

REAL ES 3	Real Estate Practices	
REAL ES 5	Legal Aspects of Real Estate I	
REAL ES 7	Real Estate Finance	
REAL ES 12*	Escrow Practices	
REAL ES 13*	Escrow Case Problems	
REAL ES 17	Mortgage Loan Brokering	
Total.		9

* This course has a prerequisite.

REAL ESTATE SALES

This program prepares students for the State Real Estate Salesperson Licensing Examination. A Licensed Real Estate Salesperson sells houses and other real estate under the guidance of a Licensed Real Estate Broker.

SUBJECT & NO.	COURSE	UNITS
REAL ES 1	Real Estate Principles3
REAL ES 3	Real Estate Practices3
ONE COURSE FROM THE FOLLOWING:		3
LAW 1	Business Law I	
REAL ES 5	Legal Aspects of Real Estate I	
REAL ES 7	Real Estate Finance	
REAL ES 9	Real Estate Appraisal I	
REAL ES 11	Escrow Principles	
REAL ES 14	Property Management	
REAL ES 17	Mortgage Loan Brokering	
REAL ES 24	Common-Interest Developments	
REAL ES 21	Real Estate Economics	

OR

ACCTG 1	Introductory Accounting I	
Total.		9-11

* This course has a prerequisite.

REAL ESTATE APPRAISAL TRAINEE

This program is designed to prepare students to take the examination to become a State Licensed Real Estate Appraiser. An appraisal by a licensed appraiser is required for virtually all real estate transactions. There are employment opportunities for appraisers in the banking, insurance, and real estate industries. Much of the coursework is done hands-on using the department's real estate computer laboratory.

SUBJECT & NO.	COURSE	UNITS
REAL ES 9	Real Estate Appraisal I.3
REAL ES 10	Real Estate Appraisal II3
REAL ES 21	Real Estate Economics.3
Total.		9

CERTIFICATES OF ACHIEVEMENT

ACCOUNTING

This program is designed to give the student specific knowledge of accounting and an overall view of business, law and data processing. It would allow the student to take advantage of enormous opportunities in public, private or government sectors.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I5
OR		
ACCTG 21	Bookkeeping and Accounting I.3

AND

ACCTG 22	Bookkeeping and Accounting II3
ACCTG 2*	Introductory Accounting II.5
ACCTG 3*	Intermediate Accounting I3
ACCTG 15*	Tax Accounting I.3
ACCTG 28	Accounting Computer Laboratory.2
BUS 1	Introduction to Business3
BUS 15	Business Statistics3
LAW 1	Business Law I.3
CO SCI 201**	Introduction to Computers and Their Uses3
CO SCI 200*	Microcomputers in Business3
CO SCI 291**	Programming Laboratory1
ACCTG 11*	Cost Accounting	

OR

ACCTG 12*	Auditing	
OR		
ACCTG 16*	Tax Accounting II3
Total.		37-38

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

BUSINESS MANAGEMENT

This program is designed for the ambitious student to advance to a position of responsibility in a business organization and for the student preparing to go into business for himself.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I5
OR		
ACCTG 21	Bookkeeping and Accounting I.3
BUS 1	Introduction to Business3
CO SCI 201**	Introduction to Computers and Their Uses3
CO SCI 291**	Programming Laboratory1
FINANCE 2	Investments2

OR

FINANCE 8	Personal Finance and Investments3
MGMT 2	Organization and Management Theory	

OR

SUPV 1	Elements of Supervision3
MGMT 6	Public Relations3
MGMT 13	Small Business Entrepreneurship.3
MGMT 15	Small Business Management II.3
MARKET 1	Principles of Selling3
MARKET 11	Fundamentals of Advertising.3
MARKET 21	Principles of Marketing3
MARKET 31	Retail Merchandising3
Total.		36-39

**Required for CO SCI 201.

COMPUTER SCIENCE INFORMATION TECHNOLOGY - MICROCOMPUTERS

This program is designed to give students fundamental entry-level job skills, a marketable level of computer literacy, and an opportunity to transfer most of the Computer Science Information Technology courses to a four-year university.

