

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 hy-

draulic 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: 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

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 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 50 Reading Improvement (4)
 3 hours lecture - 3 hours laboratory
 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 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).

- 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
Electives (Select 2 courses, 5-7 units)		
ACCT 201	Financial Accounting and	4
ACCT 104	Accounting Spreadsheet Concepts	2
BUS 110	Business Mathematics	3
BUS 115	Business Law	3
BUS 116	Business Law	3
BUS 205	Business Communication	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.