

Electives (Select 3 units)

BMGT 101	Introduction to Management	3
BUS 125	Business English	3
BUS 138	Business Ethics	2
BUS 187	Project for Business	1
SPCH 115	Interpersonal Communication	3

TOTAL UNITS 19

Public Works Management - Level II

Specifically designed for individuals employed by or seeking employment in public works organizations in San Diego County. Introduces management and administrative concepts to field staff. Classes are designed to prepare Lead Workers for front line supervisory positions in the Public Works field. This is a cooperative program offered by Citrus, Palomar and Santiago Canyon Colleges in collaboration with and approved by the Maintenance Superintendents Association and American Public Works Association.

A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements	Units
PWM 50 Introduction to Public Works	3
PWM 51 Street Construction and Maintenance	3
PWM 52 Asphalt and Portland Cement	3
PWM 53 Public Works Inspection	3
PWM 55 Public Works Administration	3
PWM 57 Plan Interpretation and Cost Estimating	3
PWM/WTE/	
WWT 60 Supervision	3
CSIT 120 Computer Applications	3

Electives (Select 2 courses)

BMGT 101	Introduction to Management	3
BUS 125	Business English	3
BUS 138	Business Ethics	2
BUS 187	Project for Business	1
MATH 56 or	Beginning/Intermediate Algebra	6
MATH 60	Intermediate Algebra	4
SPCH 115	Interpersonal Communication	3

TOTAL UNITS 27 - 33

COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

PWM 50 Introduction to Public Works (3)
3 hours lecture

Designed by the American Public Works and Maintenance Superintendents Associations in order to prepare public works and maintenance workers for lead and supervisory positions. Students will receive an introduction to techniques; materials and equipment used in public works, maintenance and repair projects.

PWM 51 Street Construction and Maintenance (3)
3 hours lecture

Recommended preparation: MATH 15

Provides instruction on street construction and maintenance; including materials and methods, specifications, records and cost accounting systems, revenue sources and budget preparation. Other subjects include safety, drainage, equipment records and specifications, as well as public relations. Codes and industry standards that pertain to improvements and repair will be reviewed.

PWM 52 Asphalt and Portland Cement (3)
3 hours lecture

Recommended preparation: MATH 15

Provides instruction on the recommended procedures, practices, and testing criteria used by the Asphalt Institute highlighting local city and county asphalt requirements. Content includes specifications for roads, runway floors, and hydraulic structures and Portland Cement concrete design and uses. Includes transporting, placing, curing, and testing concrete as well as application and construction methods employed.

PWM 53 Public Works Inspection (3)

3 hours lecture

Recommended preparation: MATH 15

Provides an overview of the inspector's role and responsibilities as it relates to a project. The student will be given the necessary information and training necessary for entry level inspection responsibilities. The course will apply to construction of municipal infrastructure and civil engineering type projects.

PWM 55 Public Works Administration (3)

3 hours lecture

Provides an introduction to the organizational concepts used by the Public Works Department. Content includes typical organization, management concepts, political considerations, planning, financial management and public relations.

PWM 57 Plan Interpretation and Cost Estimating (3)

3 hours lecture

Recommended preparation: MATH 15

Provides a basic introduction into reading and interpreting construction plans related to public works and street improvement projects. Will provide the student with the fundamental understanding of how construction plans relate to actual construction and how to use the plans to determine the quantity of materials needed to complete the work proposed on the plans and to estimate a cost for the completion of the work.

PWM 60 Supervision (3)

3 hours lecture

Note: Cross listed as WWT 60

Supervisory aspects of public agencies including organization, decision making, coordination, communication, and public relations. Personnel supervision including coaching, training, evaluation, discipline, team building, morale, and grievances. Safety programs and encouraging safe conditions, actions and attitudes.

Reading (READ)

Contact Reading Services for further information.

(760) 744-1150, ext. 2568

Office: H-119C

COURSE OFFERINGS

Courses numbered under 50 are non-degree courses.

Courses numbered under 100 are not intended for transfer credit.

READ 10 Spelling (1)

1 hour lecture

Non-degree Applicable

Provides necessary skills to increase spelling ability through an introduction to phonetics and the rules of orthography.

READ 11 Spelling II (1)

1 hour lecture

Non-degree Applicable

An intensive study and application of techniques necessary to improve college level spelling ability.

READ 30 Fundamental Reading Skills (1, 2)

3 or 6 hours laboratory

Note: Open Entry/Open Exit; Pass/No Pass grading only

Non-degree Applicable

An individualized computer-assisted instruction program based on in-depth testing, assessment, prescription, and instruction for the improvement of students' vocabulary and reading comprehension. Emphasis is placed on reading skills and their application to college and life skills materials.

READ 31 Developmental Reading Skills (2)

1 hours lecture - 3 hours laboratory

Note: Open entry/Open exit

A computer-assisted instruction program based on individual student assessment to improve vocabulary and literal reading comprehension skills. Weekly lectures will focus on specific vocabulary development and basic comprehension strategies.

