



Suggested Schedule for Certificate in Real Estate Property Management

This pathway meets requirements for the Certificate in Real Estate Property Management. This sample schedule assumes a fall start. If you wish to take alternate courses not listed below please meet with a North advisor to confirm you're still meeting your academic goals.

Before You Start

- If needed, [Pre-College Math](#) or ABE Adult Basic Education.
- If needed, [Pre-College English](#), ABE Adult Basic Education or [ESL English as a Second Language](#).

To Do

- Explore placement options: take the math and English placement tests if needed.
- Transfer previous college credits to [North](#).
- Attend New Student Orientation.
- Apply for financial aid for the upcoming academic year in Winter or Spring quarter to maximize funding options.
- Visit startnextquarter.org to find out if Workforce Education funding is available for you.
- Explore Prior Learning Assessment (PLA) options if you have significant professional industry training.

Year One

Credits

Quarter 1

- RES 100 Real Estate Fundamentals.....5
- BUS 169 Using Computers in Business I5

Quarter 2

- RES 140 Real Estate Sales & Practice3
- RES 220 Real Estate Economics.....3
- Electives

Quarter 3

- RES 170 Real Estate Law3
- Electives

Quarter 4

- RES 120 RE Principles of Maintenance & Repair.....1.5
- Electives

Electives

Choose at least 6 credits from this list:

- RES 125 Applications of Real Estate Math.....2
- RES 164 Real Estate Finance Residential.....5
- RES 202 Multi-Family Property Management.....3
- RES 203 Property Management- Commercial3
- RES 260 Real Estate Finance-Commercial5
- BUS 236 Interpersonal Communications
for the Workplace.....5

Total Credits Required: 26.5

Quarter 1

- Schedule an appointment with your assigned advisor in [Starfish](#) to meet and discuss your goals.
- Drop by the [Library](#) to get help with research; check out resources; access computers and study space; and create media projects.
- Visit the Student Learning Center to learn about tutoring services offered in-person and online.
- Check out campus life: student clubs, Equity & Welcome Center, Fitness Center, etc.
- Attend the Career Fair on campus in March to learn about job opportunities.
- If continuing to the AAS-T degree in Real Estate, apply for financial aid and follow up with the financial aid office.

Quarter 2

- Attend an "Exploring Careers and Majors Workshop" or meet with a counselor
- Visit Career Services office in the OCE&E building to learn about career/job exploration, resources including LinkedIn
- Attend career fair on campus in March.
- Check your educational plan and discuss further education including AAS-T and BAS in Residential and Commercial Property Management with advisor.
- If pursuing AAS-T in Real Estate, apply for financial aid for the upcoming academic year in Winter or Spring quarter to maximize your funding options.

Quarter 3

- Conduct informational interviews and job shadow at various real estate firms.
- Attend a resume workshop in the OCE&E building and create a resume.
- Apply for graduation for the Certificate in Real Estate Property Management.
- If pursuing AAS-T in Real Estate, get AAS-T map and register for fall classes.
- Order cap and gown for commencement and join alumni association.
- Attend on-campus graduation fair and commencement ceremony.
- Create LinkedIn profile and enhance your online presence.

Quarter 4

- Add your classmates on LinkedIn to grow your network and keep in touch.
- Explore professional organization memberships and attend meetings.



About the Map

This pathway meets requirements for the Certificate in Real Estate Property Management. The certificate provides a strong background in commercial and residential property management. Completion of this certificate opens doors to a variety of careers in sectors including specialization 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. The classes are approved as continuing education clock hours for real estate brokers, property managers and appraisers by the Washington Department of Licensing.

Career Opportunities

- Leasing Consultant/Assistant/Legal
- Property Manager
- Real Estate Broker
- Transaction Coordinator
- Real Estate Associate
- Sales Agent

For current employment and wage estimates, please visit and search at www.bls.gov/oes.

Approximate Costs Each Quarter

Tuition & fees for:

WA state residents.....	\$1283
Books, supplies, and miscellaneous fees	\$475

***Please note that these costs are estimates and may vary.**

Apply for Financial Aid and Other Funding

"All students in need should apply for financial aid – do not assume you are not eligible! Visit <https://northseattle.edu/financial-aid> to learn more about the application steps and types of financial aid available, including grants and scholarships you don't have to pay back. You do not need to be a full-time student to receive financial aid funds.

Some students may be eligible for Workforce Education tuition assistance programs depending on program of study, family income and family size, DSHS assistance, unemployment/employment status of self or spouse, or veteran status. Take this short survey to find out if you pre-qualify for funding at: www.StartNextQuarter.org.

Which quarter can I begin?

Any.

Length of Program

26.5 credits = 4 quarters if you follow this full-time pathway

Class Times/Delivery Format?

North offers courses on-campus in the day, evenings, online, or hybrid (part on-campus, part online), and occasional Saturdays. Check the class schedule for the latest offerings.

Find Out More

Visit northseattle.edu/programs/realstate to learn more about this pathway, or contact the Program Coordinator, Mark Potter at mark.potter@seattlecolleges.edu or 206-934-3725 or the Business and Accounting advisor at northseattle.edu/advising/contact or 206-934-3658.

Future Education Opportunities

Once you complete the certificate, additional education opportunities include:

- A certificate in Real Estate.
- An Associate of Applied Science-Transfer (AAS-T) in Real Estate.
- A Bachelor of Applied Science (BAS) degree in Residential and Commercial Property Management or International Business at North Seattle College.
- A Bachelor of Applied Science (BAS) degree in another area at a Washington State Community and Technical Colleges.
- Degree programs offered at The Evergreen State College or Western Governor's University.

Program and admissions requirements vary from college-to-college. Contact an advisor to create an educational plan tailored to transfer to the institution of your choice.