BUSINESS ADMINISTRATION

These courses provide students with the basics of computer concepts, terminology, applications software, programming and the Internet.

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	Microcomputers in Business3
CO SCI 201**	Introduction to Computers and Their Uses3
CO SCI 208*	Beginning BASIC Programming3
CO SCI 233*	Microcomputer Database Programming	3
CO SCI 234	Operating Systems3
CO SCI 291**	Programming Laboratory1
THREE OR MORE UNITS FROM THE FOLLOWING LIST		3
CO SCI 237	Teleprocessing Systems and Protocols3
CO SCI 238*	Advanced BASIC Programming3
CO SCI 285	Directed Study2
CO SCI 290	Programming in JAVA3
CO SCI 292	Programming Laboratory1
CO SCI 385	Directed Study3
Total.		19

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

COMPUTER SCIENCE INFORMATION TECHNOLOGY - PROGRAMMING

This program enables students to gain much needed programming experience with mainframe computers as well as microcomputers. These experiences will enable students to advance from several entry-level jobs to higher positions in supervision, business management, and systems analysis.

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	Microcomputers in Business3
CO SCI 201**	Introduction to Computers and Their Uses3
CO SCI 208	Beginning BASIC Programming3
CO SCI 233*	Microcomputer Database Programming	3
CO SCI 238*	Advanced BASIC Programming3
CO SCI 243	Programming in C++.3
CO SCI 290	Programming in JAVA3
CO SCI 291**	Programming Laboratory1
Total.		22

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

INSURANCE: PROPERTY AND CASUALTY (Pending Approval)

This program is designed to assist persons to obtain employment in the insurance industry at entry-level positions. The program provides an introduction into the insurance industry. It examines property and liability coverage, personal insurance and commercial insurance. The student, upon completion of the program, will have a basic understanding of how the industry operates and be a highly qualified job applicant.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I5
BUS 1	Introduction to Business3
CAOT 32	Business Communications3
CO SCI 201**	Introduction to Computers and Their Uses3

CO SCI 291**	Programming Laboratory1
INSUR 100	Introduction to Insurance1
INSUR 101	Property and Liability Insurance Principles3
INSUR 102	Personal Insurance.3
INSUR 103	Commercial Insurance.3
INSUR 104	Insurance Code and Ethics.1
INSUR 185	Directed Study - Insurance.1
LAW 1	Business Law I.3
Total.		30

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

MARKETING

This program is designed to train students to advance in positions such as retail sales, insurance sales, department manager and buyer, chain store manager, credit manager, advertising salesperson, and wholesale sales work. The program is also planned for those who plan to operate their own business.

Local business associations cooperate in offering suitably paid employment experience to students.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I5
BUS 1	Introduction to Business3
CO SCI 201**	Introduction to Computers and Their Uses3
CO SCI 291**	Programming Laboratory1
MGMT 2	Organization and Management Theory	
OR		
SUPV 1	Elements of Supervision3
MGMT 6	Public Relations3
MGMT 13	Small Business Entrepreneurship.3
MGMT 15	Small Business Management II.3
MARKET 1	Principles of Selling3
MARKET 3	Sales Management3
MARKET 11	Fundamentals of Advertising.3
MARKET 12	Advertising Copy and Layout3
MARKET 21	Principles of Marketing3
MARKET 31	Retail Merchandising3
REAL ES 1	Real Estate Principles3
Total.		45

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

MICROCOMPUTER PROGRAMMING SPECIALIST

SUBJECT & NO.	COURSE	UNITS
CO SCI 201**	Introduction to Computers and Their Uses3
CO SCI 200*	Microcomputers in Business3
CO SCI 208*	Beginning BASIC Programming3
CO SCI 233*	Microcomputer Database Programming	3
CO SCI 239	Beginning Programming in C3
CO SCI 291**	Programming Laboratory1
Total.		16

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

REAL ESTATE BROKER

This program is designed to prepare students to take the examination to become a State Licensed Real Estate Broker. A licensed real estate broker sells houses and other real estate properties independently or under the guidance of another broker.

