

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

BUSINESS: REAL ESTATE (RLEST)

DIVISION: Technology
DEPARTMENT: Real Estate
DEPT CHAIR: Ronnie Phillips
PHONE: 408-855-5345
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The Real Estate Program is designed to train our students in "Private Property Rights," which is the very foundation of our economic system, so our population can enjoy the American dream of "Home Ownership."

The program goal is to provide the knowledge and skills in real estate so our citizens can participate in the making of economic decisions in their best interest in the buying, selling, investing, developing, and management of real estate. The real estate decision is one of the most important decisions people will make in their lifetime.

Student Learning Outcomes:

Graduates are trained to: buy and sell real estate on their own; become licensed real estate salespersons, and/or brokers; become licensed real estate appraisers, loan officers, escrow officers, real estate investors, property managers, and real estate developers. They are also trained in starting up their own real estate businesses and in meeting all the proper state license requirements.

Career Paths:

Real estate knowledge and skills are used in both personal life and professional life as shown below.

- Home Buyer and/or Home Seller
- Real Estate Investor and Property Manager
- Real Estate Salesperson and Broker
- Real Estate Appraiser
- Loan Processor and Loan Officer
- Loan Underwriting Officer
- Mortgage Insurance Processor and Officer
- Mortgage Banker (Mortgage Company).
- Escrow Officer and Title Insurance Officer
- Real Estate Developer and Contractor
- Property Tax Assessor and Accountant
- Urban and City Planner
- Legal Assistant and Real Estate Attorney

A.S. Degree:

- Real Estate

Certificate:

- Real Estate (Levels I and II)

Schedule Matrix:

COURSE	FALL	SPRING	SUMMER	WEEKEND
RLEST 090	E	E	E	
RLEST 083A			E	
RLEST 085	AN	AN		
RLEST 087A	E			
RLEST 087B		AN		
RLEST 091		E	E	
RLEST 092		E		
RLEST 093A	E			
RLEST 094A	E			
RLEST 094B		E		
RLEST 095A	E	E		
RLEST 096A		E		
RLEST 100	E			

D= Day classes; E= evening classes; AN= As needed

Real Estate - Certificate

A LEVEL I or LEVEL II certificate will be issued upon completion of required units and courses for that certificate level, independent of any previous level. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate. Although not required, the student is encouraged to take the courses in the below recommended sequence to maximize learning.

LEVEL I Certificate:

Core Curriculum Courses (Required)	Units
RLEST 090 Principles of Real Estate.....	3.0
BUS 051 Introduction to American Business	3.0
BUS 064 Business Math Using Calculators	4.0

Plus 6 units from the following:

	Units
RLEST 096A..... Real Estate Investment I.....	3.0
BUS 021 Introduction to Business Computing	3.0
BUS 021L Introduction to Business Computing Lab	1.0
BUS 028A Business Law.....	3.0
BUS 078 Business Communications.....	3.0
BUS 079 Human Relations Applied in Business	3.0
MGMT 101..... Managerial Interpersonal Effectiveness.....	3.0
MKT 056A..... Marketing Principles.....	3.0
CA 037A..... Introduction to Office Automation.....	3.0
CA 011 Keyboarding: Beginning.....	3.0
WRKEX 301-304 Cooperative Work Experience	1.0 - 3.0
Total Level I Certificate Requirements	16.0

LEVEL II Certificate:

Core Curriculum Courses (Required)	Units
RLEST 095A..... Real Estate Finance I.....	3.0
RLEST 093A..... Legal Aspects of Real Estate I.....	3.0
RLEST 092 Real Estate Economics.....	3.0
RLEST 094A..... Real Estate Appraisal I.....	3.0
RLEST 091 Real Estate Practice	3.0
RLEST 100 Property Management	3.0
RLEST 087A..... Escrow Procedures I.....	3.0
Total Level II Certificate Requirements	21.0

NOTE: All of the above real estate courses in Level 2 including RLEST 90 meet the State of California Broker's requirements. Eight courses are required for the Real Estate Broker's License.

Real Estate - A.S. Degree

Students should take RLEST 90, Principles of Real Estate, so they can get their Real Estate Sales License as soon as possible. The student can take the other broker's courses next, level 2, if desired. Although not required, to maximize learning, the student is encouraged to take the courses in the sequence recommended below.

