

Advanced Residential Real Estate Certificate – 275J
Requirements Effective Spring 2017
Program Planning Guide

Program Description: This certificate program builds on our core Real Estate Certificate (275B) by specializing in residential sales and providing advanced education in key management skills including document preparation, sales and marketing, real estate math, and finance. Offers options to emphasize in inspection, title, appraisal, or escrow. Finally offers investment or brokerage management track. Courses also apply toward the Real Estate AAS degree and other real estate certificates. They are approved as continuing education clock hours for real estate brokers, property managers, and appraisers by the Washington Department of Licensing.

Prerequisites: Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering. Courses in this degree with pre-requisites are marked with an asterisk (*). See the Prerequisites Notes section below for more information.

Advanced Residential Real Estate Certificate Prerequisites: Real Estate Certificate – 275B – RES 100, RES 101 OR BUS 169, RES 106, RES 130, RES 140, AND RES 170. Classes may be taken concurrently. Exceptions may be awarded for active real estate experience or with program coordinator permission.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

Program Requirements		
Course Number	Certificate Requirements (20.5 credits)	
RES 125*	Applications of Real Estate Math	2
RES 142 or RES 175 or RES 180 or RES 190	Choose Any Two (2) of the Following: Inspecting the Condition of Real Estate or Introduction to Title or Basic Appraisal Principles or Real Estate Escrow I	6
RES 150*	Residential Sales & Leasing Documentation	1.5
RES 164*	Real Estate Finance – Residential	5
RES 210* or RES 230	Residential Property Investment Brokerage Management	3
RES 235*	Sales & Marketing	3
		Total Credits: 20.5 (excluding pre-requisites)

Prerequisites Notes:

- Courses with an asterisk (*) have a prerequisite.
- 1. RES 125: Recommend RES 100 taken concurrently.
- 2. Prereq: RES 150: RES 100, 110, 170, or 210 (or concurrent enrollment), or 6 months' experience in the real estate industry..
- 3. RES 164: Recommend RES 100 and/or RES 125 (or concurrent enrollment).
- 4. RES 210: Recommend RES 100 or concurrent enrollment.
- 5. RES 235: Recommend RES 100, RES 110, or RES 180 (or concurrent enrollment).

REV Date: 03/20/2017

For more information about our graduation rates, the median debt of students who have completed these program, and other important information, please visit our website at <https://northseattle.edu/about-north/gainful-employment-information>

Education Planning Note: Not all classes are offered every quarter, some are only offered once a year or once every two years. Refer to the class schedule, the annual forecast, to the department, and to an advisor for efficient education planning.

Program Outcomes:

- Excel in residential sales through enhanced education in sales and marketing techniques
- Explain fair and ethical behavior expected of all participants in any real estate property transaction
- Demonstrate use of software and internet applications to perform the communications, record-keeping, and analysis common in real estate transactions
- Manage complex real estate transactions and advise clients on market conditions, prices, mortgages, and related matters by applying real estate math and finance and proper use of real estate sales and leasing documentation
- Specialize in several related real estate fields to supplement your expertise
- Opportunity to choose investment track or brokerage management track.

What Skills do I need to be successful in this field?

- See O*Net for other employment information (www.onetonline.org)
<https://www.onetonline.org/link/summary/41-9021.00> or <https://www.onetonline.org/link/summary/41-3031.02>
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Negotiation — Bringing others together and trying to reconcile differences.
- Speaking — Talking to others to convey information effectively.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Service Orientation — Actively looking for ways to help people.
- Personal Time Management – Must be a self-starter and be able to close deals.
- Time Management — Managing one's own time and the time of others.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Interpersonal Communication Skills — this field is highly relationship-driven. To be successful, one must work well with the general public.
- Computer Skills — basic to intermediary computer skills are a must as many job functions are completed in conjunction with banks and other agencies that conduct business digitally.

What are some potential job titles?

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|---------------------|-------------------------------|--------------------------------|
| • Broker | • Real Estate Associate | • Real Estate Agent |
| • Broker Assistant | • Real Estate Broker | • Real Estate Broker Associate |
| • Associate Broker | • Real Estate Sales Associate | • Real Estate Salesperson |
| • Broker Associate | • Realtor | • Sales Agent |
| • Designated Broker | • Supervising Broker | • Real Property Agent |
| • Managing Broker | • Broker in Charge | |

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Wages, employment trends and pathways

- Please visit this site for information about becoming a real estate professional: (www.onetonline.org)
<https://www.onetonline.org/link/summary/41-9021.00> 41-9021.00 - Real Estate Brokers or
<https://www.onetonline.org/link/summary/41-3031.02> 41-3031.02 - Sales Agents, Financial Services

Suggested Course Sequence: This program of study is outlined by quarter and is based on a full credit load and one scenario for part-time credit load. Courses should be taken in the indicated sequence in order to complete the certificate in the shortest amount of time possible. However, it should not be concluded that students will always proceed through their program of study exactly as prescribed here. The number of quarters listed here is minimal. Not all courses are offered every quarter and some are only offered once a year, and others only once every two years. Individual student experiences, educational and training background, and personal schedules and demands may all affect the time it takes to finish this program. Also, in general, summer quarter is not considered one of the full-time quarters in the program.

Full Credit Load

1st quarter: RES 125, RES 180, RES 210 (Fall)

2nd quarter: RES 142, RES 150, RES 230 (Winter)

3rd quarter: RES 164, RES 175, RES 190, RES 235 (Spring)

Part-time Credit Load

1st quarter: RES 125, RES 180 (Fall)

4th quarter: RES 210 (Fall)

2nd quarter: RES 142, RES 150 (Winter)

5th quarter: RES 230 (Winter)

3rd quarter: RES 164, RES 175 (Spring)

6th quarter: RES 190, RES 235 (Spring)

Always contact advising office first for questions and/or planning:

NSC Advising Office: 206-934-3658 or online at <https://northseattle.edu/advising>

Program Website: https://northseattle.edu/certificates/real-estate-advanced-sales-certificate?search_standing=3

Real Estate Department

Program Contact: Cate O'dahl – 206-934-3725 – Carol.Odahl@SeattleColleges.edu

CIP Code: 52.1501 Real Estate

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