

**Real Estate Certificate – 275B**  
Requirements Effective Spring 2017  
Program Planning Guide

**Program Description:** This certificate program forms the core of the real estate education pathway by providing a strong broad background in real estate. As a stand-a-lone certificate this certificate program includes the required licensing classes, as well as a core curriculum required class, and a cutting-edge class on sustainable building. This certificate prepares students for work in residential and commercial sales positions. Courses in the program apply toward the Real Estate AAS-T degree and other real estate certificates. The classes 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.

**Real Estate Prerequisites:** none.

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

<b>Program Requirements</b>		
<b>Course Number</b>	<b>Certificate Requirements (20 credits)</b>	
RES 100	Real Estate Fundamentals (DOL Pre-licensing educational requirement)	5
RES 106	Real Estate Fraud	1
RES 130 or RES 217	Green Real Estate Real Estate Development & Sustainability	3
RES 140*	Real Estate Sales & Practice (DOL Pre-licensing educational requirement)	3
RES 170*	Real Estate Law (DOL continuing education clock hours)	3
BUS 169	Using Computers in Business I	5
		Total Credits: 20 (excluding pre-requisites)

**Prerequisites Notes:**

- Courses with an asterisk (\*) have a prerequisite.
- 1. Prereq: RES 140: RES 100 or RES 210 (or concurrent enrollment), real estate experience, or by instructor permission.
- 2. 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: 04/22/2018

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/qainful-employment-information>

## Program Outcomes:

After completing the Real Estate Certificate, students will be able to:

- Communicate effectively in a Real Estate environment
- Use technology to support Real Estate related activities
- Practice according to the ethical and legal standards of the Real Estate industry
- Demonstrate readiness to take the Washington Real Estate Licensing Exam
- Describe potential fraud situations and how participants in real estate transactions can avoid problems and help reduce the negative impacts of real estate fraud
- Demonstrate comprehension of real estate law practices
- Effectively communicate the distinctions between sustainable and traditional construction and development
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.

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

- See O\*Net for other employment information ([www.onetonline.org](http://www.onetonline.org))  
[www.onetonline.org/find/match/1/41-9021.00?s=real%20estate](http://www.onetonline.org/find/match/1/41-9021.00?s=real%20estate)
- Integrity — requires being honest and ethical
- Attention to Detail — requires meticulousness and thoroughness
- Stress Tolerance — requires the abilities to work calmly and effectively in high stress situations
- Dependability — requires being reliable, responsible, dependable, and fulfilling obligations
- 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?

- 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 this site for information about becoming a real estate professional:  
[www.onetonline.org/link/summary/41-9022.00](http://www.onetonline.org/link/summary/41-9022.00) 41-9022.00 - Real Estate Sales Agents

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**Suggested Course Sequence:** This program of study is outlined by quarter. Courses should be taken in the indicated sequence in order to complete the certificate in the most strategic amount of time possible. It should be noted students beginning in fall quarter could complete this certificate in three quarters. 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 one possible scenario. Not all courses are offered every quarter and most are only offered once a year. Individual student experiences, educational and training background, and personal schedules and demands may all affect the time it takes to finish this program.

Fall – 8 credits		Winter – 6-9 credits		Spring – 3-6 credits	
RES100	5	RES106	1	RES170	3
RES140	3	RES130*	3	RES217*	3
		BUS169 (See Note 1)	5		
Total Credits				20	

**Notes:**

- \* Designates electives. This certificate requires a minimum of 6 elective credits.
- 1. BUS169 is generally offered every quarter, including summer. Check the academic schedule.

**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-certificate-0>

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**Real Estate Department**

**Program Contact:** Mark Potter – 206-934-3725 – [Mark.Potter@SeattleColleges.edu](mailto:Mark.Potter@SeattleColleges.edu)

**CIP Code:** 52.1501 Real Estate

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