



# Skill Award

## REAL ESTATE OFFICE ASSISTANT

This Award is for students who are preparing to be employed in a real estate office with or without a real estate sales license but as a highly skilled Real Estate Office Assistant. Typical duties include basic clerical, research, open house assistance, and other tasks in and around a real estate office or department to support licensed agents, appraisers, and brokers. This career and technical program includes courses in real estate, real estate appraisal, and customer service/office skills to prepare one to become a well-rounded, competent Assistant who can also move up the career ladder into licensed positions such as Real Estate Salesperson, Real Estate Broker, Real Estate Appraiser, and so on. See the California Department of Real Estate website for more information on licensed positions and course requirements: [www.dre.ca.gov](http://www.dre.ca.gov).

*Note: This 18-18.5 unit Skill Award does not qualify for financial aid and some other benefits and will not show on the student's transcript. For eligibility, see related, higher unit certificates—24 minimum (e.g. Real Estate and Real Estate Appraisal). This is a "stackable" program, so most courses/units can apply also to the RE Broker and RE Appraisal programs. This Skill Award will be replaced by the Real Estate Office Assistant Certificate of Achievement if and when that program is state approved, and students who have earned this Skill Award can petition for the Certificate of Achievement subsequent to its state approval.*

### Required Courses

	<u>Units</u>
Real Estate 101*	Real Estate Principles ..... 3
Real Estate 120*	Real Estate Practice ..... 3
Real Estate 150*	Real Estate Finance..... 3
Real Estate 161	Income Appraisal Report Writing..... 3
or Real Estate 162	Basic Appraisal Principles and Procedures ..... (3.5)
or Real Estate 163	Basic Residential Real Estate Appraisal..... (3.5)
or Real Estate 164	Residential Applications and Residential Report Writing..... (3)
CABOT 260	Word, Excel, PowerPoint, Access..... 4
CABOT 208	Windows Basics..... 1

### Additional Courses

*Choose at least ONE course from the following list to complete 18 Total units for this program:*

BusAd 050 (Int 150)	Internship..... 1
BusAd 112	Applied Workplace Ethics..... 1
BusAd 204	Customer Service Skills..... 1
CABOT 104	Filing Methods and Systems..... 1
CABOT 107	Business Writer's Workshop..... 1
CABOT 209	Advanced Windows..... 1

\*Successful completion of these three courses qualifies the student to sit for the California Department of Real Estate Salesperson License Examination.

**Total Semester Units 18 – 18.5**

**Cost:** \$36 per unit for California residents, plus enrollment and textbook fees. New students go to [www.glendale.edu](http://www.glendale.edu) for more enrollment information and to apply online. For Information Contact the Business Division, 818-240-1000, Ext. 5484 or Instructor Walt Huber, 818-240-1000, Ext. 5477, [whuber@glendale.edu](mailto:whuber@glendale.edu) or Colleen Taber [lillywite@aol.com](mailto:lillywite@aol.com).

**Visit our website!** [www.glendale.edu/business](http://www.glendale.edu/business)

**BOARD APPROVAL January 24, 2011**

**NOTE: Contact Counseling during your last semester to petition for this Certificate or AS Major.**