



Montgomery College

Workforce Development & Continuing Education

240-567-5188

REAL ESTATE



FALL 2014 Course Schedule

REGISTER NOW!



Licensure

BASIC REAL ESTATE PRINCIPLES AND PRACTICES FOR SALESPERSONS ♥

This intensive course meets Maryland state requirements for 60 hours of successfully completed pre-licensing education prior to taking the state license exam for real estate salespersons. All topics relevant to the industry and the state exam will be covered in detail, followed by a course exam that must be passed before a certificate of successful completion can be issued. All 60 hours must be attended. Textbooks: *Modern Real Estate Practice, Maryland Real Estate Practice and Law* and *Study Guide for Modern Real Estate Practice* are available at the Rockville Campus Bookstore. Questions regarding licensure are to be addressed to the Maryland Real Estate Commission: 410-230-6199. Tuition waiver applies; seniors pay fee only.

Course: REB010 60 Hours
\$230 + \$131 fee = \$361; Non-Md. residents add \$160

Gaithersburg Business Training Center

CRN#: 25883 10 Sessions
10/7-11/6 T,R
404 9 a.m.-3:30 p.m.

Rockville Campus

CRN#: 25884 15 Sessions
10/13-12/3 M,W
117 SB 6-10 p.m.

Westfield South

CRN#: 25306 15 Sessions
9/8-10/29 M,W
210E 5:30-9:30 p.m.

No class 9/24

M=Monday T=Tuesday W=Wednesday R=Thursday
F=Friday S=Saturday U=Sunday

The need for qualified home inspectors is on the rise! Do you have what it takes to join this fast growing business?

Home Inspection: Make It Your Business
Course #: SMB322 is the course you need to get you there!

For course information, visit us online at <http://cms.montgomerycollege.edu/wdce/bits/businesseducation.html>

Continuing Education

Remember your required hours for renewal. Choose from the following courses to satisfy this Maryland state requirement: MREC Agency-Residential, Real Estate: Legislative Update, Ethics: Predatory Lending and Flipping, and Fair Housing. You must attend all minutes of a course to receive a certificate. We cannot make exceptions to this commission ruling. Late arrivals cannot be excused. Approved hours listed in course descriptions are for the Maryland Real Estate Commission. Call 240-567-2592 for information.

ABCs OF SELLING A HOUSE

In this practical guide to selling a house under any market conditions, we will cover contract clauses that may save money and prevent problems, how to prepare for a smooth closing, minor improvements that may increase a house's net worth, and the advantages and disadvantages of listing a home with a real estate professional. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC127 **3 Hours**
\$18 + \$28 fee = \$46; Non-Md. residents add \$30

Rockville Campus

CRN#: 25309 1 Session
10/16 R
210 HU 6–9 p.m.

Westfield South

CRN#: 25844 1 Session
11/5 W
6–9 p.m.

BUYING / SELLING FORECLOSURE PROPERTIES

Gain a better understanding of the foreclosure process, property condition, and property risks associated with buying property at a foreclosure sale. Approved: 3 hours. Students who take this class may also be interested in Evaluating/Financing the Fixer-Upper and Understanding and Using Short Sales. Tuition waiver applies; seniors pay fee only.

Course: REC034 **3 Hours**
\$25 + \$30 fee = \$55; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 25837 1 Session
9/20 S
401 9 a.m.–12 p.m.

CONTRACTS AND OFFER TO PURCHASE

As the basis of discussion, this class will use either the Maryland Association of Realtors contract or a Regional contract and the standard addenda designed to be used with that appropriate contract. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC195 **3 Hours**
\$20 + \$25 fee = \$45; Non-Md. residents add \$30

Gaithersburg Business Training Center

CRN#: 25851 1 Session
11/19 W
404 1–4 p.m.

Rockville Campus

CRN#: 25314 1 Session
10/8 W
1–4 p.m.

DISCIPLINARY ACTIONS AND THE MREC

The disciplinary process used by the Maryland Real Estate Commission and a review of some recent disciplinary actions taken by the Commission will be covered. Approved: 1.5 hours. Tuition waiver applies; seniors pay fee only.

Course: REC197 **1.5 Hours**
\$10 + \$20 fee = \$30; Non-Md. residents add \$30

Gaithersburg Business Training Center

CRN#: 25852 1 Session
11/19 W
404 4–5:30 p.m.

