



# REAL ESTATE



## Summer 2012 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 prelicensing 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 Supplement to Maryland Real Estate Practice*, 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#: 42781            10 Sessions  
6/5-7/12                T,R  
401                        9 a.m.-3:30 p.m.  
No class 6/21, 7/3

#### Rockville Campus

CRN#: 42720            16 Sessions  
5/30-7/7                M,W,S  
216 CC                   6-10 p.m. (M,W: 5/30-7/2)  
                              9 a.m.-1 p.m. (S: 6/2-6/30)  
                              9-11:30 a.m. (S: 7/7 only)

### Continuing Education

Remember your required hours for renewal. Choose from the following courses to satisfy this Maryland state requirement: MREC Agency-Residential, Ethics; Predatory Lending and Flipping, Fair Housing, or Real Estate: Legislative Update. 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, you will learn specific contract clauses that save money and prevent problems, how to prepare for a smooth closing, minor improvements that may increase a house's net worth, how to hold an effective open house, 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

#### Westfield South

CRN#: 42743            1 Session  
6/12                        T  
306B                      6-9 p.m.

*Note: Courses required to become a Certified Residential Appraiser will be offered on a rotating basis annually.*

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

## 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#: 42721 1 Session  
5/19 S  
402 9 a.m.–12 p.m.

## CREATIVE FINANCING

Learn an alternative to the ordinary conventional, FHA, and VA financing. Find out when and why to use creative financing. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

**Course: REC007** **3 Hours**

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

**Rockville Campus**

CRN#: 42658 1 Session  
6/28 R  
106 HU 6–9 p.m.

## *Attention Licensed Appraisers!*

**Are you interested in becoming a  
Certified Residential Appraiser?**

**Or**

**Do you ALREADY have your  
license but need more continuing  
education hours?**

Montgomery College  
Workforce Development &  
Continuing Education can  
help! We offer courses to  
get you on your way!



[http://www.montgomerycollege.edu/  
wdce/bits/realestate.html](http://www.montgomerycollege.edu/wdce/bits/realestate.html)

## 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#: 12430 1 Session  
7/11 W  
401 10:30 a.m.–1:30 p.m.

**Westfield South**

CRN#: 42744 1 Session  
6/5 T  
306B 6–9 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#: 42722 1 Session  
6/23 S  
401 9 a.m.–12 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#: 12426 1 Session  
7/11 W  
401 5:30–7 p.m.

**Rockville Campus**

CRN#: 42727 1 Session  
5/30 W  
201 CC 4–5:30 p.m.

***Required textbooks MUST be  
brought to first class.***

## 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#: 12434 1 Session

7/11 W

401 2–5 p.m.

CRN#: 12432 1 Session

8/25 S

401 9 a.m.–12 p.m.

### Westfield South

CRN#: 42746 1 Session

5/31 R

306B 6–9 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

### Gaithersburg Business Training Center

CRN#: 12433 1 Session

8/25 S

404 1–4 p.m.

## 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#: 12428 1 Session

7/28 S

404 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#: 12429 1 Session

7/28 S

404 1–4 p.m.

## 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#: 42724 1 Session

6/23 S

401 1–4 p.m.



***Don't see the class you're looking for?***

Not all of our Real Estate classes are offered every semester.

Look for more classes in the upcoming semesters such as:

***Residential Sales Comparison and Income Approaches***

***and***

***Residential Site Valuation and Cost Approach***

## 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

### Rockville Campus

CRN#: 12431 1 Session

7/12 R

210 HU 6–9 p.m.

### Westfield South

CRN#: 42745 1 Session

5/29 T

306B 6–9 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#: 42725 1 Session

6/21 R

402 6–9 p.m.

## SETTLEMENT PROCEDURES

Are you thinking of buying or selling a home? Are you a real estate agent who is unsure of the entire real estate settlement process? Do you know what procedures to follow before going to settlement? Do you know what requirements the real estate agent has to go through to ensure the buyer or the seller a smooth settlement? Learn the answers to these and other questions and gain the confidence you need to ensure your settlement goes off without a hitch. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

**Course: REC010** **3 Hours**

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

### Rockville Campus

CRN#: 42726 1 Session

6/19 T

106 HU 6–9 p.m.

*Required textbooks MUST be brought to first class.*

## 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#: 42723 1 Session

5/19 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

### Rockville Campus

CRN#: 12427 1 Session

7/9 M

207 CC 6–9 p.m.

# Attention Unenrolled Tax Preparers!



**On January 4, 2010, the IRS announced their preparer initiative that will require all unenrolled tax preparers to successfully complete competency testing and mandatory continuing education.**

## **ARE YOU PREPARED?**

**This summer we are offering the IRS approved 15-hr. continuing education requirements and a competency exam prep course to make sure that you will be prepared. See course listing on next page.**

**NEW**

## REGISTERED TAX RETURN

### PREPARER (RTRP) CONTINUING EDUCATION

According to the IRS, paid tax preparers are now required to complete 15 hours of continuing education annually. Among the required topics are Ethics, MD Income Taxes, Federal Tax Law, and Federal Tax Law Updates. In addition we will review the State of Maryland Income Tax Laws. Required textbook is available at the Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

**Course: SMB336 17 Hours**

\$185 + \$75 fee = \$260; Non-Md. residents add \$140

#### Gaithersburg Business Training Center

CRN#: 42735 3 Sessions  
6/1–6/15 F  
404 9 a.m.–5 p.m.  
Last class meets 9 a.m.–12 p.m.

