

RTV 270 Digital Video Editing (3)
 6 hours lecture/laboratory
Prerequisite: RTV 120/ENTT 120 and RTV 170
Transfer acceptability: CSU
 Principles and techniques of digital non-linear video editing. Overview of various software programs for editing, graphics and 3D animation. Application of operational and aesthetic editing principles to specific editing projects.

RTV 275 Avid Editing for Television and Film (3)
 6 hours lecture/laboratory
Prerequisite: RTV 170 and 270
Transfer acceptability: CSU
 Principles and techniques of editing video and film projects using Avid technology. Digitizing source material, storyboarding, timeline, audio editing, importing and exporting graphics, outputting, and media management.

RTV 294A Radio Programming Projects (1,2,3)
 3, 6, or 9 hours laboratory
Note: Credit/No Credit grading only; may be taken 4 times
Transfer acceptability: CSU
 Advanced radio projects to meet the specific needs of the student's interest in radio programming. Work on college produced broadcast productions.

RTV 294B Television Internships/Production (1,2,3)
 3, 6, or 9 hours laboratory
Note: Cross listed as ENTT 294B; may be taken 4 times
Transfer acceptability: CSU
 Work on advanced television production including individual research, work on college produced programs, or internships at local broadcast stations, cable companies, and other communications facilities.

Reading (READ)

Contact Reading Services for further information, (760) 744-1150, ext. 2568

COURSE OFFERINGS

Courses numbered under 50 are non-degree courses.
 Courses numbered under 100 are not intended for transfer credit.

READ 5 Corrective Learning and Reading Skills/Learning Disabled (3)
 2 hours lecture-3 hours laboratory
Note: Credit/No Credit grading only; may be taken 4 times
 Individualized program for students who have specific learning disabilities. Intensive training in communication skills of reading, listening, and speaking.

READ 10 Spelling (1)
 1 hour lecture
Note: May be taken 2 times
 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
Note: May be taken 2 times
 An intensive study and application of techniques necessary to improve college level spelling ability.

READ 30 Fundamental Reading Skills (2)
 4 hours lecture/laboratory
Note: Open Entry/Open Exit; Credit/No Credit grading only; may be taken 3 times
 An individualized computer assisted instruction program based on in depth testing, assessment, prescription and instruction for the improvement of students' reading comprehension. Emphasis is placed on reading skills and their application to college and life skills materials.

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, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.
Note: May be taken 4 times
 Topics in Reading. See class schedule for specific topic covered. Course title will designate subject covered.

READ 50 Reading Improvement (4)
 3 hours lecture-3 hours laboratory
Note: May be taken 3 times
 A course designed to improve reading skills. Individual reading problems are diagnosed and improved through a variety of instructional materials and reading techniques. For students who need to remedy difficulties with reading comprehension, vocabulary, and fluency.

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, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.
Note: May be taken 4 times
Transfer acceptability: CSU
 Topics in Reading. See Class Schedule for specific topic offered. Course title will designate subject covered.

Real Estate (RE)

Contact the Business Education Department for further information, (760) 744-1150, ext. 2488.

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

PROGRAMS OF STUDY

Escrow

Prepares students for employment as escrow officers.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements	Units
RE 100 Real Estate Principles	3
RE 105 Real Estate Finance	3
RE 120 Legal Aspects of Real Estate	3

RE 155	Escrow and the Title Procedures	3
RE 156	Advanced Escrow Procedures	3
RE 157	Escrow Problems	3

Electives (Select 2 courses, 5-7 units)

ACCT 103 and	Financial Accounting	
ACCT 104 or	Accounting Spreadsheet Lab	
BUS 105	Bookkeeping Fundamentals	3,5
BUS 110	Business Mathematics	3
BUS 115 or	Business Law	
BUS 116	Business Law	3
BUS 205	Business Writing	3
BMGT 110	Human Resource Management	3
OIS 102	Intermediate Keyboarding	3
RE 110	Real Estate Appraisal	3
RE 115	Real Estate Practice	3
RE 130	Real Estate Economics	3
RE 135	Real Estate Investments	3
RE 145	Real Estate Exchanges	3
RE 150	Real Estate Income Taxation	2
RE 158	Current Trends in Escrow	3
CE 100*	Cooperative Education	2,3,4

TOTAL UNITS **23 - 25**

* Applicable for C.E.A.'s Educational Achievement Award for full time students only. Completion of this certificate also qualifies students for the California Escrow Association's Educational Achievement Award.