READ 32 Intermediate Reading Skills (2)

1 hours lecture - 3 hours laboratory

Note: Open entry/Open exit

An individualized computer-assisted instruction program based on individual student assessment to improve students' command of denotative and connotative vocabulary, and literal and analytical reading comprehension skills. Weekly lectures will focus on the development of figurative vocabulary and the transition between literal and analytical comprehension skills.

READ 47 Reading Topics (.5 - 4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.

Non-degree Applicable

Topics in Reading. See class schedule for specific topic covered. Course title will designate subject covered.

READ 48 Basic Reading Skills (4)

3 hours lecture - 3 hours laboratory

Designed to improve the basic reading skills of word calling, vocabulary development, and literal comprehension. Individual reading weaknesses are diagnosed and improved through a variety of instructional materials and reading techniques.

READ 49 Developing College Reading Skills (4)

3 hours lecture - 3 hours laboratory

Designed to improve students' vocabulary and comprehension skills in independent and technical materials including novels and textbooks or technical articles. Using a variety of instructional techniques and individualized practice, students will remedy difficulties with comprehension, vocabulary, and fluency with a goal of reading at or above the 10th grade level.

READ 51 Mastering Reading Skills (4)

3 hours lecture - 3 hours laboratory

Designed for students who need improved reading skills in order to succeed in college courses. In this course, students practice the reading process by reading extensively and intensively in order to develop confidence and enjoyment in reading. Students also read and respond to a variety of materials, including non-fiction and textbook assignments, applying strategies for reading difficult material to facilitate literal and affective comprehension as well as improving critical thinking skills. In addition, students develop writing, vocabulary, discussion and study skills.

READ 110 Power Reading (4)

3 hours lecture - 3 hours laboratory

Transfer acceptability: CSU

Intended for students with reading competencies who wish to enhance their reading ability by increasing reading speed, comprehension, fluency, vocabulary, and critical analysis. For students who do not have reading comprehension and vocabulary difficulties.

READ 115 Vocabulary Enhancement (2)

2 hours lecture

Transfer acceptability: CSU

Provides techniques to increase the precision and scope of language for everyday use. Emphasis is on the development of all aspects of college level vocabulary.

READ 120 Critical Reading (3)

3 hours lecture

Recommended preparation: READ 110**Transfer acceptability:** CSU

Conceptual examination and application of critical reading, critical thinking, analysis and logical reasoning in multi-discipline and multi-cultural academic sources. Emphasis on advanced critical reading, logical reasoning/thinking, reflective judgment, and problem-solving skills that will lead to the ability to interpret, analyze, critically evaluate, and advocate ideas.

READ 197 Reading Topics (.5 - 4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.

Transfer acceptability: CSU

Topics in Reading. See Class Schedule for specific topic offered. Course title will designate subject covered.

Radio and Television

See Digital Broadcast Arts

Real Estate (RE)

Contact the Business Administration Department for further information.

(760) 744-1150, ext. 2488

Office: MD-341

Associate in Science Degrees -

AS Degree requirements are listed in Section 6 (green pages).

- Real Estate Broker License Preparation

Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).

- Real Estate Broker License Preparation

Certificates of Proficiency -

Certificate of Proficiency requirements are listed in Section 6 (green pages).

- Real Estate Appraisal License Preparation
- Real Estate Salesperson License Preparation

PROGRAMS OF STUDY**Real Estate Appraisal License Preparation**

Real Estate Appraiser Trainee license is required of individuals who are to be employed as appraisers under the control and supervision of licensed or certified real estate appraisers. A license may be obtained by a person who does not immediately intend to be employed by an appraiser. However, no real estate appraisal activity may be performed unless the trainee is in the employ of a licensed or certified real estate appraiser.

An applicant to take the Real Estate Appraisal examination must:

1. Be at least 18 years of age or older.
2. Meet minimum Educational requirements: Applicants for the Trainee or Residential license must provide evidence of successful completion of 150 hours of real estate appraisal education, including 15 hours of USPAP (Uniform Standards of Professional Appraisal Practice). Applicants for the Certified Residential license must provide proof of completion of 200 hours of real estate appraisal education (including 15 hours of USPAP). Palomar College does NOT provide further training that will prepare a student to take the Certified General License.
3. Have the appropriate Experience: No experience is required before obtaining the Real Estate Appraiser Trainee license. 2,000 hours and encompassing no less than 12 months of acceptable appraisal experience is required before obtaining the residential license. 2,500 hours and encompassing no less than 2.5 years of acceptable appraisal experience is required before obtaining the Certified Residential License. This program is designed to meet the educational requirements of two licensing levels of the Office of Real Estate Appraisers (Trainee, and Residential). RE 105, RE 115 or RE 130 is recommended to meet the additional requirements of the Certified Residential License. The program does NOT meet the requirements to prepare a student for the Certified General License.