



Reed Training Center

**BROKER - CLASS SYLLABUS**

		<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>
10/15/2024	<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>	
	<b>Real Estate Law</b>				
	Government Powers	Cortesi - Ch 3			
	Encumbrances	Cortesi - Ch 4			
	Encumbrances and Liens	Cortesi - Ch 5			
	<b>Real Estate Law and Ownership</b>				
	Legal Description	Cortesi - Ch 6			
	<b>Homework</b>			<b>Diagnostic Test 2</b>	
10/19/2024	<b>Continuing Education Classes</b>	<b>CE Credits</b>			
	<b>Ethics</b>				
	<b>Brokerage Relationship</b>				
	<b>Fair Housing</b>				
10/21/2024	<b>Real Estate Law and Ownership</b>				
	Freehold Interests in Real Estate	Cortesi - Ch 7			
	<b>Real Estate Ownership</b>				
	Leasehold Estates in Real Estate	Cortesi - Ch 8			
	Forms of Ownership	Cortesi - Ch 9			
	<b>Homework</b>			<b>Diagnostic Test 3</b>	
10/23/2024	<b>MID-TERM 1 - Diagnostic 1 - 3</b>			<b>Diagnostic 1 - 3</b>	
	<b>Discussion on Management Issues</b>				
	Ex: Real Estate - Anti-Trust				
	Recruiting, Selecting & Retaining				
October	<b>Work on Project of Choice</b>				
	<b>Select a project that will benefit your business</b>				
	Define the Purpose				
	Structure the Concept				
	Create the Plan				

10/28/2024	<b>Transferring Real Estate</b>				
	Transferring Title	Coresti - Ch 10			
	Recording Title	Cortesi - Ch 11			
	Real Estate Closing	Cortesi - Ch 12			
	<b>Homework</b>			<b>Diagnostic Test 4</b>	
11/2/2024	<b>Business Planning Workshop</b>				
	<b><i>Write a Business Plan</i></b>				
	Developing a Plan				
	Handout - Template for Business Plan				
11/4/2024	<b>Real Estate Brokerage</b>				
	Agency and Real Estate Brokerage	Cortesi - Ch 13			
	Real Estate Contracts	Cortesi - Ch 14			
	Brokerage Agreements	Cortesi - Ch 15			
	Real Estate Licensing Laws	Cortesi - Ch 16			
	Fair Housing Laws	Cortesi - Ch 17			
	<b>Homework</b>			<b>Diagnostic Test 5</b>	
11/12/2024	<b>Real Estate Valuation</b>				
	Appraisal Process	Cortesi - Ch 18			
	Methods of Estimating Value	Cortesi - Ch 19			
	<b>Homework</b>			<b>Diagnostic 6</b>	
11/13/2024	<b>MID-TERM 2 - Diagnostic 4 and 5</b>				<b>Diagnostic 4-5</b>
	<b>Individual Study Project</b>				
	Business Policies and Procedures				
11/18/2024	<b>Real Estate Finance</b>				
	Lending Laws and Government Activ	Cortesi - Ch 20			
	Loan Instruments	Coresti - Ch 21			
	Lending Practices	Cortesi - Ch 22			
	Types of Real Estate Loans	Cortesi - Ch 23			
	<b>Homework</b>			<b>Diagnostic 7</b>	
11/23/2024	<b>Continuing Education</b>	CE Credits			
	<b>MD Supervision - Brokers</b>				
	<b>MD Legislative</b>				
	<b>Negotiation with Sellers &amp; Buyers</b>				
11/25/2024	<b>Speciality Topics</b>				
	Property Management	Cortesi - Ch 24			
	Tax Advantage of Home Ownership	Cortesi - Ch 25			
	Real Estate Investments	Cortesi - Ch 26			
	<b>Homework</b>			<b>Diagnostic 8</b>	
	<b>Topic of Discussion</b>				
	<b>What's Happening in Real Estate</b>				
	<b>Leadership and Negotiation</b>				

12/2/2024	<b>MD Law</b>				
12/3/2024	<b>MID-TERM 3 - Diagnostic 6, 7, &amp; 8</b>				<b>Diagnostic - 6-8</b>
	<b>MD Law</b>				
12/16/2024	Wrap-up of class				
12/18/2024	<b>National and State Final Exam</b>	2 Hours			
	Law Exam - 40 Questions	30 mins			
	National Exam - 90 Questions	90 Mins			
	<b>Submit Business Plan</b>				
	<b>Submit Policy and Procedure Manual</b>				
	<b>Discussion Points</b>				
	<b>Management</b>				
	Challenge of Change RE Market				
	<b>The Manager</b>				
	Manager in Leadership				
	Management Skills				
	Communications and Decision Making				
	<b>Develop a Business Plan and Policy and Procedure Manual</b>				
	Read - Sample of Business Plans				
	Read - Sample of Policy & Procedure Manual				
	<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				