Real Estate Appraisal License Preparation

A 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.

Minimum Requirements to qualify to take the Real Estate Salesperson examination:

1. Age – 18 years of age or older.
2. Residence – Must be a legal resident of California.
3. Honesty – License applicants must be honest and truthful.
4. Education – Applicants for the Trainee or Residential license must provide evidence of successful completion of 90 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 120 hours of real estate appraisal education (including 15 hours of USPAP). Applicants for the Certified General license must provide evidence of successful completion of 18 hours of real estate education (including 15 hours of USPAP).
5. Experience – No experience is required before obtaining the Real Estate Appraiser Trainee license. 2,000 hours of appraisal experience is required before obtaining the residential license. 2,500 hours of experience is required before obtaining the Certified Residential license. 3,000 hours of experience is required before obtaining the Certified General license.

This program is designed to meet the educational requirements of all four licensing levels of the Office of Real Estate Appraisers. **Note:** Licensed real estate brokers may satisfy 1,000 hours of the experience requirement.

CERTIFICATE OF PROFICIENCY

Program Requirements		Units
RE 100	Real Estate Principles	3
RE 110	Real Estate Appraisal	3
RE 111	Advanced Real Estate Appraisal	3
RE 112	Business Appraisal	3
TOTAL UNITS		12

Effective January 1, 2008, requirements to become a licensed or certified appraiser will change significantly. All Initial License applications and Upgrade Applications received on or after January 1, 2008, will be required to meet the new education, experience, and examination requirements, as summarized below. Exams taken after January 1, 2008, will be based on the new 2008 criteria.

Initial or Upgrade applications received on or before December 31, 2007, will be reviewed based on current licensing requirements. To test under current requirements, submit an application before September 1, 2007.

AQB/OREA Real Property Appraiser Qualifying Criteria (Effective January 1, 2008)			
OREA License Levels	Basic Education Requirements	College Level Requirements	Experience
Trainee (AT)	150 Hours	N/A	N/A
Residential	150 Hours	N/A	2,000 Hours (accumulated over at least a 12-month period)
Certified Residential (AR)	200 Hours	Associate Degree*	2,500 Hours (accumulated over at least a 30-month period)
Certified General (AG)	300 Hours	Bachelor's Degree**	3,000 Hours (accumulated over at least a 30-month period)

*In lieu of the Associate Degree, an applicant can complete 21 college semester credits in courses covering: English Composition; Principles of Economics (Micro or Macro); Finance, Algebra, Geometry, or higher mathematics; Statistics; Introduction to Computers; and Business or Real Estate Law.

**In lieu of the Bachelor's Degree, an applicant can complete 30 college semester credits in courses covering: English Composition; Micro Economics; Macro Economics; Finance, Algebra, Geometry, or higher mathematics; Statistics; Introduction to Computers; Business or Real Estate Law; and two elective courses in accounting, geography, ag-economics, business management, or real estate.

Real Estate Broker License Preparation

Preparation requirements for the Real Estate Broker Examination:

1. One of the following:
 - Minimum of two years full-time licensed real estate salesperson experience within the last five years or the equivalent is required (part-time – 4 years)
 - OR
 - Four year degree
 - OR
 - Member of the bar of any state in the United States (which will also exempt you from the course requirements)
2. Complete the courses listed below:

**A.A. DEGREE MAJOR OR
CERTIFICATE OF ACHIEVEMENT**

Program Requirements		Units
RE 105	Real Estate Finance	3
RE 110	Real Estate Appraisal	3
RE 115	Real Estate Practice	3
RE 120	Legal Aspects of Real Estate	3

RE 130 or	Real Estate Economics	3
ACCT 103 and	Financial Accounting	4
ACCT 104	Accounting Spreadsheet Lab	1

Electives (Select *6 or 9 units)

***If ACCT 103, 104, and RE 130 are all three completed, only 6 units are required from the electives below:**

BUS 115	Business Law	3
BUS 116	Business Law	3
RE 100	Real Estate Principles	3
RE 111	Advanced Real Estate Appraisal	3
RE 140	Introduction to Property Management	3
RE 155	Escrow and the Title Procedures	3
RE 156	Advanced Escrow Procedures	3

TOTAL UNITS 24 - 26

Real Estate Salesperson License Preparation

A Real Estate Salesperson license is required of individuals who are to be employed as salespersons under the control and supervision of a licensed real estate broker.

