NORTH SEATTLE COLLEGE
One of the Seattle Colleges

Real Estate Property Management Certificate – 275T
Requirements Effective Spring 2017
Program Planning Guide

Program Description: The **Real Estate Property Management** certificate provides a strong background in commercial and residential property management. The curriculum prepares students to specialize in property management while working as real estate brokers, property managers, and investors. All courses may be applied toward the Real Estate AAS-T 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 catalog for more information.

Real Estate Property Management 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 (DOL Pre-licensing educational requirement)	5
RES 120	Real Estate Principles of Maintenance & Repair	1.5
RES 140*	Real Estate Sales Practices (DOL Pre-licensing educational requirement)	3
RES 170*	Real Estate Law (DOL Post–licensing education requirement	3
RES 220*	Real Estate Economics	3
BUS 169	Using Computers in Business I	5

Electives	**Choose 6 credits from the following courses**	
RES 202	Multi-Family Property Management	3
RES 203	Property Management – Commercial	3
RES 125*	Real Estate Math	2
RES 164* or	Real Estate Finance – Residential	5
RES 260*	Real Estate Finance — Commercial	5
BUS 236	Interpersonal Communications for the Workplace	5
		Total Credits: **26.5** (excluding pre-requisites)

Prerequisites Notes:
- Courses with an asterisk (*) have a prerequisite.
1. Prereq: RES 140: RES 100 or by instructor permission.
2. Prereq: RES 170: RES 100, or instructor permission.
3. RES 220: Recommend RES 100, (can be taken currently), or experience in real estate or license, or instructor permission.
4. RES 125: Recommend RES 100.
5. RES 164: Recommend RES 100 and/or RES 125 (or concurrent enrollment).
6. Prereq: RES 260: RES 100 (or concurrent enrollment), 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.

Program Outcomes:

- 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
- Demonstrate comprehension of real estate law practices
- Demonstrate an understanding of the principles and scope of residential and/or commercial real estate management.
- Explain the economic factors that influence property management strategies and real estate ownership.
- Perform property management activities including developing a budget, a management plan, a property analysis, and a physical maintenance plan.

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/11-9141.00 and https://www.onetonline.org/link/summary/11-9141.00#TechnologySkills

- Communication - Talking to others to convey information effectively.
- 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.
- Coordination - Adjusting actions in relation to others' actions.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Negotiation - Bringing others together and trying to reconcile differences.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Persuasion - Persuading others to change their minds or behavior.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Management of Personnel Resources - Motivating, developing, and directing people as they work, identifying the best people for the job.
- 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.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Time Management - Managing one's own time and the time of others.

What are some potential job titles?

- Apartment Manager
- Property Manager
- On Site Property Manager
- Resident Manager
- Leasing Manager

- Lease Administration Supervisor
- Community Manager
- Condominium Association Property Manager
- Consulting Property Manager
- Commercial Property Services Coordinator

Wages, employment trends and pathways

- Please visit this site for information about becoming a real estate property manager: https://www.onetonline.org/link/summary/11-9141.00 Property, Real Estate, or Community Association Manager or https://www.onetonline.org/link/summary/11-9141.00#WagesEmployment

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 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 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. Although, in general, summer quarter is not considered one of the full-time quarters at North Seattle College, there are essential required classes in this certificate that are only offered summer quarter.

Fall – 5-13 credits		Winter – 11 credits		Spring – 3-8 credits		Summer – 1.5-11.5 credits	
RES100	5	RES140	3	RES170	3	RES120	1.5
RES164*	5	RES220	3	BUS236* (See Note 1)	5	RES125*	2
RES203*	3	BUS169 (See Note 1)	5			RES202*	3
						RES260*	5
Total Credits							26.5

Notes:
* Designates electives. This certificate requires a minimum of 6 elective credits.
1. BUS classes are 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/programs/real-estate/real-estate-property-management-certificate

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Real Estate Department

Program Contact: Mark Potter – 206-934-3725 – Mark.Potter@SeattleColleges.edu

CIP Code: 52.1501 Real Estate