### COURSE DESCRIPTIONS

#### ACCOUNTING (ACCTG)

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<th>Course Number</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit</th>
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<td>1</td>
<td>Introductory Accounting I</td>
<td>Satisfactory completion of Accounting 1, or Accounting 21 plus Accounting 22</td>
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<td>UC:CSU</td>
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<td>2</td>
<td>Introductory Accounting II</td>
<td>Satisfactory completion of Accounting 1 or Accounting 21 plus Accounting 22</td>
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<td>3</td>
<td>Intermediate Accounting I</td>
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<td>Cost Accounting</td>
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<td>12</td>
<td>Auditing</td>
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<td>Payroll Accounting</td>
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<td>Bookkeeping and Accounting I</td>
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<td>Bookkeeping and Accounting II</td>
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<td>Accounting Computer Laboratory</td>
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<td>UC:CSU</td>
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<td>32</td>
<td>Accounting Using QuickBooks Pro</td>
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This course provides an overview of the basic accounting process used throughout the accounting cycle. Among the topics presented are journal entries, posting to ledger, adjusting and closing entries, payroll, accruals, deferrals, bad debts, cash inventories, accounts and notes payable, accounts and notes receivables, and fixed assets.

This course offers a study of Federal Income Taxes as they apply to individuals and sole-proprietorships and in analysis of appropriate tax laws. Consideration of applicable accounting procedures and preparation of reports and returns are emphasized.
45 Governmental Accounting I (3)
Lecture, 3 hours.
This course is designed to support the development of an understanding of Generally Accepted Accounting Principles (GA/ASP), Governmental Accounting Standards Board (GASB) and financial reporting standards for state and local government organizations. Topics include government accounting concepts, budget preparation and control, fund accounting, debt and fixed asset accounting, Comprehensive Annual Financial Report (CAFR) financial reporting and various other accounting concepts applicable to governmental accounting.

46 Governmental Accounting II (3)
Prerequisite: Accounting 45.
Lecture, 3 hours.
This course is a continuation of Accounting 45. It provides intense study of the accounting and financial reporting procedures for governmental sectors. Promulgated accounting standards, conceptual issues, and special topics are examined. The emphasis is on proprietary and fiduciary fund categories as well as financial reporting, auditing, budgeting and performance measures for state and local governments.

931 Cooperative Education – Accounting (0-4) RPT3
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).
This course offers advanced supervised training in an employment area that enhances the student’s educational goals.

941 Cooperative Education – Accounting (0-4) RPT3
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).
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BUSINESS (BUS)

1 Introduction to Business (3) UC:CSU
Lecture, 3 hours.
This course is designed to introduce the student to many areas in general business, and to inform students about additional information regarding opportunities in business. The course also covers business in a changing world and the global marketplace.

15 Business Statistics (3) CSU
Lecture, 3 hours.
Collection, tabulations, and graphic presentation of data, averages and index numbers, economic trends and cycles, correlation, and application of these methods to the solution of practical business problems.

33 Technical Report Writing (3) CSU
Lecture, 3 hours.
This course develops in the student the ability to analyze and organize information for various types of technical writing found in business and industry. Emphasizes the use of English in writing memos, letters, resumes, technical descriptions and explanations, informal and formal reports. The student learns the value and use of charts, diagrams, tables and pictures in graphically communicating information.

38 Business Computations (3) CSU
Lecture, 3 hours.
Development of skill, accuracy, and speed in the computation of practical problems of a business civic and personal nature, including cash and trade discounts, merchandise markup and turnover, and applications of math to accounting.

200 Microcomputers in Business (3) CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 3 hours.
This course is designed to provide instruction in advanced level of a current word processing system and a spreadsheet application software.

201 Introduction to Computers and Their Uses (3) UC:CSU
Corequisite: Computer Science Information Technology 291.
Lecture, 3 hours.
This course is designed to provide an introduction to computers and information processing for students desiring to learn what a computer is, how a computer functions, how a computer is controlled, computer-related occupations, and how a computer is applied to the solution of business and related problems in a modern society. Students will learn the latest Microcomputer Applications such as Microsoft Office.

