



## 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>        |
| 10/2/2023   | <b>Orientation</b>                   |                 |               |                          |                             |
|             | <b>Google Drive</b>                  |                 |               |                          |                             |
|             | <b>Introduction to Real Estate</b>   |                 |               |                          |                             |
|             | Introduction to Real Estate          | Cortesi - Ch 1  |               |                          |                             |
|             | Real Estate Concepts                 | Cortesi - Ch 2  |               |                          |                             |
|             | <b>Homework</b>                      |                 |               | <b>Diagnostic Test 1</b> |                             |
| 10/9/2023   | <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>Real Estate Law and Ownership</b> |                 |               |                          |                             |
|             | Legal Description                    | Cortesi - Ch 6  | White - Ch 10 |                          |                             |
|             | <b>Homework</b>                      |                 |               | <b>Diagnostic Test 2</b> |                             |
|             |                                      |                 |               | <b>White - Ch 8, 10</b>  |                             |
| 10/16/2023  | <b>Real Estate Law and Ownership</b> |                 |               |                          |                             |
|             | 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 3</b> |                             |
|             |                                      |                 |               | <b>White - Ch 4, 12</b>  |                             |
| 10/19/2023  | <b>MID-TERM 1 - Diagnostic 1 - 3</b> |                 |               |                          | <b>Diagnostic 1 - 3</b>     |
|             |                                      |                 |               |                          | <b>White - 4, 8, 10, 12</b> |
| 10/21/2023  | <b>CE Classes</b>                    |                 |               |                          |                             |
|             | Brokerage Relationship & Disclosures |                 |               |                          |                             |
|             | MD Ethics                            |                 |               |                          |                             |
|             | MD Fair Housing                      |                 |               |                          |                             |
| 10/23/2023  | <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 11</b>     |                             |
| 10/30/2023  | <b>Real Estate Brokerage</b>         |                 |               |                          |                             |
|             | Agency and Real Estate Brokerage     | Cortesi - Ch 13 | White 2 and 6 |                          |                             |
|             | 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    |   |                          |
|            | Fair Housing Laws  | Cortesi - Ch 17 | White - Ch 3    |   |                          |
|            | <b>Homework</b>  |                 |                 | <b>Diagnostic Test 5</b>                  |                          |
|            |  |                 |                 | <b>White 1 - 3 &amp; 5 - 7</b>            |                          |
| 11/2/2023  | <b>MID-TERM 2 - Diagnostic 4 and 5</b>                         |                 |                 |   | <b>Diagnostic 4-5</b>    |
|            |  |                 |                 |   | <b>White 1,2,3,5,6,7</b> |
| 11/6/2023  | <b>Real Estate Valuation</b>                                   |                 |                 |   |                          |
|            | Appraisal Process  | Cortesi - Ch 18 |                 |   |                          |
|            | Methods of Estimating Value                                    | Cortesi - Ch 19 |                 |   |                          |
|            | <b>Homework</b>  |                 |                 | <b>Diagnostic 6</b>                       |                          |
| 11/9/2023  | <b>Write a Business Plan &amp; Policy and Procedure Manual</b> |                 |                 |   |                          |
|            | Developing a Plan  |                 |                 |   |                          |
|            | Handout - Template for Business Plan                           |                 |                 |   |                          |
|            | Business Policies and Procedures                               |                 |                 |   |                          |
| 11/13/2023 | <b>Real Estate Finance</b>                                     |                 |                 |   |                          |
|            | Lending Laws and Government Activ                              | 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>Homework</b>  |                 |                 | <b>Diagnostic 7</b>                       |                          |
| 11/20/2023 | <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 8</b>                       |                          |
|            |  |                 |                 | <b>White 9, 12, &amp; 13</b>              |                          |
| 11/27/2023 | <b>MID-TERM 3 - Diagnostic 6, 7, &amp; 8</b>                   |                 |                 |   | <b>Diagnostic - 6-8</b>  |
|            |  |                 |                 |   | <b>White 9 - 11, 13</b>  |
|            | Write Mission and Vision Statement of your business            |                 |                 |   |                          |
|            | Write your Goals and Plans                                     |                 |                 |   |                          |
| 11/30/2023 | <b>National and State Final Exam</b>                           | 2 Hours         |                 |   |                          |
|            | Law Exam - 40 Questions  | 30 mins         |                 |   |                          |
|            | National Exam - 90 Questions                                   | 90 Mins         |                 |   |                          |
|            |  |                 |                 |   |                          |
|            | <b>Discussion Points</b>                                       |                 |                 | <b>Develop a Business Plan and Policy</b> |                          |
|            | <b>Management</b>  |                 |                 | Read - Sample of Business Plans           |                          |
|            | Challenge of Change RE Market                                  |                 |                 | Read - Sample of Policy & Procedure       |                          |
|            | <b>The Manager</b>   |                 |                 |   |                          |
|            | Manager in Leadership  |                 |                 |   |                          |
|            | Management Skills  |                 |                 |   |                          |

|  |  |  |  |  |
|--|--|--|--|--|
|  | Communications and Decision Making           |  |  |  |
|  |  |  |  |  |
|  | <b>Starting a Real Estate Business</b>       |  |  |  |
|  | Changes in the Real Estate Market            |  |  |  |
|  | Leadership and Negotiation Skills            |  |  |  |
|  | Different Types of Leaders                   |  |  |  |
|  | Management Skills                            |  |  |  |
|  | Communications and Decision Making           |  |  |  |
|  | Organizational Structure                     |  |  |  |
|  | Finance, Marketing, & Recruiting & Selecting |  |  |  |
|  | Analyzing the Market                         |  |  |  |
|  | Managing Risk                                |  |  |  |



