



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>
1/7/2025	<b>Orientation</b>				
Morning	<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>	
1/7/2025	<b>Real Estate Law</b>				
Afternoon	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>	
1/14/2025	<b>Real Estate Law and Ownership</b>				
Morning	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>	
1/14/2025	<b>Review Diagnostic Exam 1, 2, &amp; 3</b>				
1/15/2025	<b>Business Planning Workshop</b>				
	10:00 a.m. - 2:00 p.m.				
	<b>GCAAR Rockville Office</b>				
1/21/2025	<b>MID-TERM 1 - Diagnostic 1 - 3</b>			<b>Diagnostic 1 - 3</b>	
	<b>Discussion on Management Issues</b>				
	Recruiting, Selecting & Retaining				
	Budgeting, Planning & Forecasting				
1/23/2025	<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				

1/28/2025	<b>Transferring Real Estate</b>				
Morning	Transferring Title	Coresti - Ch 10			
	Recording Title	Cortesi - Ch 11			
	Real Estate Closing	Cortesi - Ch 12			
	<b>Homework</b>			<b>Diagnostic Test 4</b>	
1/28/2025	<b>Real Estate Brokerage</b>				
Afternoon	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>	
1/30/2028	<b>Write a Business Plan</b>				
	Developing a Plan				
	Handout - Template for Business Plan				
	<b>Review Diagnostic Exam 4 &amp; 5</b>				
2/4/2025	<b>MID-TERM 2 - Diagnostic 4 and 5</b>				<b>Diagnostic 4-5</b>
	<b>Real Estate Valuation</b>				
	Appraisal Process	Cortesi - Ch 18			
	Methods of Estimating Value	Cortesi - Ch 19			
	<b>Homework</b>			<b>Diagnostic 6</b>	
2/5/2024	<b>Individual Study Project</b>				
	Business Policies and Procedures				
	Content and Guidelines				
2/6/2025	<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>	
2/11/2025	<b>Speciality Topics</b>				
Morning	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>	
2/11/2025	<b>Real Estate License Law</b>	MD Law	Ch 1		
Afternoon	<b>Real Estate Brokerage</b>	MD Law	Ch 2		
	<b>Homework</b>			<b>Ch 1 &amp; 2</b>	
	<b>Review Diagnostic Exam 6, 7, &amp; 8</b>				

2/12/2025	<b>Continuing Education</b>	CE Credits			
	<b>MD Supervision - Brokers</b>	9:00 - 12:00			
	<b>MD BRAD</b>	12:30 - 3:30			
	<b>MD Fair Housing</b>	3:30 - 5:00			
2/18/2025	<b>MID-TERM 3 - Diagnostic 6, 7, &amp; 8</b>				<b>Diagnostic - 6-8</b>
Morning	<b>Leadership and Negotiation</b>				
2/18/2025	<b>MD Fair Housing</b>	MD Law	Ch 3		
Afternoon	<b>Real Estate Interest &amp; Ownership</b>	MD Law	Ch 4		
	<b>Representation</b>	MD Law	Ch 5		
	<b>Agency</b>	MD Law	Ch 6		
	<b>Sales Contracts</b>	MD Law	Ch 7		
	<b>Homework</b>			<b>Ch 3 - 7</b>	
2/20/2025	<b>Taxes &amp; Other Liens</b>	MD Law	Ch 8		
	<b>Financing</b>	MD Law	Ch 9		
	<b>Transfer &amp; Recordation Title</b>	MD Law	Ch 10		
	<b>Closing the Transaction</b>	MD Law	Ch 11		
	<b>Leases</b>	MD Law	Ch 12		
	<b>Environmental Issues</b>	MD Law	Ch 13		
	<b>Ethics</b>	MD Law	Ch 14		
	<b>Homework</b>			<b>Ch 8 - 14</b>	
2/25/2024	<b>Wrap-Up of Class</b>				
	<b>Review of Final Exam</b>				
	<b>Planning Ahead</b>				
2/27/2025	<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				