

Houston, Michael R.  
*Computer Science Information Technology*

Hsu, Chiasheng, Accounting  
*Accounting*

Kervahn, William G.  
*Computer Science Information Technology*

Macias, Mark A.  
*Computer Science Information Technology*

Mackowiak, James  
*Computer Science Information Technology*

Manoochehri, Cecelia M.  
*Business*

March, James  
*Accounting*

Matsumoto, Koichi  
*Business*

Mendoza, Gonzalo  
*Computer Science Information Technology*

McGarrell, Roy  
*Accounting*

Montero, Rogelio P.  
*Accounting*

Namazi, Abbas  
*Computer Science Information Technology*

Ozur, Ron  
*Accounting*

Parsakar, Nazissa  
*Law*

Ramirez, Louis V.  
*Computer Science Information Technology*

Rigone, Ann  
*Accounting*

Sanchez, Vicente E.  
*Computer Science Information Technology*

Sandlin, Donald L.  
*Business*

Seetao, Dave  
*Computer Science Information Technology*

Victor, Walter L.  
*Accounting*

Zand, Sohrab  
*Business*

**EDUCATIONAL PROGRAMS**

**SKILLS CERTIFICATES:**

- **Accounting Assistant**
- **Advanced Accounting Specialist**
- **QuickBooks Pro**
- **Real Estate Agent**
- **Real Estate Escrow**
- **Real Estate Sales**
- **Real Estate Appraisal Trainee**

**CERTIFICATES OF ACHIEVEMENT:**

- **Accounting**
- **Business Management**

- **Computer Science Information Technology-Microcomputers**
- **Computer Science Information Technology-Programming**
- **Insurance: Property and Casualty**
- **Marketing**
- **Microcomputer Programming Specialist**
- **Real Estate Broker**

**ASSOCIATE DEGREE PROGRAMS:**

- **Accounting**
- **Business Management**
- **Computer Science Information Technology**
- **Insurance: Property and Casualty**
- **Marketing**
- **Real Estate**

**TRANSFER CURRICULUM:**

- **Accounting**
- **Business Administration**
- **Computer Information Systems**

**SKILLS CERTIFICATES**

**ACCOUNTING ASSISTANT**

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I . . . . .	.5
	<i>Total</i> . . . . .	.5

**ADVANCED ACCOUNTING SPECIALIST**

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	Introductory Accounting I . . . . .	.5
ACCTG 2*	Introductory Accounting II. . . . .	.5
	<i>Total</i> . . . . .	10

\*This course has a prerequisite.

**QUICKBOOKS PRO**

SUBJECT & NO.	COURSE	UNITS
ACCTG 32	Accounting Using QuickBooks Pro . . .	.3
	<i>Total</i> . . . . .	.3

**REAL ESTATE AGENT**

SUBJECT & NO.	COURSE	UNITS
REAL ES 1	Principals of Real Estate . . . . .	.3
	<i>Total</i> . . . . .	.3

**REAL ESTATE ESCROW**

This program is designed to prepare students for employment in an Escrow Office. Much of the coursework is hands-on using the department's real estate computer laboratory.

SUBJECT & NO.	COURSE	UNITS
REAL ES 11	Escrow Principles . . . . .	.3
<b>TWO COURSES FROM THE FOLLOWING:</b>		<b>6</b>
REAL ES 1	Real Estate Principles	

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	
<b>Total.</b>		<b>9</b>

\* 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 Principles . . . . .	.3
REAL ES 3	Real Estate Practices . . . . .	.3
<b>ONE COURSE FROM THE FOLLOWING:</b>		<b>3</b>
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	
<b>Total.</b>		<b>9-11</b>

\* 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 II . . . . .	.3
REAL ES 21	Real Estate Economics. . . . .	.3
<b>Total.</b>		<b>9</b>

**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 I . . . . .	.5
<b>OR</b>		
ACCTG 21	Bookkeeping and Accounting I. . . . .	.3

**AND**

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

**OR**

ACCTG 12*	Auditing	
<b>OR</b>		
ACCTG 16*	Tax Accounting II . . . . .	.3
<b>Total.</b>		<b>37-38</b>

\*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 I . . . . .	.5
<b>OR</b>		
ACCTG 21	Bookkeeping and Accounting I. . . . .	.3
BUS 1	Introduction to Business . . . . .	.3
CO SCI 201**	Introduction to Computers and Their Uses . . . . .	.3
CO SCI 291**	Programming Laboratory . . . . .	.1
FINANCE 2	Investments . . . . .	.2

**OR**

FINANCE 8	Personal Finance and Investments . . . . .	.3
MGMT 2	Organization and Management Theory	

**OR**

SUPV 1	Elements of Supervision . . . . .	.3
MGMT 6	Public Relations . . . . .	.3
MGMT 13	Small Business Entrepreneurship. . . . .	.3
MGMT 15	Small Business Management II. . . . .	.3
MARKET 1	Principles of Selling . . . . .	.3
MARKET 11	Fundamentals of Advertising. . . . .	.3
MARKET 21	Principles of Marketing . . . . .	.3
MARKET 31	Retail Merchandising . . . . .	.3
<b>Total.</b>		<b>36-39</b>

\*\*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