



Reed Training Center

CLASS SYLLABUS

<u>Date</u>	<u>Session</u>	<u>Topic</u>	<u>Reading</u>	<u>Homework</u>	<u>Mid-Term Exam</u>
2/1/2021	1	Introduction to Real Estate			
		Introduction to Real Estate	Cortesi - Ch 1		
		Real Estate Concepts	Cortesi - Ch 2	Diagnostic Test 1	
	2	Real Estate Law			
		Government Powers	Cortesi - Ch 3		
		Encumbrances	Cortesi - Ch 4		
		Encumbrances and Liens	Cortesi - Ch 5		
	3	Real Estate Law and Ownership			
		Legal Description	Cortesi - Ch 6	Diagnostic Test 2	
2/3/2021	4	Review Homework - Diagnostic 1&2			
		Real Estate Law and Ownership			
		Freehold Interests in Real Estate	Cortesi- Ch 7		
	5	Real Estate Ownership			
		Leasehold Estates in Real Estate	Cortesi- Ch 8		
		Forms of Ownership	Cortesi - Ch 9	Diagnostic Test 3	
	6	Transferring Real Estate			
		Transferring Title	Cortesi- Ch 10		
		Recording Title	Cortesi - Ch 11		
		Real Estate Closing	Cortesi - Ch 12	Diagnostic Test 4	
2/8/2021	7	Review Homework - Diagnostic 3			
		MID-TERM 1 - Diagnostic 1 - 3			Diagnostic 1 - 3
		Real Estate Brokerage			
		Agency and Real Estate Brokerage	Cortesi - Ch 13		
	8	Real Estate Brokerage			
		Real Estate Contracts	Cortesi - Ch 14		
		Brokerage Agreements	Cortesi - Ch 15		
		Real Estate Licensing Laws	Cortesi - Ch 16		
	9	Fair Housing Laws	Cortesi - Ch 17	Diagnostic Test 5	
		Fair Housing - National and MD Law	1.5 Hrs		

2/17/2021	10	Real Estate Valuation			
		Review Homework - Diagnostic 5			
		Appraisal Process	Cortesi - Ch 18		
		Methods of Estimating Value	Cortesi - Ch 19	Diagnostic Test 6	
	11	Real Estate Finance			
		Lending Laws and Government Activities	Cortesi - Ch 20		
		Loan Instruments	Coresti - Ch 21		
		Lending Practices	Cortesi - Ch 22		
	12	Real Estate Finance			
		Types of Real Estate Loans	Cortesi - Ch 23	Diagnostic Test 7	
		Speciality Topics			
		Property Management	Cortesi - Ch 24		
		Tax Advantage of Home Ownership	Cortesi - Ch 25		
		Real Estate Investments	Cortesi - Ch 26	Diagnostic Test 8	
2/22/2021	13	MID-TERM 2 - Diagnostic 4 and 5			Diagnostic 4-5
		Management			
		Challenge of Change RE Market	McAdams - Ch 1		
		The Manager			
		Manager in Leadership	McAdams - Ch 2		
		Management Skills	McAdams - Ch 3		
		Communications and Decision Making	McAdams - Ch 4		
	14	Planning the Organization			
		Analyzing the Business Environment	McAdams - Ch 5		
		Analyzing the Market	McAdams - Ch 6		
		Developing a Plan	McAdams - Ch 7		
	15	Organizing the Organization			
		Structuring the Organization	McAdams - Ch 8		
		Structuring Business Systems	McAdams - Ch 9		
2/24/2021					
Office Work	16	Develop a Business Plan and Policy and Procedure Manual			
	17	Write the Business Plan		DUE - 3/22/2021	
	18	Write the Policy and Procedure Manual		DUE - 3/22/2021	
3/1/2021	19	Review Homework - Diagnostic 6, 7 & 8			
		Organizing the Organization			

