REAL ESTATE

ENTREPRENEURSHIP AND SMALL BUSINESS

MONTGOMERY COLLEGE
Workforce Development & Continuing Education

Fall 2018 Course Schedule
# Real Estate Continuing Education

## 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. TWA

**Course:** REC127  
**3 Hours**  
**$25 + $25 fee = $50; NMR $50**  
**Rockville Campus**  
**CRN#: 25738**  
**1 Session**  
**F**  
**10/26**  
**9 a.m.-12 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. TWA

**Course:** REC034  
**3 Hours**  
**$25 + $25 fee = $50; NMR $50**  
**Rockville Campus**  
**CRN#: 25735**  
**1 Session**  
**F**  
**10/26**  
**1-4 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. TWA

**Course:** REC195  
**3 Hours**  
**$25 + $25 fee = $50; NMR $50**  
**Rockville Campus**  
**CRN#: 25748**  
**1 Session**  
**S**  
**10/27**  
**9 a.m.-12 p.m.**

## 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. TWA

**Course:** REC012  
**3 Hours**  
**$25 + $25 fee = $50; NMR $50**  
**Rockville Campus**  
**CRN#: 25733**  
**1 Session**  
**F**  
**10/26**  
**9 a.m.-12 p.m.**

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### SAVE THE DATE

**Real Estate Continuing Education Fair**

**October 26 and 27, 2018**

Please check our website for up-to-date information.

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## 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. TWA

**Course:** REC035  
**3 Hours**  
**$25 + $25 fee = $50; NMR $50**  
**Rockville Campus**  
**CRN#: 25737**  
**1 Session**  
**F**  
**10/26**  
**4:30-7:30 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. TWA

**Course:** REC173  
**1.5 Hours**  
**$10 + $20 fee = $30; NMR $30**  
**Rockville Campus**  
**CRN#: 25740**  
**1 Session**  
**S**  
**10/27**  
**9-10:30 a.m.**

## Listing and Buyer Broker Contracts
This continuing education course is designed for Real Estate licensees to satisfy their required continuing education hours and is approved by the Maryland Real Estate Commission. Topics include: Negotiating commissions, federal guidelines for online marketing of listed properties, and expiration dates. Approved: 1.5 hours. TWA

**Course:** REC198  
**1.5 Hours**  
**$10 + $20 fee = $30; NMR $30**  
**Rockville Campus**  
**CRN#: 25749**  
**1 Session**  
**S**  
**10/27**  
**11 a.m.-12:30 p.m.**

## MREC Agency-Residential
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. Required by all licensees. Approved: 3 hours. TWA

**Course:** REC191  
**3 Hours**  
**$20 + $20 fee = $40; NMR $30**  
**Rockville Campus**  
**CRN#: 25746**  
**1 Session**  
**F**  
**10/26**  
**4-7 p.m.**

## MREC Required 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. TWA

**Course:** REC192  
**3 Hours**  
**$20 + $20 fee = $40; NMR $30**  
**Rockville Campus**  
**CRN#: 25747**  
**1 Session**  
**S**  
**10/27**  
**12:30-3:30 p.m.**
Real Estate Financing Techniques
This continuing education course is designed for Real Estate licensees to satisfy their required continuing education hours required by the Maryland Real Estate Commission. Topics include: lesser used loan products, buy-downs and seller held notes.

Course: REC199  1.5 Hours
$10 + $20 fee = $30; NMR $30
Rockville Campus
CRN#: 25750  1 Session  S
10/27  1-2:30 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 you find a candidate for investment, how can you finance the acquisition and how will it be viewed by mortgage lenders? Approved: 3 hours. TWA

Course: REC187  3 Hours
$25 + $25 fee = $50; NMR $50
Rockville Campus
CRN#: 25743  1 Session  F
10/26  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. TWA

Course: REC149  3 Hours
$25 + $25 fee = $50; NMR $50
Rockville Campus
CRN#: 25739  1 Session  F
10/26  12:30-3:30 p.m.

