

## NURSING - Certified Nursing Assistant

### 56 Essential Practical Skills for Nurse Assistants (1) NDA

This course focuses on reinforcing and integrating the Certified Nurse Assistant duties and skills required to assist patients in long term care facilities with of Activities of Daily Living.

### 399 Certified Nurse Assistant / Certified Home Health Aide (7) Modularized Courses Listed Below NDA

Introduction to the health care field, working with residents/patients in the long term care facility, the acute care setting, and the home care setting. Emphasis is given to safety principles, infection control, methods for providing physical care, and emotional and social support.

### 399A Certified Nurse Assistant (5) NDA

*Recommended: English 28.*

This course will provide students with an introduction to the health care field, working with residents/patients in the long term care facility and the acute care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course, students will be eligible to take the American Red Cross Nurse Assistant Certification Exam.

### 399B Certified Home Health Aide (2) NDA

*Prerequisite: Successful completion of 399A, or State of California Certification from California Department of Health.*

This course focuses on understanding the regulatory guidelines pertaining to the Home Health Aide scope of practice; basic knowledge of the disease and to recognized signs and symptoms of the disease; the concepts of provision of care in home setting and a sound knowledge base from which the Home Health Aide can be an important partner of other healthcare providers, for the patient to achieve the highest level of physical function and go back to prior level of care.

## OCEANOGRAPHY

(Also see Earth Science, Environmental Science, and Geography)

### 1 Introduction to Oceanography (3) UC:CSU

The student is introduced to the general field of oceanography, including a study of the features of the sea floor, the chemical and physical properties of sea water, currents, tides, waves and their effects on marine organisms. Special reference is made to the Southern California environment and the problems of people and the sea.

## PARALEGAL STUDIES

### 4 Legal Internship (3)

*Prerequisite: Paralegal 10 and English 101.*

Directed field work in selected private law firms or public institutions of legal assisting are assigned to individual students. An effort is made to rotate office assignments.

### 10 Introduction to Law and Legal Profession (3) CSU

*Prerequisite: English 101 or concurrent enrollment.*

An introductory course in formalizing the career of the legal assistant, an introduction to law, social forces and the law, comparison of the role of the legal assistant and the lawyer, and an introduction to legal terminology and bibliography, including research problems.

### 11 Introduction to Civil Litigation (3) CSU

*Prerequisite: Paralegal 10 and English 101.*

This course is a continuation of Paralegal 10 with a study of the composition, location and jurisdiction of all courts, a study of document production and administration within the judicial structure, a detailed examination of civil and criminal litigation, and an introduction to legal drafting and writing.

### 12 Tort Law (3)

*Prerequisite: Paralegal 10 and English 101.*

A study of the fundamental principles of the law of torts, including insurance and an examination of the techniques of investigation involved in the lawyer's handling of tort and insurance claims.

### 13 Wills, Trusts, and Probate Administration (3)

*Prerequisite: Paralegal 10 and English 101.*

A study of the fundamental principles of the law of wills and trusts, including simple will and trust forms; an examination of the organization and jurisdiction of a California Probate Court; and the administration of estates in California Probate Courts .

### 14 Law Office Management and Procedures (3)

*Prerequisite: Paralegal 10 and English 101.*

A study of the basic objectives of the management of a law office; a study of hardware and software used in a law office; an examination of indexing and filing principles; law office manuals; a study of basic accounting principles; practice in and study of law office correspondence.

### 16 Civil and Criminal Evidence (3)

*Prerequisite: Paralegal 10 and English 101.*

This is a study of the rules of civil and criminal evidence and the admissibility of such evidence in court; deposition comprehension and use in court; interrogatory summarizing and use in court.

## COURSE DESCRIPTION

### 17 Legal Writing (3)

*Prerequisite: Paralegal 10 and English 101.*

This course covers advanced legal drafting and writing, including special research and projects.

### 18 Family Law (3)

*Prerequisite: Paralegal 10 and English 101.*

This course surveys family practice and procedure topics including: parental prerogatives, marriage, separation, divorce, custody and support, adoption and guardianship. Students learn to conduct client interviews, and draft pleading necessary to the general practice of family law.

