



Reed Training Center

BROKER - CLASS SYLLABUS

			<u>Readings</u>	<u>Readings</u>		
<u>Date</u>	<u>Session</u>	<u>Topic</u>	<u>NATIONAL</u>	<u>MD LAW</u>	<u>Homework</u>	<u>Mid-Term Exam</u>
12/1/2026	1, 2, & 3	Introduction to Real Estate				
		Introduction to Real Estate	Cortesi - Ch 1			
		Real Estate Concepts	Cortesi - Ch 2			
		Real Estate Law				
		Government Powers	Cortesi - Ch 3			
		Encumbrances	Cortesi - Ch 4	White - Ch 8		
		Encumbrances and Liens	Cortesi - Ch 5	White - Ch 8		
		Homework			Diagnostic Test 1	
					White - Ch 8	
12/4/2026	4, 5, & 6	Real Estate Law and Ownership				
		Legal Description	Cortesi - Ch 6	White - Ch 10		
		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 2	
					Diagnostic Test 3	
					White - Ch 4, 12	
12/8/2026		Study for Mid-Term 1 Exam	Diagnostic 1 - 3		Diagnostic 1 - 3	
					White 4, 8, 12	
12/9/2026		MID-TERM EXAM - 1	Diagnostic 1 - 3			Diagnostic 1 - 3
			White 4, 8, 12			White 4, 8, 12
		Administered through Google Forms - in class - 60 minutes				
12/11/2026	7, 8 & 9	Transferring Real Estate				

		Transferring Title	Cortesi- 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 10, 11	
12/15/2026	10, 11, & 12	Real Estate Brokerage				
		Agency and Real Estate Brokerage	Cortesi - Ch 13	White 2 and 6		
		Brokerage Relationship and Disclosure	3 Hrs		Handout - Google Drive	
		Real Estate Contracts	Cortesi - Ch 14	White - Ch 7		
		Brokerage Agreements	Cortesi - Ch 15	White - Ch 5		
		Homework			White - 2, 5 - 7	
12/18/2026	13, 14, & 15	Real Estate Licensing Laws	Cortesi - Ch 16	White - Ch 1		
		Fair Housing Laws	Cortesi - Ch 17	White - Ch 3		
		Fair Housing - National and MD Law	1.5 Hrs			
		Homework			Diagnostic Test 5	
					White 1, 3	
12/19-20/2026		Study for Mid-Term 2 Exam	Diagnostic 4-5		Diagnostic 4 and 5	
					White 1-3, 5-7	
12/22/2026		How to Write a Business Plan and Policy and Procedure Manual			Handouts - Google Drive	
Office Work		Develop a Business Plan and Policy and Procedure Manual				
Planning		Write the Business Plan				
		Write the Policy and Procedure Manual				
		Select project - implement in brokerage				
12/23/2026		MID-TERM 2 - Diagnostic 4 and 5				Diagnostic 4-5
						White 1,2,3,5,6,7
		Administered through Google Forms - in class - 60 minutes				
No Class		HOLIDAY BREAK				

		Select a Project - To Implement in Your Brokerage				
12/29/2026	16, 17, & 18	Real Estate Valuation				
		Appraisal Process	Cortesi - Ch 18			
		Methods of Estimating Value	Cortesi - Ch 19			
		Real Estate Finance				
		Lending Laws and Government Activities	Cortesi - Ch 20	White - Ch 9		
		Homework			Diagnostic Test 6	
					White - Ch 9	
No Class		CELEBRATE NEW YEAR - HAPPY 2027				
1/5/2027	19, 20, & 21	Real Estate Finance				
		Loan Instruments	Coresti - Ch 21	White - Ch 9		
		Lending Practices	Cortesi - Ch 22	White - Ch 9		
		Types of Real Estate Loans	Cortesi - Ch 23			
		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 7 & 8	
					White - Ch 12 & 13	
1/8/2027	22, 23, & 24	Maryland Real Estate Law				
		Maryland Ethics				
		Maryland Ethics	3 Hours			
		Sec. 09.11.02.01 - Relations to the Public				
		Sec. 09.11.02.02 - Relations to the Client				
		Sec. 09.11.02.03 - Relations to Fellow Licensees				
		NAR Code of Ethics - Articles 1 -17				
		History and Enforcement of the Code				
		Maryland Supervision	1.5 hrs			
		Homework			White - Ch 14	
1/9-10/2027		Study for Mid-Term 3 Exam				

		Review Homework - National			Diagnostic 6, 7, 8	
		Review Homework - MD Law			White 9-11, 13-14	
1/12/2027		Work on Business Plan and P&P Manual				
		Review Homework - National			Diagnostic 4 and 5	
		Review Homework - MD Law			White 1, 2, 3, 5, 6, 7	
1/13/2027		MID-TERM 3 - Diagnostic 6 - 8				Diagnostic - 6-8
						White 9-11, 13-14
		Administered through Google Forms - in class - 60 minutes				
1/15/2027		Discussion of Management and Finance				
		Completion of the National and State Books				
1/19/2027		Study for Final Exam				
		REVIEW				
		National Final Exam - Mid-Term 1 - 3				
		MD Final Law Exam				
1/20/2027		National and State Final Exam	2 Hours			FINAL EXAM
		Law Exam - 40 Questions	30 mins			
		National Exam - 90 Questions	90 Mins			
		Administered through Google Forms - in class - 120 minutes (2 hours)				
		STUDYING FOR THE PSI EXAM				
		Guide to Passing the PSI Real Estate Exam				
		Chapter 1 - Use of the Manual				
		Chapter 2 - Examination and Study Strategies				
		Chapter 3 - Property Ownership				
		Chapter 4 - Land-Use Controls and Regulations				
		Chapter 5 - Valuation and Market Analysis				
		Guide to Passing the PSI Real Estate Exam				

		Chapter 6 - Financing				
		Chapter 7 - General Principles of Agency				
		Chapter 8 - Property Disclosures				
		Chapter 9 - Contracts				
		Guide to Passing the PSI Real Estate Exam				
		Chapter 10 - Leasing and Property Management				
		Chapter 11 - Transfer of Title				
		Chapter 12 - Practice of Real Estate				
		Chapter 13 - Real Estate Calculations				
		Guide to Passing the PSI Real Estate Exam				
		Broker Examination 1				
		Broker Examination 2				
		Maryland Law				
		Practice Exam 1				
		Practice Exam 2				
		Handouts - Title 17				
	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				