

Real Estate Escrow – 275K
Requirements Effective Spring 2017
Program Planning Guide

Program Description: The **Real Estate Escrow Certificate** is intended for those seeking careers as escrow-closers and those who want to better understand escrow, title, documentation processes, and real estate law. This curriculum also applies towards the Real Estate AAS degree and other real estate certificates.

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.

Real Estate Escrow Certificate Prerequisites: none.

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 (26.5 credits)	
RES 100	Real Estate Fundamentals	5
RES 106	Real Estate Fraud	1
RES 150*	Residential Sales & Leasing Documentation	1.5
RES 164*	Real Estate Finance – Residential	5
RES 170*	Real Estate Law	3
RES 175	Introduction to Title	3
RES 190	Real Estate Escrow I	3
BUS 236	Interpersonal Communication in the Workplace	5
		Total Credits: 26.5 (excluding pre-requisites)

Prerequisites Notes:

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

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.

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:

- Explain principles and laws governing the real estate escrow function.
- Define the complexities and processes involved in the closing of real estate transactions.
- Demonstrate understanding of basic real estate escrow instructions and title reports.
- Demonstrate understanding of the collection, preparation, and safe transfer of money and required documents necessary to close residential and commercial real estate transactions.

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/41-3031.02
- 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.
- 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.
- Negotiation — Bringing others together and trying to reconcile differences.
- 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.

What are some potential job titles?

- Escrow Officer
- Escrow Assistant
- Legal Support Workers
- Junior Escrow Officer
- Escrow Manager or Administrator.

Wages, employment trends and pathways

- O*Net link based on potential job titles (www.onetonline.org) does not specify Escrow, try:
- Learn.org http://learn.org/articles/What_are_the_Job_Duties_of_an_Escrow_Assistant.html, http://learn.org/articles/Escrow_Officer_Career_and_Salary_FAQs.html.

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

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>

Full Credit Load

1st quarter: RES 100, RES 106, RES 150, RES 170 (Winter)

2nd quarter: RES 164, RES 175, RES 190 (Spring)

3rd quarter: BUS 236 (Fall)

Part-time Credit Load

1st quarter: RES 100 (Fall)

4th quarter: BUS 236 (Fall)

2nd quarter: RES 106, RES 150 (Winter)

5th quarter: RES 170 (Winter)

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

6th quarter: RES 190 (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-escrow-certificate>

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>