		Structuring the Finances	McAdams - Ch 10		
		Business Policies and Procedures	McAdams - Ch 11		
		Marketing and Advertising	McAdams - Ch 12		
	20	Management - Staffing and Directing			
		Practical & Legal Realities of Staffing	McAdams - Ch 13		
		Recruiting, Selecting, & Hiring the Staff	McAdams - Ch 14		
	21	Staffing and Directing			
		Professional Development	McAdams - Ch 15		
		Coaching Performance	McAdams - Ch 16		
		Controlling the Organization			
		Critiquing Operations	McAdams - Ch 17		
		Managing Risk	McAdams - Ch 18		
3/3/2021	22	MID-TERM 3 - Diagnostic 6 - 8		Diagnostic - 6-8	
		Maryland Real Estate Law		Quiz - Homework	
		Maryland Real Estate License Law	White - Ch 1	Homework - Ch 1	
		Real Estate Brokerage	White - Ch 2	Homework - Ch 2	
		Fair Housing	White - Ch 3	Homework - Ch 3	
	23	Interests and Ownership	White - Ch 4	Homework - Ch 4	
		Representation Agreements	White - Ch 5	Homework - Ch 5	
		Agency - Brokerage Relationship	White - Ch 6	Homework - Ch 6	
		Sales Contracts	White - Ch 7	Homework - Ch 7	
	24	Taxes and Other Liens	White - Ch 8	Homework - Ch 8	
		Maryland Brokerage Relationship	3 Hrs		
3/8/2021	25	Maryland Real Estate Law			
		Review Homework - Ch 1 - 8			
		Financing	White - Ch 9	Homework - Ch 9	
		Transfer and Recordation of Title	White - Ch 10	Homework - Ch 10	
	26	Maryland Real Estate Law			
		Closing the Real Estate Transaction	White - Ch 11	Homework - Ch 11	
		Leases	White - Ch 12	Homework - Ch 12	
		Environmental Issues & RE Transactions	White - Ch 13	Homework - Ch 13	
		Maryland Ethics	White - Ch 14	Homework - Ch 14	
		Review Homework Quiz - Ch 9 - 14			
	27	Maryland Real Estate Law			
		Maryland Ethics	3 Hours		

		Sec. 09.11.02.01 - Relations to the Public			
		Sec. 09.11.02.02 - Relations to the Client			
		Sec. 09.11.02.03 - Relations to Fellow Licensees			
		NAR Code of Ethics - Articles 1 -17			
		History and Enforcement of the Code			
3/15/2021	28	Maryland Real Estate Law			
		MID-TERM - MD LAW - Ch 1 -14			MD Law 1-14
		Comprehensive Exam - 1 and 2	Cortesi	Homework - Nat	
		Practice Exam - 1 and 2	White	Homework - MD	
		Sales and Marketing			
		Real Estate Marketing	Chapter 1		
		The Marketing Concept	Chapter 2		
	29	Sales and Marketing			
		Marketing Research	Chapter 3		
		Data Analysis, Drawing Conclusions...	Chapter 4		
		Target Marketing	Chapter 5		
		Technology in Real Estate	Chapter 6		
	30	Sales and Marketing			
		Online Marketing Techniques	Chapter 7		
		Social Media Marketing	Chapter 8		
		Product and Price Strategy	Chapter 9		
		Pricing Your Services	Chapter 10		
3/17/2021	31	Sales and Marketing			
		Place and Promotion Strategy	Chapter 11		
		The Marketing Plan	Chapter 12		
		Ethics and Real Estate Professionalism	Chapter 13		
		Understanding Your Client	Chapter 14		
	32	Sales and Marketing			
		Insights Into a Successful Sales: No Trust	Chapter 15		
		Insights Into A Successful Sales: No Help	Chapter 16		
		Personal Selling	Chapter 17		
		The Interview and Close	Chapter 18		
	33	Review Homework - Final Exam			
		Comprehensive 1 and 2			
		Practice 1 and 2			

3/22/2021	34	National and State Final Exam	2 Hours	FINAL EXAM
		Law Exam - 40 Questions	30 mins	
		National Exam - 90 Questions	90 Mins	
	35	Maryland Supervision	3 Hrs	
		Handout		
	36	Guide to Passing the PSI Guide		
		Review Main Topics		
		Homework	Broker 1 and 2	
		Review Title 17 - MD Law		
		Review the Statues - Handout		
3/29/2021	37	Review PSI - National Law		
		Broker 1 - Exam		
		Broker 2 - Exam		
	38	Review Title 17 - MD Law		
		Review the Statues - Handout		
	39	Recap of the Course and Material		