208 Beginning Basic Programming (3) UC:CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 3 hours.
This course is an introduction to computer programming using Personal Computer and Microsoft BASIC, Qbasic, or OBJECT BASIC. Some of the topics covered include interactive programming, data validation, control breaks, table processing, searching, matching, merging, and sorting. Heavy emphasis is placed on the fundamentals of producing well-written structured and readable programs.

220 Microcomputer Operating Systems (3) CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 3 hours.
This course presents the fundamental theory and design of Microsoft Disk Operation System (MS/PC DOS). Emphasis is placed on developing intermediate and advanced MS/PC-DOS skills and implementation of MS/PC DOS to variety of microcomputer application environments such as Windows.

233 Microcomputer Database Programming (3) CSU
Prerequisites: Computer Science Information Technology 200 and 201.
Lecture, 2 hours; Laboratory, 2 hours.
This course focuses on the intermediate and advanced principles and concepts of a microcomputer database environment. A comprehensive examination of the functions of a database command language (MS-ACCESS) is conducted. A workshop is included to permit students the opportunity to design and implement several different business programs.

COMPUTER SCIENCE INFORMATION TECHNOLOGY (CO SCI)

45 Governmental Accounting I (3)
Lecture, 3 hours.
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234 Operating Systems (3) CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 2 hours; Laboratory, 2 hours.
This course provides an introduction to a top-down conceptual view of operating systems divided into two parts: (1) the basic aspects of operating systems and environments, and (2) utility programs.

236 Introduction to Data Structures (3) UC:CSU
Lecture, 3 hours.
The course emphasis is on the structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using Standard and Turbo Pascal compilers. Coverage includes sequential and random access files and processing techniques and development of programs and systems of programs on both IBM midrange and personal computers.

237 Teleprocessing Systems and Protocols (3) CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 3 hours.
This course covers the fundamental principles, applications and economics of networks and data communications. It explores the fundamentals of telecommunications, data transmission, hardware and software, and Local Area Networks (LAN) and Wide-Area Networks (WAN) (including Internet, Intranet and World-Wide Web); and business and industrial systems.

238 Advanced BASIC Programming (3) UC:CSU
Prerequisite: Computer Science Information Technology 201 and 208.
Lecture, 3 hours.
This advanced course concentrates on methods used to solve business (applications) problems using Visual BASIC. Emphasis is on structured methodology of program design, development, testing, implementation, and documentation of business-oriented applications. Sequential, random access and indexed files and processing techniques for programs and systems of programs for both batch and advanced interactive processing environments are covered.

239 Beginning Programming in C (3) UC:CSU
Prerequisites: Computer Science Information Technology 201 and 208.
Lecture, 2 hours; Laboratory, 2 hours.
This is an introductory course in "C" programming language. It is designed to cover application programming for businesses using Micro and Mid-Range computers.

243 Programming in C++ (3) UC:CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 2 hours; Laboratory, 2 hours.
This course covers C++ syntax, control and data structures. The software life-cycle considered includes design, development, styles, documentation, testing, maintenance, case studies and software projects. Critical features of the language presented include objects, encapsulations, inheritance and polymorphism. Object-oriented design will be introduced.

245 Advanced Programming with JAVA (3) UC:CSU
Prerequisite: Computer Science Information Technology 290.
Lecture, 2 hours; Laboratory, 2 hours.
Advanced principles of object-oriented design and programming using JAVA are presented in this course. The advanced topics considered include building Graphical User Interfaces (GUIs), animation, the JAVA Virtual Machine (JVM), packages, security, threads, database access, and network applications.

255 Electronic Commerce (e-Commerce) (3) CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 3 hours.
This course offers hands-on experience in designing and implementing Business to Consumer and Business to Business Web Commerce sites. It introduces e-Commerce application software such as IBM WebSphere and e-business infrastructure. This course introduces the model for conducting Business to Business and Business to Consumer electronic transactions. Topics include the application of e-business strategic management, utilization of technology to enhance business processes such as the use of the e-business application server, and the unique characteristics of e-marketing. Also discussed are legal, ethical, and regulatory environments acting as filters for conducting e-business.

