

Advanced Commercial Real Estate Certificate – 275G
Requirements Effective Spring 2017
Program Planning Guide

Program Description: This certificate program builds on our core Real Estate Certificate (275B) by specializing in commercial property management and investment and providing advanced education in key management skills including land use, title, and property management. Offers options to emphasize in multi-family or commercial property management. Additional course work in finance, sales and leasing, and investment analysis. 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 Commercial Real Estate Certificate Prerequisites: Real Estate Certificate – 275B – RES 100, RES 101 OR BUS 169, RES 106, RES 140, RES 170 AND RES 217. 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 (24 credits)	
RES 110	Introduction to Commercial Real Estate	3
RES 125*	Applications of Real Estate Math	2
RES 141	Land Principles and Practice	3
RES 175	Introduction to Title	3
RES 202	Multi-family Property Management	3
RES 203	Property Management — Commercial	3
RES 260*	Real Estate Finance – Commercial	2
RES 290*	Commercial Sales and Leasing {{Renewal Requirement}}	3
RES 295*	Commercial Real Estate Investment Analysis	2
		Total Credits: 24 (excluding pre-requisites)

Prerequisites Notes:

- Courses with an asterisk (*) have a prerequisite.
- 1. RES 125: Recommend RES 100 taken concurrently.
- 2. Prereq: RES 260: RES 100 or RES 110 (or concurrent enrollment), real estate experience, or by instructor permission.
- 3. Prereq: RES 290: RES 110, Washington Real Estate Sales License, or instructor permission. Recommend RES 125 or concurrent enrollment.
- 4. Prereq: RES 295: RES 110 and RES 125, and RES 290, which may be taken concurrently, real estate experience, or by instructor permission.

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>

Program Outcomes:

- Determine the economic feasibility and financing options for potential investments using Net Present Value, Internal Rate of Return, Capitalization Rates and Property Level Pro Forma Analysis.
- Describe various listing and marketing strategies for commercial investment including sustainable development.
- Demonstrate an understanding of the laws, regulations, construction processes, and political processes surrounding commercial real estate developments and LEED certification.
- Inform investment decisions by analyzing financial information to forecast business, industry, or economic conditions.
- Prepare action plans for investment, using financial analyses.
- Evaluate and compare the relative quality of various assets in a given industry.
- Recommend investments and investment timing to companies, investment firm staff, or the public.
- Understand essential requirements and expectations necessary to manage commercial properties.

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

- See O*Net for other employment information (www.onetonline.org
www.onetonline.org/link/summary/41-90221.00 and 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.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation — Actively looking for ways to help people.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Negotiation — Bringing others together and trying to reconcile differences.
- Instructing — Teaching others how to do something.
- Mathematics — Using mathematics to solve problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Interpersonal Communication Skills — this field is highly relationship-driven. To be successful, one must work well with the general public.

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>

- 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. In addition, property management of commercial properties requires computer operation for the majority of the operational work.

What are some potential job titles?

- Broker
- Broker Assistant
- Broker Associate
- Real Estate Associate
- Real Estate Broker
- Real Estate Sales Associate
- Realtor, Property Manager
- Community Association Manager
- Assistant Community Director

Wages, employment trends and pathways

- Please visit these site for information about becoming a commercial real estate professional:
<https://www.onetonline.org/link/summary/41-9021.00> 41-9021.00 - Real Estate Brokers,
<https://www.onetonline.org/link/summary/13-2051.00> 13-2051.00 - Financial Analysts,
<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 110, RES 125, RES 202, RES 290 (Fall)

2nd quarter: RES 203, RES 260 (Winter)

3rd quarter: RES 141, RES 175, RES 295 (Spring)

Part-time Credit Load

1st quarter: RES 110, RES 125 (Fall)

4th quarter: RES 202, RES 290 (Fall)

2nd quarter: RES 203 (Winter)

5th quarter: RES 260 (Winter)

3rd quarter: RES 141, RES 175 (Spring)

6th quarter: RES 295 (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/commercial-real-estate-investment-certificate?search_standing=2

Real Estate Department

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

CIP Code: 52.1501 Real Estate

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>