Rockville Campus

CRN#: 25315 1 Session
10/8 W
4:01–5:31 p.m.

Required textbooks MUST be brought to first class.

ETHICS: PREDATORY LENDING / FLIPPING

This course covers the Maryland Real Estate Commission's Code of Ethics, including the practice of flipping and predatory lending, and how it should affect the real estate licensee's business relations with the commission, the public, and other agents. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC012 3 Hours

\$17 + \$27 fee = \$44; Non-Md. residents add \$30

Gaithersburg Business Training Center

CRN#: 25836 1 Session
9/24 W
401 9 a.m.–12 p.m.

Rockville Campus

CRN#: 25308 1 Session
11/5 W
 9 a.m.–12 p.m.

EVALUATING / FINANCING THE FIXER-UPPER

Can you estimate the fair market value of property after the completion of renovations/repairs? Do you know the difference between homeowner strategies and renovator strategies? Can you determine the discount needed for a "quick sale" price? This course will cover these topics and more. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC035 3 Hours

\$25 + \$30 fee = \$55; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 25838 1 Session
10/18 S
401 1–4 p.m.

FAIR HOUSING

Satisfy the requirement for 1.5 hours of continuing education for Fair Housing. Course covers the history of fair housing and current laws. Approved: 1.5 hours. Tuition waiver applies; seniors pay fee only.

Course: REC173 1.5 Hours

\$13 + \$20 fee = \$33; Non-Md. residents add \$30

Gaithersburg Business Training Center

CRN#: 25835 1 Session
9/24 W
401 4–5:30 p.m.

Rockville Campus

CRN#: 25311 1 Session
11/5 W
 4–5:30 p.m.

MORTGAGE REGULATIONS & LOAN APPROVALS

Buyers now encounter more scrutiny than ever when applying for loans. Examine how the recent changes in mortgage regulations affect your client's loan approval. Approved: 1.5 hours. Tuition waiver applies; seniors pay fee only.

Course: REC194 1.5 Hours

\$10 + \$15 fee = \$25; Non-Md. residents add \$30

Gaithersburg Business Training Center

CRN#: 25853 1 Session
11/17 M
401 6:30–8 p.m.

Westfield South

CRN#: 25849 1 Session
10/6 M
306D 6:30–8 p.m.

MREC AGENCY-RESIDENTIAL

Are you aware that the Maryland Real Estate Commission now requires three continuing education hours for Agency Law? This comprehensive study of Agency Law and the disclosures of said law, will delve into the particulars and its effects in the real estate business. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC191 3 Hours

\$17 + \$30 fee = \$47; Non-Md. residents add \$30

Gaithersburg Business Training Center

CRN#: 25842 1 Session
12/6 S
404 9 a.m.–12 p.m.

Rockville Campus

CRN#: 25312 1 Session
10/22 W
 9 a.m.–12 p.m.

MREC BROKER, BRANCH MANAGER, & TEAM LEADER SUPERVISION

If you are a Broker, Branch Office Manager, or Team Leader, Maryland 2010 legislation mandates a Supervision course for all licensees starting with renewals beginning on or after January 1, 2012. Explore the many duties and responsibilities of this required Supervision course. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC192 3 Hours

\$17 + \$30 fee = \$47; Non-Md. residents add \$30

Rockville Campus

CRN#: 25313 1 Session
10/22 W
 1–4 p.m.

NATIONAL APARTMENT LEASING PROFESSIONAL I

This is the first course in a two-course series that will prepare you to earn the National Apartment Leasing Professional (NALP) certificate. This certificate will help you launch an exciting career as a leasing agent. This course will provide the necessary skills to succeed in leasing, conduct successful telephone presentations, learn how apartments are marketed on the internet, and how to respond to online inquires. In addition, you will learn how to conduct successful leasing demonstrations. **Requirements: High School diploma or GED and computer proficiency. Call 240-567-3824 or 240-567-3823 for details.** Tuition waiver applies; seniors pay fee only.