### 19 Property and Creditor Rights (3)

*Prerequisite: Paralegal 10 and English 101.*

This course is a study of the law of property including: community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, the system of recording and search of public documents, bankruptcy laws and forms and evictions (unlawful detainer actions). The student will also study secured transactions, collateral, purchase money secured interest, liens, attachment, garnishment, and other creditor's remedies. This course introduces the student to the nature of property and personality acquiring and owning property, real property, and the landlord-tenant relationship.

### 20 Probate Procedures (3)

*Prerequisite: Paralegal 10 and English 101.*

A comprehensive study of methods for fact gathering, office procedures, and required court work involved in the handling of probates of both estate and intestate decedents.

### 33 Entertainment Law (3) CSU

*Prerequisite: Paralegal 10 and English 101.*

This course presents an overview of the legal aspects in the entertainment industry. Students will be exposed to legal aspects of contractual, agreements, copyright requirements, privacy, regulations of the Federal Communications Commission, libel and slander, freedom of speech and press, publishing rights, trademarks, unions, and related concerns.

### 35 Immigration Law (3) CSU

*Prerequisite: Paralegal 10 and English 101.*

This course is a study of concepts of immigration law including grounds of exclusion, defense to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law and criminal aspects of immigration.

### 41 Contract Law for Paralegals (3)

*Recommended: English 28 or English 101*

This course covers the principles, history, and sources of contract law; elements of a valid, enforceable contract; and contract drafting. Topics include Article 2 of the Uniform Commercial Code regarding the sale of goods, and the role of the paralegal in contract law.

### 42 Workers' Compensation Law for Paralegals (3)

*Recommended: English 28 or 101.*

This course will take an in depth look at the California Workers' Compensation system, from the occurrence of a work-related injury or illness to the final resolution of the claim. Students learn the substantive and procedural processes, roles and responsibilities of the claimant, employer, healthcare provider, insurance company, lawyers and the paralegal. Learn about and prepare the necessary forms and pleadings required for both the injured worker and the defense, discovery, electronic court filings (EAMS), deposition summaries, penalties, discrimination, serious and willful misconduct, fraudulent claims, the relevant state and federal laws and related ethical obligations.

### 43 Electronic Discovery for Paralegals (3)

*Recommended: English 28 or 101.*

This course provides the student with a comprehensive overview of acquiring, managing, producing and organizing varied documents during all phases of a lawsuit. Traditional and computer assisted methods of document management and discovery are explored. The student will learn how to handle a client's documents, obtain documents from opposing parties and non-parties, index and organize documents as they are received, utilize computer-assisted litigation support programs and use documents at trial.

### 44 Business Organizations for Paralegals (3)

*Recommended: English 28 or 101.*

This course introduces students to the general principles of corporate and business law with specific focus on the sole proprietorship, general partnership, limited liability company (LLC), limited liability partnership (LLP), and corporations. It will address the organizational structure of (and differentiating characteristics), and the manner in which business organizations are created, operated, maintained, dissolved and other relevant legal issues. Emphasis on the paralegal's role in collecting data, drafting documents, maintaining minutes, records and much more.

### 45 Litigation Document Preparation (3)

*Recommended: English 28 or 101.*

This course introduces the student to common litigation documents, terminology, procedures, and document preparation. Topics covered include the development and production of initial client documents, fee agreements, interrogatories, subpoenas, other discovery, deposition summaries, briefs, motions and pleadings. Students will receive hands-on instruction to create these legal documents using word processing software and focus on deadlines and calendaring requirements.

### 46 Technology Use for Paralegals (3)

*Recommended: English 28 or 101.*

This course introduces the student to web-based skills and popular software packages used in the legal environment. Students will receive hands-on instruction that reflect the actual information and documents frequently found in legal practices using word processing software and various popular

software packages. Topics include the development and production of client documents, briefs, motions, pleadings, time and billing records, rules-based calendaring, case, contact and document management, email management, document assembly, auto-fill court forms, case notes and e-filing. Students will also receive hands-on training in AbacusLaw, LexisNexis CaseMap, Summation, SmartDraw, Sanction, and more which will provide up-to-date skill sets required for today's paralegals.

