

# CERTIFICATE IN REAL ESTATE ADMINISTRATION

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NFQ LEVEL 6 (60 ECTS)

# PART-TIME COURSE

## COURSE OVERVIEW

The objective of this programme is to give appropriate skills to individuals who are working in or those intending to work in Real Estate Offices the knowledge and competencies required to support the Property Professional and their clients in a professional and competent manner.

On successful completion of the Certificate in Real Estate Administration the graduate will obtain a NFQ Level 6 (60 ECTS) qualification.

## COURSE DELIVERY

The programme will be delivered weekly on Tuesday and Thursday evenings from 7-9pm online. Students will also be required to attend one facilitated workshop with each module leader, in Atlone IT. Facilitated workshops/tutorials will be held on Saturdays and typically comprise of a half-day session. Students will attend a maximum of 5 Saturdays per semester over the academic year. The programme is available to all who have accessible internet access. Those who miss an online lecture in any one evening will be able to access the lecture at a later date as all the online classes will be recorded and registered students will have access to all recordings.

## INFORMATION EVENING

There will be an information evening taking place in AIT on 4th September from 5.30pm to 8.30pm where a member of staff can discuss the course with you in person.

# COURSE DETAILS

Semester 1	Semester 2
Marketing, Sales Theory and Practice	The Regulatory Framework
Economics, Project and Business Planning	Web Application and Social Media Marketing
Professional Practice	Customer Services and Business Management

## MODULES

Marketing Sales Theory and Practice	(10 ECTS)
Economics Project and Business Planning	(10 ECTS)
Professional Practice	(10 ECTS)
The Regulatory Framework	(10 ECTS)
Web Applications and Social Media Marketing	(10 ECTS)
Customer Service and Business Management	(10 ECTS)

## DURATION

1 Year - Tuesday and Thursdays 7.00pm to 9.00pm online plus selected Saturdays.

## COMMENCING

Induction Session 9.30am to 4.30pm Saturday 21st September 2019. This date is mandatory for all students and attendance is compulsory.

## CLASSES FORMALLY COMMENCE

7.00pm Tuesday 24th September 2019

### SATURDAY CLASS DATES

SEMESTER 1	
	21st September Induction
	5th October
	26th October
	16th November
	7th December
SEMESTER 2	
	18th January
	8th February
	29th February
	14th March
	4th April

## VENUE

The venue for the Saturday classes will be the Athlone IT, Athlone, Co Westmeath.

## EXAMINATION & ASSESSMENT

Assessment will be based on continuous assessment with many projects focusing on a participant's workplace. There will be one written exam on The Regulatory Environment in Semester 2.

## COURSE FEE

Each student is required to pay the course fee of €1,300 per annum which includes registration, tuition, examination entry, student notes and access to all the learning resources available in Athlone IT for students. The course fee can be paid in 2 installments.

FOR FURTHER INFORMATION  
PLEASE CONTACT:

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## IMPORTANT NOTICE

The Institute of Professional Auctioneers and Valuers reserves the right to change or alter the content of this brochure.

**Completion of the course does not entitle a Graduate to make representations, through publication or otherwise, that he or she is a member of IPAV or that they are approved by IPAV to act as a Real Estate Agent / Valuer or Property Professional.**