

Advanced Real Estate Sales/Brokerage Certificate

Certificate Number 90-194-2

Description:

The Advanced Real Estate Sales/Brokerage Certificate is a series of credit courses targeted to educate learners about the opportunities and essence of Real Estate sales and broker management.

Requirements for Certificate Entry:

- Real State Exam Prep
- Real Estate Broker Management

NOTE: You must take and pass the salesperson's exam before taking the broker's exam, but you can apply for the broker's license immediately after taking the broker's education and passing the exam.

Certificate Completers Will be Able to:

- Obtain broker's license
- Manage finances

Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-101-106 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	Accounting-for Non-Accountants... Teaching non-accountants to read, analyze, and interpret financial information for making informed business decisions. This class de-emphasizes the use of debits, credits, journal entries and other accounting procedures.	3
10-145-177 <i>Offered in:</i> <i>Fall 2008</i>	Entrepreneurship... entrepreneurship, success and failure, getting started: sources of capital, location, layout, and legal forms of organization, managing and operating, planning and organizing, directing and monitoring performance, marketing strategy, and administration.	3
10-106-153 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	Professional Profile... developing a professional image and attitude, including study of business ethics and etiquette goal setting anger, stress, and time management understanding of diverse cultures and development of platform skills.	3
10-194-155 <i>Offered in:</i> <i>Spring 2009</i>	Real Estate Broker Mgmt... contracts, approved forms, trust accounts, escrow, closing statements, business management and marketing, financial and office management, personnel, business ethics, consumer protection, and specialty areas.	2
10-104-181 <i>Offered in:</i> <i>Spring 2009</i>	Selling Techniques-Adv... professional image, listening skills, style flexing, ethical stances, sales activity, organization, body language, computerized records, team selling, needs assessment, selling aids, sales proposals, negotiation, objectives, response, closing, follow-up activities.	3
10-196-191 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	Supervision... application of strategies and transition to a contemporary front-line leadership role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.	3

continued

For more information, please contact: The Business & Information Technology Division, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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Certificate Number 90-194-2 (continued)

CATALOG #	DESCRIPTION	CREDITS
	<i>Choose one of the following:</i>	
10-103-121 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	Micro: Word-Intro ...word processing basics including creating, revising, formatting, and printing sections, tabs, multiple-page numbering manipulating text creating headers/footers creating and formatting tables, graphics, creating charts applying styles and merging documents. Requires Windows experience.	1
10-103-131 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	Micro: Excel-Intro ...word processing basics including creating, revising, formatting, and printing sections, tabs, multiple-page numbering manipulating text creating headers/footers creating and formatting tables, graphics, creating charts applying styles and merging documents. Requires Windows experience.	1
10-103-132 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	Micro: Excel-Part 2 ...word processing basics including creating, revising, formatting, and printing sections, tabs, multiple-page numbering manipulating text creating headers/footers creating and formatting tables, graphics, creating charts applying styles and merging documents. Requires Windows experience.	1
<i>Certificate Total</i>		18

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