257 Introduction to Web Page Design (3) CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 3 hours; Laboratory 2 hours.
This hands-on course provides complete coverage of Web Page Design Software from the basic to the advanced that is needed to prepare Web pages with confidence. Topics include Web page creation, Web site management, and HTML. Students create and enhance Web pages with links, graphics, tables, frames, and form applications. They learn how to create shared borders, hotspots, interactive forms and integrate office applications. Upon completing this course, students are ready to plan, build, promote, and maintain a professional Web site including selecting a Web host and uploading the site to a Web server.

259 Web Project Management (3) CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 3 hours.
This course covers more complex topics in the rapidly changing technology of Web page construction including multimedia developments, plug-ins, helper applications, CSS, DHTML and new developments. Students complete Web projects including all phases of preproduction, production, maintenance and evaluation. This course also covers all Web Project Work Stages including, but not limited to, clarification, definition, specification, testing, maintenance and evaluation with emphasis placed upon recent developments in standards and software.

260 Business Systems Analysis (3) CSU
Prerequisites: Computer Science Information Technology 201 and 208.
Lecture, 3 hours.
A survey of established and evolving methodologies for the development of business-oriented computer information systems. Students are exposed to an overview of a process, or structured, approach to the definition of needs, creation of specifications and implementation of new systems. Prototyping or fourth-generation tools are also presented in class.

281 Computer Networking I Cisco (3) CSU
Prerequisite: Computer Science Information Technology 201.
Lecture, 3 hours.
This course covers the fundamentals of computer networking. Topics include: the evolution of networking, seven layers of the OSI reference model, and networking devices such as bridges, hubs, switches and routers. This course also covers Transport Control Protocol, Internet Protocol TCP/IP addressing, subnets, network topology and cabling.
282 Computer Networking II Cisco (3) CSU
Prerequisite: Computer Science Information Technology 281.
Lecture, 3 Hours.
This course covers topics including: networking, network terminology and protocols, network standards, LAN, WAN, the layers of the OSI reference model, cabling, and cabling tools. Exposure to Cisco protocols, network management issues are also covered. The course utilizes text-based study material, simulation lab exercises, and demonstrations to reinforce network concepts and theories. This prepares students to pursue the Cisco Certified Network Associate (CCNA) certification. A brief examination will be given at the first class meeting to test student's knowledge of networking and TCP/IP concepts.

290 Programming in JAVA (3) UC/CSU
Lecture, 2 Hours; Laboratory, 2 Hours.
Principles of object-oriented design and programming using Java. Additional topics include writing applets for World Wide Web pages, building Graphical User Interfaces (GUIs), including multimedia (graphics, images, animation, and sound) in Java applets, and developing multithreaded programs.

291 Programming Laboratory (1) CSU RPT 3
Corequisite: Any Computer Science course.
Laboratory, 2 Hours.
Practice in the actual operations of typical business software applications and/or programming of business solutions on a microcomputer.

292 Programming Laboratory (1) CSU RPT 3
Prerequisites: Accounting 1, or Accounting 21 plus 22.
Laboratory, 3 Hours.
Practice in the actual operations of typical business software applications and/or programming of business solutions on a micro, midrange or mainframe computer.

185 Directed Study - Computer Science Information Technology (1) CSU
285 Directed Study - Computer Science Information Technology (3) CSU
385 Directed Study - Computer Science Information Technology (3) CSU
Conference, 1 Hour per Week per Unit.
The above courses allow students with the opportunity to gain additional programming and operating skills on a micro, midrange or mainframe computer on a contract basis under the direction of a supervising instructor.
Credit Limit: A Maximum of 6 Units in Directed Study may be taken for credit.

931 Cooperative Education – Computer Science Information Technology (3) CSU RPT 3
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).
This course offers advanced supervised training in an employment area that will enhance the student’s educational goals.

941 Cooperative Education – Computer Science Information Technology (4) CSU RPT 3
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).
This course offers advanced supervised training in an employment area that will enhance the student’s educational goals.

