Real Estate

Professional Licensure, Certification, and Continuing Education courses.

Fall 2017
Course Schedule

MONTGOMERY COLLEGE
Workforce Development & Continuing Education
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 credit. 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.

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 + $30 fee = $55; NMR add $50
Gaithersburg Business Training Center
CRN#: 25743 1 Session S
10/14 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
$20 + $25 fee = $45; NMR add $30
Gaithersburg Business Training Center
CRN#: 25753 1 Session S
10/7 12:05-3:05 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
$17 + $17 fee = $34; NMR add $30
Gaithersburg Business Training Center
CRN#: 25741 1 Session S
9/23 9 a.m.-12 p.m.
CRN#: 25742 1 Session S
11/18 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. TWA
Course: REC035 3 Hours
$25 + $30 fee = $55; NMR add $50
Gaithersburg Business Training Center
CRN#: 25744 1 Session S
10/14 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. TWA
Course: REC173 1.5 Hours
$10 + $20 fee = $30; NMR add $30
Gaithersburg Business Training Center
CRN#: 25747 1 Session S
9/23 3:10-4:40 p.m.
CRN#: 25748 1 Session S
11/18 3:10-4:40 p.m.

Listing and Buyer Broker Contracts
This continuing education course is designed for Real Estate licensees to satisfy their required continuing education hours 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 add $30
Gaithersburg Business Training Center
CRN#: 25754 1 Session S
10/7 3:10-4:40 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
$15 + $20 fee = $35; NMR add $30
Gaithersburg Business Training Center
CRN#: 25750 1 Session M
9/18 6-9 p.m.
CRN#: 25751 1 Session M
11/13 6-9 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
$15 + $20 fee = $35; NMR add $30
Rockville Campus
CRN#: 25752 1 Session W
10/18 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
$15 + $18 fee = $33; NMR add $30
Gaithersburg Business Training Center
CRN#: 25745 1 Session S
9/23 12:05-3:05 p.m.
CRN#: 25746 1 Session S
11/18 12:05-3:05 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 + $26 fee = $51; NMR add $50
Gaithersburg Business Training Center
CRN#: 25749 1 Session S
10/7 9 a.m.-12 p.m.

Required textbooks MUST be brought to first class.
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 + $131 fee = $361; NMR add $160
Rockville Campus
CRN#: 25740 15 Sessions  M,W 9/11-11/1 6-10 p.m.
No class 9/20
Westfield South
CRN#: 25739 15 Sessions  M,R 9/7-10/26 5:30-9:30 p.m.

Start Your Own Business

Accounting Principles for Small Business
Is your small business lost in the black hole of accounting? Review the various accounting forms needed to start your small business. Learn accounting definitions; accounts receivable, accounts payable, debits, credits, tax forms, and more. TWA
Course: SMB029 6 Hours
$54 + $41 fee = $95; NMR add $50
Rockville Campus
CRN#: 25763 1 Session  S 10/14 9:30 a.m.-4:30 p.m.

Better Business—6 Steps
Whether you are just starting out or have been in business for years, this class will teach you the necessary steps to true business success. Topics include the 6 steps required to have a successful business. TWA
Course: SMB961 6 Hours
$25 + $59 fee = $84; NMR add $50
Rockville Campus
CRN#: 25766 1 Session  S 10/7 9 a.m.-3:30 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#: 25767 1 Session  W 10/11 6-9 p.m.

Required textbooks MUST be brought to first class.
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 psionline.com. TWA
Course: SMB181 12 Hours
$85 + $71 fee = $156; NMR add $120
Rockville Campus
CRN#: 25764 2 Sessions S
12/2-12/9 9 a.m.-4 p.m.

Home Inspection Cont. Ed. Part I
This class provides 15 hours of continuing professional competency educational hours that are required by the Maryland Commission of Home Inspection. Gain knowledge in the following residential components, HVAC, roofing, plumbing, electrical, and more. TWA
Course: SMB967 15 Hours
$95 + $103 fee = $198; NMR add $120
Rockville Campus
CRN#: 25768 5 Sessions M
9/11-10/9 6:30-9:30 p.m.

Home Inspection Cont. Ed. Part II
This continuing education course is designed for Home Inspectors to maintain their State required license and provides 15 hours of continuing education. Topics include: how to inspect and report on the soundness of the heating system, air conditioning system, insulation and ventilation, fireplaces and solid burning appliances. TWA
Course: SMB968 15 Hours
$93 + $101 fee = $194; NMR add $120
Rockville Campus
CRN#: 25769 5 Sessions M
10/23-11/20 6:30-9:30 p.m.

Home Inspection: Make It Your Business ▲♥
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. 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. Topics include the following systems: 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 Rockville Campus Bookstore. In order to obtain a certificate of completion, you MUST attend all required classroom sessions. TWA
Course: SMB322 72 Hours
$470 + $500 fee = $970; NMR add $400
Rockville Campus
CRN#: 25765 16 Sessions R,S
9/14-11/9 6:30-9:30 p.m.(R)
No class 9/28 9 a.m.-4 p.m.(S)

For more of our Business Education courses, visit us online at www.montgomerycollege.edu/wdce/bits.
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.

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.–4:30 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
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 or 240-567-5615 or 204-567-7937.

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

College ID Number: M 2

Last Name: [ ]
First Name: [ ]
Middle Initial: [ ]

Birthdate: [ ]-
[ ]-
[ ]

Sex: [ ]Female
[ ]Male

Address: [ ]

City: [ ]
State: [ ]
Zip: [ ]-

Home Phone: [ ]
Work Phone: [ ]
Cell: [ ]
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.

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

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
[ ]U.S. Citizen
[ ]Permanent Resident (Circle one: Green Card / Working Card)
[ ]Other Immigration Status
(Used for tuition-setting purposes only.)

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

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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: [ ]MasterCard [ ]Visa [ ]Discover

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 __________________________

4/28/16

Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.
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