Course: AMI001 20 Hours

\$100 + \$230 fee = \$330; Non-Md. residents add \$160

Westfield South

CRN#: 25888 7 Sessions
9/16–10/7 T,R
210D 6–9 p.m. (9/30–10/16)
 6–8 p.m. (10/21)

NATIONAL APARTMENT LEASING PROFESSIONAL II

Become a National Apartment Leasing Professional (NALP). This course exposes you to the legal aspects of apartment leasing. Topics include fair housing, how to resolve objections, how to conduct a leasing interview, and how to qualify residents. You will learn about policies and procedures of the apartment management industry. In addition, all students must conduct a Market Survey. You will visit three leasing communities to conduct the survey. Once you have successfully completed both National Apartment Leasing Professional I and National Apartment Leasing Professional II, you will be ready to take the online NALP exam. **Prerequisite: Successful completion of National Apartment Leasing Professional I.** Tuition waiver applies; seniors pay fee only.

Course: AMI002 20 Hours

\$80 + \$120 fee = \$200; Non-Md. residents add \$140

Westfield South

CRN#: 25889 7 Sessions
10/14–11/4 T,R
210D 6–9 p.m. (11/4–11/20)
 6–8 p.m. (11/25)

NOT YOUR EVERYDAY REAL ESTATE DEALS

Tax lien sales, foreclosure sales, and bankruptcy sales—time for you to muscle in on this market. Laws and procedures to get you going are covered in this course. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC177 3 Hours

\$25 + \$30 fee = \$55; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 25848 1 Session
11/8 S
401 9 a.m.–12 p.m.

REAL ESTATE AUCTIONS

You've decided to participate in an auction but aren't sure of the necessary steps to take beforehand. Should you attend a private auction or a bank foreclosure? What steps should you take in preparation to attending? Put your fears to rest and leave class more confident! Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC188 3 Hours

\$25 + \$30 fee = \$55; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 25847 1 Session
11/8 S
401 1–4 p.m.

Required textbooks MUST be brought to first class.

REAL ESTATE INVESTMENT ANALYSIS

The benefits of investing in Real Estate can be numerous but is now the right time? Are there alternate investment choices and if so, what are the strategies? Once I find a candidate for investment, how can I finance the acquisition and how will it be viewed by mortgage lenders? Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC187 3 Hours

\$25 + \$30 fee = \$55; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 25841 1 Session

10/18 S

401 9 a.m.–12 p.m.

REAL ESTATE LEGISLATIVE UPDATE

This course complies with the Maryland Real Estate Commission requirement for three hours of legislative update. It will cover legislative issues of particular interest that have been introduced and passed during the past three years. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC149 3 Hours

\$25 + \$21 fee = \$46; Non-Md. residents add \$30

Gaithersburg Business Training Center

CRN#: 25840 1 Session

9/24 W

401 12:30–3:30 p.m.

Rockville Campus

CRN#: 25310 1 Session

11/5 W

12:30–3:30 p.m.

RENTALS, RENTERS, AND LANDLORDS

A comprehensive overview of how to deal with rentals and renters. Learn how to qualify them and what procedures have to be followed by the law. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC189 3 Hours

\$25 + \$26 fee = \$51; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 25845 1 Session

12/6 S

401 9 a.m.–12 p.m.

Westfield South

CRN#: 25843 1 Session

9/13 S

306D 9 a.m.–12 p.m.

SINGLE FAMILY REAL ESTATE AND FEDERAL INCOME TAX

Examine expenses incurred and income received during property acquisition, occupancy, use, and disposition stages for federal income tax purposes. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC196 3 Hours

\$20 + \$25 fee = \$45; Non-Md. residents add \$30

Gaithersburg Business Training Center

CRN#: 25850 1 Session

12/6 S

401 1–4 p.m.

UNDERSTANDING AND USING SHORT SALES

What exactly is a “short sale” and how/when should it be used? What is the homeowner’s financial responsibility, if any, and what is the effect of a short sale on the homeowner’s credit? Do you know what the debtor and lender rights are when loan default occurs? These questions as well as how to prepare and process a short sale offer will be covered. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC182 3 Hours

\$25 + \$30 fee = \$55; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 25839 1 Session

9/20 S

401 1–4 p.m.

WORKING WITH INVESTMENTS

Learn how to use real estate as an investment. Find out how it compares with other investments, and help your clients understand the difference. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course: REC008 3 Hours

\$25 + \$22 fee = \$47; Non-Md. residents add \$30

Gaithersburg Business Training Center

CRN#: 25846 1 Session

11/19 W

404 6–9 p.m.

