



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>    |
| 4/15/2025   | <b>Orientation</b>                          |                 |               |                          |                         |
| Tuesday     | <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> |                         |
| 4/17/2025   | <b>Real Estate Law and Ownership</b>        |                 |               |                          |                         |
| Thursday    | 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> |                         |
| 4/22/2025   | <b>Review Diagnostic Exam 1, 2, &amp; 3</b> |                 |               |                          |                         |
| Tuesday     | <b>Discussion on Management Issues</b>      |                 |               |                          |                         |
|             | Recruiting, Selecting & Retaining           |                 |               |                          |                         |
|             | Budgeting, Planning & Forecasting           |                 |               |                          |                         |
| 4/24/2025   | <b>MID-TERM 1 - Diagnostic 1 - 3</b>        |                 |               |                          | <b>Diagnostic 1 - 3</b> |
| Thursday    | <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> |                         |
| 4/29/2025   | <b>Real Estate Brokerage</b>                |                 |               |                          |                         |
| Tuesday     | 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> |
| 5/1/2025  | <b>Review Diagnostic Exam 4 &amp; 5</b>      |                 |                                  |  |                          |
| Thursday  | <b>Leadership and Negotiation</b>            |                 |                                  |  |                          |
|           | <b>Organizational Structures</b>             |                 |                                  |  |                          |
| Work on   | <b>Individual Study Project</b>              |                 |                                  |  |                          |
| Own       | <b>Business Policies and Procedures</b>      |                 |                                  |  |                          |
|           | Content and Guidelines                       |                 |                                  |  |                          |
|           | <b>Write a Business Plan</b>                 |                 |                                  |  |                          |
|           | Developing a Plan                            |                 |                                  |  |                          |
|           | Handout - Template for Business Plan         |                 |                                  |  |                          |
| 5/6/2025  | <b>MID-TERM 2 - Diagnostic 4 and 5</b>       |                 |                                  |  | <b>Diagnostic 4-5</b>    |
| Tuesday   | <b>Different Types of Leaders and</b>        |                 |                                  |  |                          |
|           | <b>Management Skills</b>                     |                 |                                  |  |                          |
| 5/8/2025  | <b>Real Estate Valuation</b>                 |                 |                                  |  |                          |
| Thursday  | Appraisal Process                            | Cortesi - Ch 18 |                                  |  |                          |
|           | Methods of Estimating Value                  | Cortesi - Ch 19 |                                  |  |                          |
|           | <b>Homework</b>                              |                 |                                  |  | <b>Diagnostic 6</b>      |
|           | <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>      |
| 5/13/2025 | <b>Speciality Topics</b>                     |                 |                                  |  |                          |
| Tuesday   | 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>Real Estate License Law</b>               | MD Law          | Ch 1                             |  |                          |
|           | <b>Real Estate Brokerage</b>                 | MD Law          | Ch 2                             |  |                          |
|           | <b>Homework</b>                              |                 |                                  |  | <b>Ch 1 &amp; 2</b>      |
| 5/15/2025 | <b>Review Diagnostic Exam 6, 7, &amp; 8</b>  |                 |                                  |  |                          |
| Thursday  | <b>Continuing Education</b>                  | CE Credits      |                                  |  |                          |
|           | <b>MD Fair Housing</b>                       | 1.5 Hrs         | Ch 3                             |  |                          |
|           | <b>MD Ethics</b>                             | 3 hrs           | Handouts and Ch 14 - MD Law book |  |                          |
|           | <b>Homework</b>                              |                 |                                  |  | <b>Ch 3 &amp; 14</b>     |
| 5/20/2025 | <b>MID-TERM 3 - Diagnostic 6, 7, &amp; 8</b> |                 |                                  |  | <b>Diagnostic - 6-8</b>  |
| Tuesday   | <b>Continuing Education</b>                  | CE Credits      |                                  |  |                          |
|           | <b>MD Supervision - Brokers</b>              | 3 hrs           | 11:00 - 2:00                     |  |                          |

|           |  |                |       |  |  |
|-----------|--|----------------|-------|--|--|
|           |  |                |       |  |  |
| 5/22/2025 | <b>Powerpoint - from MD Law Book</b>                           |                |       |  |  |
| Thursday  | <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>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>MD PRACTICE EXAMS 1 &amp; 2</b>                             |                |       |  |  |
|           |  |                |       |  |  |
| 5/27/2025 | <b>Wrap-Up of Class</b>  |                |       |  |  |
| Tuesday   | <b>Review for National Final Exam</b>                          |                |       |  |  |
|           | <b>MD Practice Exams 1 &amp; 2</b>                             |                |       |  |  |
|           | <b>Planning Ahead</b>  |                |       |  |  |
|           |  |                |       |  |  |
| 5/29/2025 | <b>National and State Final Exam</b>                           | <b>2 Hours</b> |       |  |  |
| Thursday  | Law Exam - 40 Questions  | 30 mins        |       |  |  |
|           | Practice Exams 1 & 2   |                |       |  |  |
|           | National Exam - 90 Questions                                   | 90 Mins        |       |  |  |
|           | Mid-Term Exams - 1 - 3   |                |       |  |  |
|           |  |                |       |  |  |
|           | <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  |                |       |  |  |