

# Business Real Estate and Escrow

This program is designed to provide the student with the comprehensive knowledge needed to enter or invest in the real estate industry. A progressively challenging course curriculum starts with the Principles class, learning the language of real estate. This is a state-mandated course for those testing for a real estate salesperson's license. From there an "investor" student might pursue the more difficult Finance, Law, or Appraisal courses. The certificate program provides a structured approach to the course work. The Business Real Estate Apprentice Certificate includes the courses and electives necessary to take the state's Real Estate Salesperson's examination.

The single largest business transaction entered into by most people is the sale or purchase of a home or other real estate. Consequently, people often seek the professional opinions and assistance of real estate salespersons, brokers, and appraisers. These professionals are familiar with the various forms of financing available in any given market. They keep abreast of actions taken by their county or city planners and become familiar with the zoning laws, tax laws, and real estate and contract law in order to better serve their clients. Real estate agents and brokers are not limited to selling real estate for they can also manage or develop property.

## Career Opportunities

Banking Developer, Escrow Officer, Escrow Secretary, Loan Broker/Salesman, Property Manager, Real Estate Appraiser, Real Estate Broker, Real Estate Lawyer, Real Estate Salesperson, Real Estate Secretary, Securities Broker, Title Insurance Representative

## Faculty

Chris Grover

## Degrees and Certificates Awarded

Associate in Science, Business Real Estate and Escrow

Basic Business Real Estate Certificate

Business Real Estate Apprentice Certificate

## Program Learning Outcomes

*A student receiving a degree or certificate in this field will be able to:*

- Demonstrate the ability to use software, and peripheral components at their own direction in a business environment.
- Demonstrate the ability to competently use a wide variety of office equipment.
- Demonstrate general research standards to analyze Online documentation to produce and integrate material.
- Demonstrate proper techniques to complete tasks thoroughly and precisely

## Associate Degree

To earn an Associate in Science degree with a major in Business Real Estate and Escrow (10788), complete a minimum of 18 units from any of the certificate requirements or from any Business Escrow or Business Real Estate courses, and meet all Victor Valley College graduation requirements. BESC and BRE 138 (Cooperative Education) may be used as Elective credit but may not be used to fulfill major requirements.

## Transfer

Not usually a transfer major. Many Business Escrow and Business Real Estate courses transfer as Electives or fulfill subject credit requirements. Students in this program often choose to pursue a bachelor's degree in Business Administration. See Business Administration for transfer requirements.

# Business Real Estate and Escrow

## BUSINESS REAL ESTATE APPRENTICE CERTIFICATE OF CAREER PREPARATION

To sit for the real estate salesperson's exam, California Real Estate Law requires that prospective real estate licensees complete college level courses in Real Estate Principles, Real Estate Practices and one additional elective from the Group II list. This certificate program provides students with courses they need to comply with that law. This certificate, along with the successful completion of the California Real Estate Salesperson's exam, enables students to obtain employment as a real estate licensee within the state of California

**Units Required: 9.0**

*Group I - The following must be completed with a grade of "C" or better:*

BRE 100	Real Estate Principles	3.0
BRE 101	Real Estate Practices	3.0

*Group II- Any one of the following must be completed with a grade of "C" or better:*

BRE 110	Legal Aspects of Real Estate I	3.0
BRE 120	Real Estate Appraisal	3.0
BRE 126	Real Estate Finance	3.0
BRE 127	Real Estate Office Administration	3.0
BRE 139	Real Estate Economics	3.0
BRE 140	Real Property Management	3.0

## BASIC BUSINESS REAL ESTATE CERTIFICATE OF ACHIEVEMENT (04942)

This certificate program thoroughly prepares the student to become a professional real estate sales-person in the state of California.

**Units Required: 18.0**

*Group I - All of the following must be completed:*

BRE 100	Real Estate Principles	3.0
BRE 110	Legal Aspects of Real Estate I	3.0
BRE 120	Real Estate Appraisal	3.0
BRE 126	Real Estate Finance	3.0
BRE 142	Real Estate Marketing	3.0

*Group II - Either one of the following must be completed:*

BRE 101	Real Estate Practices	3.0
BADM 103	Financial Accounting Fundamentals	3.0

## Business Escrow Courses

### BESC 138 COOPERATIVE EDUCATION

See Cooperative Education listing (1-8 units). [CSU](#)

### BESC 148 SPECIAL TOPICS

See Special Topics listing (Variable units). [CSU](#)

### BESC 149 INDEPENDENT STUDY

See Independent Study listing (1-3 units). [CSU](#)

# Business Real Estate Courses

These classes are open to all students with an interest in Real Estate. They are not just for Licensees.

## **BRE 60 ADVANCED REAL ESTATE APPRAISAL: COMPLIANCE AND REVIEW PROCEDURES**

Units: 3.0 | 48-54 hours lecture

(No prerequisite)

This course draws on the disciplines of real estate brokerage, finance, banking and appraisal with special attention to loss reduction due to underwriting and appraisal errors. Students with prior experience in the banking, mortgage, or appraisal industries will appreciate this course, however all are welcome. This course enhances the student's ability to analyze, understand and correct errors in real estate appraisals on federally required underwriting forms, narrative reports and electronic data exchanges. Discussion topics include appraisal analysis, valuation trends, demographic and census interpolation, reporting, communication and review. Uniform Standards of Professional Appraisal Practice will be discussed in relation to the forms reviewed. An advanced appraisal course acts as an elective for California Real Estate Broker's license.

## **BRE 61 ADVANCED REAL ESTATE APPRAISAL: LAND VALUATIONS**

Units: 3.0 | 48-54 hours lecture

(No prerequisite)

This course offers investigative techniques used to analyze and evaluate data leading to land valuation reports. Topics include discussion of soils analysis, topographic study, market analysis, environmentally affected properties, subdivisions and more. This is an advanced appraisal course and acts as an elective for the California Real Estate Broker's license.

