

# 1. Real Estate Department Goals

Goals	Mapped to SWOT	Action to be Taken	Completions Date	Person Assigned
<b>Mid-Range (1-3)</b>				
Address the low number of AA Degrees and Certificates	W2	Visit Real Estate classrooms at the college and high schools.  Through Senior Preview Day, promote the Certificates and AA Degree available in the Real Estate Program.	February-May 2017	Mary Ellen Brady
Establish a system to track Real Estate students, to be sure they are on the pathway to either a Certificate and/or AA Degree in Real Estate	W2 & W3	Create a way (using excel) to track students.  After tracking system in place, begin tracking the students who take and pass the state Real Estate Exam. This will be accomplished by meeting with students, request students to fill out questionnaires regarding the students' goals, and follow-up with students.	February-May 2017	Hourly under supervision of Mary Ellen Brady
Help develop and offer a prep course for the Real Estate exam through Cerritos College Community Education	O1 & T3	Work with Community Education to offer look at the viability of a real estate prep "crash" course being offered through Community Education.	Spring 2019	Mary Ellen Brady and Cindy Moriarty
Offer Real Estate Distance Education (online) classes	T1	There are three Real Estate courses, going to the curriculum committee, to be approved for Distance Education (online) - Real Estate Property Management (RE 140), Mortgage Loan Brokering and Lending (RE 52), and Real Estate Economics (RE 160).	Spring 2018	Mary Ellen Brady
Assess the minimum class size and	T2	Survey other community colleges and their use of minimum class sizes at each	Fall 2017	Hourly under supervision

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cancellation policies for the Real Estate classes at Cerritos College		community college offering Real Estate courses  Contact Real Estate departments at other colleges to determine what method is used for cancelling classes.		of Mary Ellen Brady
<b>Long Term Goals</b>				
Increase number of RE sections being offered	W1	Complete rationale in the 2017-2018 as to the need for requesting a full-time hire for the department.	Spring 2018	Mary Ellen Brady and Cindy Moriarty