played.

**CSU, UC**

**PHYE 113 B** **0.5-1.5 UNITS**  
**Intermediate Badminton**  
 18 hours lecture, 18-27 hours lab; 18-45 hours total  
 The course is designed for the intermediate player. Basic skills will be developed and refined. Strategy, rules, etiquette, and match tactics will be reviewed. Singles, doubles, and mixed doubles matches will be played.  
**CSU, UC**

**PHYE 118** **1-1.5 UNITS**  
**Racquetball**  
 9-18 hours lecture, 27-36 hours lab; 36-54 hours total  
 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.  
**CSU, UC**

**PHYE 118 B** **0.5-1.5 UNITS**  
**Intermediate Racquetball**  
 18-54 hours integrated lab; 18-54 hours total  
 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.  
**CSU, UC**

**PHYE 123** **1-1.5 UNITS**  
**Tennis**  
 36-54 hours integrated lab; 36-54 hours total  
 Fundamentals of tennis. Beginning: Rules, scoring, etiquette, and tactics for singles. Emphasis on forehand and backhand ground strokes, serve and volley. Text required.  
**CSU, UC**

**PHYE 123B** **1-1.5 UNITS**  
**Intermediate Tennis**  
 36-54 hours integrated lab; 36-54 hours total  
 Intermediate: For the advanced beginner. Concepts and strategy at the intermediate level. Emphasis on forehand and backhand ground strokes, serve, volley, service return, approach shot, half volley, lob and overhead smash.  
**CSU, UC**

**PHYE 125** **1-1.5 UNITS**  
**Volleyball**  
 36-54 hours integrated lab; 36-54 hours total  
 Fundamentals of volleyball. Beginning: Instruction on the pass, set, spike, serve and block. Emphasis on rules, etiquette and strategy for six person team play. Text required.  
**CSU, UC**

**PHYE 125B** **1-1.5 UNITS**  
**Intermediate Volleyball**  
 36-54 hours integrated lab; 36-54 hours total  
 Intermediate skills and strategies and the introduction of techniques and team play. Emphasis on officiating and participation in tournament competition, as well as on six person team and introduction to two person play. Text required.  
**CSU, UC**

**PHYE 127** **1-1.5 UNITS**  
**Sand Volleyball**  
 36-54 hours integrated lab; 36-54 hours total  
 This course provides instruction and on-court experience in fundamental sand volleyball skills.  
**CSU, UC**

**PHYE 127 B** **1-1.5 UNITS**  
**Sand Volleyball**  
 36-54 hours integrated lab; 36-54 hours total  
 This class is designed to prepare students to compete at the intermediate and advanced levels for sand volleyball.  
**CSUF**

**PHYE 129** **0.5-1.5 UNITS**  
**Spinning**  
 18-54 hours integrated lab; 18-54 hours total  
 This course is designed to provide students with a cardiovascular and muscle conditioning workout through a continuous movement on a bicycle (stationary). Each workout begins with a warm-up, then an increasing level of workload and finishes with a cool-down. This course provides a workout suitable for all levels of fitness.  
**CSU, UC**

**PHYE 129B** **0.5-1.5 UNITS**  
**Intermediate Spinning**  
 18-54 hours integrated lab; 18-54 hours total  
 This course is designed to provide students with a cardiovascular and muscle conditioning workout on a spin bicycle (stationary). Each workout begins with a warm-up, then an increasing level of workload and finishes with a cool-down. Intermediate students will learn more advanced concepts of metabolism as it pertains to exercise. This course will also include a core strengthening portion that is designed to increase the student's performance on the bike. This course provides a workout suitable for experienced spin cyclists.  
**CSU, UC**

**PHYE 130** **1-1.5 UNITS**  
**Yoga**  
 36-54 hours integrated lab; 36-54 hours total  
 This class is an introduction to Hatha Yoga. Students will be taught the theory, history and philosophy of yoga. 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.  
**CSU, UC**

**PHYE 130 B** **1-1.5 UNITS**  
**Intermediate Yoga**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is an intermediate yoga class. The class will build on the beginning yoga postures and poses and will focus on developing flow, energy, and strength.  
**CSU, UC**

**PHYE 131** **0.5-1.5 UNITS**  
**Cardio Kickboxing**  
 18-54 hours integrated lab; 18-54 hours total  
 This course is designed to provide students with a cardiovascular and muscle conditioning workout through continuous movements such as kicks, punches, jumping rope and calisthenic exercises. Each workout, which begins with a warm-up and finishes with a final stretch, emphasizes proper execution of movements and body alignment. This course is a non-contact workout appropriate for all levels of fitness.  
**CSU, UC**

**PHYE 131B** **0.5-1.5 UNITS**  
**Intermediate Cardio Kickboxing**  
 18-54 hours integrated lab; 18-54 hours total  
 This course is designed to provide students with a cardiovascular and muscle conditioning workout through continuous movements such as kicks, punches, jumping rope and calisthenic exercises. Each workout emphasizes proper execution of movements and body alignment. Flexibility, strength training, focus mitt training and muscular endurance activities may also be incorporated. This course is a non-contact workout appropriate for students with an intermediate level of fitness.  
**CSU, UC**

**PHYE 133** **1-1.5 UNITS**  
**Body Sculpting**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed to provide students an environment for improving muscular strength, muscular endurance, and muscular flexibility. These three components of fitness will be addressed using a variety of equipment including free weights, bands, tubing, benches, and mats. Emphasis will be placed on proper technique and form, and safe execution of exercises.  
**CSU, UC**

**PHYE 133B** **1-1.5 UNITS**  
**Intermediate Body Sculpting**  
 36-54 hours integrated lab; 36-54 hours total  
 This course is designed to provide students with a healthy environment for continued development in muscle strength, endurance, and flexibility. These three techniques will be developed through various free weights, bands, tubing, benches, and mat exercises.  
**CSU, UC**

**PHYE 139** **1-1.5 UNITS**  
**Kickboxing with Jeet Kun Do Concepts - Level 1**  
 36-54 hours integrated lab; 36-54 hours total  
 Entry level kickboxing course incorporating June Fan Jeet Kune Do boxing concepts. Level 1 focuses on conditioning, attribute training. Most techniques and practice drills will be from the kicking and punching range. Some basic trapping techniques will be discussed. No grappling techniques will be incorporated in level. This course will require student to purchase boxing gloves. Light contact focus mitts provided.  
**CSU, UC**

**PHYE 145** **1 UNIT**  
**Fitness Testing and Evaluation**  
 36 hours lab; 36 hours total  
 Assessment and interpretation of individual fitness and health levels. The assessment series measures body composition, muscular strength, cardiorespiratory endurance and flexibility.  
**CSU**

**PHYE 146** **0.5-1.5 UNITS**  
**Fitness Flexibility**  
 18-54 hours integrated lab; 18-54 hours total  
 This course is designed for students to achieve greater overall flexibility, strengthen, and tone the muscles. This class will focus on abdominal conditioning so the student can receive the benefits of a sturdy low back and optimal posture. Stability balls, stretch bands, and light weights will be used.  
**CSU, UC**

**PHYE 146B** **0.5-1.5 UNITS**  
**Intermediate Fitness and Flexibility**  
 18-54 hours integrated lab; 18-54 hours total  
 This course is designed for students to achieve greater overall flexibility, strength, and muscle tone. Focus on intense abdominal conditioning for greater stability in the lower back and for optimal posture. Stability balls, stretch bands, and light weights will be used.  
**CSU, UC**

**PHYE 147** **1.5 UNITS**  
**Swim for Fitness**  
 54 hours integrated lab; 54 hours total  
 This is a course designed to improve basic aquatics skills (crawl stroke, back stroke, breast stroke) and provide life long fitness through increased endurance and knowledge gained about the major components of a workout.  
**CSU, UC**

**PHYE 148** **1.5 UNITS**  
**Walking for Fitness**  
 54 hours integrated lab; 54 hours total  
 Instruction in this course is focused on improving cardiovascular endurance through a safe and effective exercise program of walking.  
**CSU, UC**

**PHYE 148 B** **1.5 UNITS**  
**Intermediate Walking for Fitness**  
 54 hours integrated lab; 54 hours total  
 This course is designed to develop skills for advanced cardiovascular training using advanced walking and race walking.  
**CSU, UC**

**PHYE 149** **1.5 UNITS**  
**Physical Fitness**  
 18 hours lecture, 36 hours lab; 54 hours total  
 This course focuses on fundamental concepts of physical fitness. Aerobics, strength, flexibility, posture, nutrition and relaxation are discussed and incorporated into the program. A general program will be established with students eventually working into individualized programs.  
**CSU, UC**

**PHYE 149 B** **1.5 UNITS**  
**Intermediate Physical Fitness**  
 18 hours lecture, 27 hours lab; 45 hours total  
 The purpose of this course is designed to further develop the physical fitness principles of cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition for the intermediate level student.  
**CSU, UC**

**PHYE 150** **1.5 UNITS**  
**Triathlon Training**  
 18 hours lecture, 36 hours lab; 54 hours total  
 This course is designed to introduce students to the concepts and practices involved in preparing for a triathlon competition involving biking ( stationary and non-stationary), swimming and running. Some classes will take place off campus, and students will be responsible for providing their own road or mountain bike and helmet.  
**CSU, UC**

**PHYE 151** **1.5UNITS**  
**Weight Training**  
 18 hours lecture, 36 hours lab; 54 hours total  
 This course is designed to provide a meaningful understanding of the purpose of weight training, to enable individuals to evaluate their own level of muscular fitness, and to design and engage in personalized training programs using the components of muscular strength, muscular endurance, and joint flexibility that can be beneficial throughout life.  
**CSU, UC**

**PHYE 151 B** **1.5 UNITS**  
**Intermediate Weight Training**  
 18 hours lecture, 36 hours lab; 54 hours total  
 The purpose of this course is to provide students with an intermediate level of muscular strength and fitness. Students will design and engage in intermediate level programs which apply the components of muscular strength, endurance and joint flexibility.  
**CSU, UC**

**PHYE 151 C** **1.5 UNITS**  
**Olympic Weight Training**  
 54 hours integrated lab; 54 hours total  
 This course is designed to provide an understanding of basic lift mechanics and considerations for ensuring proper preparations to perform Olympic lifts.  
**CSU, UC**

**PHYE 152** **1.5 UNITS**  
**Strength Training and Conditioning**  
 54 hours integrated lab; 54 hours total  
 This course provides the student an individualized approach to achieving muscular strength and endurance, flexibility, and understanding the motivational and mental concentration techniques needed for proper conditioning.  
**CSU, UC**

**PHYE 152 B** **1.5 UNITS**  
**Strength Training and Conditioning**  
 18 hours lecture, 36 hours lab; 54 hours total  
 Students will apply scientific principles and concepts to develop and engage in a comprehensive, intermediate level strength training and conditioning program.  
**CSU, UC**

**PHYE 153** **0.5-1.5 UNITS**  
**Sport Specific Training and Conditioning for Student Athletes**  
 29-87 hours lab; 29-87 hours total  
 In order to improve, succeed, and achieve in any sport, one must perform, practice, and compete in that sport. In addition to your specific sport training, a strength and conditioning program designed to compliment your sports needs will enhance your opportunity to reach your highest potential.  
*Repeatable for credit three times*  
**CSU, UC**

**PHYE 154** **0.5-1.5 UNITS**  
**Mat Pilates**  
 18-54 hours integrated lab; 18-54 hours total  
 Course will introduce students to the basic principles and mat exercise system developed by Joseph H. Pilates. Students will use mat exercises to develop strength, flexibility, balance, coordination and proper alignment.  
**CSU, UC**

**PHYE 154 B 0.5-1.5 UNITS**

**Intermediate Pilates Mat**

18-54 hours integrated lab; 18-54 hours total

Intermediate course based on the work of Joseph H. Pilates. Students apply Pilates principles to intermediate level techniques, learn basic musculoskeletal anatomy and basic bio-mechanics relating to Pilates exercises to enhance the mind-body connections to core strength. Students will create a personalized Pilates regimen.

**CSU, UC**

**PHYE 160 1.5 UNITS**

**Adaptive Physical Education**

18 hours lecture, 36 hours lab; 54 hours total

Designed to meet the needs of the physically limited student. The course will provide adaptations necessary to achieve muscular strength; cardiorespiratory endurance; and flexibility, each within the parameters of the student's ability.

**CSU, UC**

**PHYE 162 1.5 UNITS**

**Adaptive Aquatics**

54 hours integrated lab; 54 hours total

This course is designed to teach the fundamentals of swimming for the disabled student. In addition to skill acquisition, students will develop cardiovascular endurance, strength, balance and flexibility using aquatic techniques.

**CSU, UC**

**PHYE 169 1.5 UNITS**

**Corrective Physical Education for T.A.'s**

54 hours integrated lab; 54 hours total

This course is designed to train assistants in the field of corrective physical education and to provide these students with actual experience in working with a wide variety of handicaps and abilities. The student will gain an understanding of the physical, mental, and social effects of physical education on the exceptional individual. The course will provide experience and training for students interested in pursuing a career in Physical Education, Corrective Therapy and Rehabilitative Physical Education.. Open entry/open exit.

**CSU**

**PHYE 171 3 UNITS**

**Care & Prevention of Athletic Injuries**

54 hours lecture; 54 hours total

An introduction to the concepts of athletic training: care and management of sports injuries; rehabilitation of injuries through selection and use of equipment and proper training, and taping techniques.

*Repeatable for credit three times*

**CSU, UC**

**PHYE 174 0.5-1.5 UNITS**

**Skills and Conditioning for Team Sports**

29-87 hours lab; 29-87 hours total

This course focuses on techniques and analysis of sport and conditioning used in preparing an student to compete at an advanced level. The course is available to all students.

**CSU, UC**

**PHYE 176 1-1.5 UNITS**

**Team Sports**

36-54 hours integrated lab; 36-54 hours total

This course is an introduction to the basic movements and skills necessary for participation in an athletic event. Instruction also identifies rules, team concepts, scoring, etiquette, safety, and conditioning for competitive situations. This course is designed for the beginning student who has never played varsity basketball and/or enrolled in a college team sport class. This course is open to all students.

**CSU, UC**

**PHYE 176B 0.5-1.5 UNITS**

**Intermediate Team Sports**

18-54 hours integrated lab; 18-54 hours total

This course is a continuation in the development of the movements and skills necessary for participation in a team oriented athletic event. Instruction also identifies rules, team concepts, scoring, etiquette, safety, and conditioning for competitive situations. The course is designed for intermediate players who have experience playing the specified sport either on a high school team or in a college class. This course is open to all students.

**CSU, UC**

**PHYE 178 0.5-3 UNITS**

**Pre-Season Conditioning**

29-175 hours lab; 29-175 hours total

This course prepares students for a competitive season. It is a solid conditioning program that will prepare the student both mentally and physically through training and competition, decreasing injury potential. This class is a requirement for athletes who participate in the "non-traditional season." This class is available to all students.

*Repeatable for credit three times*

**CSU, UC**

**PHYE 190 3 UNITS**

**Intro to Personal Training**

54 hours lecture; 54 hours total

This course provides students with information regarding exercise, stretching, nutrition and business practices of personal trainers. Course prepares students to take the national exam to become certified personal trainers.

**CSU**



**PHYE 199** **1-3 UNITS**  
**Independent Study in Physical Education**  
 54-162 hours lab; 54-162 hours total

Independent study course for students interested in specialized reading, research, or projects that deal with an acceptable topic in physical education.

**CSU**

**PHYE 200** **1 UNIT**  
**Coaching & Athletic Administration**  
 18 hours lecture; 18 hours total

This course will provide exposure to the field of coaching sports. The student will develop a philosophy of coaching and appreciation of various coaching styles. Additionally, the student will experience the psychology of sport, principles of physical training, behavior, teaching, and management.

