



Reed Training Center

BROKER - CLASS SYLLABUS

<u>Date</u>	<u>Session</u>	<u>Topic</u>	<u>Readings</u>	<u>Readings</u>	<u>Homework</u>	<u>Mid-Term Exam</u>
			<u>NATIONAL</u>	<u>MD LAW</u>		
5/3/2021	1, 2, & 3	Introduction to Real Estate				
		Introduction to Real Estate	Cortesi - Ch 1			
		Real Estate Concepts	Cortesi - Ch 2			
		Real Estate Law				
		Government Powers	Cortesi - Ch 3			
		Encumbrances	Cortesi - Ch 4	White - Ch 8		
		Encumbrances and Liens	Cortesi - Ch 5	White - Ch 8		
		Homework			Diagnostic Test 1	
					White - Ch 8	
5/6/2021	4, 5, & 6	Review Homework				
		Real Estate Law and Ownership				
		Legal Description	Cortesi - Ch 6	White - Ch 10		
		Freehold Interests in Real Estate	Cortesi- Ch 7	White - Ch 4		
		Real Estate Ownership				
		Leasehold Estates in Real Estate	Cortesi- Ch 8	White - Ch 12		
		Forms of Ownership	Cortesi - Ch 9	White - Ch 4		
		Homework			Diagnostic Test 2	
					Diagnostic Test 3	
					White - Ch 4, 12	
5/10/2021	7, 8 & 9	Review Homework				
		Transferring Real Estate				
		Transferring Title	Cortesi- Ch 10	White - Ch 10		
		Recording Title	Cortesi - Ch 11	White - Ch 10		
		Real Estate Closing	Cortesi - Ch 12	White - Ch 11		
		Homework			Diagnostic Test 4	
					White - Ch 10, 11	

5/13/2021	10, 11, & 12	MID-TERM 1 - Diagnostic 1 - 3				Diagnostic 1 - 3
		Real Estate Brokerage				
		Agency and Real Estate Brokerage	Cortesi - Ch 13	White 2 and 6		
		Brokerage Relationship and Disclosure	3 Hrs		Handout - Google Drive	
		Real Estate Contracts	Cortesi - Ch 14	White - Ch 7		
		Brokerage Agreements	Cortesi - Ch 15	White - Ch 5		
		Homework			White - 2, 5 - 7	
5/20/2021	13, 14, & 15	Review Homework				
		Real Estate Licensing Laws	Cortesi - Ch 16	White - Ch 1		
		Fair Housing Laws	Cortesi - Ch 17	White - Ch 3		
		Fair Housing - National and MD Law	1.5 Hrs			
		Homework			Diagnostic Test 5	
					White 1, 3	
5/27/2021	16, 17, & 18	Review Homework				
		MID-TERM 2 - Diagnostic 4 and 5				Diagnostic 4-5
		Real Estate Valuation				
		Appraisal Process	Cortesi - Ch 18			
		Methods of Estimating Value	Cortesi - Ch 19			
		Real Estate Finance				
		Lending Laws and Government Activ	Cortesi - Ch 20	White - Ch 9		
		Homework			Diagnostic Test 6	
					White - Ch 9	
6/3/2021	19, 20, & 21	Review Homework				
		Real Estate Finance				
		Loan Instruments	Coresti - Ch 21	White - Ch 9		
		Lending Practices	Cortesi - Ch 22	White - Ch 9		
		Types of Real Estate Loans	Cortesi - Ch 23			
		Speciality Topics				
		Property Management	Cortesi - Ch 24	White - 12 & 13		
		Tax Advantage of Home Ownership	Cortesi - Ch 25			
		Real Estate Investments	Cortesi - Ch 26			
		Homework			Diagnostic 7 & 8	
					White - Ch 12 & 13	

6/10/2021	22, 23, & 24	Review Homework			
		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		
		Planning the Organization			
		Analyzing the Business Environment	McAdams - Ch 5		
		Analyzing the Market	McAdams - Ch 6		
6/14/2021	25, 26, & 27	MID-TERM 3 - Diagnostic 6 - 8			Diagnostic - 6-8
		Developing a Plan	McAdams - Ch 7		
		Handout - Template for Business Plan			
		Business Policies and Procedures	McAdams - Ch 11		
		Organizing the Organization			
		Structuring the Organization	McAdams - Ch 8		
		Structuring Business Systems	McAdams - Ch 9		
Office Work		Develop a Business Plan and Policy and Procedure Manual			
		Write the Business Plan			DUE - 6/21/2021
		Write the Policy and Procedure Manual			DUE - 6/21/2021
		Homework			Practice Exam 1 & 2
					PSI Book - Ch 2 - 4
6/17/2021	28, 29, & 30	Review Homework			
		Organizing the Organization			
		Structuring the Finances	McAdams - Ch 10		
		Marketing and Advertising	McAdams - Ch 12		
		Management - Staffing and Directing			
		Practical & Legal Realities of Staffing	McAdams - Ch 13		
		Recruiting, Selecting, & Hiring the Staff	McAdams - Ch 14		
		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		
		Homework			PSI Book - Ch 5 - 7
6/21/2021	31, 32, & 33	Review Homework			
		Maryland Real Estate Law			
		Maryland Ethics			
		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			
		REVIEW			
		National Final Exam - Mid-Term Diagnostic Test (1, 2, and 3)			
		MD Law - Final Exam - Practice 1 & 2			
		Homework			PSI Book - Ch 8 - 9
6/24/2021	34, 35, & 36	National and State Final Exam	2 Hours		FINAL EXAM
		Law Exam - 40 Questions	30 mins		
		National Exam - 90 Questions	90 Mins		
		Review Homework			
		Maryland Supervision	3 Hrs		
		Handout			
		Homework			PSI Book - Ch 10 - 12
6/28/2021	37, 38 & 39	Review Homework			
		Recap of the Course and Material			
		Review PSI - National Law	Last Day of Class		
		Broker 1 - Exam			
		Broker 2 - Exam			
		Review for MD Law - PSI Exam			
		Handouts - Title 17			