### 51 Legal Research (3) CSU

*Prerequisite: Paralegal 10 and English 101*

Students learn how to perform library and computer assisted legal research. Topics include finding the law by using legal encyclopedias; treatises; legal periodicals; A.L.R. annotations; Restatements; case reporters, digests, and their alternatives; case citators; constitutions and statutes; regulations; agency decisions; and looseleaf services. Students also receive hands-on training in Westlaw and LexisNexis.

---

## PHARMACY TECHNICIAN

### 21 Retail Products for Pharmacy Clerks/Technicians (3)

This course is designed for the Pharmacy student to provide basic knowledge about Over-the-Counter (OTC) products in relation to their accepted therapeutic uses. Students will understand the steps involved in safely choosing a non-prescription product.

### 23 Introduction to Pharmacy (2)

In this course students will understand the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Students will be introduced to pharmaceutical dosage forms, the drug development process, and drug classification systems. This course also includes an introduction to prescription labeling and to the law and ethics for pharmacy practice.

### 29 Body Systems I (3)

*Recommended: English 28.*

In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the muscular, skeletal, respiratory, renal, cardiovascular, and hematologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

### 30 Body Systems II (3)

*Recommended: English 28.*

In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the nervous, endocrine, gastrointestinal, reproductive, immune, ears/nose/throat, and dermatologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

### 31 Pharmacy Calculations (2)

*Recommended: Math 105*

In this course students will learn calculations related to drug dosage, measurements of strength and preparation of medications. This course also includes inter-conversion of units in the metric and common systems of measurement. Emphasis is placed on unit-cancellation for solving pharmacy problems. This course includes a strong verbal component.

### 32 Pharmacy Operations (4.75)

*Prerequisites: Pharmacy Tech 23, 29, and 31.*

In this course students will become competent in handling and preparing medications in both the outpatient and compounding pharmacy settings in a manner consistent with the legal and ethical guidelines. After successful completion of this course, the student will have the skills needed to begin an outpatient pharmacy externship.

### 34 Community Pharmacy Externship (2.25)

*Prerequisites: Pharmacy Tech 21, 30, and 32; Allied Health 56 and 57.*

In this course students practice skills developed in other courses in a community or outpatient pharmacy.

### 35 Inpatient Pharmacy Services (2)

*Prerequisites: Pharmacy Tech 23, 29, and 31.*

In this course students will become competent in the technical aspects of drug distribution for the inpatient (hospital) pharmacy setting. This course includes hands-on training in medication order processing, pharmacy patient profile maintenance, medication preparation and inpatient drug distribution using manual and automated systems.

### 36 Inpatient Pharmacy Externship (2.25)

This course provides students with scientific rationale and practical application involved in responding to a victim with a potential life threatening condition. Students will become proficient in performing CPR, and in the use of an AED. Legal ramifications will be discussed in class along with factors involved when dealing with special populations. In addition the course covers the management of infectious diseases, splinting, bandaging and spine boarding. The AHA American Heart Association standards will be followed along with candidacy in becoming certified in First Aid & CPR/AED BLS.

---

## PHILOSOPHY

### 1 Introduction to Philosophy (3) UC:CSU

This course examines such questions as the existence of God, the problems of evil, the nature of the soul and the origin of knowledge. It takes a historical approach to philosophical problems in the Western tradition emphasizing the development of analytic and evaluative skills. An inquiry into the nature of science, religion, metaphysics and the theory of knowledge is undertaken.

### 6 Logic in Practice (3) UC:CSU

An introduction to critical thinking, the skill of evaluating and constructing arguments as they appear in ordinary language. This course examines problems of clarity of language as they appear in a variety of disciplines such as science, the humanities, social sciences, law and business. Emphasis is placed on the practical application of logical skills to other disciplines.

### 8 Deductive Logic (3) UC:CSU

This course is an introduction to the principles of deductive and inductive reasoning emphasizing critical and evaluative skills. Introduces technical analysis of the reasoning process, categorical and propositional logic, and formal and informal fallacies. NOTE: This course is an excellent preparation for the LSAT.

### 9 Symbolic Logic I (3) CSU

This course provides an introduction to formal logic including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

### 18 Business Ethics (3) UC:CSU

This course introduces the study of values, and their importance in the practical conduct of business.