**CSU**

**PHYE 201** **3 UNITS**  
**Introduction to Kinesiology**  
 54 hours lecture; 54 hours total

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

**CSU, UC**

**PHYE 255** **3 UNITS**  
**Foundations of Physical Fitness**  
 54 hours lecture; 54 hours total

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).

**CSU**

**PHYE 271** **2 UNITS**  
**Sports Medicine Practicum**  
 72 hours integrated lab; 72 hours total

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.

**CSU**

**PHYE 272** **1 UNIT**  
**Sports Medicine Training Lab**  
 54 hours lab; 54 hours total

*Recommended Preparation: PHE 271 with a minimum grade of C*

This course is designed to provide students with experience through internship hours working directly in the athletic training room. The course also gives students interested in physical therapy, massage therapy and personal fitness training hands-on experience.

**CSU**

**PHYE 285** **0.5-3 UNITS**  
**Men's Basketball Team**  
 29-175 hours lab; 29-175 hours total

This course is designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play.

*Repeatable for credit three times*

**CSU, UC**

**PHYE 286** **0.5-3 UNITS**  
**Women's Basketball Team**  
 29-175 hours lab; 29-175 hours total

A course designed for the competitive basketball player who will represent Napa Valley College in intercollegiate play.

*Repeatable for credit three times*

**CSU, UC**

**PHYE 287** **0.5-3 UNITS**  
**Baseball Team**  
 29-175 hours lab; 29-175 hours total

This is a course designed for the competitive baseball player who will represent Napa Valley College in intercollegiate baseball games.

*Repeatable for credit three times*

**CSU, UC**

**PHYE 290** **0.5-3 UNITS**  
**Golf Team**  
 29-175 hours lab; 29-175 hours total

This is a course designed for the competitive golfer who will represent Napa Valley College in intercollegiate play.

*Repeatable for credit three times*

**CSU, UC**

**PHYE 291** **0.5-3 UNITS**  
**Soccer Team**  
 29-175 hours lab; 29-175 hours total

This is a course designed for the competitive soccer player who will represent Napa Valley College in intercollegiate play.

*Repeatable for credit three times*

**CSU, UC**

**PHYE 292** **3 UNITS**  
**Softball Team**  
 175 hours lab; 175 hours total  
 This is a course designed for the competitive softball player who will represent Napa Valley College in intercollegiate play.  
*Repeatable for credit three times*  
**CSU, UC**

**PHYE 297** **3 UNITS**  
**Women's Volleyball Team**  
 175 hours lab; 175 hours total  
 This is a course designed for the competitive volleyball player who will represent Napa Valley College in intercollegiate matches.  
*Repeatable for credit three times*  
**CSU, UC**

## PHYSICS (PHYS)

### Natural Science and Mathematics: AS Degree

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.

#### Required Courses

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.

Mathematics	Units
MATH 94 Intermediate Algebra	5
MATH 99 Intermediate Algebra, Part B	3
MATH 106 Pre-Calculus: Elementary Functions	5
MATH 108 Trigonometry	3
MATH 115 Applied Calculus	5
MATH 120 Calculus I	5
MATH 121 Calculus II	5
MATH 220 Linear Algebra	3
MATH 221 Multivariable Calculus	5
MATH 222 Differential Equations	3
MATH 232 Statistics	4
MATH 235 Finite Mathematics	3

Physical Sciences	Units
ASTR 110 Descriptive Astronomy	3
ASTR 111 Practical Astronomy	3
CHEM 110 Introduction to Chemistry	4
CHEM 111 Intro to Organic & Biological Chemistry	4
CHEM 120 General Chemistry 1	5
CHEM 121 General Chemistry 2	5
CHEM 240 Organic Chemistry 1	4
CHEM 241 Organic Chemistry 2	4
CHEM 242 Quantitative Analysis	4
EART 110 Earth Science: Earth, Sea, and Sky	4
ENVS 115 Energy, the Environment & Sustainability	3
GEOG 110 Physical Geography	3

GEOG 114 California Geography	3
GEOL 110 Physical Geology	3
GEOL 111 Physical Geology Laboratory	1
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

#### Biology

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

#### Area of Emphasis Elective Courses

TECH 107 Technical Mathematics II	3
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**Total units for the major** **18**  
**Total units** **60**

**PHYS 110** **3 UNITS**  
**Descriptive Physics**  
 54 hours lecture; 54 hours total

A nonmathematical descriptive introduction to physics for non-science majors. Numerous slides and demonstrations will be used to illustrate the fundamental laws and applications of mechanics, heat, electricity, optics, atomic and nuclear physics.

**CSU, UC**

**PHYS 111** **1 UNIT**  
**Descriptive Physics Laboratory**  
 54 hours lab; 54 hours total

*Corequisite: Concurrent enrollment in PHYS 110*

A nonmathematical descriptive physics laboratory that emphasizes concepts before computation, the same approach used for PHYS 110. Many experiments are observational activities only. Some experiments involve computers which are programmed to simplify and summarize quantitative measurements.

**CSU, UC**

**PHYS 120** **4 UNITS**  
**General Physics 1**  
 54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: Completion of MATH 108 with a minimum grade of C*  
 This algebra-based physics course covers mechanics, fluids, wave motion, and heat. Topics include measurement, vectors, kinematics and dynamics, linear and circular motion. Biological and medical applications are emphasized.  
**CSU, UC**

**PHYS 121** **4 UNITS**  
**General Physics 2**  
 54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: Completion of PHYS 120 with a minimum grade of C*  
 This algebra-based physics course covers electricity, magnetism, optics, and modern physics. Biological and medical applications are emphasized in this course.  
**CSU, UC**

**PHYS 140** **4 UNITS**  
**Physics for Scientists & Engineers 1**  
 54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: Completion of MATH 120 with a minimum grade of C*  
*Corequisite: Concurrent enrollment in MATH 121*  
 This is a calculus-based introduction to the principles of mechanics and wave motion. Topics include measurements, vectors, linear and circular motion, gravitation, work and mechanical energy, conservation of energy, linear and angular momentum, rotational motion, static equilibrium, oscillations, and fluid mechanics.  
**CSU, UC**

**PHYS 199** **1-3 UNITS**  
**Independent Study in Physics**  
 54-162 hours lab; 54-162 hours total  
 For the physics students who wish to pursue topics not included in the regular curriculum. Possible projects include a research paper, a computer project, sophisticated problem-solving, or innovative experiments in physics. Students must contract with a physics instructor specifying course content and hours/week. Pass/No Pass grading.  
**CSU**

**PHYS 240** **4 UNITS**  
**Physics for Scientists & Engineers 2**  
 54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: Completion of PHYS 140, MATH 121 with a minimum grade of C*  
 This is a calculus-based introduction to the principles of heat, electricity, and magnetism. Topics include temperature, kinetic theory of gases, heat, laws of thermodynamics, electric charge and electric field, Gauss's Law, electric potential, capacitance, resistance, electric current, DC circuits, magnetism, sources of magnetism, Faraday's Law, inductance, and AC circuits.  
**CSU, UC**

**PHYS 241** **4 UNITS**  
**Physics for Scientists & Engineers 3**  
 54 hours lecture, 72 hours lab; 126 hours total  
*Prerequisite: Completion of PHYS 240 with a minimum grade of C*  
 This is a calculus-based introduction to electromagnetic waves, physical optics, relativity, and atomic and quantum physics. Topics include Maxwell's Equations and electromagnetic waves, light, lenses, diffraction and polarization, relativity, quantum mechanics, molecules and solids, nuclear physics and radioactivity, nuclear energy, elementary particles, and astrophysics and cosmology.  
**CSU, UC**

**PHYS 250** **3 UNITS**  
**Theory and Experimentation with Drones and Rockets**  
 36 hours lecture, 54 hours lab; 90 hours total  
*Prerequisite: Completion of PHYS 240 with a minimum grade of C*  
*Corequisite: Completion of PHYS 240 with a minimum grade of C*  
*Recommended Preparation: COMS 215 and/or prior computer programming experience*  
 This course introduces students to the creation and implementation of electronic payloads and unmanned flight vehicles. After building electronic payloads and unmanned vehicles, such as rockets and drones, students will collect inflight atmospheric data and present analysis of the data.  
**CSU**

## POLITICAL SCIENCE (POLI)

### **Political Science: AA-T Degree**

This Associate of Arts in Political Science for Transfer (AA-T) degree option provides a comprehensive foundation in Political Science in preparation for transfer to baccalaureate programs in the California State University (CSU) system in Political Science.

#### **Program Learning Outcomes**

- Outcome 1: Describe the fundamentals of specific political systems.
- Outcome 2: Understand and explain the foundations of specific government structures: the organization, powers, procedures, and patterns.
- Outcome 3: Evaluate and assess the ideas, interests, and institutions of specific political systems.

<b>Required Core Courses (3 units)</b>	<b>Units</b>
POLI 120 Intro to the Principles of American Govt	3

#### **List A. Political Science Electives (choose 9 units)**

POLI 125 Introduction to Modern Political Ideology	3
POLI 135 Comparative Government	3
POLI 140 International Relations	3
MATH 232 Statistics	4

**List B: Restricted Electives (choose 6 units)**

ECON 100 Principles of Macroeconomics	3
ECON 101 Principles of Microeconomics	3
HIST 120 United States History 1	3
HIST 121 United States History 2	3
POLI 145 International Political Economy	3
SOCI 120 Introduction to Sociology	3

**Total units for the major** 18-19  
**Total units** 60

**POLI 120** 3 UNITS  
**Introduction to the Principles of American Government I**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C*  
 Introduction to American political processes and institutions. Topics include the constitutional framework of national, state, and local government, federalism, the presidency, Congress, political parties, voting and elections, public opinion and the role of the media.  
**CSU, UC**

**POLI 121** 3 UNITS  
**Introduction to the Principles of American Government II**  
 54 hours lecture; 54 hours total

*Recommended Preparation: ENGL 90 with a minimum grade of C*  
 A study of the constitutional basis for national, state and local government, citizenship, civil liberties, civil rights, the judiciary, government's role in the economy, interest groups, and foreign policy.  
**CSU, UC**

**POLI 125** 3 UNITS  
**Introduction to Modern Political Ideology**  
 54 hours lecture; 54 hours total

This course comparatively and historically examines the major ideological approaches to government and politics including Liberalism, Conservatism, Socialism, Fascism and Communism. Contemporary political ideological movements will also be explored.  
**CSU, UC**

**POLI 130** 3 UNITS  
**State and Local Governments**  
 54 hours lecture; 54 hours total

Examination of the states and localities of the federal union as major sources of public policy in the U.S., with a special emphasis on California government and politics.  
**CSU, UC**

**POLI 135** 3 UNITS  
**Comparative Government**  
 54 hours lecture; 54 hours total

This course presents various analytical methods used to compare political systems. Several countries are examined in a comparative fashion focusing on similarities and differences in interests, institutions, and processes. Country studies vary.  
**CSU, UC**

**POLI 140** 3 UNITS  
**International Relations**  
 54 hours lecture; 54 hours total

Study of the economic, political, and social factors affecting the behavior of states and other international actors in world politics. Reviews contending theoretical perspectives and analytical approaches to the study of conflict and cooperation among international actors.  
**CSU, UC**

**POLI 145** 3 UNITS  
**International Political Economy**  
 54 hours lecture; 54 hours total

This course examines the international economy including trade, finance, and development, within the context of politics. Alternative analytical and theoretical perspectives will be examined for their value in helping to understand and evaluate the historical development and current operation of the world economy.  
**CSU, UC**

**POLI 199** 1-3 UNITS  
**Independent Study in Political Science**  
 54-162 hours lab; 54-162 hours total

An independent study course for students interested in specialized reading, research, field work, or a project which deals with an acceptable topic in the area of political science.  
**CSU**

**POLI 350** 2 UNITS  
**Leadership Seminar**  
 18 hours lecture, 72 hours lab; 90 hours total

A study of the dynamics of leadership, its impacts on groups and organizations, and the relationship between the leader and the groups. This study will assist students to develop into effective student government and future community leaders.

## PSYCHOLOGY (PSYC)

### Psychology: AA Degree

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

#### Program Learning Outcomes

Outcome 1: Understand the major theoretical perspectives in psychology and analyze the implications of these theories

Outcome 2: Comprehend the findings of research in psychology and apply this understanding to everyday life

#### Required Courses (7 units)

	Units
MATH 232 Statistics	4
PSYC 120 General Psychology	3

#### Restricted Electives (12 – 13 units)

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

<b>Total units for the major</b>	<b>19-20</b>
<b>Total units</b>	<b>60</b>

### Psychology: AA-T Degree

The Associate of Arts in Psychology for Transfer degree option provides a comprehensive foundation in psychology in preparation for transfer to baccalaureate programs in the California State University system in Psychology.

#### Program Learning Outcomes

Outcome 1: Understand the major theoretical perspectives in psychology and analyze the implications of these theories.

Outcome 2: Comprehend the findings of research in psychology and apply this understanding to everyday life

#### Required Courses (10 Units)

	Units
MATH 232 Statistics	4
PSYC 120 General Psychology	3
PSYC 220 Research Methods in Psychology	3

#### List A: Choose one course

BIOL 105 Human Biology	4
BIOL 110 Survey of Biology	4

#### List B: Choose one course

PSYC 123 Social Psychology	3
PSYC 125 Human Development	3

#### List C: Choose one course

PSYC 126 Abnormal Psychology	3
PSYC 135 Human Sexuality	3
PSYC 128 Cross-Cultural Psychology	3
PSYC 175 Theories of Personality	3

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

### PSYC 120 3 UNITS

#### General Psychology

54 hours lecture; 54 hours total

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

This course provides a general introduction to the field of psychology. Topics covered include research methods, neuropsychology, sensation and perception, cognitive psychology, developmental psychology, personality, social psychology, and clinical psychology.  
**CSU, UC**

### PSYC 123 3 UNITS

#### Social Psychology

*Cross-listed with SOCI 123*

54 hours lecture; 54 hours total

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

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Topics may include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group dynamics, gender roles, cultural norms, and social cognition.  
**CSU, UC**

### PSYC 124 3 UNITS

#### Psychology of Adjustment

54 hours lecture; 54 hours total

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

This course addresses several major topics in the field of psychology with an emphasis on personal application. Topics covered include personality theory, stress and coping, the self, social cognition and influence, communication, attraction, gender and sexuality, human development, psychological disorders, and psychotherapy.  
**CSU, UC**

**PSYC 125** **3 UNITS**  
**Human Development**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: PSYC 120 with a minimum grade of C*  
 This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems.  
**CSU, UC**

**PSYC 126** **3 UNITS**  
**Abnormal Psychology**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of PSYC 120 with a minimum grade of C*  
 An introduction to the concepts of abnormal and maladaptive behavior. Models of diagnosis, classification and treatment are discussed in depth. A discussion of major psychological disorders and study of the different perspectives on their causation, development and treatment.  
**CSU, UC**

**PSYC 128** **3 UNITS**  
**Cross-Cultural Psychology**  
 54 hours lecture; 54 hours total  
 This course will address the way cultural contexts influence human behavior and mental processes. The focus will be on culture, broadly-defined, including concepts such as gender, race, age, ethnicity, sexual orientation, religion, and socioeconomic status, and examining the role of culture in psychological theories and research relevant to cognition, emotion, motivation, personality, and developmental processes. The course will enable the student to acquire an understanding of research methods in cross-cultural psychology, an awareness of current research and theories in the field, and a better comprehension of the way cultural contexts affect everyday life experiences.  
**CSU, UC**

**PSYC 135** **3 UNITS**  
**Human Sexuality**  
 54 hours lecture; 54 hours total  
*Recommended Preparation: PSYC 120 with a minimum grade of C*  
 This course presents a survey of the study of human sexuality from biological, cognitive, emotional, behavioral, and social perspectives. Topics covered include sexual behavior, sexual identity, attraction, gender, sexual anatomy and physiology, and the role of sexuality in cultural and social contexts. This course is intended for adults and involves the presentation of explicit material.  
**CSU, UC**

**PSYC 175** **3 UNITS**  
**Theories of Personality**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of PSYC 120 with a minimum grade of C*  
 The study of personality examines the sources of our similarities and our differences. This course will cover several major perspectives on personality including psychodynamic, behavioral, phenomenological, social-cognitive, and biological/evolutionary theories. An emphasis will be placed on integrating these theories and relating them to everyday life.  
**CSU, UC**

**PSYC 199** **1-3 UNITS**  
**Independent Study in Psychology**  
 54-162 hours lab; 54-162 hours total  
*Prerequisite: Completion of Any previous transferable, college-level course in psychology with a minimum grade of C*  
 Independent study courses for students interested in specialized reading or research in psychology.  
**CSU**

**PSYC 220** **3 UNITS**  
**Research Methods in Psychology**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of MATH 232, PSYC 120 with a minimum grade of C*  
*Recommended Preparation: ENGL 120 with a minimum grade of C*  
 This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the disciplines and subdisciplines in psychology.  
**CSU, UC**

**PSYC 298** **1-3 UNITS**  
**Selected Topics in Psychology**  
 54-162 hours lab; 54-162 hours total  
 Topics in psychology not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community/student needs and available staff. May be offered as a seminar, lecture, or lecture/lab class.  
**CSU**

## PSYCHIATRIC TECHNICIAN (PTEC)

### Psychiatric Technician: AS Degree

The Psychiatric Technician Program is a three-semester program designed to prepare qualified men and women to practice as psychiatric technicians. The program provides two approaches to learning; coursework is combined with practical application. Clinical training occurs in hospitals and health agencies. A Certificate in Psychiatric Technician is granted by the college after completion of the program, and the student is eligible to take the examination for licensure. The academic subjects for both the Certificate and A.S. Degree are offered at Napa Valley College.