Rockville Campus

CRN#: 25307 1 Session

10/8 W

6–9 p.m.

Payments

Payment **MUST** be made IN FULL at the time of registration to avoid being deleted from the course. Complete information is required to process all registrations and payments.

Further instructions for WEB, FAX or MAIL-IN payments can be found at: cms.montgomerycollege.edu/wdce/registerops.html

Registration will not be processed without appropriate payment.

Tuition Installment Plan

Courses with a ▲ have a tuition installment plan available: pay one-third of class total as a down payment at time of registration, then pay the balance in two payments before the class ends. There is a nonrefundable fee to participate in the payment plan. Students desiring to use the payment plan must register online.

Tuition Waiver

Only noncredit courses designated “tuition waiver applies” in each publication will be available for tuition waiver. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student. Documents must be received at time of registration.

Senior Tuition Waiver: Maryland residents 60 years or older by the start date of the class may have tuition waived.

Disability Tuition Waiver: This waiver has been reinstated. Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for information.

National Guard Tuition Waiver: If you are currently a member of the Maryland National guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of such from the adjutant general’s office.

VA-Approved Course: Courses indicated with this ♥ symbol are approved for VA educational benefits under Title 38, U.S.C., Section 3676. (Post 9/11 GI Bill). For more information, visit <http://cms.montgomerycollege.edu/wdce/register/vabenefits.html>.

Residency Policy

The following are general guidelines taken from the College policy on residency for tuition purposes. A complete copy of the policy is available in the Montgomery College Catalog.

- A. Students attending Montgomery College will pay tuition according to their residency.
- B. To qualify, for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period of not less than three months prior to the first regularly scheduled class for the semester.
- C. The domicile of a person registering in a noncredit course at Montgomery College shall be considered as a person’s permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.

Transfer Policy

To transfer from one CRN to another CRN of the same course, a letter must be received in the Admissions, Records, and Registration Office, Montgomery College, 51 Mannakee Street, Rockville, MD 20850 before the beginning date of both CRNs of the course. If you have enrolled in a co-listed course you will have only one day after the class has begun to transfer. After that, you are committed to your path for the remainder of the course. If the course has a required assessment level to be a credit student, you must first complete the assessment testing and meet the appropriate assessment level before you can change to credit status.

Refund Policy

Refunds are paid at 100% for classes cancelled, dropped online, or in person (using a Drop Form), prior to the start date of the class. Refunds are also paid at 100% if class is dropped prior to the Refund Date printed on your registration confirmation. **DO NOT** drop classes online on or after the day the class begins; you will not receive a refund. APPE students must call 240-567-7262 for refund/withdrawal instructions. Refunds for open enrollment classes will go to the registered student of record. For the Drop Form and more information, visit www.montgomerycollege.edu/wdce/register/refundpolicy.html.

4 Easy Ways to Register

On the Web

If you have enrolled in a Montgomery College class, and are paying by credit card or checking account, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html and click on “Register by Web.”

By Mail

Mail completed registration form with payment to: Montgomery College Workforce Development & Continuing Education, Rockville Campus
Campus Center, Room 220
51 Mannakee Street
Rockville, MD 20850

By Fax

Fax completed registration form indicating credit card payment to Montgomery College at 240-567-1877.

Walk-In

A completed registration form with payment may be submitted at any of these locations:

Gaithersburg Business Training Center, Room 400

8:30 a.m.–9 p.m. (Mon–Fri); 8:30 a.m.–4 p.m. (Sat)

Germantown Campus

Humanities and Social Sciences Building, Room 245

8:30 a.m.–5 p.m. (Mon–Thur); 8:30 a.m.–4:30 p.m. (Fri)
Closed from 12–12:30 p.m.

Rockville Campus

220 Campus Center

8 a.m.–7 p.m. (Mon–Thur); 8 a.m.–5 p.m. (Fri)
8:30 a.m.–12 p.m. (Sat)

Takoma Park/Silver Spring Campus

CF 230, Customer Service

8:30 a.m.–6 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri)

Westfield South, Suite 306 **

8:30 a.m.–9 p.m. (Mon–Thur);
8:30 a.m.–5 p.m. (Fri and Sat)

NOTE: *Cash payments must be paid in the Cashiers’ Offices at the Germantown, Rockville, or Takoma Park/Silver Spring campuses between 8:30 a.m.–1 p.m. and 2–4:30 p.m., Mon–Fri.*

Payments due at time of registration

** Disability access for this leased site is on the same side as the movie theatre entrance. For more information regarding disability access at this site, or if any individuals are facing accessibility issues anywhere in the Westfield South Center, please call 240-567-8841.



