



Reed Training Center

BROKER - CLASS SYLLABUS

		<u>Readings</u>				
<u>Date</u>	<u>Session</u>	<u>Topic</u>	<u>NATIONAL</u>	<u>MD LAW</u>	<u>Homework</u>	<u>Mid-Term Exam</u>
10/18/2021	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	
10/21/2021	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	
10/25/2021	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	
10/28/2021	10, 11, & 12	MID-TERM 1 - Diagnostic 1 - 3				Diagnostic 1 - 3
						White 4, 8, 12

		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	
11/1/2021	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	
11/4/2021	16, 17, & 18	Review Homework - National			Diagnostic 5	
		Review Homework - MD Law			White 1, 2, 3, 5, 6, 7	
		Real Estate Valuation				
		Appraisal Process	Cortesi - Ch 18			
		Methods of Estimating Value	Cortesi - Ch 19			
		Real Estate Finance				
		Lending Laws and Government Activities	Cortesi - Ch 20	White - Ch 9		
		Homework			Diagnostic Test 6	
					White - Ch 9	
11/8/2021	19, 20, & 21	MID-TERM 2 - Diagnostic 4 and 5				Diagnostic 4-5
						White 1,2,3,5,6,7
		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	

11/15/2021	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			
11/18/2021	25, 26, & 27	Review Homework - National			Diagnostic 6, 7, 8	
		Review Homework - MD Law			White - 9 - 11, 13	
		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			
11/22/2021	28, 29, & 30	MID-TERM 3 - Diagnostic 6 - 8				Diagnostic - 6-8
						White 9 - 11, 13
		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 2 - 4	
					PSI Book - Ch 5 - 7	

11/29/2021	31, 32, & 33	Review Homework			PSI - Ch 2 - 7	
		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 1 - 3				
		MD Final Law Exam				
		Homework			PSI Book - Ch 8 - 9	
12/2/2021	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			PSI - Ch 8 - 9	
		Maryland Supervision	3 Hrs			
		Handout				
		Homework			PSI Book - Ch 10 - 12	
		Homework			Practice Exam 1 & 2	
					Broker Exam 1 - PSI	
12/6/2021		How to Write a Business Plan and Policy and Procedure Manual			Handouts - Google Drive	
Office Work		Develop a Business Plan and Policy and Procedure Manual				
		Write the Business Plan				
		Write the Policy and Procedure Manual				
12/9/2021	37, 38 & 39	Review Homework - National PSI			PSI Ch 10 - 12	
		Review Homework - MD Law			Practice Exam 1 & 2	
		Recap of the Course and Material				
		Review PSI - National Law			Broker Exam 1	
		Review for MD Law - PSI Exam				
		Handouts - Title 17				
12/13/2021		REVIEW for PSI EXAM			Broker Exam 2	