Core Curriculum Courses (Required)	Units
RLEST 090 Principles of Real Estate.....	3.0
BUS 051 Introduction to American Business	3.0
BUS 064 Business Math Using Calculators	4.0
RLEST 095A..... Real Estate Finance I.....	3.0
RLEST 093A..... Legal Aspects of Real Estate I.....	3.0
RLEST 092 Real Estate Economics.....	3.0
RLEST 094A..... Real Estate Appraisal I.....	3.0
RLEST 091 Real Estate Practice	3.0
RLEST 100 Property Management	3.0
RLEST 087A Escrow Procedures I.....	3.0

Plus 6 units from the following:

RLEST 096A..... Real Estate Investment I.....	3.0
BUS 021 Introduction to Business Computing	3.0
BUS 021L Introduction to Business Computing Lab	1.0
BUS 028A Business Law.....	3.0
BUS 079 Human Relations Applied in Business	3.0
BUS 078 Business Communications.....	3.0
MGMT 101..... Managerial Interpersonal Effectiveness.....	3.0
MKT 056A..... Marketing Principles.....	3.0
CA 037A..... Introduction to Office Automation.....	3.0
CA 011 Keyboarding: Beginning.....	3.0
WRKEX Cooperative Work Experience	1.0 - 3.0
Total Program A.S. Requirements.....	37.0

BUSINESS: REAL ESTATE

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NOTE: Only courses completed with a grade of "C" or better may be used to satisfy requirements.

- All students should take Real Estate 90 (Principles of Real Estate) to obtain their Real Estate Sales License, if desired. It also applies toward the Broker's license. You may then take other Broker's courses concurrently with Real Estate 90 or after completing Real Estate 90.
- All of the Real Estate courses listed above meet the requirements for the State of California Broker's License. Eight Real Estate courses are required for the Broker's License.
- Appraisal students should start with Real Estate 90.
- Level I and Level II certificates may be earned independent of one another.

BUSINESS: REAL ESTATE (RLEST)

083A • REAL ESTATE LICENSE EXAMINATION REVIEW I-SALESPERSON

3.0 units

Total Lecture 54.4 hours

Advisory: RLEST 090

Acceptable for credit: California State University

This course is designed to teach the student how to pass the California Real Estate Salesperson's License Examination, or assist those students who are planning to take the California Real Estate Broker's Examination. The material to be covered will include, but not limited to, real estate law, real estate practice, real estate finance, real estate appraisal, business opportunities and real estate mathematics. This course does not apply toward the educational requirements of the California Real Estate Salesperson's or Broker's license examination. It is not a substitute for RLEST 90 - Principles of Real Estate. *Pass/No Pass Option.*

085 • EFFECTIVE REAL ESTATE SELLING

3.0 units

Total Lecture 54.4 hours

Advisory: RLEST 090

Acceptable for credit: California State University

This course is designed to provide the student with the awareness and communications skills to achieve and maintain the rapport with clients, other salespeople and brokers necessary to the professional real estate salesperson. The student will be encouraged to participate in simulated situations (role playing) likely to be encountered when "working in the field." *Pass/No Pass Option.*

087A • ESCROW PROCEDURES I

3.0 units

Total Lecture 54.4 hours

Advisory: RLEST 090

Acceptable for credit: California State University

This course deals with the purposes and procedures of escrow; the objective role of escrow officers in relation to their duties, and the why as well as the how of escrow procedures. The student will study all phases of handling the simpler escrow, the opening, preliminary title report, file compilation, preparation and purpose of documents, drawing instruments, and finally, the close. Role playing is used as an aid to learning sign-off techniques and customer relationships. This course applies toward the educational requirements of the California RLEST Broker's license examination. *Pass/No Pass Option.*

087B • ESCROW PROCEDURES II

3.0 units

Total Lecture 54.4 hours

Advisory: RLEST 087A and RLEST 090

Acceptable for credit: California State University

Escrow Procedures II is an advanced course covering the more complex types of escrows as well as rules of law that can impact an escrow such as the civil code, the business and professions code, legislative and case law. Emphasis on Real Estate Sales, Loans, Contract of Sale(s), Assignments of Note and Trust Deed, and Two-Way Exchanges. Escrow Procedures II builds on the material taught in Escrow Procedures I. This course applies toward the educational requirements of the California Real Estate Broker's license examination. *Pass/No Pass Option.*