FINANCE (FINANCE)

2 Investments (3) CSU
Lecture, 3 Hours.
Analysis of industrial, railroad, public utility, and various government securities; functions and operations of the investment market; techniques of floating securities; investment investigation and testing.

8 Personal Finance and Investments (3) CSU
Lecture, 3 Hours.
This course presents the theory and practice involved with applying financial problems met in everyday living. Functions of financial institutions that exist to serve the consumer are included. Also included are a selection of services to choose from such as borrowing money, buying insurance, buying a new home, and buying stocks and bonds.

INSURANCE (INSUR)

100 Introduction to Insurance (1)
Lecture, 1 Hour.
This course is intended to give students a basic background of the modern property/casualty insurance system. This course explores how insurance products and services are distributed and marketed to the consumer, how insurance company departments function, and how re-insurance is used to create an insurance company and insure large property and liability values/limits. Students develop an understanding of civil law, tort and contract law, review the basic commercial and personal insurance contracts of the Insurance Service Office (ISO), and understand the importance of the risk management process.

101 Principles of Property and Liability Insurance (3)
Lecture, 3 Hours.
This course is intended to help individuals learn basic information regarding property and liability insurance for use in employment as insurance professionals in entry-level and higher positions. It covers the fundamentals of insurance, including the types of insurers, institutions that provide insurance, how it is regulated, and measurement of financial performance. This course is intended to help prepare students for a variety of entry-level positions in the insurance industry and for a number of insurance certification examinations.

102 Personal Insurance (3)
Lecture, 3 Hours.
This course is intended to help individuals learn basic information regarding personal insurance for use in employment as insurance professionals in entry-level and higher positions. This course may also be of value to anyone who wishes to obtain the knowledge to manage his or her personal insurance needs. Information about automobile, homeowners, and residential insurance (e.g., earthquake, marine) is included in the course. Financial planning, life insurance, and health insurance are also covered.
103 Commercial Insurance (3) 
LECTURE, 3 HOURS.
This course is intended to help individuals learn basic information regarding commercial insurance for use in employment as insurance professionals in entry-level and higher positions. The course includes information on property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, and other types of commercial insurance coverage.

104 Insurance Code and Ethics (1) 
LECTURE, 1 HOUR.
This course addresses insurance regulations, codes of ethics, and ethical considerations one must understand and apply in order to succeed in the insurance business.

185 Directed Study - Insurance (1) CSU RPT2 
CONFERENCE 1 HOUR PER WEEK PER UNIT.
The above course allows students to pursue Directed Study in Insurance on a contract basis under the direction of a supervising instructor.
CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

**LAW (LAW)**

1 Business Law I (3) UC:CSU 
(UC Credit Limit for Law 1+2 combined: maximum credit, one course).
LECTURE, 3 HOURS.
This course covers the legal essentials of such topics as background of the law, contracts, agency, personal property, bailments, sales through the media of textual subject matter, lectures, cited cases, and various questions and problems.

2 Business Law II (3) UC:CSU 
(UC Credit Limit for Law 1+2 combined: maximum credit, one course).
LECTURE, 3 HOURS.
This course covers the essentials of such topics as partnerships, corporations, real and personal property, suretyship, wills and bankruptcy through the media of textual subject matter, lectures, cited cases, and various questions and problems.

3 Civil Rights and the Law (3) CSU 
LECTURE, 3 HOURS.
This course will cover the comparative and analytical study of the law and related problems concerning the Bill of Rights and the U.S. Constitution, due process of law, freedom of speech and press, freedom of expression, freedom of religion, racial and sexual equality, right to privacy, and other related topics with emphasis on recent U.S. Supreme Court decisions interpreting individual rights.

13 Wills, Trusts and Probate Administration (3) CSU 
LECTURE, 3 HOURS.
This course provides a study of the fundamental principles of the law of wills and trusts, including will and trust formation; an examination of the organization of jurisdiction of the California Probate Court; and an overview of the administration of estates in probate.

18 Marriage and Family Law (3) CSU 
LECTURE, 3 HOURS.
This course presents fundamental common laws and statutory concepts of family law with emphasis on California’s Community Property Laws.