Real Estate: PSI Exam Review
So you’ve passed the course but feel you still need some brushing up before taking the Maryland PSI Exam. No need to panic! This day long course will allay your fears and answer your questions. Modern Real Estate Practice and Maryland Practice and Law books are required.

Course: REC201  6 Hours
$15 + $25 fee = $40; NMR $30
Westfield South
CRN#: 25751  1 Session  S
12/15  9 a.m.-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. TWA

Course: REC189  3 Hours
$25 + $25 fee = $50; NMR $50
Rockville Campus
CRN#: 25745  1 Session  S
10/27  12:30-3:30 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. TWA

Course: REC182  3 Hours
$25 + $25 fee = $50; NMR $50
Rockville Campus
CRN#: 25742  1 Session  S
10/27  3-6 p.m.

Real Estate 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. All 60 hours must be attended. Textbooks: Modern Real Estate Practice, Maryland Real Estate Practice and Law, and Guide to Passing the PSI Real Estate Exam are available at the Rockville Campus Bookstore and required at first class. TWA

Course: REB010  60 Hours
$230 + $139 fee = $369; NMR $160
Gaithersburg Business Training Center
CRN#: 25728  15 Sessions  T,R
9/4-11/6  5-9 p.m.
No class 10/2, 10/4, 10/30, 11/1

Germantown Campus
CRN#: 25730  10 Sessions  S,U
11/3-12/9  9 a.m.-4 p.m.
No class 11/24, 11/25

Rockville Campus
CRN#: 25721  15 Sessions  M,W
10/15-12/17  5:30-9:30 p.m.
No class 11/19, 11/21, 12/10, 12/12

Westfield South
CRN#: 25724  15 Sessions  M,W
9/17-11/19  5:30-9:30 p.m.
No class 10/15, 10/17, 11/12, 11/14

National Apartment Leasing

National Apartment Leasing Professional Certification-Accelerated Learning Program (NALP-ALP)
Obtain your NALP designation! Our NAA (National Apartment Association) approved course is an accelerated learning program to prepare ready student professionals to earn the National Apartment Leasing Professional (NALP) designation. The NALP designation will add credibility to your start or advancement in the career of an apartment leasing agent. This course will provide the necessary property management skills to succeed in leasing, including: communications and market skills.
Entrepreneurship and Small Business

For more information go to http://cms.montgomerycollege.edu/wdce/bits/businesseducation.html

Accounting Principles for Small Business

Business Operators: Recount yourself with Accounting methodologies and successful practices used by professionals in the field. Novice Operators: Is your small business lost in the black hole of accounting? Review the various accounting forms needed run your small business; vocabulary, common terminology, and reference new trends. Learn accounting definitions such as accounts receivable, accounts payable, debits, credits, tax forms, and more. Explore accounting management processes, including fundamentals of planning, analysis and budgeting with tools such as QuickBooks. TWA

Course: SMB029  6 Hours
$54 + $45 fee = $99; NMR add $50

Rockville Campus
CRN#: 25755  1 Session  S
9/15  9:30 a.m.-4:30 p.m.

Beyond Marketing—5 Ways to Grow Your Business

Already in business or just beginning? Learn how to achieve massive growth and develop an effective marketing plan. Acquire techniques that will generate leads, improve conversion rates, branding, and more!

Course: SMB962  3 Hours
$14 + $22 fee = $36; NMR add $30

Rockville Campus
CRN#: 25764  1 Session  W
10/17  6-9 p.m.

Business Feasibility: Will Your Venture Work?

Take the first step in deciding whether to launch a new business. Learn to evaluate business opportunities, basic strategies, and resources required by specific businesses. Work closely with the instructor on business definition, objectives, and strategies in order to determine if your idea could grow into a profitable and sustainable business. A marketing analysis and research resources segment will be offered, as well as learning to evaluate sources of primary and secondary information. Culminating presentation to be presented by student, based on skills learned in course.

