



Reed Training Center

BROKER - CLASS SYLLABUS

<u>Date</u>	<u>Topic</u>	<u>Read</u> <u>NATIONAL</u>	<u>Read</u> <u>MD LAW</u>	<u>Homework</u>	<u>Mid-Term Exam</u>
7/8/2024	Orientation				
	Google Drive				
	Introduction to Real Estate				
	Introduction to Real Estate	Cortesi - Ch 1			
	Real Estate Concepts	Cortesi - Ch 2			
	Homework			Diagnostic Test 1	
7/10/2024	Real Estate Law				
	Government Powers	Cortesi - Ch 3			
	Encumbrances	Cortesi - Ch 4	White - Ch 8		
	Encumbrances and Liens	Cortesi - Ch 5	White - Ch 8		
	Real Estate Law and Ownership				
	Legal Description	Cortesi - Ch 6	White - Ch 10		
	Homework			Diagnostic Test 2	
				White - Ch 8, 10	
7/15/2024	Real Estate Law and Ownership				
	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 3	
				White - Ch 4, 12	
7/17/2024	Work on Project of Choice				
	Select a project that will benefit your business				
	Define the Purpose				
	Structure the Concept				
	Create the Plan				
7/19/2024	MID-TERM 1 - Diagnostic 1 - 3			Diagnostic 1 - 3	
				White - 4, 8, 10, 12	
7/22/2024	Transferring Real Estate				
	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		
	Homework			Diagnostic Test 4	

				White - Ch 11	
7/24/2024	Individual Study Project				
	Write a Business Plan & Policy and Procedure Manual				
	Developing a Plan				
	Handout - Template for Business Plan				
	Business Policies and Procedures				
7/29/2024	Real Estate Brokerage				
	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		
	Homework			Diagnostic Test 5	
				White 1 - 3 & 5 - 7	
7/31/2024	Real Estate Valuation				
	Appraisal Process	Cortesi - Ch 18			
	Methods of Estimating Value	Cortesi - Ch 19			
	Homework			Diagnostic 6	
8/2/2024	MID-TERM 2 - Diagnostic 4 and 5				Diagnostic 4-5
					White 1,2,3,5,6,7
8/5/2024	Real Estate Finance				
	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			
	Homework			Diagnostic 7	
8/7/2024	Topic - Management, Supervision and Recruiting				
8/12/2024	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 8	
				White 9, 12, & 13	
8/14/2024	Topic - Leadership and Negotiation				
8/16/2024	MID-TERM 3 - Diagnostic 6, 7, & 8				Diagnostic - 6-8
					White 9 - 11, 13
8/19/2024	Discussion - Changes in the Real Estate				

	Industry and New Forms				
8/21/2024	CE Classes				
	MD Supervision		9:00 a.m. - 12:00 noon		
	MD Ethics		1:00 p.m. - 4:00 p.m.		
8/23/2024	National and State Final Exam	2 Hours			
	Law Exam - 40 Questions	30 mins			
	National Exam - 90 Questions	90 Mins			
8/23/2024	Submit Business Plan				
	Submit Policy and Procedure Manual				
	Discussion Points				
	Management				
	Challenge of Change RE Market				
	The Manager				
	Manager in Leadership				
	Management Skills				
	Communications and Decision Making				
	Develop a Business Plan and Policy and Procedure Manual				
	Read - Sample of Business Plans				
	Read - Sample of Policy & Procedure Manual				
	Starting a Real Estate Business				
	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				