#### Rockville Campus

CRN#: 12437 3 Sessions  
7/13–7/27 F  
105 HU 9 a.m.–5 p.m.  
Last class meets 9 a.m.–12 p.m.

**NEW**

## REGISTERED TAX RETURN

### PREPARER (RTRP) EXAM TEST PREP

Are you sure you are ready to take the IRS Registered Tax Return Preparer competency exam? Let us help you gain the confidence and knowledge you need to pass this required exam! Required textbook is available at the Rockville Campus Bookstore.

**Course: SMB335 4 Hours**

\$125 + \$85 fee = \$210; Non-Md. residents add \$140

#### Gaithersburg Business Training Center

CRN#: 42734 1 Session  
6/15 F  
401 1–5 p.m.

#### Rockville Campus

CRN#: 12435 1 Session  
7/27 F  
203 CC 1–5 p.m.



APPROVED  
CONTINUING EDUCATION  
PROVIDER

# The Federal Contracting Academy

*Do you have a business and want to improve and/or increase your federal contracting? Are the hurdles completely overwhelming? Let our outstanding faculty and guest speakers lead you to government contracting success!*

#### Learn to:

- Win government contracts
- Write proposals
- Protect yourself against whistle blowers
- Overcome pitfalls
- Determine cost allocations
- Procurement issues
- And much more!

For more information, please e-mail [karen.ambrose@montgomerycollege.edu](mailto:karen.ambrose@montgomerycollege.edu)



***It's time  
your bid  
wins!***

# LEED Associates and AP's



Put your leadership and energy into the environment and let our ~~NEW~~ continuing education courses LEAD you into a brighter future.

## Leadership in Energy and Environmental Design

[www.montgomerycollege.edu/wdce/bits/leed.html](http://www.montgomerycollege.edu/wdce/bits/leed.html)

### Tuition Waiver

Only noncredit courses designated “tuition waiver applies” in each publication will be available for tuition waiver for Maryland State Residents. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student.

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

**Disability Tuition Waiver:** Does not apply to noncredit courses. For further information please see <http://cms.montgomerycollege.edu/EDU/department2.aspx?id=32936>.

**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. Documents must be received at time of registration.

### Refund Policy

The refund deadline date is equivalent to 6% of the number of times a course meets. Refunds are paid at 100 percent for courses dropped in writing on or before the date printed on the confirmation. All other requests for refunds must be done through the appeal process. Please note, the refund deadline may be only one day for tightly compressed courses.

For a full list of all the classes WD&CE has to offer, see our schedule of noncredit classes.

OR visit us online at

[www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce)  
for up-to-date course listings.

## 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](http://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–Fri) *Closed from 12–12:30 p.m.*
- **Science and Applied Studies Building**  
8:30 a.m.–7 p.m. (Mon–Thu); 8:30 a.m.–5 p.m. (Fri)

#### Rockville Campus

- **Student Services Building**  
8:30 a.m.–7 p.m. (Mon–Thu); 8:30 a.m.–5 p.m. (Fri)
- **220 Campus Center**  
8 a.m.–7 p.m. (Mon–Thu); 8 a.m.–5 p.m. (Fri)  
8:30 a.m.–12 p.m. (Sat)

#### Takoma Park/Silver Spring Campus

- **Student Services Pavilion**  
8:30 a.m.–7 p.m. (Mon–Thu); 8:30 a.m.–5 p.m. (Fri)
- **CF 230, Customer Service**  
8:30 a.m.–6 p.m. (Mon–Thu); 8:30 a.m.–5 p.m. (Fri)

#### Westfield South, Suite 306

8:30 a.m.–9 p.m. (Mon–Thu);  
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**





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

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# REAL ESTATE

## Summer 2012

### Course Schedule

# NEW Summer 2012 Courses!

## Personal Trainer Certification Course

*Be part of one of the*  
**HOTTEST jobs in the U.S.!**

Through lectures and practical training you can gain the knowledge and experience you will need to guide others in the area of exercise and fitness.

*Offered in partnership with the World Instructor Training Schools (W.I.T.S.), a leader in educational excellence for fitness professions.*



*For more information, please visit our Web site at [www.montgomerycollege.edu/wdce/](http://www.montgomerycollege.edu/wdce/) or call 240-567-2592*

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*See course listings on page 5.*