

## Reading (READ)

Contact Reading Services for further information.  
(760) 744-1150, ext. 2568  
Office: RC-1

### 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

**Note:** May be taken 2 times

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

**Note:** May be taken 2 times

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; may be taken 3 times

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 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.

**Note:** May be taken 4 times

Non-degree Applicable

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 2 times

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 and/or 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 Administration Department for further information.  
(760) 744-1150, ext. 2488  
Office: MD-341

### Associate in Arts Degrees -

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

- Escrow
- Real Estate Broker License Preparation

### Certificates of Achievement -

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

- Escrow
- 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

### Escrow

Prepares students for employment as escrow officers.

## A.S. 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
<b>Electives (Select 2 courses, 5-7 units)</b>		
ACCT 201	Financial Accounting and	4
ACCT 104	Accounting Spreadsheet Concepts	2
BUS 110	Business Mathematics	3
BUS 115	Business Law	3
	or	
BUS 116	Business Law	3
BUS 205	Business Writing	3
OIS 102	Intermediate Keyboarding	2
BMGT 110	Human Resource Management	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 158	Current Trends in Escrow	3
* CE 100	Cooperative Education	2 - 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.

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).
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 112 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.

#### 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 150 Residential Appraisal	3
<b>TOTAL UNITS</b>	<b>12</b>

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 below:

#### A.S. 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 Real Estate Economics	3
or	
ACCT 201 Financial Accounting	4
and	
ACCT 104 Accounting Spreadsheet Concepts	2

**Electives (Select \*6 or 9 units)**

**\*If ACCT 201, 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 201	Financial Accounting and	4
ACCT 104	Accounting Spreadsheet Concepts	2
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

#### RE 100 Real Estate Principles (3)

3 hours lecture

**Note:** This course is one of three mandatory classes required to be completed before the Real Estate Salesperson Exam can be taken. A grade of 'C' must be earned in this course before a Real Estate Salesperson License will be awarded.

**Transfer acceptability:** CSU

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 residential sales comparison and income approaches. Covers valuation principles and procedures applicable to both approaches. Includes fifteen hours of the Uniform Standards of Professional Appraisal Practice, required of students applying for the real estate residential and certified residential exam.

#### RE 112 Business Appraisal (3)

3 hours lecture

**Recommended preparation:** RE 100, 111, or BUS 100

**Transfer acceptability:** CSU

Provides specialized training for licensed real estate salespersons, brokers, and appraisers in the methods and techniques used to evaluate small businesses.

#### RE 115 Real Estate Practice (3)

3 hours lecture

**Recommended preparation:** RE 100 or real estate license

**Transfer acceptability:** CSU

**Note:** This course is one of three state mandatory classes required to be completed before the Real Estate Salesperson Exam can be taken.

Day to day operations in real estate roles and brokerage, including listing, prospecting, advertising, finance, taxation, investing, sales techniques and escrow. Class will include professional behavior and ethics.

#### 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 Residential Appraisal (3)**  
3 hours lecture

**Recommended preparation:** RE 100 and RE 111

**Transfer acceptability:** CSU

Provides specialized training for licensed real estate salespersons, brokers, and appraisers in the methods and techniques used to evaluate residential property.

**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, prorations, 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 as well as personal property escrows.

**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 and/or 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 Department of Health, Kinesiology and Recreation Management for further information.

(760) 744-1150, ext. 2462

Office: O-10

For transfer information, consult a Palomar College Counselor.

### Associate in Arts Degrees -

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

- Outdoor Leadership
- Recreation Agency Leader

### Certificates of Achievement -

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

- Outdoor Leadership
- Recreation Agency Leader

## 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
CE 100	Cooperative Education	3 - 4
EME 100/HE 104	First Responder	3
HE 100L	Health Performance Lab	1 - 2
REC 110	Community Recreation	3
<b>Group I (Select 1 of the following courses)</b>		
KINE 206	Coaching of Women's Team Sports	1 - 2
KINE 229	Lifeguarding	1.5
KINE 230	Lifeguarding and Emergency Response	3
<b>Group II (Select 1 of the following courses)</b>		
HE 100	Health Education and Fitness Dynamics	3
KINE 114	Walkfit Techniques and Analysis	1 - 2
KINE 128	Wellness Activities - Health and Fitness Modalities	1 - 2
<b>Group III (Select 1 of the following courses)</b>		
KINE 150	Beginning Weight Training - Techniques and Analysis	1 - 2
KINE 170	Team Sports - Biomechanics of Sports Techniques	1 - 2
KINE 204	Off Season Sports Conditioning - Functional Training	1 - 2
KINE 205	In Season Sports Conditioning - Functional Training	1 - 2

**TOTAL UNITS**

**20.5 - 28**