



## BROKER - CLASS SYLLABUS

Reed Training Center

		<u>Read</u>	<u>Read</u>		
<u>Date</u>	<u>Topic</u>	<u>NATIONAL</u>	<u>MD LAW</u>	<u>Homework</u>	<u>Mid-Term Exam</u>
6/19/2023	<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>	
6/20/2023	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>	
6/26/2023	Review Homework				
	<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>	
6/27/2023	<b>MID-TERM 1 - Diagnostic 1 - 3</b>				<b>Diagnostic 1 - 3</b>
					<b>White 4, 8, 12</b>
	Review Homework				
	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				
	Developing a Plan				
	Handout - Template for Business Plan				
	Business Policies and Procedures				

7/10/2023	<b>Real Estate Brokerage</b>				
	Agency and Real Estate Brokerage	Cortesi - Ch 13	White 2 and 6		
	Brokerage Relationship and Disclosures	3 Hrs		Handout - Google Drive	
	Real Estate Contracts	Cortesi - Ch 14	White - Ch 7		
	Brokerage Agreements	Cortesi - Ch 15	White - Ch 5		
	Real Estate Licensing Laws	Cortesi - Ch 16	White - Ch 1		
	<b>Homework</b>			<b>White - 2, 5 - 7</b>	
7/11/2023	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				
7/18/2023	<b>Develop a Business Plan and Policy and Procedure Manual</b>				
	Read - Sample of Business Plans				
	Read - Sample of Policy & Procedure Manual				
	Write Mission and Vision Statement of your business				
	Write your Goals and Plans				
7/21/2023	<b>MID-TERM 2 - Diagnostic 4 and 5</b>				<b>Diagnostic 4-5</b>
					<b>White 1,2,3,5,6,7</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			
7/22/2023	<b>CE Classes</b>				
	9:00 a.m. - 12:00 noon	MD Brokerage Relationship & Disclosures			
	1:00 p.m. - 2:30 p.m.	MD Fair Housing			
	2:30 p.m. - 5:30 p.m.	MD Ethics			
7/24/2023	<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 6, 7, &amp; 8</b>	
				<b>White 9, 12, &amp; 13</b>	
7/25/2023	<b>MID-TERM 3 - Diagnostic 6, 7, &amp; 8</b>				<b>Diagnostic - 6-8</b>
					<b>White 9 - 11, 13</b>

	<b>Maryland Ethics</b>				
	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				
7/31/2023	<b>Starting a Real Estate Business</b>				
	Changes in the Real Estate Market				
	Leadership and Negotiation Skills				
	Different Types of Leaders				
	Management Skills				
8/1/2023	Communications and Decision Making				
	Organizational Structure				
	Finance, Marketing, & Recruiting & Selecting				
	Analyzing the Market				
	Managing Risk				
8/4/2023	<b>National and State Final Exam</b>	2 Hours			
	Law Exam - 40 Questions	30 mins			
	National Exam - 90 Questions	90 Mins			
	Maryland Supervision	3 Hrs			
	Handout				
	Recap of the Course and Material				
	Pick up Certificate from school				