#### Admission Requirements

All coursework must be completed with a “C” or better within the last five years as required by the BVNPT.

All program requirements must be met before your application will be accepted. All applicants meeting these requirements will be eligible for admission to the program. Applications will be accepted by admissions and records during a designated registration period prior to each semester.

All new admission, re-admission and advanced placement applicants will follow this procedure:

1. Complete an application for admission to the college online at [www.napavalley.edu](http://www.napavalley.edu).
2. Complete the matriculation requirements of a) English and Math assessment testing; b) college orientation. Contact the Testing and Tutoring Center at (707) 256-7434 or the Counseling Center in person to sign up for assessment and orientation sessions.
  - a. Take the Reading Assessment test (CTEP) and pass with a score of 59 or higher OR have ENGL 85 or higher with a “C” or better
  - b. Take the Math Assessment test (MTDP) and pass with a score of 30 or higher OR have MATH 55 or higher with a “C” or better
  - c. Test scores are good for two years and equivalency coursework must be taken with the past five years
3. Complete PREREQUISITE courses before submitting an application for the program.
  - a. HEOC 100 – Anatomy and Physiology (with a “C” or better)
  - b. HEOC 101 – Pharmacology (with a “C” or better)
4. Official Verification (unopened transcripts) of high school graduation or its equivalent (GED, CHSPE, or AA/AS or a higher degree). All foreign transcripts must be evaluated by an international evaluation service prior to submission of program application; this service must provide Napa Valley College with An evaluation Certificate of the international coursework. (Forms to request this evaluation are available in Admissions & Records and the Health Occupations Department; your official foreign transcripts evaluations must accompany this form.)

Prerequisite Courses	Units
HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3

Required Courses	Units
PTEC 150 Principles & Practice for Psychiatric Technician 1	13
PTEC 155 Principles & Practice for Psychiatric Technician 2	12
PTEC 156 Principles & Practice for Psychiatric Technician 3	12
HEOC 172 Basic Nutrition	2
PSYC 124 Psychology of Adjustment	3
PSYC 125 Human Development	3

<b>Total units for the major</b>	<b>51</b>
<b>Total units</b>	<b>60</b>

Notes:

1. All courses required to complete the major must be completed with a grade of C or better.
2. This is not intended as a transfer degree

### Psychiatric Technician- Fast-Track: AS Degree

#### Program Learning Outcomes

- |             |   |
|-------------|---|
| Outcome 1:  | Act ethically and respect the parameters of client privacy and confidentiality  |
| Outcome 2:  | Correctly perform basic physical and mental assessments and basic nursing skills  |
| Outcome 3:  | Advocate for patients with mental illness and developmental disabilities within and beyond the clinical setting   |
| Outcome 4:  | Accurately document all clinical assessments and interventions in a timely manner   |
| Outcome 5:  | Prioritize patient care and identify need for crisis intervention using least restrictive measures  |
| Outcome 6:  | Deliver age appropriate services  |
| Outcome 7:  | Supervise licensed and non-licensed health care workers; leadership management  |
| Outcome 8:  | Continue professional development in the health care field  |
| Outcome 9:  | Effectively participate in a therapeutic environment and communicate professionally with integrity, respect, with safety prevailing, dignity a priority |
| Outcome 10: | Pass state boards   |

Required courses	Units
PTEC 160 Nursing Science	18
PTEC 161 Developmental Disabilities	15
PTEC 162 Mental Disabilities	17

<b>Total units for the major</b>	<b>50</b>
<b>Total units</b>	<b>60</b>

Notes

1. All courses required to complete the major must be completed

ed with a grade of C or better.

2. This is not intended as a transfer degree

**Psychiatric Technician-Three-Semester: Certificate of Achievement**

<b>Prerequisite Courses</b>	<b>Units</b>
HEOC 100 Basic Anatomy & Physiology	3
HEOC 101 Pharmacology	3
<b>Required Courses</b>	<b>Units</b>
PTEC 150 Principles & Practice for Psychiatric Technician 1	13
PTEC 155 Principles & Practice for Psychiatric Technician 2	12
PTEC 156 Principles & Practice for Psychiatric Technician 3	12
HEOC 172 Basic Nutrition	2
PSYC 124 Psychology of Adjustment	3
PSYC 125 Human Development	3
<b>Total Units</b>	<b>51</b>

**Psychiatric Technician- Fast-Track: Certificate of Achievement**

<b>Required courses</b>	<b>Units</b>
PTEC 160 Nursing Science	18
PTEC 161 Developmental Disabilities	15
PTEC 162 Mental Disabilities	17
<b>Total Units</b>	<b>50</b>

**PTEC 150 13 UNITS**  
**Principles & Practice for Psychiatric Technicians 1**  
 126 hours lecture, 324 hours lab; 450 hours total

*Prerequisite: Completion of HEOC 100, HEOC 101 with a minimum grade of C; High School Transcript or Equivalent (GED, CHSPE, OR AA/AS or Higher). All foreign transcripts must be evaluated by an outside evaluation company. All transcripts and evaluations must be official; MDTP Math Assessment Testing with a score of 30 or higher (or MATH 55 or higher with a "C" or better); CTEP English Assessment Testing with a score of 59 or higher (or ENGL 85 or higher with a "C" or better); College Orientation Meeting; Program orientation meeting (once accepted)*

*Corequisite: Concurrent enrollment in HEOC 172*

This is the first course in a series of three semesters designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes role of the Psychiatric Technician, Nurse/Patient Relationship, Nursing Process and Medical Records, Medical Terminology, Nursing Fundamentals, and Medical/Surgical Nursing.

**CSU**

**PTEC 155 12 UNITS**  
**Principles & Practice for Psychiatric Technicians 2**  
 108 hours lecture, 324 hours lab; 432 hours total

*Prerequisite: Completion of PTEC 150, HEOC 172 with a minimum grade of C*

*Corequisite: Concurrent enrollment in PSYC 125*

A course designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes Psychopharmacology, Assessment and Interventions for a Client with Developmental Disabilities, Etiologies, Diseases Associated with Developmental Disabilities, Teaching and Training using a Developmental Model, Developmental Disabilities, Client's Rights, Tests and Measurements, Normalization, Behavior Modification, Autism, and Case Management.

**CSU**

**PTEC 156 12 UNITS**  
**Principles & Practice for Psychiatric Technicians 3**  
 108 hours lecture, 324 hours lab; 432 hours total

*Prerequisite: Completion of PTEC 150, PTEC 155 with a minimum grade of C*

*Corequisite: Concurrent enrollment in PSYC 124*

A course designed to prepare the student for eligibility for licensure as a Psychiatric Technician in the State of California. Includes: Role of Psychiatric Technician, Psychopharmacology, Mental Health Nursing I and II, Management of Assaultive Behaviors, Clients Rights, Psychophysiological, Neurotic and Psychotic Disorders, Group Therapy, Crisis Intervention, Suicide, Substance Abuse, Domestic Violence, Personality Disorders, Eating Disorders, Mood Disorders, Organic Mental Syndrome and Leadership/Supervision.

**CSU**

**PTEC 160 18 UNITS**  
**Nursing Science**  
 224 hours lecture, 320 hours lab; 544 hours total

*Prerequisite: Completion of MDTP - Mathematics Diagnostic Testing Project; CTEP - College Tests for English Placement; CNA-Current Certified Nursing Assistant; High School or Equivalent*

One trimester of three designed to prepare the student for licensure as a Psychiatric Technician in the State of California. Nursing Science will present the principles of mental and physical health, the maintenance of health, anatomy and physiology, and an understanding of disease and its treatment. Students will develop the ability to perform basic care activities, with learning experiences in the care of children, adults, and aged patients with medical/surgical conditions.

**CSU**



**PTEC 161 15 UNITS**

**Developmental Disabilities**

160 hours lecture, 360 hours lab; 520 hours total

*Prerequisite: Completion of PTEC 160 with a minimum grade of C*

One trimester of three designed to prepare the student for licensure as a Psychiatric Technician in the State of California. This course will examine the care of the developmentally disabled by providing learning experience in State Developmental Centers as well as community facilities and continued practice in individual and group work.

**CSU**

**PTEC 162 17 UNITS**

**Mental Disabilities**

208 hours lecture, 320 hours lab; 528 hours total

*Prerequisite: Completion of PTEC 161 with a minimum grade of C*

A trimester designed to prepare the student for licensure as a Psychiatric Technician in the State of California. This course will introduce psychological and mental health concepts as they relate to the psychiatric technician profession. The causes, prevention, and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem-solving, communication, and the use of rehabilitative methods in providing patient care.

**CSU**

## RESPIRATORY CARE (RESP)

**Respiratory Care - Full-time Track: AS Degree**

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

**Program Learning Outcomes**

- Outcome 1: Comprehend, apply, and evaluate clinical information relevant to their roles as advanced-level respiratory therapists (cognitive domain)
- Outcome 2: Be technically proficient in all the skills necessary to fulfil their roles as advanced-level respiratory therapists (psychomotor domain)
- Outcome 3: Exhibit professional behavior consistent with employer expectations as advanced-level

respiratory therapists (affective domain)  
Outcome 4: Attempt RRT exam within one year of graduation

**Prerequisites for Admission**

	<b>Units</b>
MATH 90 Beginning Algebra	5
CHEM 110 Introduction to Chemistry	4
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5
(or the equivalent) with minimum grades of "C".	

Notes: To remain in the program, student must maintain a "C" grade or above in Respiratory Care and a satisfactory grade in clinical. In addition to the Respiratory Care courses listed below, students are required to complete PSYC 124 or PSYC 125 and the following AS degree General Education requirements: Area D.1, English Composition; Area D.2, Mathematics; Area C, Humanities; and Area E, Multi-Cultural I Gender Studies. It is highly recommended that these be taken prior to admission.

**Required courses**

	<b>Units</b>
RESP 120 Respiratory Care Theory I	6
RESP 130 Respiratory Care Laboratory I	4
RESP 140 Preparation for Clinical 1	0.5
RESP 150 Respiratory Care Theory II	3
RESP 160 Respiratory Care Pharmacology	3
RESP 170 Respiratory Care Clinical I 2	2.5
RESP 175 Respiratory Care Laboratory II	1.5
RESP 185 Respiratory Care Clinical II	2.5
RESP 200 Respiratory Care Theory III	2
RESP 210 Principles & Applications of Mechanical Ventilation	3
RESP 211 Mechanical Ventilator Laboratory	1
RESP 220 Neonatal/Pediatric Respiratory Care	3
RESP 230 Respiratory Care Topics I	1
RESP 250 Respiratory Care Clinical IV (5-unit option)	2.5 - 5
RESP 260 Respiratory Care Theory IV	1
RESP 270 Advanced Respiratory Care Laboratory	1
RESP 280 Respiratory Care Topics II	2
RESP 290 Respiratory Care Clinical VI (4-unit option)	2 - 4
RESP 290B Comp Simulations in Respiratory Care	1
RESP 292 Respiratory Care Preceptorship	2.5
PSYC124 Psychology of Adjustment	3
or	
PSYC 125 Human Development	3

**Total units for the major 49.5-54**  
**Total units 60**

**Options**

- 1. All required courses must be completed with a grade of C

or better.

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

**Respiratory Care - Part-Time Track: AS Degree**

**Program Learning Outcomes**

Outcome 1: Comprehend, apply, and evaluate clinical information relevant to their roles as advanced-level respiratory therapists (cognitive domain)

Outcome 2: Be technically proficient in all the skills necessary to fulfill their roles as advanced-level respiratory therapists (psychomotor domain)

Outcome 3: Exhibit professional behavior consistent with employer expectations as advanced-level respiratory therapists (affective domain)

Outcome 4: Attempt RRT exam within one year of graduation

**Prerequisites for Admission**

	<b>Units</b>
BIOL 218 Human Anatomy	5
BIOL 219 Human Physiology	5
BIOL 220 General Microbiology	5
CHEM 110 Introduction to Chemistry	4
and	
MATH 90 Beginning Algebra	5
(or the equivalent) with minimum grades of "C."	

Notes: To remain in the program, student must maintain a "C" grade or above in Respiratory Care and a satisfactory grade in clinical. In addition to the Respiratory Care courses listed below, students are required to complete PSYC 124 or PSYC 125 and the following AS degree General Education requirements: Area D.1, English Composition; Area D.2, Mathematics; Area C, Humanities; and Area E, Multi-Cultural/Gender Studies. It is highly recommended that these be taken prior to admission.

**Required courses**

	<b>Units</b>
RESP 120 Respiratory Care Theory I	6
RESP 130 Respiratory Care Laboratory I	4
RESP 140 Preparation for Clinical	1.5
RESP 150 Respiratory Care Theory II	3
RESP 160 Respiratory Care Pharmacology	3
RESP 170 Respiratory Care Clinical I	2.5
RESP 175 Respiratory Care Laboratory 2	1.5
RESP 185 RESP Care Clinical II	2.5
RESP 191 Respiratory Care Clinical III	1
RESP 200 Respiratory Care Theory III	2
RESP 210 Principles & Applications of Mechanical Ventilation	3
RESP 211 Mechanical Ventilator Laboratory	1
RESP 220 Neonatal/Pediatric Respiratory Care	3
RESP 230 Respiratory Care Topics I	1
RESP 250 Respiratory Care Clinical IV (2.5-unit option)	2.5 - 5
RESP 251 Respiratory Care Clinical V	2.5
RESP 260 Respiratory Care Theory IV	1

RESP 270 Advanced Respiratory Care Laboratory	1
RESP 280 Respiratory Care Topics II	2
RESP 290 Respiratory Care Clinical VI (2-unit option)	2 - 4
RESP 290B Comp Sim in Respiratory Care	1
RESP 291 Respiratory Care Clinical VII	2
RESP 292 Respiratory Care Preceptorship	2.5
PSYC124 Psychology of Adjustment	3
or	
PSYC 125 Human Development	3

<b>Total units for the major</b>	<b>48-56</b>
<b>Total units</b>	<b>60</b>

**Options**

1. All required courses must be completed with a grade of C or better.
2. Transfer to a baccalaureate degree granting institution: Consult the catalog of the college or university of your choice and a Napa Valley College counselor for specific requirements.