Minimum Requirements to qualify to take the Real Estate Salesperson examination:

1. Age – 18 years of age or older.
2. Residence – Must be a legal resident of California.
3. Honesty – License applicants must be honest and truthful.
4. Education – Applicants must provide evidence of successful completion of three courses: Real Estate Principles, Real Estate Practice, and one additional elective course listed below. Completion of the Real Estate Salesperson License Preparation Certificate satisfies the California Department of Real Estate-mandated pre-license requirements.

This program is designed to prepare the student for an entry-level position in the Real Estate sales field.

CERTIFICATE OF PROFICIENCY

Program Requirements		Units
RE 100	Real Estate Principles	3
RE 115	Real Estate Practice	3
Electives (Select 3-5 units)		
ACCT 103 and	Financial Accounting	
ACCT 104	Accounting Spreadsheet Lab	5
BUS 115	Business Law	3
RE 105	Real Estate Finance	3
RE 110	Real Estate Appraisal	3
RE 120	Legal Aspects of Real Estate	3
RE 130	Real Estate Economics	3
RE 140	Introduction to Property Management	3
RE 155	Escrow and the Title Procedures	3
RE 156	Advanced Escrow Procedures	3
TOTAL UNITS		9 - 11

COURSE OFFERINGS

Courses numbered under 50 are non-degree courses.

Courses numbered under 100 are not intended for transfer credit.

RE 49 California Real Estate License Exam Preparation (.5)
½ hour lecture

Prerequisite: RE 100

Note: Credit/No credit grading; may be taken 2 times.

A specific review of materials included in the California Real Estate Licensing Exams (Salesperson and Broker). Testing techniques, stress management, and study skills will be covered.

RE 100 Real Estate Principles (3)
3 hours lecture

Note: Not open to students who have taken advanced real estate courses. This

course may be offered on television. A grade of 'C' must be earned in this course before a Real Estate Salesperson License will be awarded. This course must be completed or in progress before the Real Estate Salesperson Exam can be taken.
Transfer acceptability: CSU

A real estate course covering the basic laws and principles of California real estate. Gives understanding, background, and terminology necessary for advanced study in specialized courses.

RE 105 Real Estate Finance (3)

3 hours lecture

Recommended preparation: A minimum grade of 'C' in RE 100 or real estate license

Transfer acceptability: CSU

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, special purpose properties, and land. Conventional and governmental programs emphasized.

RE 110 Real Estate Appraisal (3)

3 hours lecture

Recommended preparation: RE 100 or real estate license

Transfer acceptability: CSU

An introductory course covering the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single unit property.

RE 111 Advanced Real Estate Appraisal (3)

3 hours lecture

Recommended preparation: RE 110 or 130

Transfer acceptability: CSU

Emphasis will be on the income approach to value. This course covers the appraisal of apartments, commercial/industrial properties, hotels, and business opportunities. Narrative report writing is required. All the continuing education requirements of the Office of Real Estate Appraisers will be covered, including 7 hours of the uniform standards of professional appraisal practice and state and federal laws and regulations.

RE 112 Business Appraisal (3)

3 hours lecture

Recommended preparation: RE 100, 111, or BUS 100

This course provides specialized training for licensed real estate salespersons, brokers, and appraisers in the methods and techniques used to evaluate small businesses. This course also includes fifteen hours of the Uniform Standards of Professional Appraisal Practice, required of students applying for the real estate residential, certified residential, or certified general appraisal exam.

RE 115 Real Estate Practice (3)

3 hours lecture

Recommended preparation: RE 100 or real estate license

Transfer acceptability: CSU

Day to day operations in real estate roles and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. Applies toward State's educational requirements for the broker's examination.

RE 120 Legal Aspects of Real Estate (3)

3 hours lecture

Recommended preparation: A minimum grade of 'C' in RE 100 or real estate license

Transfer acceptability: CSU

A study of California real estate law, including rights incident to property ownerships and management, agency, contracts, and application to real estate transfer, conveyancing, probate proceedings, trust deeds and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of broker's examination.