SUBJECT & NO.	COURSE	UNITS
REAL ES 3	Real Estate Practices3
REAL ES 5	Legal Aspects of Real Estate I3
REAL ES 7	Real Estate Finance I.3
REAL ES 9	Real Estate Appraisal I.3
REAL ES 21	Real Estate Economics.3

THREE COURSES FROM THE FOLLOWING: 9-11

ACCTG 1	Introductory Accounting I	
LAW 1	Business Law I	
REAL ES 1	Real Estate Principles	
REAL ES 11	Escrow Principles	
REAL ES 14	Property Management	
REAL ES 17	Mortgage Loan Brokering	
REAL ES 24	Common-Interest Developments	
Total.		24-26

* This course has a prerequisite.

ASSOCIATE DEGREE PROGRAMS

ACCOUNTING

Associate in Arts Degree

This program is designed for the student who wishes to become an accountant, or to do accounting work of an advanced and technical nature in public or private accounting. (The student who plans to transfer to a college or university with junior standing should follow the lower division requirements of the chosen institution.)

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I5
OR		
ACCTG 21	Bookkeeping and Accounting I.3

AND

ACCTG 22	Bookkeeping and Accounting II3
ACCTG 2*	Introductory Accounting II.5
ACCTG 3*	Intermediate Accounting I3
ACCTG 11*	Cost Accounting3
ACCTG 12*	Auditing3
ACCTG 15*	Tax Accounting I.3
ACCTG 28	Accounting Computer Laboratory.2
BUS 1	Introduction to Business3
CO SCI 201**	Introduction to Computers and Their Uses3
CO SCI 200*	Microcomputers in Business3
CO SCI 291**	Programming Laboratory1
FINANCE 8	Personal Finance and Investments3
LAW 1	Business Law I.3
MARKET 21	Principles of Marketing	

OR

SUPV 1	Elements of Supervision3
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THREE UNITS FROM THE FOLLOWING:

ACCTG 16*	Tax Accounting II	
ACCTG 45*	Governmental Accounting I	

LAW 2	Business Law II	
MGMT 2	Organization and Management Theory	
MGMT 13	Small Business Entrepreneurship	
SUPV 1	Elements of Supervision	

GENERAL EDUCATION REQUIREMENTS (PLAN B) 18

Total. 64-65

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

BUSINESS MANAGEMENT

Associate in Arts Degree

This program is designed for the student ambitious to advance to a position of responsibility in a business organization and for the student preparing to go into business for himself.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1*	Introductory Accounting I5
BUS 1	Introduction to Business3
CO SCI 201**	Introduction to Computers and Their Uses3
CO SCI 291**	Programming Laboratory1
FINANCE 8	Personal Finance and Investments3
MARKET 1	Principles of Selling3
MARKET 11	Fundamentals of Advertising.3
MARKET 21	Principles of Marketing3
MARKET 31	Retail Merchandising3
MGMT 6	Public Relations3
MGMT 13	Small Business Entrepreneurship.3
MGMT 2	Organization and Management Theory	

OR

SUPV 1	Elements of Supervision3
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GENERAL EDUCATION REQUIREMENTS (PLAN B) 18

SIX UNITS FROM THE FOLLOWING 6

FINANCE 2	Investments	
FINANCE 31	Insurance Principles	
MGMT 15	Small Business Management II	
MGMT 31	Human Relations for Employees	
MGMT 32	Basic Interviewing	
MARKET 3	Sales Management	
MARKET 12	Advertising Copy and Layout	

Total. 60

*Accounting 21 and 22 may be taken instead of Accounting 1.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

COMPUTER SCIENCE INFORMATION TECHNOLOGY

Associate in Arts Degree

This program is designed to prepare students to gain experience in the computer field. It gives students entry-level job skills and the opportunity to transfer to a four-year university.

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	Microcomputers in Business3
CO SCI 201**	Introduction to Computers and Their Uses3
CO SCI 208*	Beginning BASIC Programming3
CO SCI 233*	Microcomputer Database Programming	3
CO SCI 234	Operating Systems3