

**RTV 225 Intermediate Film and Video Field Production (3)**

6 hours lecture/laboratory

**Prerequisite:** A minimum grade of 'C' in RTV 110 and CINE/RTV 125**Note:** Cross listed as CINE 225**Transfer acceptability:** CSU; UC – CINE/RTV 125 and 225 combined: maximum credit, one course

Principles, techniques, and theory of field production using digital or analog video or 16mm film equipment. Theory and practice of off line linear or nonlinear editing.

**RTV 230 Digital Audio with Pro Tools (3)**

6 hours lecture/laboratory

**Prerequisite:** RTV/ENTT 130**Transfer acceptability:** CSU

Principles and techniques of editing radio, television, and film audio projects using Pro Tools software and technology. Digitizing audio source material, working knowledge of Pro Tools interface, use of multi-track audio editing system, mic and recording techniques.

**RTV 240 Television News (4)**

8 hours lecture/laboratory

**Prerequisite:** RTV 110 and RTV/ENTT 120 or RTV 140**Note:** May be taken 4 times**Transfer acceptability:** CSU

Principles of scripting, gathering, and editing of television news. Production of newscasts for airing on cable television.

**RTV 245 Advanced TV News (3)**

6 hours lecture/laboratory

**Prerequisite:** A minimum grade of 'C' in RTV 240**Note:** May not be taken for Credit/No Credit grading; may be taken 4 times**Transfer acceptability:** CSU

Advanced principles and application of techniques and theory of local TV News reporting, news gathering, producing, and editing an ongoing TV News program. Production of newscasts for airing on cable television.

**RTV 270 Digital Video Editing (3)**

6 hours lecture/laboratory

**Prerequisite:** RTV/ENTT 120 and RTV 170**Transfer acceptability:** CSU

Principles and techniques of digital non-linear video editing. Overview of various software programs for editing, graphics and 3D animation. Application of operational and aesthetic editing principles to specific editing projects.

**RTV 275 Avid Editing for Television and Film (3)**

6 hours lecture/laboratory

**Prerequisite:** RTV 170 and 270**Transfer acceptability:** CSU

Principles and techniques of editing video and film projects using Avid technology. Digitizing source material, storyboarding, timeline, audio editing, importing and exporting graphics, outputting, and media management.

**RTV 294A Radio Programming Projects (1,2,3)**

3, 6, or 9 hours laboratory

**Note:** Credit/No Credit grading only; may be taken 4 times**Transfer acceptability:** CSU

Advanced radio projects to meet the specific needs of the student's interest in radio programming. Work on college produced broadcast productions.

**RTV 294B Television Internships/Production (1,2,3)**

3, 6, or 9 hours laboratory

**Note:** Cross listed as ENT 294B; may be taken 4 times**Transfer acceptability:** CSU

Work on advanced television production including individual research, work on college produced programs, or internships at local broadcast stations, cable companies, and other communications facilities.

**Reading (READ)**

Contact Reading Services for further information.

(760) 744-1150, ext. 2568

Office: RC-1

**COURSE OFFERINGS**

Courses numbered under 50 are non-degree courses.

Courses numbered under 100 are not intended for transfer credit.

**READ 5 Corrective Learning and Reading Skills/Learning Disabled (3)**

2 hours lecture-3 hours laboratory

**Note:** Credit/No Credit grading only; may be taken 4 times

Individualized program for students who have specific learning disabilities. Intensive training in communication skills of reading, listening, and speaking.

**READ 10 Spelling (1)**

1 hour lecture

**Note:** May be taken 2 times

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

**Note:** May be taken 2 times

An intensive study and application of techniques necessary to improve college level spelling ability.

**READ 30 Fundamental Reading Skills (2)**

4 hours lecture/laboratory

**Note:** Open Entry/Open Exit; Credit/No Credit grading only; may be taken 3 times

An individualized computer assisted instruction program based on in depth testing, assessment, prescription and instruction for the improvement of students' 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, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times

Topics in Reading. See class schedule for specific topic covered. Course title will designate subject covered.

**READ 50 Reading Improvement (4)**

3 hours lecture-3 hours laboratory

**Note:** May be taken 3 times

A course 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 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.

**READ 120 Critical Reading (3)**  
 3 hours lecture  
**Recommended preparation:** READ 110  
**Transfer acceptability:** CSU  
 Conceptual examination and application of critical reading, critical thinking, analysis and logical reasoning in multi-discipline and multi-cultural academic sources. Emphasis on advanced critical reading, logical reasoning/thinking, reflective judgment, and problem-solving skills that will lead to the ability to interpret, analyze, critically evaluate, and advocate ideas.