**RESP 120 6 UNITS**

**Respiratory Care Theory I**  
108 hours lecture; 108 hours total

*Prerequisite: Completion of BIOL 218, CHEM 110, MATH 90, BIOL 219 and BIOL 220 with a minimum grade of C*

Students will receive instruction in the theoretical foundations of respiratory care. The course will cover the anatomy and physiology of the respiratory system, the mechanics of breathing, and acid-base balance.

**CSU**

**RESP 130 4 UNITS**

**Respiratory Care Laboratory I**  
54 hours lecture, 54 hours lab; 108 hours total

*Corequisite: Concurrent enrollment in RESP 120*

This course covers basic patient assessment, oxygen therapy, bronchial hygiene techniques, and arterial blood gas punctures. Students' knowledge and technical skills will be developed through integrated laboratory work.

**CSU**

**RESP 140 1.5 UNITS**

**Preparation for Clinical**  
54 hours integrated lab; 54 hours total

*Corequisite: Concurrent enrollment in RESP 120, RESP 130*

This course prepares the student for entrance into the clinical portion of the Respiratory Care program. The course will cover patient and practitioner safety, infection control, and legal and ethical issues.

**CSU**

**RESP 150** **3 UNITS**  
**Respiratory Care Theory II**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of RESP 130 with a minimum grade of C*  
 Students will receive instruction in the treatment of patients with cardiopulmonary disease. The course will cover advanced techniques in patient assessment, pulmonary diseases, and beginning concepts of the coronary system.  
**CSU**

**RESP 160** **3 UNITS**  
**Respiratory Care Pharmacology**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of RESP 130 with a minimum grade of C*  
 Students will receive instruction in the pharmacology of respiratory care. The course will cover medication calculations, inhaled bronchodilators, steroids and aerosolized antimicrobials.  
**CSU**

**RESP 170** **2.5 UNITS**  
**Respiratory Care Clinical I**  
 136 hours lab; 144 hours total  
*Corequisite: Concurrent enrollment in RESP 150, RESP 160*  
 Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students will work primarily in the non-critical care areas of the hospital.  
**CSU**

**RESP 175** **1.5 UNITS**  
**Resp Care Laboratory II**  
 54 hours integrated lab; 54 hours total  
*Prerequisite: Completion of RESP 120 with a minimum grade of C*  
 The course will cover airway management, positive pressure ventilation, non-invasive ventilation, Introduction to mechanical ventilation and beginning critical care concepts.  
**CSU**

**RESP 185** **2.5 UNITS**  
**Respiratory Care Clinical II**  
 135 hours lab; 135 hours total  
*Prerequisite: Completion of RESP 170 with a minimum grade of C*  
 Students will receive respiratory therapy supervised clinical experience. Full time students will spend 132 hours in clinical; part-time students will spend 66 hours in clinical.  
**CSU**

**RESP 191** **1 UNIT**  
**Respiratory Care Clinical III**  
 66 hours lab; 66 hours total  
*Prerequisite: Completion of RESP 180 with a minimum grade of C*  
 The students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. Students will continue to develop skills in non-critical areas. The course will cover mechanical ventilation, advanced airway management, and critical care concepts. This course is for students enrolled in the part-time program.  
**CSU**

**RESP 200** **2 UNITS**  
**Respiratory Care Theory III**  
 36 hours lecture; 36 hours total  
*Prerequisite: Completion of RESP 180 with a minimum grade of C*  
*Corequisite: Concurrent enrollment in RESP 210, RESP 211, 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.  
**CSU**

**RESP 210** **3 UNITS**  
**Principles & Applications of Mechanical Ventilation**  
 54 hours lecture; 54 hours total  
*Corequisite: Concurrent enrollment in 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.  
**CSU**

**RESP 211** **1 UNIT**  
**Mechanical Ventilator Laboratory**  
 54 hours lab; 54 hours total  
*Corequisite: Concurrent enrollment in RESP 200, 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.  
**CSU**

**RESP 220** **3 UNITS**  
**Neonatal/Pediatric Respiratory Care**  
 54 hours lecture; 54 hours total  
*Prerequisite: Completion of RESP 185 with a minimum grade of C*  
 Students will receive instruction in neonatal and pediatric respiratory care. The course will cover fetal lung development, circulatory changes in the newborn, and neonatal and pediatric diseases and treatment.  
**CSU**

**RESP 230** **1 UNIT**  
**Respiratory Care Topics I**  
 18 hours lecture; 18 hours total  
*Prerequisite: Completion of RESP 185 with a minimum grade of C*  
 Students will receive instruction in advanced concepts in respiratory care. The course will cover acute respiratory failure, chest x-ray interpretation, and specialty areas within the respiratory care profession.  
**CSU**

**RESP 250** **2.5-5 UNITS**  
**Respiratory Care Clinical IV**  
 144-288 hours lab; 144-288 hours total  
*Prerequisite: Completion of RESP 180 with a minimum grade of C*  
 Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students will work primarily in the adult critical care areas of the hospital. Full-time students must complete the 5.0-unit option. Part-time students complete only 2.5 units.  
**CSU**

**RESP 251** **2.5 UNITS**  
**Respiratory Care Clinical V**  
 144 hours lab; 144 hours total  
*Prerequisite: Completion of RESP 180 with a minimum grade of C*  
 Students will receive supervised clinical experience in the care of patients with cardiopulmonary diseases. The course will cover the practical application of theory and techniques. Students will work primarily in the adult critical care areas of the hospital. This course is for students enrolled in the part-time program.  
**CSU**

**RESP 260** **1 UNIT**  
**Respiratory Care Theory IV**  
 18 hours lecture; 18 hours total  
*Prerequisite: Completion of RESP 210, RESP 211, RESP 250, RESP 200 with a minimum grade of C*  
*Corequisite: Concurrent enrollment in 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.  
**CSU**

**RESP 270** **1 UNIT**  
**Advanced Respiratory Care Laboratory**  
 46 hours lab; 46 hours total  
*Prerequisite: Completion of RESP 211 with a minimum grade of C*  
 The integrated laboratory work will develop the student's knowledge and technical skills in advanced mechanical ventilation techniques. The course will cover advanced application and management of state-of-the-art and high frequency ventilators.  
**CSU**

**RESP 280** **2 UNITS**  
**Respiratory Care Topics II**  
 38 hours lecture; 38 hours total  
*Prerequisite: Completion of RESP 200 with a minimum grade of C*  
 The students will receive instruction by guest lecturers. The course will cover acute respiratory distress syndrome, sepsis and advanced therapeutic procedures. Students will research and present patient case studies.  
**CSU**

**RESP 290** **2-4 UNITS**  
**Respiratory Care Clinical VI**  
 112-224 hours lab; 112-224 hours total  
*Prerequisite: Completion of RESP 250 with a minimum grade of C*  
 Students will receive supervised clinical experience in the care of patients with cardiopulmonary disease. The course will cover the practical application of theory and techniques. Students will work primarily in adult, neonatal, and pediatric critical care areas of the hospital. Full-time students must complete the 4.0 unit option. Part-time students complete only 2.0 units.  
**CSU**

**RESP 290B** **1 UNIT**  
**Computer Simulations in Respiratory Care**  
 42 hours integrated lab; 42 hours total  
*Corequisite: Concurrent enrollment in RESP 290*  
 This course prepares students for the National Board for Respiratory Care's Registry Examination, which requires specialized knowledge in solving patient management problems in a branching logic format. Students will practice with web-based clinical simulations, identify their strengths and weaknesses, and develop a study plan to prepare for this exam.  
**CSU**

**RESP 291** **3 UNITS**  
**Respiratory Care Clinical VII**  
 216 hours lab; 216 hours total  
 Students will receive supervised clinical experience in the care of patients with cardiopulmonary diseases. The course will cover the practical application of theory and techniques. Students will work primarily in adult, neonatal, and pediatric critical areas of the hospital. This course is for students enrolled in the part-time program.  
**CSU**

**RESP 292** **2.5 UNITS**  
**Respiratory Care Preceptorship**  
 128 hours lab; 128 hours total  
*Prerequisite: Completion of RESP 260, RESP 290 with a minimum grade of C*  
 This course will provide a clinical environment for the student to integrate knowledge, skills, and work ethic. The student will assume increasing responsibilities under the supervision of a preceptor. This course will prepare the student for post-graduate employment.  
**CSU**

## SOCIOLOGY (SOCI)

### Sociology: AA-T Degree

The purpose of the Associates in Arts Transfer Degree in Sociology is to provide a student with a foundation of knowledge in the field 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 AA-T in Sociology prior to transfer would generally be prepared for upper division coursework in the major.

#### Program Learning Outcomes

- Outcome 1: Understand, evaluate, and apply social science research, methods and theories.
- Outcome 2: Identify how status is shaped by gender, race, ethnicity, age, social class, and sexual orientation.
- Outcome 3: Identify the major processes involved in social interaction.
- Outcome 4: Use a social science framework to examine and explain social situations and social behaviors

Required Course	Units
SOCI 120 Introduction to Sociology	3

#### List A: Two Courses from below

SOCI 122 Introduction to Social Problems	3
MATH 232 Statistics	4

#### List B: Restricted Electives within the Discipline

SOCI 123 Social Psychology	3
SOCI 154 Sociology of Crime	3

#### List C: Other Electives

ANTH 121 Introduction to Cultural Anthropology	3
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<b>Total units for the major</b>	<b>19</b>
<b>Total units</b>	<b>60</b>

### SOCI 120 3 UNITS

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

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

Introduction to Sociology is an introductory study of the basic concepts, theoretical approaches and methods of sociology. Topics typically include the analysis and explanation of culture, social structures, social stratification (including class, race, ethnicity and gender), social change, group and global dynamics, and self and socialization. Course objectives include the ability to apply sociological ideas to everyday life.

**CSU, UC**

### SOCI 122 3 UNITS

**Introduction to Social Problems**  
54 hours lecture; 54 hours total

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

An identification and analysis of the basic concepts, theoretical approaches (conflict, functionalist, and interactionist) and methods of contemporary social problems including: (1) the role of power and ideology in the definition of social problems, (2) causes and consequences of social problems, and (3) methods of intervention. Topics may include illness, environmental issues, abuse, migration, poverty, crime, unemployment, and labor force conditions. Topics will vary based upon current events.

**CSU, UC**

### SOCI 123 3 UNITS

**Social Psychology**  
*Cross-listed with PSYC 123*

54 hours lecture; 54 hours total

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

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Topics may include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group dynamics, gender roles, cultural norms, and social cognition.

**CSU, UC**

### SOCI 154 3 UNITS

**Sociology of Crime**  
54 hours lecture; 54 hours total

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

Sociological analysis of crime, criminal behavior, and the criminal justice system using the structural-functional, conflict, and symbolic interactionist perspectives. Explores the history and social construction of crime and criminality, and examines violations, punishments, and methods used to control criminal behavior. The methods used to quantify and measure crime and criminality will be discussed.

**CSU, UC**

### SOCI 199 1-3 UNITS

**Independent Study In Sociology**  
54-162 hours lab; 54-162 hours total

Independent study for students interested in specialized reading, research, field work, or special projects.

**CSU**

**SOCI 220 3 UNITS**

**Research Methods in the Behavioral Sciences**

54 hours lecture; 54 hours total

*Prerequisite: Completion of MATH 232, PSYC 120 with a minimum grade of C*

*Recommended Preparation: ENGL 120*

This course surveys various behavioral science research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the disciplines and subdisciplines in the behavioral sciences.

**CSU, UC**

**SPANISH (SPAN)**

**Spanish: AA Degrees**

The purpose of this program is for students to learn Spanish as a first or second language so they can communicate successfully with the Spanish-speaking world, and understand and appreciate the Hispanic cultures. Students may select from two areas of emphasis in this degree: Spanish for Non-Heritage Speakers and Spanish for Heritage Speakers. To fulfill the requirements for this degree, students will complete the required courses in one of two areas of emphasis. The student must meet with a full-time member of the Spanish Department to determine the appropriate emphasis for this degree.

**Spanish for Heritage Speakers: AA Degree**

**Program Learning Outcomes**

- Outcome 1: Communicate orally and in writing in Spanish in real life situations.
- Outcome 2: Read and comprehend Spanish at levels commensurate with those of students seeking a degree in Spanish.
- Outcome 3: Understand the Hispanic cultures, through the study of their history, literature, arts, contributions of prominent figures, and foreign travel.

**Required Courses (13 units)**

	<b>Units</b>
SPAN 280 Spanish for Heritage Speakers I	5
SPAN 281 Spanish for Heritage Speakers II	5
SPAN 282 Introduction to Hispanic Literature	3

**Restricted Electives (6 units)**

Students must select courses totaling at least six units from the following:

ANTH 121 Introduction to Cultural Anthropology	3
ANTH 131 Mesoamerican Archaeology	3
ENGL 123 Critical Thinking About Literature	4
FREN 120 First Semester French	5
FREN 121 Second Semester French	5
HIST 142 History of Mexico	3
HUMA 125 Introduction to Latin American Studies	3

SPAN 130 First Semester Spoken Spanish	3
SPAN 131 Second Semester Spoken Spanish	3
SPAN 260 Third Semester Spoken Spanish	3
SPAN 261 Fourth Semester Spoken Spanish	3
ITAL 120 First Semester Italian	5
ITAL 121 Second Semester Italian	5

**Total units for the major 19**

**Total units 60**

**Spanish for Non-Heritage Speakers: AA Degree Program Learning Outcomes**

Outcome 1: Communicate orally and in writing in Spanish in real life situations.

Outcome 2: Read and comprehend Spanish at levels commensurate with those of students seeking a degree in Spanish.

Outcome 3: Understand the Hispanic cultures, through the study of their history, literature, arts, contributions of prominent figures, and foreign travel.

**Required Courses (20 – 21 unit)**

	<b>Units</b>
SPAN 120 Elementary Spanish I	5
or	
SPAN 110 First Semester Spanish (Part A) and	3
SPAN 111 First Semester Spanish (part B)	3
SPAN 121 Elementary Spanish II	5
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

**Restricted Electives (3 units)**

Select one course from the following:

SPAN 130 First Semester Spoken Spanish	3
SPAN 131 Second Semester Spoken Spanish	3
ANTH 131 Mesoamerican Archaeology	3
HIST 142 History of Mexico	3
SPAN 260 Third Semester Spoken Spanish	3
SPAN 261 Fourth Semester Spoken Spanish	3
ANTH 121 Introduction to Cultural Anthropology	3
SPAN 282 Introduction to Hispanic Literature	3
ANTH 200 Introduction to Linguistic Anthropology	3

**Total units for the major 23-24**

**Total units 60**

**Spanish: AA-T Degree**

This Associate of Arts in Spanish for Transfer (AA-T) degree option provides a comprehensive foundation in the Spanish language in preparation for transfer to baccalaureate programs in the California State University (CSU) system in Spanish. To fulfill the requirements for this degree, students will complete the required and elective courses in the area of emphasis and the appropriate general education pattern (either CSU GE or IGETC) totaling 60 semester CSU-transferable units.

**Program Learning Outcomes**

- Outcome 1: Communicate orally and in writing in Spanish in real life situations.
- Outcome 2: Read and comprehend Spanish at levels commensurate with those of students seeking a degree in Spanish.
- Outcome 3: Understand the Hispanic cultures, through the study of their history, literature, arts, contributions of prominent figures, and foreign travel.