Course: SMB264  12 Hours
$108 + $81 fee = $189; NMR add $120

Rockville Campus
CRN#: 25761  4 Sessions  M,W
11/28-12/10  6:30-9:30 p.m.

Home Improvement License Law and Business Basics

If you plan to earn income from home improvements and remodeling, State law requires you to obtain a license. Prepare for the licensing exam with this review of the Maryland Home Improvement License Law. Learn planning and management techniques for a home improvement business, and for taking the exam. Textbook: Business and Project Management for Home Improvement Contractors, Maryland 6th. edition, is required at the first class and only available at psionlinestore.com. TWA

Course: SMB181  12 Hours
$85 + $71 fee = $156; NMR add $120

Rockville Campus
CRN#: 25757  2 Sessions  S
9/22-9/29  9 a.m.-4 p.m.

Home Inspection: Make It Your Business ▲♥

The need for qualified home inspectors makes this one of the fastest growing businesses today. More and more homebuyers use home inspectors to evaluate the condition of their prospective purchases. This pre-licensure course meets the requirements and covers the basics of home inspection, as required, to be a licensed home inspector in the state of Maryland. Topics include the following: Structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning, and heating. Textbook: Principles of Home Inspection Systems and Standards is required at first class and is available at the Campus Bookstores. In order to obtain a certificate of completion, you MUST attend all required classroom sessions. TWA

Course: SMB322  72 Hours
$480 + $510 fee = $990; NMR add $400

Rockville Campus
CRN#: 25762  16 Sessions  R,S
10/18-12/15  6:30-9:30 p.m.(R)
9 a.m.-4 p.m.(S)

No class 11/22, 11/24
How to Start Your Own Export/Import Business
Learn the basics of how to identify products, handle shipping, establish payment methods, and explore financing arrangements. Examine proven techniques for developing and maintaining a secure and profitable international business. Although geared primarily towards exporting, the skills learned can be used and applied to importing as well. This course also serves as an elective for the Entrepreneurship and Innovation C.E. Certificate Program.

**Course: SMB236**

4 Hours  
$49 + $30 fee = $79; NMR add $50

**Takoma Park/Silver Spring Campus**

CRN#: 25775  
1 Session  
S

10/27  
9 a.m.-1:30 p.m.

### Entrepreneurship and Innovation Continuing Education Certificate Program

Courses must be taken in the following order:

1. Entrepreneurship, an Introduction: Business Life-cycle and Feasibility Study
2. Entrepreneurship and Operations (Start-Up)
3. Entrepreneurship and Finance (Start-Up)
4. Entrepreneurship: Marketing & Public Communication

### Entrepreneurship, an Introduction: Business Life-cycle and Feasibility Study

Ready Entrepreneurs will leap into the Entrepreneur Continuing Education Certificate Program by learning about the unique qualities of entrepreneurship. Explore the process of manifesting ideas to viable businesses with feasibility and development tools. You will learn the full life-cycle of a business and gain competencies in business development and strategic planning along with foundational documents to move you forward; explore tech-transfer opportunities. This course is the first in a series leading to a Continuing Education certificate and is a hybrid learning model: classroom and online with highly qualified faculty and guest entrepreneur presenters. Continuing education certificate bound students must also register in the Entrepreneurship Cohort & Continuing Education Certification course ENT005. Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class. TWA

**Course: ENT001**

24 Hours  
$278 + $72 fee = $350; NMR add $160

**Takoma Park/Silver Spring Campus**

CRN#: 25036  
7 Sessions  
T,R

9/11-9/27  
6:30-9:30 p.m.

### Entrepreneurship and Operations (Start-Up)

In the second course for the Entrepreneurship and Innovation Continuing Education Certificate series; this course is for Entrepreneurs to learn about the operational demand and systems, in operating an innovative business. You will learn research and development, production, distribution/delivery, and operations. You will gain competencies in the critical skills of critical business skills of logistics and systems organization, and human resource functions of payroll and staffing; practical skills will be learned using the ADP tutorial. Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class.