**READ 197 Reading Topics (.5-4)**  
 Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.  
**Note:** May be taken 4 times  
**Transfer acceptability:** CSU  
 Topics in Reading. See Class Schedule for specific topic offered. Course title will designate subject covered.

**Real Estate (RE)**

Contact the Business Administration Department for further information.  
 (760) 744-1150 ext. 2488  
 Office: B-18

**Associate in Arts Degrees -**

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

- Escrow
- Real Estate Broker License Preparation

**Certificates of Achievement -**

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

- Escrow
- Real Estate Broker License Preparation

**Certificates of Proficiency -**

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

- Real Estate Appraisal License Preparation
- Real Estate Salesperson License Preparation

**PROGRAMS OF STUDY**

**Escrow**

Prepares students for employment as escrow officers.

**A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT**

Program Requirements	Units
RE 100 Real Estate Principles	3
RE 105 Real Estate Finance	3
RE 120 Legal Aspects of Real Estate	3
RE 155 Escrow and the Title Procedures	3
RE 156 Advanced Escrow Procedures	3
RE 157 Escrow Problems	3

**Electives (Select 2 courses, 5-7 units)**

ACCT 103 and ACCT 104 or	Financial Accounting Accounting Spreadsheet Lab	3,5
BUS 105	Bookkeeping Fundamentals	3
BUS 110	Business Mathematics	3
BUS 115 or BUS 116	Business Law Business Law	3
BUS 205	Business Writing	3
BMG 110	Human Resource Management	3
OIS 102	Intermediate Keyboarding	3
RE 110	Real Estate Appraisal	3
RE 115	Real Estate Practice	3
RE 130	Real Estate Economics	3

RE 135	Real Estate Investments	3
RE 145	Real Estate Exchanges	3
RE 150	Real Estate Income Taxation	2
RE 158	Current Trends in Escrow	3
CE 100*	Cooperative Education	2,3,4

**TOTAL UNITS 23 - 25**

\* Applicable for C.E.A.'s Educational Achievement Award for full time students only. Completion of this certificate also qualifies students for the California Escrow Association's Educational Achievement Award.

**Real Estate Appraisal License Preparation**

A Real Estate Appraiser Trainee license is required of individuals who are to be employed as appraisers under the control and supervision of licensed or certified real estate appraisers. A license may be obtained by a person who does not immediately intend to be employed by an appraiser. However, no real estate appraisal activity may be performed unless the trainee is in the employ of a licensed or certified real estate appraiser.

Minimum Requirements to qualify to take the Real Estate Salesperson examination:

1. Age – 18 years of age or older.
2. Residence – Must be a legal resident of California.
3. Honesty – License applicants must be honest and truthful.
4. Education – Applicants for the Trainee or Residential license must provide evidence of successful completion of 90 hours of real estate appraisal education, including 15 hours of USPAP (Uniform Standards of Professional Appraisal Practice). Applicants for the Certified Residential license must provide proof of completion of 120 hours of real estate appraisal education (including 15 hours of USPAP). Applicants for the Certified General license must provide evidence of successful completion of 18 hours of real estate education (including 15 hours of USPAP).
5. Experience – No experience is required before obtaining the Real Estate Appraiser Trainee license. 2,000 hours of appraisal experience is required before obtaining the residential license. 2,500 hours of experience is required before obtaining the Certified Residential license. 3,000 hours of experience is required before obtaining the Certified General license.

This program is designed to meet the educational requirements of all four licensing levels of the Office of Real Estate Appraisers. **Note:** Licensed real estate brokers may satisfy 1,000 hours of the experience requirement.

**CERTIFICATE OF PROFICIENCY**

Program Requirements	Units
RE 100 Real Estate Principles	3
RE 110 Real Estate Appraisal	3
RE 111 Advanced Real Estate Appraisal	3
RE 112 Business Appraisal	3
<b>TOTAL UNITS</b>	<b>12</b>

AQB/OREA Real Property Appraiser Qualifying Criteria (Effective January 1, 2008)			
OREA License Levels	Basic Education Requirements	College Level Requirements	Experience
Trainee (AT)	150 Hours	N/A	N/A
Residential	150 Hours	N/A	2,000 Hours (accumulated over at least a 12-month period)