### 20 Ethics (3) UC:CSU

An inquiry into the nature of morality, and ethical theory in both historical and contemporary settings as they apply to business, the arts, science, and medicine. An analysis of utilitarianism, duty theory and virtue theory as well as contemporary moral issues such as abortion, capital punishment, animal rights, environmental issues and the role of ethics in political and social policy.

### 33 Comparative Survey of World Religions (3) UC:CSU (Formerly Philosophy 23)

This course analyzes the world's great religions, including Hinduism, Buddhism, Confucianism, Judaism, Islam and Christianity. This course investigates pre-rational religions, mystic cults, myth and ritual. Emphasis is placed on the philosophical assumptions and principles underlying religious beliefs and the influence of environment and culture on these beliefs.

### 41 An Introduction to Philosophy and Literature (3) UC:CSU

This course offers an examination of great philosophical and literary works which explore the relationships between philosophy and literature. An analysis is made of philosophical themes such as the nature of self, faith and reason, and the problem of evil as it arises in plays, novels, poems and short stories.

---

## PHYSICAL SCIENCE

### 1 Physical Science I (3) UC:CSU

Designed for the non-science major, this course provides an introduction to the fundamental principles of physics, chemistry, astronomy and geology. Elementary quantitative concepts are used to supplement the qualitative emphasis of this course.

### 14 Physical Science Laboratory (1) UC:CSU

*Prerequisites: Physical Science 1.*

Designed for the non-science major, this course provides an introduction to the laboratory methods and problem-solving skills used in physical science. The experiments, along with a limited number of demonstrations that will be performed will allow students to visualize and apply basic

---

## PHYSICS

### 6 General Physics I (4) UC:CSU

*Prerequisite: Prior or concurrent enrollment in Mathematics 241 or equivalent trigonometry.*

Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. The areas of physics involved in this course are mechanics, energy, fluid mechanics, mechanical waves, thermal behavior, kinetic theory and the laws of thermodynamics.

UC Transfer Credit Limit: Credit will only be given for one series Physics

**7 General Physics II (4) UC:CSU**

*Prerequisites: Physics 6, Mathematics 241.*

Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. This course is a continuation of Physics 6, covering electricity, magnetism, electromagnetism, alternating currents, electromagnetic waves, optics, the atom, quantum physics and relativity. UC Transfer Credit Limit: Credit will only be given for one series Physics 6/7 or Physics 37/38/39.

**12 Physics Fundamentals (3) UC:CSU**

*Prerequisite: One year of high school algebra, or Mathematics 115.*

This introductory course in physics, designed primarily for liberal arts students, provides qualitative knowledge of fundamental physical principles. UC Transfer Credit Limit: No UC credit will be given for Physics 11 or 12 if taken after the Physics 6/7 series or the Physics 37/38/39 series.

**14 Physics Fundamentals Laboratory (1) UC:CSU**

*Prerequisite: Physics 12 or concurrent enrollment in Physics 12.*

This course is designed for those liberal arts students who are taking or have taken Physics 12 and who wish or need to have a laboratory experience as part of their physical science education. The course consists of a large number of physical science experiments.

**37 Physics for Engineers and Scientists I (5) UC:CSU**

*Prerequisite: Mathematics 261 with a grade of "C" or better. Corequisite: Mathematics 262.*

This course is the first semester of a three-semester calculus level sequence in introductory physics. Topics studied include kinematics, particle dynamics, momentum and impulse, work energy, rotational dynamics, statics, oscillations, gravitation, mechanics of solids and fluids, and special relativity. UC Transfer Credit Limit: Credit will only be given for one series - Physics 6/7 or Physics 37/38/39.

**39 Physics for Engineers and Scientists III (5) UC:CSU**

*Prerequisites: Physics 38, Mathematics 267.*

The third semester of a three semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include Oscillations, Wave Motion, Sound, Light, Optics, Special Theory of Relativity, Quantum Theory and Early Models of the Atom, Quantum Mechanics, Molecules and Solids, Nuclear Physics and Radioactivity, Elementary Particles, and Astrophysics and Cosmology. The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed.