**Required Courses: 16 units** **Units**

SPAN 120 Elementary Spanish I	5
or	
SPAN 110 First Semester Spanish (Part A)	3
and	
SPAN 111 First Semester Spanish (part B)	3
SPAN 121 Elementary Spanish II	5
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

**Substitution Courses:**

Some students may need courses to substitute for units they placed out of, from Required Courses. Course substitutions may come from List A or the Course Substitutions list below:

ANTH 200 Introduction to Linguistic Anthropology	3
ANTH 121 Introduction to Cultural Anthropology	3
SPAN 130 First Semester Spoken Spanish	3
SPAN 131 Second Semester Spoken Spanish	3
SPAN 260 Third Semester Spoken Spanish	3
SPAN 261 Fourth Semester Spoken Spanish	3
FREN 120 First Semester French	5
FREN 121 Second Semester French	5
ITAL 120 First Semester Italian	5
ITAL 121 Second Semester Italian	5

**List A: Select one (3-5 units)** **Units**

ASL 120 First Semester American Sign Language	5
ASL 121 Second Semester American Sign Language	5
ENGL 123 Critical Thinking About Literature	4
FREN 120 First Semester French	5
FREN 121 Second Semester French	5

HIST 142 History of Mexico	3
ITAL 120 First Semester Italian	5
ITAL 121 Second Semester Italian	5
SPAN 282 Introduction to Hispanic Literature	3

**Total units for the major** **19-21**  
**Total units** **60**

**SPAN 90** **0.5 - 3 UNITS**

**Occupational Spanish**  
 9-54 hours lecture; 9-54 hours total

Occupational Spanish teaches the basic Spanish phrases necessary to carry out specific procedures or protocols in various occupations. The course is taught to specific job needs and will include how to relate appropriately to pertinent cross-cultural issues.

**SPAN 110** **3 UNITS**

**Elementary Spanish I (Part A)**  
 54 hours lecture; 54 hours total

The first half of a two-course sequence that introduces the basic elements of the language (listening, speaking, reading and writing) in real world contexts. Emphasis is on language, production, grammar, vocabulary building, and exposure to the Hispanic culture. (NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111).

**CSU, UC**

**SPAN 111** **3 UNITS**

**Elementary Spanish I (Part B)**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of SPAN 110 with a minimum grade of C*

The second half of a two-course sequence that introduces the basic elements of the language: listening, speaking, reading and writing in real world contexts. Emphasis is on language production, grammar, vocabulary building, and exposure to the Hispanic culture. (NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111).

**CSU, UC**

**SPAN 120** **5 UNITS**

**Elementary Spanish I**  
 90 hours lecture; 90 hours total

The first part of a four semester sequence of UC/CSU transfer level Spanish courses integrating listening, speaking, reading, and writing skills in real world and cultural contexts. Cultural perspectives and practices are emphasized.

**CSU, UC**

**SPAN 121** **5 UNITS**  
**Elementary Spanish II**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of SPAN 111 or SPAN 120 with a minimum grade of C*  
 The second semester part of a four-semester sequence of transfer level Spanish courses. Continued work on language communication integrating listening, speaking, reading, and writing skills in real world and cultural contexts. Ongoing development of cultural awareness and understanding continues to be emphasized.  
**CSU, UC**

**SPAN 130** **3 UNITS**  
**First Semester Spoken Spanish**  
 54 hours lecture; 54 hours total  
 The course provides students with fundamental listening and speaking skills. In-depth study of grammatical concepts, with major emphasis on accurate pronunciation and intonation. Study of the life and culture of Spanish-speaking people.  
**CSU**

**SPAN 131** **3 UNITS**  
**Second Semester Spoken Spanish**  
 54 hours lecture; 54 hours total  
 Pronunciation, vocabulary, listening, speaking, and grammar. Readings and conversations stress the culture and life of the Spanish speaking people.  
**CSU**

**SPAN 240** **5 UNITS**  
**Intermediate Spanish I**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of SPAN 121 with a minimum grade of C or equivalent*

This intermediate level course is the third part of a four-semester sequence of transferable Spanish courses. The class will consolidate and improve first-year skills. Students will work at an increasingly complex levels both orally and in writing. Readings include a variety of selections in literature, culture, and other relevant topics.  
**CSU, UC**

**SPAN 241** **5 UNITS**  
**Intermediate Spanish II**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of SPAN 240 or SPAN 280 with a minimum grade of C*

This intermediate level course is the fourth part of a four-semester sequence of transfer level Spanish courses. The class continues skill consolidation and improvement at the intermediate level through focused practice and synthesis. Students continue work at complex levels both orally and in writing. Readings include longer reading selections for further exposure to literature, culture, and other relevant topics.  
**CSU, UC**

**SPAN 260** **3 UNITS**  
**Third Semester Spoken Spanish**  
 54 hours lecture; 54 hours total  
 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.  
**CSU**

**SPAN 261** **3 UNITS**  
**Fourth Semester Spoken Spanish**  
 54 hours lecture; 54 hours total  
 An advanced course in the listening and speaking skills with emphasis on extemporaneous conversations, cultural studies, readings, grammar and letter writing.  
**CSU**

**SPAN 280** **5 UNITS**  
**Spanish for Heritage Speakers I**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of SPAN 121 with a minimum grade of C 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.  
**CSU, UC**

**SPAN 281** **5 UNITS**  
**Spanish for Heritage Speakers II**  
 90 hours lecture; 90 hours total  
*Prerequisite: Completion of SPAN 240, SPAN 280 with a minimum grade of C*

Designed for bilingual students whose native language is Spanish (and other linguistically qualified students) who wish to continue to improve their development of writing and reading skills in Spanish through literature analysis. Intensive grammar and writing instruction are included. Class will be conducted entirely in Spanish. Course should be taken after Spanish 280. It is highly recommended for Spanish majors.  
**CSU, UC**



**SPAN 282** **3 UNITS**  
**Introduction to Hispanic Literature**  
 54 hours lecture; 54 hours total

This course is designed for Spanish native speakers and other linguistically qualified students who wish to improve their skills to a high-advanced level of reading, writing, and literary analysis. The emphasis is on critical thinking and reasoned support of ideas. Literary discussions will be an important component of the class, but writing composition will also be included, as well as exposure to international Hispanic culture. This course is strongly recommended for prospective Spanish majors. This course is conducted entirely in Spanish.

**CSU, UC**

## SPEECH COMMUNICATION (SPCOM)

### Communication Studies: AA-T Degree

The Associate of Arts in Communication Studies for Transfer degree provides students the knowledge and skills necessary to communicate effectively with diverse individuals in interpersonal, small group, and public speaking settings.

Required Courses	Units
SPCOM 122 Public Speaking	3
SPCOM 120 Interpersonal Communication	3
SPCOM 130 Small Group Communication	3
SPCOM 126 Intercultural Communication	3
SPCOM 132 Oral Interpretation	3

### Restricted Electives

Choose one course 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
SPCOM 128 Critical Thinking: Argumentation and Debate	3

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

**SPCOM 120** **3 UNITS**  
**Interpersonal Communication**  
 54 hours lecture; 54 hours total

This course is designed to improve the student's ability to communicate one-on-one with other individuals. The course covers a range of topics such as the self-concept, perception, verbal and nonverbal communication patterns, assertiveness, listening, conflict resolution, developing relationships and the impact of culture and gender on each aspect of communication.

**CSU, UC**

**SPCOM 122** **3 UNITS**  
**Public Speaking**  
 54 hours lecture; 54 hours total

This course focuses on developing the skills needed to research, organize and present effective speeches for a variety of audiences and occasions. Additional topics include reducing speech apprehension, use of visual aids, argumentation, critical thinking and critical listening.

**CSU, UC**

**SPCOM 124** **3 UNITS**  
**Career Communication**  
 54 hours lecture; 54 hours total

This course covers a range of workplace communication concepts and skills related to interpersonal communication, public speaking and group dynamics. The course also will include topics such as developing resumes, interviewing, leadership, conflict resolution and critical thinking.

**CSU**

**SPCOM 126** **3 UNITS**  
**Intercultural Communication**  
 54 hours lecture; 54 hours total

This course provides an introduction to the factors affecting intercultural communication. The course will examine the influences of culture and gender on areas such as worldviews, values, beliefs, verbal and nonverbal communication patterns, conflict styles and more, in order to develop self-awareness and sensitivity to others in intercultural interactions.

**CSU, UC**

**SPCOM 128** **3 UNITS**  
**Critical Thinking: Argumentation and Debate**  
 54 hours lecture; 54 hours total

This course focuses on basic argumentation theory including research, methods of analysis, use and test of evidence, refutation, and the logical responsibilities of advocacy. It emphasizes the preparation and presentation of cases for and against propositions of Fact, Value and Policy through debate and public address.

**CSU, UC**

**SPCOM 130** **3 UNITS**  
**Small Group Communication**  
 54 hours lecture; 54 hours total

This course focuses on the dynamics of small group interactions. Students will combine theory and practice to develop skills in running and participating in groups. Topics include group formation and development, roles and norms, leadership, decision-making and problem solving, running meetings, conflict resolution and effective verbal and nonverbal communication.

**CSU, UC**

**SPCOM 132** **3 UNITS**

**Oral Interpretation**

54 hours lecture; 54 hours total

This course covers a range of delivery concepts and skills for spoken and literary interpretations of text. Topics include literary analysis, vocal and physical delivery, group presentation, intellectual and emotional interpretations, and effective presentations. In addition, the course develops skills in articulation, reading, audience analysis, and presentation evaluation.

**CSU, UC**

**SPCOM 199** **1-3 UNITS**

**Independent Study in Speech**

54-162 hours lab; 54-162 hours total

A course for students wishing to pursue special speech topics not included in the regular curriculum.

**SPCOM 298** **1-3 UNITS**

**Selected Topics in Speech**

54-162 hours lab; 54-162 hours total

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

## TECHNICAL (TECH)

**TECH 92** **3 UNITS**

**Technical Mathematics 1**

54 hours lecture; 54 hours total

The first of a two-semester course involving the study of practical mathematics as applied to technical and trade work. It is particularly useful for those anticipating a career in an industrial environment. Content includes: mathematical symbols, fractions, percentages, geometry, algebra, metric system, and applications to technical/trade work. Calculator is required. Prerequisite to Tech 107

**TECH 107** **3 UNITS**

**Technical Mathematics II**

54 hours lecture; 54 hours total

*Prerequisite: Completion of TECH 92 with a minimum grade of C*

The second of a two-semester course involving the study of practical mathematics as applied to technical and trade work. It is particularly useful for those anticipating a career in an industrial environment. Content includes: mathematical symbols, geometry, algebra, trigonometry, graphing, unit factoring, and applications to technical/trade work. Calculator is required.

**CSU**

## THEATER ARTS (THEA)

### Theater Arts: AA Degrees

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

### Program Learning Outcomes

Outcome 1: Analyze dramatic literature.

Outcome 2: Show a cultural and artistic appreciation of dramatic art.

Outcome 3: Demonstrate basic performance and production skills.

### Theater Arts-Acting: AA Degree

#### Required Core Courses (15 units)

	<b>Units</b>
THEA 100 Introduction to Theater	3
THEA 105 Culture and Gender in Theater	3
THEA 140 Technical Theater in Production	3
THEA 110 Technique of Acting	3

and

#### List A: Three units from one of the following courses

THEA 152 Theater Production: Young Audiences	1 - 3
THEA 153 Musical Theater Production: Repertory	1 - 3
THEA 154 Theater Production: Repertory	1 - 3
THEA 156 Theater Production: Classical	1 - 3
THEA 166 Musical Theater Production: Young Audiences	1 - 3
THEA 167 Musical Theater Production: Broadway	1 - 3
THEA 168 Musical Theater: Contemporary	1 - 3
THEA 151 Theater Production: Contemporary	1 - 3

#### List B: Restricted Electives (6 units)

Course from courses not already selected from List A

THEA 110 Technique of Acting	3
THEA 122 Improvisation	2
THEA 125 Voice, Speech and Text	2
THEA 130 Stage Combat	2
THEA 135 Stage Movement	2
THEA 151 Theater Production: Contemporary	1 - 3
THEA 152 Theater Production: Young Audiences	1 - 3
THEA 153 Musical Theater Production: Repertory	1 - 3
THEA 154 Theater Production: Repertory	1 - 3
THEA 215 Acting Shakespeare	2
THEA 220 Professional Acting	2
THEA 244 Fundamentals of Acting	3
THEA 156 Theater Production: Classical	1 - 3

THEA 166 Musical Theater Production: Young Audiences	1 - 3
THEA 168 Musical Theater Production: Contemporary	1 - 3
THEA 155 Dance Theater Production	1 - 3
THEA 167 Musical Theater Production: Broadway	1 - 3
<b>Total Units</b>	<b>21</b>

**Theater Arts- Technical Theater : AA Degree**

<b>A. Required Courses (15 units)</b>	<b>Units</b>
THEA 100 Introduction to Theater	3
THEA 105 Culture and Gender in Theater	3
THEA 140 Technical Theater in Production	3
THEA 244 Fundamentals of Acting and	3

**Three units from one of the following courses:**

THEA 152 Theater Production: Young Audiences	1 - 3
THEA 153 Musical Theater Production: Repertory	1 - 3
THEA 154 Theater Production: Repertory	1 - 3

**Restricted Electives (6 units)**

Choose from courses not already selected from List A

THEA 140 Technical Theater in Production	1 - 3
THEA 141 Stagecraft: Scenery and Props	3
THEA 142 Stagecraft: Costume and Makeup	3
THEA 151 Theater Production: Contemporary	1 - 3
THEA 152 Theater Production: Young Audiences	1 - 3
THEA 153 Musical Theater Production: Repertory	1 - 3

<b>Total units for the major</b>	<b>21</b>
<b>Total units</b>	<b>60</b>

**Theater Arts: AA-T Degree**

This degree option provides a comprehensive foundation in theater preparation for transfer to Baccalaureate programs for theater majors in the California State University system. To fulfill the requirements for this degree, students will complete lower division major preparation courses listed below and the appropriate general education pattern (CSU GE or IGETC). Additional NVc graduation requirements do not apply to this degree. Students must pass all courses in the area of emphasis with a minimum of "C" and maintain an overall minimum 2.0 GPA. Additionally, students pursuing this degree option must work with a counselor and faculty advisor to ensure appropriate elective course selections for their intended area of emphasis, e.g. Theater Arts.

**Program Learning Outcomes**

1. Analyze dramatic literature.
2. Show a cultural and artistic appreciation of dramatic art.
3. Demonstrate basic performance and production skills.
4. Produce a piece of dramatic art for peer, professional and academic review.

<b>Required Courses (9 units)</b>	<b>Units</b>
THEA 100 Introduction to Theater	3
THEA 110 Technique of Acting	3

In addition, students must take up to 3 units from the following courses:

THEA 151 Theater Production: Contemporary	1 - 3
THEA 153 Musical Theater Production: Repertory	1 - 3
THEA 154 Theater Production: Repertory	1 - 3
THEA 152 Theater Production: Young Audiences	1 - 3
THEA 166 Musical Theater Production: Young Audiences	1 - 3
THEA 167 Musical Theater Production: Broadway	1 - 3
THEA 168 Musical Theater Production: Contemporary	1 - 3
or	
THEA 140 Technical Theater in Production	3

**Elective Courses (9 units)**

THEA 140 Technical Theater in Production	1 - 3
THEA 141 Stagecraft: Scenery and Props	3
THEA 142 Stagecraft: Costume and Make-up	1 - 3
THEA 151 Theater Production: Contemporary	3
THEA 152 Theater Production: Young Audiences	3
THEA 153 Musical Theater Production: Repertory	3
THEA 154 Theater Production: Repertory	3
THEA 154 Theater Production: Repertory	3
THEA 156 Theater Production: Classical	3
THEA 166 Musical Theater Production: Young Audiences	3
THEA 167 Musical Theater Production: Broadway	3
THEA 168 Musical Theater Production: Contemporary	3

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

**THEA 89 Theater Arts Academy 0.5-3 UNITS**

18-108 hours integrated lab; 18-108 hours total

This course providing a broad introduction to educational opportunities and career pathways in theater arts. This course is designed for first-time college students and does not require any theater experience.