**Course: ENT002**

24 Hours  
$278 + $72 fee = $350; NMR add $160

**Takoma Park/Silver Spring Campus**

CRN#: 25037  
7 Sessions  
T,R

10/9-10/25  
6:30-9:30 p.m.

### Entrepreneurship Certificate: Cohort, Certification and Capstone (Continuing Education)

Ready to launch an entrepreneurial business? This cohort continuing education certificate course is designed for the Entrepreneurship and Innovation Continuing Education Certificate Program seekers. It is designed to identify and complete the certificate program expectations, earn a certificate and participate in a pitch presentation and referral process. Register and confirm your space today!

Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class.

**Course: ENT005**

2 Hours  
$25 + $15 fee = $40; NMR add $30

**Takoma Park/Silver Spring Campus**

CRN#: 25040  
1 Session  
9/28

### Entrepreneurship and Finance (Start-Up)

The third course in the Entrepreneurship and Innovation Continuing Education Certificate Program series; this course is designed for Entrepreneurs wanting to learn about the financial demands and expectations of entrepreneurship. You will learn corporate formation options, understanding stockholder’s equity, raising money, and will gain competencies in the critical skills of financial statements and reporting, accounting, taxes, insurance, and practical QuickBooks skills. Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class.

**Course: ENT004**

24 Hours  
$278 + $72 fee = $350; NMR add $160

**Takoma Park/Silver Spring Campus**

CRN#: 25039  
7 Sessions  
T,R

11/27-12/13  
6:30-9:30 p.m.
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 241 and/or 243
8:30 a.m.–4 p.m. (Mon–Fri)

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.–5 p.m. (Mon–Fri)

Westfield South, Suite 306 **
8:30 a.m.–9 p.m. (Mon–Thur); 8:30 a.m.–4:30 p.m. (Fri); 8:30 a.m.–4 p.m. (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.

If you need support services due to a disability, please contact Ms. Natalie Martinez at least six weeks prior to the start of class to arrange for accommodations and/or assistive technology.
Natalie Martinez: 240-567-4118
E-mail: natalie.martinez@montgomerycollege.edu
REGISTRATION FORM
Workforce Development & Continuing Education
Please Print Clearly

College ID Number: M 2

Last Name First Name Middle Initial

Address House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.) Apt. #

City State Zip -

Home Phone Work Phone

Cell E-Mail

Have you attended MC before? Yes No

How did you hear about us? Received brochure in mail Website Social media Advertisement On campus Other

Military: If the military is paying for your course(s), you must submit the last 4 digits of your SSN.

STUDENTS WITH DISABILITIES
If you need support services due to a disability, call Workforce Development & Continuing Education at 240-567-4118 at least three weeks before class begins.

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

□ American Indian or Alaskan Native □ Asian □ Black or African American □ Native Hawaiian and other Pacific Islander □ White

□ U.S. Citizen □ Permanent Resident (Circle one: Green Card / Working Card) □ Other Immigration Status

CHECK ALL THAT APPLY:

□ I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months.
□ 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.

CRN # Course # Course Title Start Date Tuition Course Fee Non-Md. Fee Course Total

Code: RE

Refunds will go to the registered student of record.

Total Due $

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.

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.

Student Signature Required ____________________________ Date ____________________

Please indicate payment by: □ Check (payable to Montgomery College)

Credit Card Information: Expiration date on card 3 or 4 digit Security code on your card

Credit Card Number Name on Card

Card holder signature required ____________________________ Date ____________________

Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.
Join us to learn more about how you can obtain the required training to become a licensed real estate agent, certified apartment leasing professional or licensed insurance agent! Establish a new career and generate entry level annual earnings of $40-75K!

AUGUST 15, 2018
Rockville TC Building
6:30–8:30 p.m.

Entrepreneurship and Small Business

Are you an entrepreneur, thinking of starting your own business, run a small business, or just need to keep up your business skills? We offer courses to help you meet your professional goals.

See course listings on page 4.