**PHYSIOLOGY**

(Also see Anatomy)

**1 Introduction to Human Physiology (4) UC:CSU**

*Prerequisite: College Biology 3 or 3A and 3B with a grade of "C" or better.*

This course presents the biochemical and biophysical principles underlying the physiological processes of the human being. Lecture topics include the neural and hormonal regulation of bodily processes, and the integration of the organ systems to maintain a constant fluid environment within the body. Special emphasis will be placed on the evaluation of body temperature, blood pressure, breathing, and urine output, as well as the interpretation of clinical laboratory tests. Laboratory exercises will introduce the student to the spectrophotometer, EKG machine, blood pressure cuff, and urinalysis tests. This course is intended to meet the requirements of students majoring in Nursing, Dental Hygiene, Occupational Therapy, Psychology, Physical Education, and Life Sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introduction.

**POLITICAL SCIENCE**

**1 The Government of the United States (3) UC:CSU**

This course deals with the principles, problems, structures, and functions of United States and California governments. The topics covered will be political concepts, ideology and government, the Constitution, Federalism, Congress, the presidency, the judiciary, civil rights and civil liberties, the media, elections, political parties, interest groups, California and the nation, the California Constitution, the state legislature, the state's plural executive, and the state judiciary.

**2 Modern World Governments (3) UC:CSU**

Comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences.

**7 Contemporary World Affairs (3) UC:CSU**

This course surveys the factors involved in international relations today. Emphasis is placed upon regional and global affairs, providing students with a framework for analysis.

**14 Government and Politics in the Middle East (3) UC:CSU**

This course surveys the culture, history, and resources of the countries in the region and their relationship with each other and with Western World.

## PSYCHOLOGY

### 1 General Psychology I (3) UC:CSU

This course presents an overview of the major fields of psychology, including research methods, learning and conditioning, biopsychology, memory, intelligence, health psychology, motivation and emotion, perception, human development, social psychology, personality, psychotherapy, and abnormal psychology. The history of modern psychology and its roots in philosophy is presented. Particular attention is given to the application of psychological concepts to the problems people find living in contemporary society.

### 2 Biological Psychology (3) UC:CSU

*Prerequisite: Psychology 1.*

This course examines behavior from a biological, physiological approach. A detailed examination of the anatomy and physiology of the neuron and brain is provided, including the central, peripheral and autonomic nervous systems. Sensory systems are presented, including vision, audition and somato-sensory. A biopsychological perspective is taken to study motivation, emotion, language, sleep, consciousness, sexual behavior, and mental illness.

### 13 Social Psychology (3) UC:CSU

Studies individual behavior as it affects others and as it is affected by others. Main topics include: Aggression, Attitudes, Discrimination and Prejudice, Conformity, Compliance, and Obedience, Group Behavior, Interpersonal Relationships, Persuasion, Prosocial Behavior, "The Self," and Social Cognition.

### 14 Abnormal Psychology (3) UC:CSU

This course deals with maladaptive or abnormal behavior of human beings. Topics covered include history of abnormal psychology, classifications, clinical frameworks, causal factors, treatment and outcomes of maladaptive behavior, assessment utilizing the DSM-IV, therapy, and prevention. Major categories of mental disorders are presented including mood, anxiety, stress, somatoform, dissociative, psychosexual, personality, and schizophrenia.

### 37 Psychology of Codependency and Family Systems (3) CSU

*Prerequisite: Psychology 64 and 65.*

This course examines the issues and problems in relationships between the chemically dependent person and his/her friends, family, colleagues in the workplace, and love relationships.

### 41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU

This course presents the psychological development of the person from the prenatal period through old age and death. Each of the eleven stages of life is presented. Emphasis is placed on theories and their application to the behavioral, cognitive, social and biological aspects of human

development. Psychosocial and life-span approaches are employed to illustrate the interconnectedness of all stages of life.

### 43 Principles of Group Dynamics I (3) CSU

Using the class as a group, principles of group dynamics are studied from both experiential and theoretical perspectives. Related topics include historical developments, dynamics, leadership, diversity, assessment, treatment, and practice in a group situation.

### 52 Psychological Aspects of Human Sexuality (3) UC:CSU

This course addresses the psycho-sexual development of the individual and the values that are learned in our culture and comparative information from other cultures. The history of attitudes toward sexuality in America is studied. The anatomy and physiology of the human reproductive system, the physical and emotional orgasmic response, life-long development, sexually transmitted diseases, myths and misconceptions about the sexual response, sexual variance and dysfunction are presented. The interaction of personality and sexual behavior is explored. The student can achieve an understanding of his or her own unique sexuality.