RE 130 Real Estate Economics (3)

3 hours lecture

Recommended preparation: A minimum grade of 'C' in RE 100 or real estate license

Transfer acceptability: CSU

Deals with those trends and factors which affect the value of real estate; the nature and classification of land economics, the development of property, construction and sub division, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, and real property trends.

RE 135 Real Estate Investments (3)

3 hours lecture

Transfer acceptability: CSU

Real estate investing for the layperson; basic factors in the investment field; selection of real estate investments; methods of analyzing and appraising real property; expanding tax benefits and consequences; real estate investment; modern methods of group purchases through various types of syndications, including limited partnerships and real estate investment trust; and case studies of actual or hypothetical investments. The State Department of Real Estate has given special approval for this course to be used in the elective group for the Real Estate Salesperson and Broker State License.

RE 140 Introduction to Property Management (3)

3 hours lecture

Recommended preparation: A minimum grade of 'C' in RE 100 or real estate license

Transfer acceptability: CSU

A practical approach to the principles and practices of managing income properties, including leasing, collections, and rent schedule; budget and purchasing, market economics; evictions; maintenance; taxation; and record keeping.

RE 145 Real Estate Exchanges (3)

3 hours lecture

Transfer acceptability: CSU

A fundamental course for real estate licensees who have had broad experience in residential, commercial, and urban land transactions. Theory of exchanges, building of estates, income tax advantages, and trends of the market. By means of case studies actual exchanges are analyzed, planned, and executed.

RE 150 Real Estate Income Taxation (2)

2 hours lecture

Recommended preparation: RE 100 or real estate license

Transfer acceptability: CSU

This course is designed to investigate real estate income taxation as it applies to the individual or business entity. It is intended that the student will derive a fuller understanding of both the use and the philosophy of tax law as it applies to real estate transactions. This course does not authorize students to advise clients regarding tax laws.

RE 155 Escrow and the Title Procedures (3)

3 hours lecture

Recommended preparation: RE 100 or real estate license

Transfer acceptability: CSU

Escrow procedures including the processing and close of sale and loan escrows, the familiarizations and drawing of documents, prorrations, title searches, title reports, and other details pertinent to efficient escrow proceedings.

RE 156 Advanced Escrow Procedures (3)

3 hours lecture

Recommended preparation: RE 155

Transfer acceptability: CSU

Advanced course covering the more difficult and unusual types of escrow. Case problems on exchanges and condominiums.

RE 157 Escrow Problems (3)

3 hours lecture

Recommended preparation: RE 156

Transfer acceptability: CSU

Further study of the more unusual and difficult types of escrows with particular attention to those wherein conflict or dispute arises. Actual case problems are presented for evaluation and discussion. Some cases include compliance with conditions, agency relationships, wrongful delivery, conditional deposits, liability assignments, delivery, and escrow instructions.

RE 158 Current Trends in Escrow (3)

3 hours lecture

Recommended preparation: RE 157

Transfer acceptability: CSU

A refresher course for Escrow officers and supervisors covering current problems, legislation, and court cases. Open discussions and exchange of ideas will be expected of participants.

RE 197 Real Estate Topics (.5-4)

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

Note: May be taken 4 times

Transfer acceptability: CSU

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

Recreation (REC)

Contact the Physical Education Department for further information, (760) 744-1150, ext. 2462. For transfer information, consult a Palomar College counselor.

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

PROGRAMS OF STUDY

Outdoor Leadership

Provides the skills necessary for work as a leader in outdoor activities for federal, state, municipal, and private recreational agencies.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
AJ 100	Introduction to Criminal Justice	3
GCIP/		
R GCIP 170	Screen Printing	3
HE 100	Health Education and Fitness Dynamics	3
PE 104/EME 100	Advanced First Aid	3
REC 110	Community Recreation	3
CE 100	Cooperative Education	3,4
TOTAL UNITS		18 - 19

Recommended Elective: PE 230

Recreation Agency Leader

Provides the skills necessary for work as a leader in a municipal or private recreation program.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Required Courses		Units
AJ 100	Introduction to Criminal Justice	3
GCIP/		
R GCIP 170	Screen Printing	3
HE 100	Health Education and Fitness Dynamics	3
PE 104/EME 100	Advanced First Aid	3
REC 110	Community Recreation	3
REC 120	Recreational Team Sports	2
CE 100	Cooperative Education	1,2,3,4
TOTAL UNITS		18 - 21

Recommended Electives: MUS 197; PE 230