

## Public Administration (PA)

Contact the Economics, History and Political Science Department for further information.

(760) 744-1150, ext. 2412  
Office: MD-375

### Associate in Science Degrees -

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

- Public Administration

### Certificates of Achievement -

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

- Public Administration

## PROGRAM OF STUDY

### Public Administration

This certificate program is designed for transfer into San Diego State University's program leading to a degree in Public Administration.

Assists in improving skills to take management positions and/or meet professional growth requirements in local government. Transfer students should consult the four year college or university catalog for specific requirements or see a Palomar College counselor.

In order to earn a certificate, students must achieve a minimum grade of 'C' in each of the certificate program courses.

## A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
ACCT 201	Financial Accounting	4
BUS 205	Business Communication	3
ECON 102	Principles of Economics (Micro)	3
MATH 120	Elementary Statistics	3
POSC 101	Intro to Politics/American Political Institutions	3
POSC 102	Intro to United States/California Governments	3
POSC 130	Introduction to Public Administration	3
<b>TOTAL UNITS</b>		<b>22</b>

## Public Works Management (PWM)

Contact Occupational & Noncredit Programs for further information.

(760) 744-1150, ext. 2284  
Office: AA-135

### Associate in Science Degrees -

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

- Public Works Management - Level II

### Certificates of Achievement -

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

- Public Works Management - Level I
- Public Works Management - Level II

## PROGRAM OF STUDY

### Public Works Management - Level I

Specifically designed for individuals employed by or seeking employment in public works organizations in San Diego County. Provides an overview for field personnel of the basic elements of the Public Works Industry and introduces students to administrative responsibilities and planning. This certification level prepares field personnel for "Lead Worker" positions. 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.

## 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
MATH 50	Beginning Algebra	4

### 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 MATH 60	Beginning/Intermediate Algebra	6
SPCH 115	Intermediate Algebra	4
	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 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 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.