



# BROKER - CLASS SYLLABUS

Reed Training Center

			<u>Read</u>	<u>Read</u>		
<u>Date</u>	<u>Complete</u>	<u>Topic</u>	<u>NATIONAL</u>	<u>MD LAW</u>	<u>Homework</u>	<u>Mid-Term Exam</u>
11/2/2022		<b>Introduction to Real Estate</b>				
		Introduction to Real Estate	Cortesi - Ch 1			
		Real Estate Concepts	Cortesi - Ch 2			
		<b>Real Estate Law</b>				
		Government Powers	Cortesi - Ch 3			
		Encumbrances	Cortesi - Ch 4	White - Ch 8		
		Encumbrances and Liens	Cortesi - Ch 5	White - Ch 8		
		<b>Homework</b>			<b>Diagnostic Test 1</b>	
					<b>White - Ch 8</b>	
11/7/2022		Review Homework				
		<b>Real Estate Law and Ownership</b>				
		Legal Description	Cortesi - Ch 6	White - Ch 10		
		Freehold Interests in Real Estate	Cortesi - Ch 7	White - Ch 4		
		<b>Real Estate Ownership</b>				
		Leasehold Estates in Real Estate	Cortesi - Ch 8	White - Ch 12		
		Forms of Ownership	Cortesi - Ch 9	White - Ch 4		
		<b>Homework</b>			<b>Diagnostic Test 2</b>	
					<b>Diagnostic Test 3</b>	
					<b>White - Ch 4, 12</b>	
11/9/2022		Review Homework				
<b>Guest Speaker</b>		<b>Transferring Real Estate</b>				
		Transferring Title	Coresti - Ch 10	White - Ch 10		
		Recording Title	Cortesi - Ch 11	White - Ch 10		
		Real Estate Closing	Cortesi - Ch 12	White - Ch 11		
		<b>Homework</b>			<b>Diagnostic Test 4</b>	
					<b>White - Ch 10, 11</b>	

11/14/2022		<b>MID-TERM 1 - Diagnostic 1 - 3</b>				<b>Diagnostic 1 - 3</b>
						<b>White 4, 8, 12</b>
		<b>Real Estate Brokerage</b>				
		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		
		<b>Homework</b>				<b>White - 2, 5 - 7</b>
11/16/2022		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			
		<b>Homework</b>				<b>Diagnostic Test 5</b>
						<b>White 1, 3</b>
		How to Write a Business Plan and Policy and Procedure Manual			Handouts - Google Drive	
		Developing a Plan				
		Handout - Template for Business Plan				
		Business Policies and Procedures				
		<b>Organizing the Organization</b>				
		Structuring the Organization				
		Structuring Business Systems				
Office Work		<b>Develop a Business Plan and Policy and Procedure Manual</b>				
No Class		<b>Write the Business Plan</b>				
		<b>Write the Policy and Procedure Manual</b>				
11/28/2022		Review Homework - National				<b>Diagnostic 5</b>
		Review Homework - MD Law				<b>White 1, 2, 3, 5, 6, 7</b>
		<b>Real Estate Valuation</b>				
		Appraisal Process	Cortesi - Ch 18			
		Methods of Estimating Value	Cortesi - Ch 19			
		<b>Management</b>				
		Challenge of Change RE Market				
		<b>The Manager</b>				
		Manager in Leadership				
		Management Skills				
		Communications and Decision Making				

11/30/2022		<b>MID-TERM 2 - Diagnostic 4 and 5</b>				<b>Diagnostic 4-5</b>
						<b>White 1,2,3,5,6,7</b>
		<b>Homework</b>				<b>Diagnostic Test 6</b>
						<b>White - Ch 9</b>
<b>Guest Speaker</b>		<b>Real Estate Finance</b>				
		Lending Laws and Government Activities	Cortesi - Ch 20	White - Ch 9		
		Loan Instruments	Coresti - Ch 21	White - Ch 9		
		Lending Practices	Cortesi - Ch 22	White - Ch 9		
		Types of Real Estate Loans	Cortesi - Ch 23			
		<b>Speciality Topics</b>				
		Property Management	Cortesi - Ch 24	White - 12 & 13		
		Tax Advantage of Home Ownership	Cortesi - Ch 25			
		Real Estate Investments	Cortesi - Ch 26			
		<b>Homework</b>				<b>Diagnostic 7 &amp; 8</b>
						<b>White - Ch 12 &amp; 13</b>
12/5/2022		Review Homework - National				<b>Diagnostic 6, 7, 8</b>
<b>Guest Speaker</b>		Review Homework - MD Law				<b>White - 9 - 11, 13</b>
		<b>Commercial Real Estate</b>				
12/7/2022		<b>MID-TERM 3 - Diagnostic 6, 7, &amp; 8</b>				<b>Diagnostic - 6-8</b>
						<b>White 9 - 11, 13</b>
		<b>Planning the Organization</b>				
		Analyzing the Business Environment				
		Analyzing the Market				
		<b>Organizing the Organization</b>				
		Structuring the Finances				
		Marketing and Advertising				
12/12/2022		<b>Management - Staffing and Directing</b>				
		Practical & Legal Realities of Staffing				
		Recruiting, Selecting, & Hiring the Staff				
		Professional Development				
		Coaching Performance				
		<b>Controlling the Organization</b>				
		Critiquing Operations				
		Managing Risk				

12/14/2022		<b>National and State Final Exam</b>	2 Hours			
		Law Exam - 40 Questions	30 mins			
		National Exam - 90 Questions	90 Mins			
		<b>Maryland Real Estate Law</b>				
		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				
12/16/2022		Maryland Supervision	3 Hrs			
		Handout				
		Recap of the Course and Material				