**THEA 100 Introduction to Theater 3 UNITS**

*Cross-listed with HUMA-170*  
54 hours lecture; 54 hours total

This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. Cross-listed with HUMA-170.  
**CSU, UC**

<p><b>THEA 105</b>  <b>Culture and Gender in Theater</b>  <i>Cross-listed with HUMA-174</i>                      54 hours lecture; 54 hours total</p> <p>This course explores the contributions and perspectives of various cultural, ethnic and gender groups to contemporary American drama. Students in this course will study plays by African Americans, Latino Americans, Asian Americans and other cultural and gender groups. Cross-listed with HUMA-174.</p> <p><b>CSU, UC</b></p>	<p><b>3 UNITS</b></p>	<p><b>THEA 135</b>  <b>Stage Movement</b>                      36 hours lecture; 36 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>2 UNITS</b></p>
<p><b>THEA 110</b>  <b>Technique of Acting</b>                      54 hours lecture; 54 hours total</p> <p>This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text.</p> <p><b>CSU, UC</b></p>	<p><b>3 UNITS</b></p>	<p><b>THEA 140</b>  <b>Technical Theater in Production</b>                      54-162 hours lab; 54-162 hours total</p> <p>Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews.</p> <p><b>CSU, UC</b></p>	<p><b>1-3 UNITS</b></p>
<p><b>THEA 115</b>  <b>Acting Shakespeare</b>                      54 hours lecture; 54 hours total</p> <p>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.</p> <p><b>CSU, UC</b></p>	<p><b>3 UNITS</b></p>	<p><b>THEA 141</b>  <b>Stagecraft: Scenery and Props</b>                      162 hours lab; 162 hours total</p> <p>An introduction to technical theatre and the creation of scenic elements. Includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. May include stage management, lighting, and/or sound techniques. Lecture, reading, projects, and practical experience.</p> <p><b>CSU, UC</b></p>	<p><b>3 UNITS</b></p>
<p><b>THEA 122</b>  <b>Improvisation</b>                      18 hours lecture, 108 hours lab; 126 hours total</p> <p>This interactive course is an exploration of improvisation through theater games and individual and group performance.</p> <p><b>CSU, UC</b></p>	<p><b>UNITS</b></p>	<p><b>THEA 142</b>  <b>Stagecraft: Costume and Makeup</b>                      54-162 hours lab; 54-162 hours total</p> <p>Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated.</p> <p><b>CSU, UC</b></p>	<p><b>1-3 UNITS</b></p>
<p><b>THEA 125</b>  <b>Voice, Speech and Text</b>                      36 hours lecture; 36 hours total</p> <p>This course introduces various physical, vocal, and breath techniques to aid the actor in the development and use of the voice on the stage.</p> <p><b>CSU, UC</b></p>	<p><b>2 UNITS</b></p>	<p><b>THEA 143</b>  <b>Technical Theater in Production: Lighting and Sound</b>                      162 hours lab; 162 hours total</p> <p>This course covers theory and techniques utilized in lighting and sound design and engineering for the stage.</p> <p><b>CSU, UC</b></p>	<p><b>3 UNITS</b></p>
<p><b>THEA 130</b>  <b>Stage Combat</b>                      36 hours lecture; 36 hours total</p> <p>This course introduces the fundamental skills for unarmed combat and swordplay for theater rehearsal and performance.</p> <p><b>CSU, UC</b></p>	<p><b>2 UNITS</b></p>	<p><b>THEA 144</b>  <b>Technical Theater Performance: Production Management</b>                      162 hours lab; 162 hours total</p> <p>Introduction to all aspects of Production Management including production coordination, stage management, run crew, and front of house staffing.</p> <p><b>CSU, UC</b></p>	<p><b>3 UNITS</b></p>

**THEA 151** **1-3 UNITS**  
**Theater Production: Contemporary**  
 54-162 hours lab; 54-162 hours total  
*Limitation on Enrollment: Enrollment by audition*  
 Theater Production: Contemporary is designed for the rehearsal and performance of contemporary plays to be presented before the campus and community with full production support.  
**CSU, UC**

**THEA 152** **1-3 UNITS**  
**Theater Production: Young Audiences**  
 54-162 hours lab; 54-162 hours total  
*Limitation on Enrollment: Enrollment by audition*  
 Theater Production: Young Audiences is designed for the rehearsal and performance of plays to be presented for young audiences and the general community with full production support.  
**CSU, UC**

**THEA 153** **1-3 UNITS**  
**Musical Theater Production: Repertory**  
 54-162 hours lab; 54-162 hours total  
*Limitation on Enrollment: Enrollment by audition*  
 Musical Theater Production is designed for the rehearsal and performance of musicals to be presented before the public with full production support.  
**CSU, UC**

**THEA 154** **1-3 UNITS**  
**Theater Production: Repertory**  
 54-162 hours lab; 54-162 hours total  
*Limitation on Enrollment: Enrollment by audition*  
 Theater Production: Repertory provides performance, administrative and technical skills through the rehearsal and performance of different plays on stage for the campus and community. Different plays may be produced each semester.  
**CSU, UC**

**THEA 155** **1-3 UNITS**  
**Dance Theater Production**  
 54-162 hours lab; 54-162 hours total  
*Limitation on Enrollment: Enrollment by audition*  
 Theater Dance Production is designed for the rehearsal and performance of choreography for musicals to be presented for the campus and community with full music and production support.  
**CSU, UC**

**THEA 156** **1-3 UNITS**  
**Theater Production: Classical**  
 54-162 hours lab; 54-162 hours total  
*Limitation on Enrollment: Enrollment by audition*  
 Theater Production: Classical is designed for the rehearsal and performance of classical plays to be presented on stage before the campus and community with full production support.  
**CSU, UC**

**THEA 161** **1-2 UNITS**  
**Summer Theater Workshop: Comedy**  
 36-72 hours integrated lab; 36-72 hours total  
*Limitation on Enrollment: Enrollment by audition*  
 Summer Theater Workshop: Comedy is designed for the production of comedic plays to be presented before the campus and community during the summer with full production support.  
**CSU, UC**

**THEA 162** **1-2 UNITS**  
**Summer Theater Production: Drama**  
 36-72 hours integrated lab; 36-72 hours total  
*Limitation on Enrollment: Enrollment by audition*  
 Summer Theater Workshop: Drama is designed for the production of dramatic plays to be presented before the campus and community during the summer with full production support.  
**CSU, UC**

**THEA 163** **1-2 UNITS**  
**Summer Theater Production: Musical**  
 36-72 hours integrated lab; 36-72 hours total  
*Limitation on Enrollment: Enrollment by audition*  
 Summer Theater Workshop: Musical is designed for the production of musicals to be presented before the campus and community during the summer with full musical and production support.  
**CSU**

**THEA 166** **1-3 UNITS**  
**Musical Theater Production: Young Audiences**  
 54-162 hours lab; 54-162 hours total  
*Limitation on Enrollment: Enrollment by audition*  
 Musical Theater Production: Young Audiences is designed for the rehearsal and performances of musicals for young audiences with full production support.  
**CSU, UC**

**THEA 167** **1-3 UNITS**  
**Musical Theater Production: Broadway**  
 54-162 hours lab; 54-162 hours total  
*Limitation on Enrollment: Enrollment by audition*  
 Musical Theater Production: Broadway is designed for the rehearsal and performance of Broadway musicals with full production support.  
**CSU, UC**

**THEA 168** **1-3 UNITS**  
**Musical Theater Production: Contemporary**  
 54-162 hours lab; 54-162 hours total  
 Musical Theater Production: Contemporary is designed for the rehearsal and performance of contemporary musical with full production support.  
**CSU, UC**

**THEA 210** **3 UNITS**  
**Intermediate Acting**  
 54 hours lecture; 54 hours total

*Prerequisite: Completion of THEA 110 with a minimum grade of C*

This course is a continuation of the study of acting technique and the creation of dramatic roles on an intermediate level. Students continue to refine technique utilizing improvisation, monologues and scripted scenes from realistic and non-realistic plays.

**CSU, UC**

**THEA 220** **2 UNITS**  
**Professional Acting**  
 36 hours lecture; 36 hours total

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

**THEA 244** **3 UNITS**  
**Fundamentals of Acting**  
 54 hours lecture; 54 hours total

The exploration and development of acting skills through technique and performance.

**CSU, UC**

## VITICULTURE AND WINERY TECHNOLOGY (VWT)

### Viticulture and Winery Technology: AS Degrees

The programs of the Viticulture and Winery Technology department are designed to prepare students for careers in the North Coast wine industry. The one-year Certificate and two-year Associate of Science options provide students with the knowledge and skills essential for success. The Certificate in Viticulture and Winery Technology consists of production-oriented courses in viticulture and winemaking. The Certificate in Wine Marketing and Sales is a mix of viticulture, winemaking and business courses. Certificate programs may be modified to meet the career goals of the individual student. The typical student will be able to earn a Certificate in one to two years. Students who complete the Associate of Science in Viticulture and Winery Technology degree specialize in either Viticulture, Winemaking or Wine Marketing and Sales. The Associate of Science degree includes general education courses, basic science courses and core courses in the degree option. The typical student will be able to earn an Associate of Science degree in two to three years.

#### Program Learning Outcomes

- Outcome 1: Viticulture—Lead our sustainable viticulture industry into the future and create a skilled workforce by applying local, regional and global methods.
- Outcome 2: Winemaking—Possess a fundamental

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

- Outcome 3: Interpersonal Skills—Display an understanding of interpersonal relationships and the ability to develop effective relationships on both a personal and professional level.
- Outcome 4: Regulations—Create a vineyard/winery development plan, and maintain operational compliance consistent with county-state-federal regulations and land use policies.
- Outcome 5: Research—Develop skills to access information and apply it effectively.
- Outcome 6: Writing—Display the ability to analyze research, develop, write, and present a strategic plan for the various elements of the wine industry: vineyards, winemaking and marketing.
- Outcome 7: Work Skills—Display a basic range of professional habits and skills to meet the HR standards of the wine industry.

### VWT-Viticulture: AS Degree

Required courses	Units
VWT 130 General Viticulture	3
VWT 132 Vineyard Soils, Fertilizers & Irrigation	3
VWT 134 Vineyard Pruning	1
VWT 135 Grapevine Propagation	1
VWT 230 Fall Viticulture Operations	3
VWT 231 Spring Viticulture Operations	3
VWT 232 Vineyard Management	3
VWT 234 Integrated Pest Control for Grapes	3
VWT 180 Fundamentals of Enology	3
VWT Program Electives ***	9
VWT Independent Study and/or VWT Work Experience ***	5
BIOL 110 Survey of Biology	4
CHEM 110 Introduction to Chemistry or	4
EART 110 Earth Science: Earth, Sea, and Sky	4
<b>Total units for the major</b>	<b>45</b>
<b>Total units</b>	<b>60</b>

#### Notes:

All required courses 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

\*\*Program electives may be selected from the following: VWT 130, 131, 132, 133, 134, 135, 136, 137, 139, 140, 172, 173, 180,

190, 191, 199, 229, 230, 231, 232, 233, 234, 241, 270, 271, 272, 275, 280, 281, 282, 288,290, 291, 298; any BUSI, FREN, SPAN or natural science course; WELD 100, 101.

\*\*\*Students must complete a minimum of 5 units in VWT 190, 191, 199, 290, 291.

**VWT- Winemaking: AS Degree**

Required Courses	Units
VWT 130 General Viticulture	3
VWT 136 Wines of the World	3
VWT 137 Wines of California	3
VWT 172 Laboratory Analysis of Musts & Wines	3
VWT 173 Sensory Evaluation of Wine	3
VWT 180 Fundamentals of Enology	3
VWT 270 Advanced Winemaking	3
VWT 271 Winery Management	3
VWT 272 Fund of Wine Chemistry & Microbiology	3
VWT 280 Fall Winery Operations	3
VWT 281 Spring Winery Operations	3
BIOL 110 Survey of Biology	4
CHEM 110 Introduction to Chemistry	4
CHEM 111 Intro to Organic & Biological Chemistry	4
<b>Total units for the major</b>	<b>45</b>
<b>Total units</b>	<b>60</b>

Notes:

All required courses must be completed with a grade of “C” or better. Consultation with Program Coordinator is required.

**Options**

1. Transfer to a baccalaureate degree granting institution: Students are encouraged to coordinate their courses with those required by the four-year institution of choice, and to closely consult with a Napa Valley College counselor and the Program Coordinator.

**VWT- Marketing and Sales: AS Degree**

Required Courses	Units
BUSI 100 Introduction to Business	3
VWT 130 General Viticulture	3
VWT 136 Wines of the World	3
VWT 137 Wines of California	3
VWT 140 Cultural Appreciation of Wine	3
VWT 173 Sensory Evaluation of Wine	3
VWT 180 Fundamentals of Enology	3
VWT 241 Wine Marketing	3
VWT Independent Study and/or VWT Work Experience ***	5
Business Elective	3
Program Elective **	6
<b>Total units for the major</b>	<b>38</b>
<b>Total units</b>	<b>60</b>

Notes:

All required courses must be completed with a grade of “C” or better. Consultation with Program Coordinator is required.

**Options**

1. Transfer to a baccalaureate degree granting institution: Students are encouraged to coordinate their courses with those required by the four-year institution of choice, and to closely consult with a Napa Valley College counselor and the Program Coordinator.

\*Satisfies General Education requirement

\*\*Program electives may be selected from the following: VWT 130, 131, 132, 133, 134, 135, 136, 137, 139, 140, 172, 173, 180, 190, 191, 199, 229, 230, 231, 232, 233, 234, 241, 270, 271, 272, 275, 280, 281, 282, 288,290, 291, 298; any BUSI, FREN, SPAN or natural science course; WELD 100, 101.

\*\*\*Students must complete a minimum of 5 units in VWT 190, 191, 199, 290, 291.

**VWT- Viticulture: Certificate of Achievement**

Required Courses	Units
VWT 130 General Viticulture	3
VWT 132 Vineyard Soils, Fertilizers & Irrigation	3
VWT 172 Laboratory Analysis of Musts & Wines	3
VWT 180 Fundamentals of Enology	3
VWT 230 Fall Viticulture Operations	3
VWT 231 Spring Viticulture Operations	3
VWT 232 Vineyard Management	3
VWT 271 Winery Management	3
VWT 280 Fall Winery Operations	3
VWT 281 Spring Winery Operations	3
<b>Total Units</b>	<b>30</b>

**VWT-Wine Marketing and Sales: Certificate of Achievement**

Required Courses	Units
VWT 130 General Viticulture	3
VWT 136 Wines of the World	3
VWT 137 Wines of California	3
VWT 140 Cultural Appreciation of Wine	3
VWT 173 Sensory Evaluation of Wine	3
VWT 180 Fundamentals of Enology	3
VWT 241 Wine Marketing	3
<b>Total Units</b>	<b>21</b>

**VWT 130 3 UNITS**

**General Viticulture**

54 hours lecture; 54 hours total

Introduction to grape growing, including history; varieties and rootstocks; anatomy and physiology; climate and soils; propagation, planting and training; production practices; common diseases and pests.

**CSU, UC**

**VWT 131** **1 UNIT**

**Cover Crops for Vineyards**  
18 hours lecture; 18 hours total

The use of cover crops in North Coast vineyards, including erosion control, beneficial insect habitat enhancement, soil fertility, selection of cover crop cultivars. Six-week course.

**CSU**

**VWT 132** **3 UNITS**

**Vineyard Soils, Fertilizers & Irrigation**  
54 hours lecture; 54 hours total

Introduction to basic principles of soil science, mineral nutrition and plant/water relationships for North Coast grape production.

**CSU**

**VWT 133** **1 UNIT**

**Phylloxera and Rootstocks**  
18 hours lecture; 18 hours total

The selection of resistant rootstocks for grapes, including biology and control of soil pests, adaptation to soil types, effect on wine quality.

**CSU**

**VWT 134** **1 UNIT**

**Vineyard Pruning**  
15 hours lecture, 6 hours integrated lab; 21 hours total

Introduction to the theory and practice of pruning grapevines. Lecture stresses vine responses to pruning and introduces terminology. Laboratory consists of pruning and training field work.

