CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

REAL ESTATE 204 – REAL ESTATE OFFICE ADMINISTRATION

3 hours lecture, 3 units

Catalog Description
This course is a study of the administration, supervision and management of a real estate brokerage office. Students will be exposed to the principles underpinning the management of a real estate brokerage office as well as participate in various job shadowing experiences.

Prerequisite
None

Recommended Preparation
Completion of Real Estate Principles

Entrance Skills *(if course has prerequisite/corequisite/recommended preparation)*
Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed: Basic understanding of real estate principles, internet proficiency, basic word processing and email skills

Course Content
1) California Department of Real estate office compliance requirements
2) Record keeping transaction audits/ forms and office procedures
3) Trust accounts
4) Organization, staffing, management techniques, office policies
5) Office location (physical & virtual), layout, size, budget
6) Recruiting, onboarding, training and supervision of sales personnel
7) Job shadowing experience:
   a. Real Estate office experience
   b. Professional opportunities including Association of Realtors events and training

Course Objectives
Students will be able to:
1) Describe the principal challenges and elements of real estate office compliance and administration.
2) Apply basic management techniques and office organization.
3) Understand associate relationship to the Broker and the rights and responsibilities owed between both parties.
4) Develop, organize and implement office policy manual, records, forms, ethics requirements, and procedures.
5) Identify practical real estate office problems and recommend potential solutions.
6) Assess real estate transaction files for completeness and compliance.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

1) Projects
2) Midterm, final exam
3) Job shadowing hours and supervisor evaluation

Special Materials Required of Student

None

Minimum Instructional Facilities

Smart classroom or a course management system that supports online learning and teaching

Method of Instruction

1) Lecture
2) Practical exercises
3) Job Shadowing

Out-of-Class Assignments

1) Reading assignments
2) Projects and reports
3) Real Estate office job shadowing

Texts and References

1) Required (representative example): Real Estate Brokerage: A Management Guide textbook by McAdams & Sobeck 9th Edition 2017.
2) Supplemental: None

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1) Describe the principal challenges and elements of real estate office administration.
2) Apply basic management techniques, leadership skills and office organization to the operation of a real estate office.
3) Develop, organize and implement office records, forms, ethics requirements, and procedures.
4) Identify practical real estate office challenges and recommend potential solutions.