MONTGOMERY COLLEGE • REGISTRATION FORM

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION www.montgomerycollege.edu/wdce

All information is required. Incomplete forms will be returned to the student unprocessed. For registration assistance call 240-567-5188.

FAX completed registration form with credit card information to 240-567-1877.

Mail completed registration form with payment to WD&CE Registration, 51 Mannakee Street, CC 220, Rockville, MD 20850.

College ID Number: M 2 Birthdate Sex Female Male

Name Last First Middle

If your name has changed since your last enrollment at MC, what was your previous name? Previous Last Name Previous First Name Previous Middle Name

Address House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.) Is this a new address since you last enrolled at MC? Yes No Apt. #

City State Zip

Home Phone Work Phone Fax E-Mail

Have you attended MC before? Yes No If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: http://www.montgomerycollege.edu/studentforms. Is your employer paying for your course(s)? Yes No If yes, employer name:

Military: If the military is paying for your course(s), you must submit the last 4 digits of your SSN. Social Security #, non-military students. If you intend to claim your tuition and fee costs on your income tax, you must submit your full SSN.

ETHNICITY: Choose one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.) Not Hispanic or Latino Hispanic or Latino RACE: Choose all that apply, you may choose more than one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.) American Indian or Alaskan Native Asian Black or African American Native Hawaiian and other Pacific Islander White

STUDENTS WITH DISABILITIES If you need support services due to a disability, call Workforce Development & Continuing Education at 240-567-4118 (TTY 240-567-7931) at least three weeks before class begins. U.S. Citizen Permanent Resident (Circle one: Green Card / Working Card) Other Immigration Status International Students: Are you planning to request an I-20 from Montgomery College? Yes No

CHECK ALL THAT APPLY: I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months. I consider Maryland to be my permanent place of abode, where my possessions are maintained and where I intend to remain indefinitely. I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.) I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general's office. (50 percent tuition waiver applicable to designated tuition waiver courses.)

Table with 8 columns: CRN #, Course #, Course Title, Begin Date, Tuition, Course Fee, Non-Md. Resid. Fee, Course Total

CODE: RE Refunds will go to the registered student of record. Total Due \$

Students registering for a course or program at least one week prior to the starting date will receive a mailed registration acknowledgement along with a parking permit. I certify that the information on this registration is correct and complete. I am aware of and will adhere to College policies as published in the Student Handbook. Student Signature Required Date Important Notice: I understand that non-attendance and/or failure to file all registration changes in writing with the Admissions and Records Office does not relieve me of responsibility for tuition and fee charges incurred. I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct and any payment liabilities. I hold the College harmless for any errors I have made that may affect a request for a subsequent refund or academic appeal.

Please indicate payment by: Check (payable to Montgomery College) MasterCard VISA American Express Discover Expiration Date on Card: (m m / y y) 3 or 4 digit Security code on your card: Credit Card Information: Name on Card Card Number Your Name (If different from name on card) Cardholder Signature Required



Montgomery College
Workforce Development
& Continuing Education
51 Mannakee Street
Rockville, Maryland 20850
240-567-5188

Non-Profit Org.
US Postage
Paid
Rockville, Md.
Permit No. 97



REAL ESTATE

FALL 2014 Course Schedule

SEEKING ALL ENTREPRENEURS!

Be the Entrepreneur You Want to Be

Do you have what it takes to be an Entrepreneur?
Join us in support of future and current business owners before, during, and after the startup process. Entrepreneurs will receive the information, resources, and networks necessary to start and grow successful businesses.

For more information,
please visit us online at
cms.montgomerycollege.edu/wdce/bits/kauffmanfastrac.html
Or call Karen Ambrose at 240-567-2592
or e-mail karen.ambrose@montgomerycollege.edu



KAUFFMAN | **FASTTRAC.**
Startup your idea.