**CSU**

**VWT 135** **1 UNIT**

**Grapevine Propagation**  
18 hours lecture; 18 hours total

An introduction to the theory and practice of grape vine propagation, including field budding; bench grafting; grafting to change varieties.

**CSU**

**VWT 136** **3 UNITS**

**Wines of the World**  
54 hours lecture; 54 hours total

*Limitation on Enrollment: Must be at least 18 years of age*

Introduction to world wine regions, including history; viticulture practices; winemaking styles. Sensory evaluation of representative wines. Laboratory materials fee. Student must be 18 years of age.

**CSU, UC**

**VWT 137** **3 UNITS**

**Wines of California**  
54 hours lecture; 54 hours total

*Limitation on Enrollment: Must be at least 18 years of age*

Introduction to the wines of California, including history, viticulture practices and winemaking styles. Sensory evaluation of representative wines. Laboratory materials fee. Student must be 18 years of age.

**CSU**

**VWT 139** **1 UNIT**

**Introduction to North Coast Wines**  
18 hours lecture; 18 hours total

*Limitation on Enrollment: Must be at least 18 years of age*

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 18 years of age.

**CSU**

**VWT 140** **3 UNITS**

**Cultural Appreciation of Wine**  
54 hours lecture; 54 hours total

*Limitation on Enrollment: Must be at least 18 years of age*

A survey of wine and its role in religion, art, culture and society from pre-history to the modern day. Sensory evaluation of representative wines. Laboratory materials fee. Student must be 18 years of age.

**CSU**

**VWT 145** **1 UNIT**

**The Greatest Wines of the World**  
18 hours lecture; 18 hours total

*Limitation on Enrollment: Must be at least 18 years of age*

A survey of the greatest wines in the world, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Laboratory materials fee. Student must be 18 years of age.

**CSU**

**VWT 146** **1 UNIT**

**The Greatest Wines of the Old World**  
18 hours lecture; 18 hours total

*Limitation on Enrollment: Must be at least 18 years of age*

A survey of the greatest wines of the old world, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.

**CSU, UC**



**VWT 147** **1 UNIT**  
**The Greatest Wines of the New World**  
 18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 A survey of the greatest wines of the new world, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.  
**CSU, UC**

**VWT 150** **1 UNIT**  
**The Wines of the Napa Valley**  
 18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 A survey of the wines of the Napa Valley, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.  
**CSU, UC**

**VWT 151** **1 UNIT**  
**The Wines of France**  
 18 hours lecture; 18 hours total  
 A survey of the wines of France, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.  
**CSU, UC**

**VWT 152** **1 UNIT**  
**The Wines of Italy**  
 18 hours lecture; 18 hours total  
 A survey of the wines of Italy, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.  
**CSU, UC**

**VWT 153** **1 UNIT**  
**The Wines of Spain and Portugal**  
 18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 A survey of the wines of Spain and Portugal, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.  
**CSU, UC**

**VWT 154** **1 UNIT**  
**The Wines of Germany and Austria**  
 18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 A survey of the wines of Germany and Austria, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.  
**CSU, UC**

**VWT 155** **1 UNIT**  
**The Wines of Eastern Europe**  
 18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 A survey of the wines of Eastern Europe, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.  
**CSU, UC**

**VWT 156** **1 UNIT**  
**The Wines of South Africa, Australia and New Zealand**  
 18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 A survey of the wines of South Africa, Australia and New Zealand, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.  
**CSU, UC**

**VWT 157** **1 UNIT**  
**The Wines of South America**  
 18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 A survey of the wines of South America, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.  
**CSU, UC**

**VWT 158** **1 UNIT**  
**The Wines of North America**  
 18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 A survey of the wines of North America, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.  
**CSU, UC**

**VWT 159** **1 UNIT**  
**The Wines of the Pacific Northwest**  
 18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 A survey of the wines of the Pacific Northwest, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Lab fee. Student must be 18 years of age.  
**CSU, UC**

**VWT 172** **3 UNITS**  
**Laboratory Analysis of Musts & Wines**  
 54 hours lecture; 54 hours total  
 An introduction to winery laboratory practices, including basic principles, techniques and common methods of analysis for musts and wines. Students learn laboratory methods used to determine when to add amendments to wines and how to stabilize and clarify wines.  
**CSU**

<p><b>VWT 173</b>  <b>Sensory Evaluation of Wine</b>                      54 hours lecture; 54 hours total  <i>Limitation on Enrollment: Must be at least 18 years of age</i>                      Introduction to wine sensory evaluation, including statistical analysis of trials; study of wine styles; sensory testing techniques; identification of wine traits. Sensory evaluation of representative wines. Laboratory materials fee. Student must be 18 years of age.  <b>CSU</b></p>	<p><b>3 UNITS</b></p>	<p><b>VWT 229</b>  <b>Summer Viticulture Operations</b>                      12 hours lecture, 12 hours lab; 24 hours total                      Vineyard practices for the summer session. Class operates NVC Student Vineyard, with an emphasis on the practical applications of viticulture theory.  <b>CSU</b></p>	<p><b>1 UNIT</b></p>
<p><b>VWT 180</b>  <b>Fundamentals of Enology</b>                      54 hours lecture; 54 hours total                      An introduction to the science of winemaking, including grape maturation, harvesting, fermentation, wine development, blending, filtration and preparation for bottling. Students learn the winemaking options available to create different wine styles.  <b>CSU</b></p>	<p><b>3 UNITS</b></p>	<p><b>VWT 230</b>  <b>Fall Viticulture Operations</b>                      36 hours lecture, 36 hours lab; 72 hours total                      Vineyard practices for the fall and winter seasons. Class operates NVC Student Vineyard, with an emphasis on the practical applications of viticulture theory.  <b>CSU</b></p>	<p><b>3 UNITS</b></p>
<p><b>VWT 190</b>  <b>Viticulture &amp; Winery Technology WOEX 1</b>                      180 hours lab; 180 hours total                      Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.  <b>CSU</b></p>	<p><b>2 UNITS</b></p>	<p><b>VWT 231</b>  <b>Spring Viticulture Operations</b>                      36 hours lecture, 36 hours lab; 72 hours total                      Vineyard practices for the winter and spring seasons. Class operates the NVC Student Vineyard, with an emphasis on practical applications of viticulture theory.  <b>CSU</b></p>	<p><b>3 UNITS</b></p>
<p><b>VWT 191</b>  <b>Viticulture &amp; Winery Technology WOEX 2</b>                      180 hours lab; 180 hours total                      Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.  <b>CSU</b></p>	<p><b>2 UNITS</b></p>	<p><b>VWT 232</b>  <b>Vineyard Management</b>                      54 hours lecture; 54 hours total                      Vineyard management practices, including annual plans and budgets; labor management and supervision; crop sale contracts, and legal compliance.  <b>CSU</b></p>	<p><b>3 UNITS</b></p>
<p><b>VWT 192</b>  <b>Viticulture and Winery Technology Internship</b>                      36 hours integrated lab; 36 hours total                      Student assists faculty member on a Viticulture and Winery Technology department project in viticulture, winemaking and/or wine marketing.  <b>CSU</b></p>	<p><b>1 UNIT</b></p>	<p><b>VWT 234</b>  <b>Integrated Pest Control for Grapes</b>                      54 hours lecture; 54 hours total                      Introduction to the theory and practice of integrated pest control in grape growing including biology and control of common insects and disease problems of North Coast vineyards.  <b>CSU</b></p>	<p><b>3 UNITS</b></p>
<p><b>VWT 199</b>  <b>Indep Study in Viticulture &amp; Winery Tech</b>                      54 hours lab; 54 hours total                      Special project for advanced Viticulture and Winery Technology students. Student must meet with the Program Coordinator before enrolling.  <b>CSU</b></p>	<p><b>1 UNIT</b></p>	<p><b>VWT 241</b>  <b>Wine Marketing</b>                      54 hours lecture; 54 hours total  <i>Limitation on Enrollment: Must be at least 18 years of age</i>                      Introduction to wine marketing methods, to basic approaches to packaging, and the advertising and promotion of wine. Student must be 18 years of age to participate in wine evaluation.  <b>CSU</b></p>	<p><b>3 UNITS</b></p>

**VWT 270** **3 UNITS**  
**Advanced Winemaking**  
 54 hours lecture; 54 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 Advanced course in winemaking, including development of winemaking style, experimentation in production practices and enhancement of wine quality. Course provides essential skills for a career in commercial winemaking. Laboratory materials fee. Student must be 18 years of age to participate in wine tasting.  
**CSU**

**VWT 271** **3 UNITS**  
**Winery Management**  
 54 hours lecture; 54 hours total  
 Fundamentals of winery management including the preparation of annual plans and budgets; labor management; legal compliance, and record-keeping.  
**CSU**

**VWT 272** **3 UNITS**  
**Fundamentals of Wine Chemistry & Microbiology**  
 54 hours lecture; 54 hours total  
 Chemistry and microbiology of winemaking, including use of enzymes and yeasts; fermentation management; wine microorganisms; phenols; aging; flavor development.  
**CSU**

**VWT 273** **1 UNIT**  
**Advanced Sensory Evaluation of Wine**  
 18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 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 18 years of age.  
**CSU**

**VWT 275** **1 UNIT**  
**Winery Compliance and Recordkeeping**  
 18 hours lecture; 18 hours total  
 Introduction to federal, state and county laws and regulations for California wineries, including bonded winery establishment; winery operations recordkeeping; label compliance; government reporting.  
**CSU**

**VWT 280** **3 UNITS**  
**Fall Winery Operations**  
 36 hours lecture, 36 hours lab; 72 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 Winery operations for the fall season, including grape maturity monitoring; grape harvesting; fermentation, handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery. Student must be 18 years of age to participate in wine tasting.  
**CSU**

**VWT 281** **3 UNITS**  
**Spring Winery Operations**  
 36 hours lecture, 36 hours lab; 72 hours total  
*Prerequisite: Completion of VWT 180 with a minimum grade of C*  
*Limitation on Enrollment: Must be at least 18 years of age*  
 Winery operations for the winter and spring seasons, including handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery. Student must be 18 years of age to participate in wine tasting.  
**CSU**

**VWT 282** **1 UNIT**  
**Summer Winery Operations**  
 12 hours lecture, 12 hours lab; 24 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 Winery operations for the summer season, including handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Class operates the Teaching Winery. Student must be 18 years of age to participate in wine tasting.  
**CSU**

**VWT 288** **1 UNIT**  
**Current Topics in Winemaking**  
 18 hours lecture; 18 hours total  
*Limitation on Enrollment: Must be at least 18 years of age*  
 A presentation of current issues in winemaking. Course may include guest speakers and field trips to observe commercial practices.  
**CSU**

**VWT 290** **3 UNITS**  
**Viticulture and Winery Technology WOEX 3**  
 270 hours lab; 270 hours total  
 Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.  
**CSU**

**VWT 291** **3 UNITS**  
**Viticulture & Winery Technology WOEX 4**  
 270 hours lab; 270 hours total  
 Supervised practical work experience. Intended to help the student integrate classroom study with on-the-job training in the wine industry. Student must meet with the Program Coordinator before enrolling.  
**CSU**

**VWT 298**

**Selected Topics in VWT**

18-72 hours lecture; 18-72 hours total

Special topics not covered by regular catalog listings. Course content and unit value varies. May be offered as a seminar, lecture or laboratory course during fall or spring semesters, or in a summer session.

**CSU**

**1-4 UNITS**

Outcome 4: Develop the knowledge base to accomplish the above outcome.

**WELDING TECHNOLOGY (WELD)**

**Welding Technology: AS Degree**

This is an extensive two year program in all phases of welding: oxyacetylene, semiautomatic MIG & TIG, and submerged arc, as well as stick electrode. Courses must be taken in sequence.

**Required Courses**

	<b>Units</b>
WELD 120 Welding Technology 1	7
WELD 121 Welding Technology 2	7
WELD 240 Welding Technology 3	7
WELD 241 Welding Technology 4	3
DDGT 110 Technical Drawing Fundamentals	3
MACH 100 Machine Shop Practice	3
PHOT 120 Introduction to Photography	3
PHYS 110 Descriptive Physics	3
PHYS 111 Descriptive Physics Laboratory	1
TECH 92 Technical Mathematics 1	3
TECH 107 Technical Mathematics II	3

**Total units for the major** **43**

**Total units** **60**

**Notes:**

All required courses must be completed with a grade of "C" or better. Consultation with the Program Coordinator is required.

**Options**

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

**Welding Technology: Certificate of Achievement**

This is an extensive two year program in all phases of welding: oxyacetylene, semiautomatic MIG & TIG, and submerged arc, as well as stick electrode. Classes must be taken in sequence. A Certificate will be granted upon completion of the following required courses.

**Program Learning Outcomes**

- Outcome 1: Work efficiently and safely in a variety of welding environments.
- Outcome 2: Exhibit good work habits while working independently and/or part of a team.
- Outcome 3: Identify, understand and apply appropriate welding processes and technologies to a planned end result.

**Required Courses**

	<b>Units</b>
WELD 120 Welding Technology 1	7
WELD 121 Welding Technology 2	7
WELD 240 Welding Technology 3	7
WELD 241 Welding Technology 4	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
<b>Total Units</b>	<b>40</b>

**WELD 100 3 UNITS**

**Welding Theory & Practice 1**

36 hours lecture, 54 hours lab; 90 hours total

This is a basic welding course which provides an awareness of welding and cutting processes and develops or upgrades limited manipulative skills involving oxy-fuel and plasma cutting and stick and wire feed welding. It is designed to introduce welding to community members and students in other vocational areas, and upgrade welders already in industry. This course satisfies the degree requirement for Machine Tool and DDGT.

**CSU**

**WELD 101 3 UNITS**

**Welding Theory & Practice 2**

36 hours lecture, 54 hours lab; 90 hours total

*Prerequisite: Completion of WELD 100 or WELD 120 or WELD 130 with a minimum grade of C*

*Recommended Preparation: WELD 100 with a minimum grade of C*

The second of a two-semester welding course designed to fit the needs of students in other vocational areas and upgrade welders already in the industry. This welding course is designed to develop and upgrade manipulative skills, technical knowledge and an appreciation of welding.

**CSU**

**WELD 120 7 UNITS**

**Welding Technology 1**

90 hours lecture, 180 hours lab; 270 hours total

This class provides a basis for all intermediate and advanced level courses. It is the first course of an extensive two-year program preparing the student for a skilled job in the field of welding. Beginning with trade safety, it provides training in manipulative skills in all phases of oxygen-fuel gas cutting, stick electrodes in various joints and positions, introduces GMAW, PAC, CAC-A, and related theory. Students will need to purchase some safety equipment.