090 • PRINCIPLES OF REAL ESTATE

3.0 units

Total Lecture 54.4 hours

Advisory: Eligibility for ENGL 001A and READ 05

Acceptable for credit: California State University

This is a fundamental Real Estate course that is required for more advanced course work in real estate. This course is also a requirement for the California Real Estate Salesperson license and is an elective for the California Real Estate Broker license. This course is also a required course for the Real Estate Certificates I and II, along with the Associate Arts Degree in Real Estate. This course applies toward the educational requirements of the California Real Estate Salesperson's and Broker's license examinations. This course may be offered via distance learning. *Pass/No Pass Option.*

091 • REAL ESTATE PRACTICE

3.0 units

Total Lecture 54.4 hours

Advisory: RLEST 090, Eligibility for ENGL 001A and READ 053

Acceptable for credit: California State University

Real Estate Practice is an overview of the operational methods of a real estate business and the procedures used in a typical real estate transaction. The course requires students to evaluate the day-to-day operations of a real estate office, with an emphasis on topics such as listings, purchase and sale, advertising, financing, escrows, taxation, income tax, and appraisal. This course summarizes information required for the State of California real estate license examinations. This course is required for the California Real Estate Salesperson and the California Real Estate Broker licenses. This course is also a required course for the Real Estate certificates I and II and the Real Estate Associate Degree. This course may be offered via distance learning. *Pass/No Pass Option.*

092 • REAL ESTATE ECONOMICS

3.0 units

Total Lecture 54.4 hours

Advisory: RLEST 090

Acceptable for credit: California State University

This course deals with the causes and effects of value fluctuations in real estate; the nature of land economics and development of residential, commercial, industrial and special-purpose properties. The student will study various types of real estate investments, including syndications, recreational land, single-family residence, multi-family residences, condominiums, townhouses, mountain cabins, franchise operations and special purpose properties; the basic tax advantage of improved real estate over unimproved real estate; the effect of governmental actions such as zoning, planning, taxes and improvements such as freeways on various types of real estate; the single tax theory, urban redevelopment, the causes of slums, the latest in community planning and the effect of environmental conditions on the value of real estate. This course applies toward the educational requirements of the California Real Estate Broker's license examination. *Pass/No Pass Option.*

093A • LEGAL ASPECTS OF REAL ESTATE I

3.0 units

Total Lecture 54.4 hours

Advisory: RLEST 090

Acceptable for credit: California State University

The student taking this course will study California real estate law, including rights incident to property ownerships and management, agency, contracts, and application of real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. This course applies toward the educational requirements of the California Real Estate Broker's license examination. Current Licensees can also earn 45 hours of Continuing Education units. *Pass/No Pass Option.*

094A • REAL ESTATE APPRAISAL I

3.0 units

Total Lecture 54.4 hours

Advisory: RLEST 090

Acceptable for credit: California State University

This is an introductory course covering the purposes of appraisals, the appraisal process, and different approaches, methods and techniques used to determine the value of various types of property with a special emphasis on single-family residential properties. Current regulations, standards of practice, and ethics will be studied. The student will be taught how to do a Uniform Residential Appraisal Report (URAR) on residential properties. *Pass/No Pass Option.*

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094B • REAL ESTATE APPRAISAL II

3.0 units

Total Lecture 54.4 hours
Advisory: RLEST 094A and RLEST 090
Acceptable for credit: California State University

This is an advanced real estate appraisal course which will prepare the student to do an appraisal on multi-family residential, commercial, industrial and special purpose properties. The student will analyze income and expense statements, use discounted cash flows, capitalization methods, and gain a thorough knowledge of the economic approaches to value. Current regulations, standards of practice, and ethics will be studied. The student will be taught how to do a Small Residential Income Property Appraisal Report. *Pass/No Pass Option.*

095A • REAL ESTATE FINANCE I

3.0 units

Total Lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University

The student taking this course will analyze real estate financing, which includes lending policies, problems in financing transactions in residential, apartment, commercial and special purpose properties. Methods of financing properties are emphasized in this course. This course applies toward the educational requirements of the California Real Estate Broker's license examination. Current Licensees can also earn 45 hours of Continuing Education units. *Pass/No Pass Option.*