### 63 Alcohol/Drug Studies: Prevention and Education (3) CSU

This course focuses on drug and alcohol abuse prevention in different communities including families, schools, and the workplace. Strategies for implementing programs and obtaining government approvals are presented. Relapse issues and cultural differences are also considered.

### 64 Introduction to Alcohol and Drug Abuse (3) CSU

This survey course includes drug classification, drug physiology and psychopharmacology, theories of addiction, history and theories of treatment, dual diagnosis, drug testing and social policy, recovery and rehabilitation, and other related topics. This course is also the introductory course for drug and alcohol counseling programs.

### 65 Chemical Dependency: Intervention, Treatment and Recovery (3) CSU

An introduction to treatment and recovery from drug and/or alcohol addiction including the physiology of addiction, criteria of addiction, and the various treatment modalities with an emphasis on family and different populations. Other aspects include models of recovery, rehabilitation, relapse, and aftercare.

## 67 Counseling Techniques for the Chemically Addicted (3) CSU

*Prerequisite: Psychology 64.*

This course emphasizes counseling techniques for the chemically addicted. Major elements include ethics and confidentiality, interview and assessment techniques, observation and listening skills, dual diagnosis, crisis intervention, and documentation processes.

## 68 Biopsychology of Chemical Dependency: Drugs, Behavior, and Health (3) CSU

*Prerequisite: Psychology 64.*

This course offers comprehensive instruction on the pharmacological and behavioral effects of all major categories of both legal and illegal psychoactive substances, including an overview of contemporary and historical drug regulation and abuse, and a detailed review of the nervous system.

## 74 Research Methods in the Behavioral Sciences (3) UC:CSU

*Prerequisite: Math 227.*

An introduction to basic research concepts, designs, and statistical techniques used in the behavioral and social sciences. Knowledge of descriptive and inferential statistics and its application to data is applied for both non-experimental and experimental studies. Understanding of ethics in research for animals and humans is addressed. Critiquing of current published research articles and disseminating of experimental and non-experimental research is discussed. Researching published articles through the use of personal computers is demonstrated. Report writing of APA style manuscripts and presentation of a group project from data collected are required.

## 84 Fieldwork I, Alcohol/Drug Studies (3) CSU

*Prerequisites: Psychology 43, 64, 65 and 67.*

This is the first of two required internship classes in the Alcohol/Drug Studies program. It provides observation and interaction opportunities with clients and counselors at provider clinics. This course satisfies half of the fieldwork hours required by CAADE. Note: Students must provide their own transportation to clinic sites.

## 85 Fieldwork II, Alcohol/Drug Studies (3) CSU

*Prerequisite: Psychology 84.*

This is the second of two required internship classes in the Alcohol/Drug Studies program. It provides observation and interaction opportunities with clients and counselors at provider clinics. This course satisfies half of the fieldwork hours required by CAADE. Note: Students must provide their own transportation to clinic sites.

## REAL ESTATE

### 1 Real Estate Principles (3) CSU

This beginning course in real estate fundamentals is required for the real estate salesperson's license, and is highly recommended as a foundation course in real estate. Real estate economics, terminology and definitions, real estate law, ownership rights, real estate investment and career opportunities, as well as other subjects vital to a basic understanding of real estate are covered. Note: This course is required for a real estate salesperson's license; elective for the California Broker's license.

### 3 Real Estate Practice (3) CSU

This course covers the day-to-day activities of the real estate brokerage business from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as: time management, human relations, client psychology, financing, leasing, appraising and property management. Note: This course is required for those seeking the California Broker's license.

### 4 Real Estate Office Administration (3) CSU

Topics presented in this course include management, leadership, communications, staffing, real estate market analysis, finance, and other topics pertinent to the successful operation of a real estate office. Note: This course may be used as an elective toward the California salesperson's license.

### 5 Legal Aspects of Real Estate I (3) CSU

This course covers in detail the principles of property ownership and management, with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes. NOTE: This course is required for the California Broker's license; elective for a real estate salesperson's license.

### 7 Real Estate Finance I (3) CSU

Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are also covered.

### 9 Real Estate Appraisal I (3) CSU

This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.