**CSU**

**WELD 121** **7 UNITS**  
**Welding Technology 2**  
90 hours lecture, 180 hours lab; 270 hours total  
*Prerequisite: Completion of WELD 100 or WELD 120 or WELD 130 with a minimum grade of C*  
*Corequisite: Concurrent enrollment in WELD 120 or equivalent coursework*  
*Recommended Preparation: WELD 100 with a minimum grade of C*  
The second semester of Welding Technology advances into Gas Tungsten Arc Welding, SMAW electrode selection and the semi-automatic processes of hardwire and Flux core. Concepts and skills are developed with TIG, stick electrodes, core wire and Innershield in the vertical and overhead positions. Materials, preparation of joints and their design and related subjects will be covered.  
**CSU**

**WELD 150** **3 UNITS**  
**Metal Fabrication 1**  
36 hours lecture, 54 hours lab; 90 hours total  
*Prerequisite: Completion of WELD 100 or WELD 120 or WELD 130 with a minimum grade of C*  
*Recommended Preparation: TECH 102, TECH 107 with a minimum grade of C 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. Students will need to purchase some safety equipment.  
**CSU**

**WELD 240** **7 UNITS**  
**Welding Technology 3**  
90 hours lecture, 180 hours lab; 270 hours total  
*Prerequisite: Completion of WELD 100 or WELD 120 or WELD 130 with a minimum grade of C*  
*Recommended Preparation: WELD 120, WELD 121 with a minimum grade of C or equivalent coursework*  
The third semester of Welding Technology continues with the advancement of welding skills in all areas. The study of joint design, materials, layout, symbols, metallurgy, material identification is expanded; material preparation and finishing, including patination is introduced.  
**CSU**

**WELD 241** **3 UNITS**  
**Welding Technology 4**  
36 hours lecture, 54 hours lab; 90 hours total  
The fourth semester of Welding Technology applies the manipulative skills of welding with fabricating techniques. The student will be required to use the skills developed by drafting a project, prepare a materials list, time estimate and then, to fabricate the project. This is the fourth semester in a series of Welding Technology courses leading to an A.S. Degree or Certificate. This class prepares the student for AWS Qualification Tests in the use of stick electrodes and inert gas processes. Students will need to purchase some safety equipment.  
**CSU**

## WORK EXPERIENCE (WOEX)

**WOEX 190** **1 UNIT**  
**Work Experience Seminar**  
18 hours lecture; 18 hours total  
*Corequisite: Concurrent enrollment in WOEX 191 or WOEX 193*  
Exploration and evaluation of career-related topics including interpersonal relationships, job satisfaction, and career assessment. Coordination of on-the-job training with related classroom instruction.  
**CSU**

**WOEX 191** **1-3 UNITS**  
**General Work Experience 1**  
75-225 hours lab; 75-225 hours total  
*Corequisite: Concurrent enrollment in WOEX 190*  
A course designed to provide supervised on-the-job experience to assist students in acquiring desirable work habits, attitudes, and career awareness. The work assignment need not be related to the student's occupational or educational goals.  
**CSU**

**WOEX 193** **1-4 UNITS**  
**Vocational Work Experience**  
75-300 hours lab; 75-300 hours total  
*Corequisite: Concurrent enrollment in WOEX 190*  
Provides learning opportunities of an occupational nature through employment (paid, unpaid or volunteer) in an occupation related to the student's major course of study. Work experience coordinates the practical on-the-job training with work maturity counseling and information and skills enrichment to enhance value and success in one's employment/employability.  
**CSU**

## WOMEN'S STUDIES (WOMS)

### Integrative Studies in Women and Gender (ISWG): Local Certificate

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

#### Program Learning Outcomes

- Outcome 1: Vote, be able to cite and analyze data, will advocate for issues, and will participate in her community, based on an understanding of women's historic relationship to public life.
- Outcome 2: Promote their own physical and emotional wellbeing, demonstrate understanding of reproductive rights and responsibilities, physical and sexual risks to women, recognize the warning signs of eating disorders, develop a support system and celebrate family and cultural traditions.
- Outcome 3: Be able to speak in public, assert herself when treated inappropriately, understand diverse communication styles between genders and among cultures.
- Outcome 4: Demonstrate an understanding of lifelong learning and career planning, demonstrate best practices in leadership and teamwork, plan financially for herself and her family, and understand the benefits and barriers involved in nontraditional work for women.

#### Required Course (3 units)

##### Units

ANTH 150 Anthropology of Sex, Gender, and Sexuality	3
HIST 150 History of American Women 1600-1900	3
HIST 152 Women in Twentieth-Century America	3
HUMA 151 Women's Ethnic Heritage	3

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

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

##### Civic and Artistic Expression (at least 3 units)

ENGL 212 Introduction to Literature by Women	3
HUMA 100 The American Mind 1	3
HUMA 101 The American Mind 2	3
POLI 120 Introduction to the Principles of American Government I	3
POLI 121 Introduction to the Principles of American Government II	3

##### Self and Community Care (at least 3 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 (at least 3 units)

BUSI 108 Financial Planning and Investing	3
COUN 90 Career Decision-Making	1
COUN 110 Career/Life Plan	3
WOEX 190 Work Experience Seminar	1
WOEX 191 General Work Experience 1	1 - 3
WOEX 192 General Work Experience 2	1 - 3
SPCOM 120 Interpersonal Communication	3
SPCOM 122 Public Speaking	3
SPCOM 124 Career Communications	3
SPCOM 126 Intercultural Communication	3

**Total Units** **12-15**

#### WOMS 250 **0.5 UNIT**

##### Gender and Sexuality Studies: Capstone Workshop

9 hours lecture; 9 hours total

A two-day capstone workshop for graduating students receiving the Gender and Sexuality Studies Certificate. Thematic focus varies annually and draws on current research and expertise in Gender Studies and cognate academic fields to further knowledge and skills in the thematic areas of the Certificate.

## ADULT BASIC EDUCATION - NONCREDIT (ABEN)

### Adult Basic Education I/II: Certificate of Competency

Required Course	Hours
ABEN 600 Adult Basic Education	2

#### ABEN 600

**Adult Basic Education This basic skills course for adults will include foundation work and practice in listening, speaking, reading, writing, critical thinking and math. The class has an all-inclusive format of individualized instruction and study group work for improvement and increased proficiency in adult basic skills. The course objective is to prepare students for continuing education, GED, college and future careers.**

#### ABEN 650 GED Preparation

This course will prepare individuals to successfully complete the high school equivalency examination. The course materials covered in this class will be math, social science, English, natural science and literature.

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**ABEN 651**  
**High School Credit - Social Science**

This course is designed to meet high school Social Science requirements. The course covers the sequence of four social science courses beginning with Survey of Western Civilization (Grade 9) through American Government (grade 12). This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors.

**ABEN 652**  
**High School Credit - Leadership**

This is a student government and leadership course. This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors.

**ABEN 653**  
**High School Credit - ESL**

This course is designed to meet high school ESL requirements. This course will cover listening, speaking, reading and writing skills. This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors.

**ABEN 654**  
**High School Credit - Science**

This course is designed to meet high school science requirements. This course the sequence of three science courses beginning with La Comunidad Life science (Grade 9) and ending with Earth Science (Grade 12). This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for, high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors.

**ABEN 655**  
**High School Credit - English**

This course is designed to meet high school English requirements. This course provided interrelated instruction in literature, composition and language. The focus is to improve oral and written communication of students by using diagnostic-prescriptive teaching, small group instruction and individualized learning materials. This course is designed as a part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and, where possible, is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the six week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to the appropriate high school counselors.

**ABEN 656**  
**High School Credit - Math**

This course is designed to meet high school math requirements. The focus is to improve problem solving, analysis and communication abilities in every day and work-related applications by utilizing diagnostic-prescriptive teaching, small group instruction and individualized learning materials. This course is designed as part of the ADELANTE summer academic enrichment program for at-risk high school students. Offered by mutual agreement with the Napa Valley Unified School District, the curriculum duplicates existing courses offered by NVUSD, and where possible is taught by NVUSD staff instructors using NVUSD adopted materials. The students are pre-tested to determine their entry point into the curriculum sequence and are post-tested upon completion of the 6 week program to determine eligibility for high school credits earned. Documentation of units earned will be forwarded to appropriate high school counselors.

**ABEN 750**  
**English as a Second Language**

This course is designed for students whose primary language is not English. The emphasis will be on understanding English both in conversation and writing.

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**ABEN 751**  
**ESL for Health Workers**

A practical course of study for those with limited English language skills who are employed or seeking employment in the health care field.

**ABEN 755**  
**Preparation for College ESL**

This course is designed for non-English-speaking students who are interested in eventually pursuing studies at a college level. The course will help prepare students for Napa College's credit ESL classes. The emphasis is on basic grammar and vocabulary which the student will need to begin to function in a college environment. Literacy in native language is recommended.

**ABEN 800**  
**Citizenship**

This course is designed to help prepare you for the Immigration and Naturalization Services (INS) Interview/Exam. The class will cover topics on U.S. history, federal state and local government, and the structure of our political system. Students will also review frequently asked questions and practice reading and writing English.

## **CRIMINAL JUSTICE TRAINING - NONCREDIT (CJTNC)**

**CJTNC 600**  
**Law Enforcement Skills And Knowledge**  
2-40 hours total

This course provides law enforcement skills and knowledge training from one to 42 topical areas designed to enhance job performance and to meet California P.O.S.T requirements for continuing professional training for peace officers and dispatchers.

**CJTNC 610**  
**Preparing For The Basic Police Academy**  
4 hours total

This course assists students with preparing for entrance to a basic police academy training program.

## **EDUCATION PROGRAM FOR OLDER ADULTS - NONCREDIT (ARTSNC/MUSINC)**

**ARTSNC 954**  
**Visual Expression for Older Adults**  
24-48 hours total

This non-credit course provides older adults with the opportunity to expand their knowledge of the visual arts through the study of various artistic techniques, tools and materials. In addition to hands-on projects, students will also explore the role of art in current and past cultures.

**ARTSNC 980**  
**CERAMIC aRTS for Older Adults**  
24-48 hours total

This non-credit course provides students with the opportunity to expand their knowledge of ceramics through the study of various forming techniques and / or firing techniques. In addition to hands-on projects, students will also explore the role of Ceramic Art and Craft in current and past cultures.

**MUSINC 750**  
**Mindful Singing for Older Adults**  
32-64 hours total

This class will provide an opportunity to experience and participate in a music setting through singing and playing rhythm instruments. No previous musical experience necessary.

## **LANGUAGE ARTS - NONCREDIT (LARN)**

**LARN 650**  
**CREATIVE WRITING**  
16-24 hours total

If you've lived a life, you have a story to tell. This course, for beginning or seasoned writer, give you the tools as well as the attitude you need to begin shaping stories from the rich, raw material of your life. You will learn how to touch memories and moments, making them come alive through your writing. Practice exercises, shared in class, help you create a compelling piece using effective imagery, dialogue and details.

## **LESBIAN, GAY, BISEXUAL AND TRANSGENDER STUDIES - NON-CREDIT (LGBTNC)**

**LGBTN 600**  
**LGBT Community Awareness for the Workforce**  
2-8 hours total

This course provides a variety of topics for members of the public and private workforce on how to better understand and serve individuals and families in the lesbian, gay, bisexual, and transgender community.

**LGBTN 610**  
**Safe Space Training for Educators**  
3 hours total

This course prepares members of K-16 educational institutions to create safe learning environments for LGBT students and meets the training for requirements for "Safe Space" programs.



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## EDUCATIONALLY DISABLED - NONCREDIT (YEDD/YEPL/YNVS)

### **YEDD 800**

#### **Reading and Writing Skills**

This course includes instruction in pre-reading skills, word analysis, vocabulary development, reading comprehension, oral and silent reading handwriting and spelling with primary emphasis on the application of these skills to real life situations. Instruction is individualized according to the needs and abilities of each student and includes one- to-one sessions, group activities, independent study and occasional field trips to provide opportunities to apply survival reading skills to the real world.

### **YEDD 820**

#### **Basic Math Concepts**

Following diagnostic testing each student is independently placed in an appropriate math unit. Once placed, the student works on an individual basis toward the goal of being able to use the math concepts to function and serve in society. Units include money management, time management and basic operational skills.

### **YEPL 954**

#### **Expressive Arts**

This course will explore the therapeutic value of self-expression through visual art experiences. A variety of media and techniques will be used to increase self-awareness and self-esteem.

### **YEPL 641**

#### **Expressive Movement**

This course is designed to promote integrated (physical, mental, emotional) health through expressive movements and exercises. Students will learn techniques of movement, relaxation, awareness and breath control that will aid flexibility, balance, balance of pain and increased energy.

### **YEPL 700**

#### **Creative Journey**

Topics & Issues regarding past, present, and future are brought to consideration thru the use of multi-media. Music, pictures and tapes (video) as well as actual materials will be used to generate expression of memories, ideas, and sense stimulation.

### **YEPL 750**

**Singing Music Basic** This class will provide an opportunity to experience and participate in a music setting through singing, movement and playing rhythm instruments. Music fundamentals and history of songs will be presented with discussion and reminiscence encouraged.

### **YEPL 770**

#### **Current Events**

The major news stories will be described and analyzed by the class. Subsequent discussions on personalities in the news, trends, background, etc. will encourage students to do their own reading behind the headlines. Course is as varied as daily news events.

### **YEPL 952**

#### **Art for the Physically Handicapped**

The goal of this course is to encourage, and facilitate, the student's introduction into the field of art. Emphasis will be placed on strengthening the student's self-confidence and self-expression through two basic modes. 1. Challenging the student to greater awareness and sensitivity to his/her individual processes. 2. Use of various art media in essentially non-goal oriented creative expression. The course will be experiential, and integrative of modes of perception, e.g. visual and verbal, mind and feeling.

### **YNVS 760**

#### **Community Participation Skills**

This course is designed to aid students in vocational exploration and basic living skills. Each student is evaluated to determine the level at which they and work and participate in the community. A program is developed for each and student and might include piece work, cooking, cleaning, craft and music, living skills in activities at the facility or out in the community.



## FACULTY & STAFF

### Faculty & Staff

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#### **NAPA VALLEY COLLEGE ADMINISTRATION**

**Dr. Ronald Kraft**

Superintendent/President  
Ph.D - Capella University

**Dr. Robert Parker**

Vice President of Administrative Services

**Erik Shearer**

Vice President of Instruction (Interim)

**Oscar de Haro**

Vice President of Student Services  
B.A. - San Jose State University  
M.A. - Sonoma State University

**Dr. Cathryn Wilkinson**

Dean of Arts and Humanities

**Greg Miraglia**

Dean of Business, Hospitality, Career Technical Education,  
Agriculture and Workforce Development  
B.S.- Empire State College University  
M.Ed.- University of Phoenix  
Master Instructor- Commission on Peace Officer Standards and  
Training

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Director of Student Support Services TRiO  
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M.A.- California State University- Sacramento

**Patti Morgan**

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**Robert Harris**

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M.S.- University of Arizona

*Vacant*

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*Vacant*

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M.A.- University of Kansas

M.A., Ph.D - University of California- Los Angeles

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M.A.- Argosy University

*Vacant*

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M.F.A. - California College of the Arts

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Executive Director of Human Resources

**Mary Cervantes**

Director of Business Services/Napa and Sonoma Small Business Development Centers/Economic Workforce Development Grants and Programs

**Carollee Cattolica**

Managing Director of College Foundation and Office of Institutional Advancement

*Vacant*

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**Darrell Whitacre**

Director of Child Development Center

**Ken Arnold**

Director of College Police

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A.S.- Sacramento City College

B.A.- St. Mary's College

B.S.- University of California- Davis

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M.P.A- Hayward State University

**Charles Monahan**

Director of Economic Workforce Development

**Matt Christensen**

Director of Facilities Services and Risk Management

B.A.- University of South Dakota

**Christopher Farmer**

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B.S.- Texas State University

M.S.- University of Tampa

**Ramon Salceda**

Director of Talent Search

M.S.- Capella University

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B.A.- CSU- Sacramento

M.A.- St. Mary's College

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Human Resources Technician

**Annie Chindavong**

Human Resources Technician

**Elizabeth Gomez**

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Administrative Assistant - Office Of Instruction

**Kimberly Smith**

Human Resources Assistant

**James Snook**

Custodial Supervisor

**Faculty**

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M.A., Ph.D.- Michigan State University

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Coordinator-Licensed Vocational Nursing Program  
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A.S, A.D.N.-Indian River Community College  
B.S.- University of San Francisco  
M.B.A.-St. Mary's College  
M.S.N.,F.N.P.- University of Phoenix

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B.A.- College of William and Mary  
M.A., M. Phil.- Columbia University

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M.B.A.- St. Mary's College  
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B.S.N.- University of Texas-El Paso  
M.S.N./F.N.P.- University of Phoenix at Sacramento

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B.F.A.- Alfred University  
M.F.A.- Kent State University

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Faculty- Mathematics  
B.S.- California State University- Chico  
M.A.T.- University of California - Davis

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Faculty- Engineering/Physics  
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