931 Cooperative Education – Law (3) CSU RPT 3 
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).
This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – Law (4) CSU RPT 3 
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).
This course offers advanced supervised training in an employment area that will enhance the student’s educational goals.

**MANAGEMENT (MGMT)**

2 Organization and Management Theory (3) CSU 
LECTURE, 3 HOURS.
As part of the study of management, this course covers such topics as organizational structure, functions of management, methods of improving teamwork, and maintaining teamwork in the organization.

6 Public Relations (3) CSU RPT1 
LECTURE, 3 HOURS.
This course covers basic concepts, fundamentals, and considerations in organizing a public relations program; community relations; customer relations; and special group relations.

13 Small Business Entrepreneurship (3) CSU 
LECTURE, 3 HOURS.
This course is designed to teach the student how to organize and manage a small business. The course is directed as time permits to the individual student’s interest of particular small businesses.

15 Small Business Management II (Advanced) (3) CSU 
LECTURE, 3 HOURS.
This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

31 Human Relations for Employees (3) CSU 
LECTURE, 3 HOURS.
A study of basic factors and issues involved in the human relation’s problems confronting employees and supervisors. Attention is given to relationships in the occupational situation as they affect attitudes, status, and morale.

32 Basic Interviewing (3) CSU 
LECTURE, 3 HOURS.
An introductory course designed to acquaint students with elementary concepts and techniques of interviewing and counseling in the employment situation. Opportunity will be provided for the student to develop a beginning skill in the areas of discussing employee performance, grievance and disciplinary problems, employment interviewing, and interviewing the public.

**MARKETING (MARKET)**

1 Principles of Selling (3) CSU 
LECTURE, 3 HOURS.
Basic principles of selling including wholesale and specialty goods. Latest techniques introduced in development of the sales plan, such as securing customers, effective goods and service presentation, handling objections, closing the sale, follow-up and skills for successful sales work.
3 Sales Management (3) CSU
LECTURE, 3 HOURS.
This course covers the role of the sales manager in the management of salespersons. Topics include Sales Force management, sales selection, training and supervision, and compensation and expenses.

11 Fundamentals of Advertising (3) CSU
LECTURE, 3 HOURS.
Principles, practices, and purposes of advertising; a systematic study of purposes, copy, layout, mechanics, media, and analysis and practical study of the complete campaign.

12 Advertising Copy and Layout (3) CSU
LECTURE, 3 HOURS.
Emphasis is placed on practical applications of preparing layouts and advertising copy. Students learn theory and application of marketing through the print media, radio, and television. The purposes of advertising are stressed and students become acquainted with the latest techniques.

21 Principles of Marketing (3) CSU
LECTURE, 3 HOURS.
A study of the distribution of commodities from the producer to the retailer. Emphasis is placed upon the classification of commodities, function of the various distributors (middlemen), and channels of distribution.

31 Retail Merchandising (3) CSU
LECTURE, 3 HOURS.
This course provides the student with a working knowledge of the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning and retail sales promotion.

REAL ESTATE (REAL ES)

1 Real Estate Principles (3) CSU
LECTURE, 3 HOURS.
Note: This course is required by the State of California prior to taking the California State Examination for a real estate salesperson license.
This is a beginning course in real estate which introduces the student to real estate fundamentals and principles. Major topics covered are: history of real estate in California, contracts, agency, introduction to financing, deeds, liens and encumbrances, escrow and title insurance, land descriptions, and real estate math.

3 Real Estate Practices (3) CSU
LECTURE, 3 HOURS.
Note: Real Estate 3 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
This is a practical course for agents. It offers guidelines in areas such as listing agreement and purchase and sale agreements, pricing property, qualifying the purchaser, agency relationships, financing, title and escrow, appraisal, and other information pertinent to real estate. All salespersons and brokers are required to take this course prior to taking their state licensing examination.

5 Legal Aspects of Real Estate I (3) CSU
LECTURE, 3 HOURS.
Note: Real Estate 5 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
A study of those aspects of real property law most commonly encountered by salesmen and brokers in their real estate practice. Among the topics covered are contracts, mortgages, deeds of trust, homesteads, voluntary and involuntary liens, land descriptions, acquisition and transfer of property, easements, as well as a cursory review of the development of real estate law in California.