## **BRE 62 ADVANCED REAL ESTATE APPRAISAL: THE NARRATIVE REPORT**

Units: 1.0 | 16-18 hours lecture

(No prerequisite)

This course offers and demonstrates the techniques designed to assist appraisers in effectively communicating the results of their valuation processes. Special emphasis is placed on the narrative portion of the form and/or complete self-contained type reports.

## **BRE 100 REAL ESTATE PRINCIPLES**

Units: 3.0 | **CSU** | 48-54 hours lecture

(No prerequisite)

Introductory course stressing the study of basic information in fundamental subjects in the field of real estate. Topics include legal aspects, legal descriptions, encumbrances, financing, escrow, contracts, taxation, subdivisions and zoning, appraisal, landlord/tenant relations, and arithmetic. Successful completion of this course makes you eligible to test for the California Department of Real Estate Salesperson's license. Elective for the Real Estate Broker's license.

## **BRE 101 REAL ESTATE PRACTICES**

Units: 3.0 | **CSU** | 48-54 hours lecture

(No prerequisite)

Working practices in office listings and sales methods leading to competence. General basic course leading toward professionalism in real estate practice. Advanced topics involve prospecting and listing techniques, real estate agency and disclosure, selling and marketing techniques, advertising, office operations, finance, property management and real estate investment. The course meets the educational requirements and is required by the California Department of Real Estate before testing for both the California Real Estate Salesperson's license and the California Real Estate Broker's license.

## **BRE 110 LEGAL ASPECTS OF REAL ESTATE I**

Units: 3.0 | **CSU** | 48-54 hours lecture

(No prerequisite)

A practical, applied study of California Real Estate law which will explore difficulties arising from real estate transactions, instruments, zoning, and planning. This class is required for the California Real Estate Broker's license and meets an elective educational requirement for the California Real Estate Salesperson's license

# Business Real Estate Courses

## **BRE 120 REAL ESTATE APPRAISAL**

Units: 3.0 **CSU** | 48-54 hours lecture

*(No prerequisite)*

This course examines narrative appraisal reports, theories of valuation, studies in specific properties, neighborhood data, market research, cost analysis, causes of depreciation, and how to treat the misplaced valuation of residential properties. Course also covers how to start an effective "appraisal plan" and sources of information. Required course for Real Estate Broker's license. Meets the educational requirements as an elective for the California Real Estate Salesperson's license.

## **BRE 121 ADVANCED REAL ESTATE APPRAISAL: INCOME PROPERTY**

Units: 3.0 **CSU** | 48-54 hours lecture

*Elective for Broker's License. (No prerequisite)*

Special emphasis given to income properties, how to obtain significant data and relate to the subject property, the importance of thorough research, and the introduction of capitalization methods. This class is an elective for California Real Estate Broker's license.

## **BRE 126 REAL ESTATE FINANCE**

Units: 3.0 **CSU** | 48-54 hours lecture

*Advanced Finance course for Real Estate Broker License (No prerequisite)*

This course offers a practical applied study and analysis of money markets, interest rates, and real estate financing with actual case illustrations. Cases demonstrate lending policies, problems, and rules involved in financing commercial and special purpose properties. This course is required for the Real Estate Broker's license and meets the educational requirements as an elective for the California Real Estate Salesperson's license.

## **BRE 127 REAL ESTATE OFFICE ADMINISTRATION**

Units: 3.0 **CSU** | 48-54 hours lecture

*(No prerequisite)*

Designed for practicing real estate brokers, managers, or salespersons who plan to open their own office. This course emphasizes factors for success in real estate brokerage. Topics discussed include office location, organization, marketing, accounting, finance, property management, development and professional relations. elective for the Real Estate Broker's and Real Estate Salesperson's license.

## **BRE 139 REAL ESTATE ECONOMICS**

Units: 3.0 **CSU** | 48-54 hours lecture

*(No prerequisite)*

This course offers a study of the economic aspects that impact real estate values and land use. Included is the government's role in the economy, money and credit, community growth patterns, land use controls, and the economic principles of capitalism. This class is required for the California Real Estate Broker's license and meets the educational requirements as an elective for the California Real Estate Salesperson's license.

## **BRE 138 COOPERATIVE EDUCATION**

See Cooperative Education listing (1-8 units) **CSU**

## **BRE 140 REAL PROPERTY MANAGEMENT**

Units: 3.0 **CSU** | 48-54 hours lecture

*(No prerequisite)*

Professional approach to the principles and practices of managing income properties. Topics include leases, rent schedules, collections, evictions, budgets, purchasing, market economics, taxation, maintenance, and record keeping. Elective for the Real Estate Broker's license. Meets the educational requirements as an elective for the California Real Estate Salesperson's license.

# Business Real Estate Courses

## **BRE 142 REAL ESTATE MARKETING**

**Units: 3.0** [CSU](#) | 48-54 hours lecture

*(No prerequisite)*

A study of the principles and processes involved in professionally marketing real estate. Course content includes: communication and marketing skills as practiced within the real estate industry, real estate advertising, target marketing, development of a marketing plan, product knowledge, people knowledge, qualifying both the buyer and the seller, negotiating and financing skills, and closing the escrow. Development of marketing tools including signs, maps, mail-outs, brochures, referrals, forms and media campaigns will also be covered.

## **BRE 148 SPECIAL TOPICS**

*See Special Topics listing (Variable units), [CSU](#)*

## **BRE 149 INDEPENDENT STUDY**

*See Independent Study listing (1-3 units), [CSU](#)*