096A • REAL ESTATE INVESTMENT I

3.0 units

Total Lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University

This course is designed to acquaint the real estate student with the specific advantages and disadvantages of the various types of real estate investments including apartments, multiresidential, commercial, industrial, professional, recreational, condominiums and special purpose properties, and the effects of inflation, depreciation, taxes, tax-deferred exchanges, real estate cycles, growth patterns, risk and liquidity on the total real estate investment. The student will also study the advantages and disadvantages of investments in related fields of real estate investments including syndications, limited partnerships, the use of leverage, and creative financing such as all inclusive deeds of trusts in maximizing the real estate investment returns. This course has been accepted by the Dept. of Real Estate toward the educational requirements of the California Real Estate Broker's license examination. *Pass/No Pass Option.*

100 • PROPERTY MANAGEMENT

3.0 units

Total Lecture 54.4 hours
Advisory: RLEST 090
Acceptable for credit: California State University

The student will study successful techniques and practices in the management of rental income property from acquisition to disposal; neighborhood analysis, rent schedules, renting credit, collections, eviction, maintenance and rehabilitation; insurance, tax considerations, depreciation schedules and pitfalls in the purchase of income property. This course applies toward the educational requirements of the California Real Estate Broker's license examination. Current Licensees can also earn 45 hours of Continuing Education units. *Pass/No Pass Option.*

CHEMISTRY (CHEM)

DIVISION: Natural Sciences
DEPARTMENT: Chemistry
DEPT CHAIR: Catherine Shea
PHONE: 408-855-5260
COUNSELING: 408-855-5030

The Chemistry Program at Mission College consists of:

- A series of chemistry courses designed to meet transfer requirements for physical and biological science majors.
- A series of courses intended for students majoring in fields other than chemistry, biology, or physical science.
- A course designed specifically for students who require preparation or review of the more basic chemical concepts.

All chemistry courses at Mission College include a practical component where students conduct hands-on chemical experimentation in a modern, well-equipped laboratory.

Student Learning Outcomes:

Students who finish the Chemistry core curriculum will:

- analyze and apply fundamental chemical concepts and techniques
- perform chemical calculations and solve chemical equations

Students will be assessed by exams and homework assignments

Career Options:

- Chemist
- Pharmacist
- Chemical Engineer
- Physician
- Dentist
- Veterinarian
- Biologist
- Physicist
- Geologist/Geochemist
- Oceanographer
- Allied Health Professional

Some career options may require more than two years of college study. Classes beyond the Associate Degree level may be required to fulfill some career options or for preparation for transfer to a university program.

Highlights:

- An outstanding chemistry faculty striving to maintain an aggressive and well-respected chemistry program.
- Ample contact with the instructor and the relaxed atmosphere that only a limited class size can offer.

A.S. Degree:

- Physical Science

Schedule Matrix:

COURSE	FALL	SPRING	SUMMER	WEEKEND
CHEM 001A	D, E	D, E	D	X
CHEM 001B	E	E	D	X
CHEM 002	D	D	D	X
CHEM 012A	D	D		
CHEM 012B	D	D		
CHEM 030A	D, E	D, E	D	X
CHEM 030B	E	E	D	

D= DAY CLASSES; E= EVENING CLASSES; X= WEEKEND

Physical Science - A.S. Degree

To earn an A.S. Degree in Physical Science, a minimum of 18 units of course work, distributed among the following courses must be completed:

Select 18 units from the following:	Units
ASTRO 001 Astronomy.....	3.0
ASTRO 002 Astronomy Lab.....	1.0
CHEM 001AB General Chemistry.....	5.0 each
CHEM 002 Introductory Chemistry.....	4.0
CHEM 005 Quantitative Analysis.....	4.0
CHEM 030AB Fundamentals of Chemistry.....	3.0 each
PHYS 002AB General Physics.....	5.0 each
PHYS 004A Engineering Physics - Mechanics.....	5.0
PHYS 004B Engineering Physics - Electricity & Magnetism.....	5.0
PHYS 004C Engineering Physics - Light and Heat.....	5.0
PHYS 004D Atomic Physics.....	2.0
PHYS 010 Introduction to Physics.....	4.0
Total Program A.S. Degree Requirements:	18.0