7 Real Estate Finance I (3) CSU
LECTURE, 3 HOURS.
Note: Real Estate 7 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
This course covers the principles of real estate money and credit; analysis of money, markets, rates, new regulations and procedures for financing real estate; policies, problems, rules and current trends. Types of lenders, methods of qualifying, uses of mortgages, trust deeds and leases; financial analysis of real properties; and conventional, FHA, Cal Vet and VA loans are also covered. Operation of mortgage companies, insurance companies, and savings and loan associations. Methods of financing properties are emphasized.

9 Real Estate Appraisal I (3) CSU
LECTURE, 3 HOURS.
Note: Real Estate 9 partially satisfies the State educational requirement for the real estate salesperson and broker’s license.
This is 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 is on residential and single-unit property.

10 Real Estate Appraisal II (3) CSU
LECTURE, 3 HOURS.
This course partially satisfies the state licensing requirements for Real Estate Salesperson, Real Estate Broker, and Residential Appraiser licenses. This is an advanced course in real estate, appraisal principles and methods. It offers appraisal principles, guidelines, and training in current appraisal theory and practice. This course addresses all of the topics listed in the educational requirements for state appraiser licensing and certification, including Uniform Standards of Professional Appraisal Practices (USPAP). This course builds on the techniques, principles and methods learned in either Appraisal I or in the real estate field and introduces the principles and methods used to appraise small income property, commercial property, and vacant land.

11 Escrow Principles (3) CSU
LECTURE, 3 HOURS.
Note: Real Estate 11 partially satisfies the State educational requirement for the real estate salesperson and broker's license.
This course is designed as an introduction to the principles of escrow. The course content includes instruction in legal implications, methods, techniques, and responsibilities of an escrow officer.
14 Property Management (3) CSU
LECTURE, 3 HOURS.
Note: Real Estate 14 partially satisfies the State educational requirement for the real estate salesperson and broker’s license.

A basic course in the management of income properties, including residential management, shopping center management, office buildings, condominium management, and other types of management. Other topics covered will include negotiating leases, maintenance, landlord/tenant law and other related topics.

17 Mortgage Loan Brokering (3)
LECTURE, 3 HOURS.
This course provides students broad technical knowledge of the state and federal laws which govern the practice of mortgage loan brokerage and lending in the State of California.

21 Real Estate Economics (3) CSU
LECTURE, 3 HOURS.
Note: Real Estate 21 partially satisfies the State educational requirement for the real estate salesperson and broker’s license.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include urban structural relationships, real estate market analysis, problems of subdividing, and governmental relationship to real estate development.

24 Common-Interest Developments (3) CSU
LECTURE, 3 HOURS.
This course satisfies the educational requirements of the Department of Real Estate for both Real Estate Salesperson and Real Estate Broker licenses. It defines and explains the principles and laws regulating common-interest developments. It compares and contrasts the differences among condominium, townhouse, own-your-own apartment, stock cooperative, and other planned unit developments. Topics include the study of the formation, development, management, purchase, sale and lease involving California common-interest developments. The course presents an analysis of state and federal laws that govern the various aspects of common-interest developments and Homeowner’s Associations.

SUPERVISION (SUPV)

1 Elements of Supervision (3) CSU
LECTURE, 3 HOURS.
A basic introductory course covering in general terms the total responsibilities of a supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, management-employee relations, and related topics.

2 Basic Psychology for Supervisors (3) CSU
Prerequisite: Supervision 1.
LECTURE, 3 HOURS.
A course designed to assist the supervisor in better understanding the people with whom he works, with emphasis on psychological aspects: perceptions, emotions, attitudes, learning, communicating, and reasoning.

3 Human Relations (Developing Supervisory Leadership) (3)
Prerequisite: Supervision 1.
LECTURE, 3 HOURS.
A course designed to develop leadership through the application of principles of human relations to the problems of supervision: morale, leadership, communication, group dynamics, Conference leadership, authority, decision-making, and related areas.