Real Estate

Home Inspection • National Apartment Leasing

Fall 2019
Course Schedule

Montgomery College
Workforce Development & Continuing Education
Real Estate

Continuing Education

ABCs of Selling a House
In this practical guide to selling a house under any market condition, 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 add $50
Rockville Campus
CRN#: 25198 1 Session R 11/7 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. Students who take this class may also be interested in Evaluating/Financing the Fixer-Upper and Understanding and Using Short Sales. Approved: 3 hours. TWA
Course: REC034 3 Hours
$25 + $25 fee = $50; NMR add $50
Rockville Campus
CRN#: 25196 1 Session R 11/7 12:30-3:30 p.m.

Contracts and Offer to Purchase
Students will be re-introduced to the basic elements of a Real Estate sales contract, as well as how to help their client satisfy disclosure obligations, protect their interests with contingencies they desire, and how a contract is terminated. Approved: 3 hours. TWA
Course: REC195 3 Hours
$25 + $25 fee = $50; NMR add $50
Rockville Campus
CRN#: 25206 1 Session S 11/9 12:30-3:30 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 add $50
Rockville Campus
CRN#: 25195 1 Session F 11/8 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 + $25 fee = $50; NMR add $50
Rockville Campus
CRN#: 25197 1 Session F 11/8 4-7 p.m.

Fair Housing
Satisfy the requirement for 1.5 hours of continuing education for Fair Housing. This course covers the history of fair housing and current laws. Approved: 1.5 hours. TWA
Course: REC173 1.5 Hours
$25 + $25 fee = $50; NMR add $50
Rockville Campus
CRN#: 25200 1 Session S 11/9 4-5:30 p.m.

ROOM NUMBERS
Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.
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 add $30
Rockville Campus
CRN#: 25204 1 Session F
11/8 4-7 p.m.

MREC Required Supervision
If you are a Broker, Branch Office Manager, or Team Leader, Maryland legislation mandated in 2010, requires that a Supervision course for all licensees, starting with renewals beginning on or after January 1, 2012, be taken. Explore the many duties and responsibilities of this required Supervision course. Approved: 3 hours. TWA
Course: REC192 3 Hours
$20 + $20 fee = $40; NMR add $30
Rockville Campus
CRN#: 25205 1 Session F
11/8 9 a.m.-12 p.m.

Real Estate Legislative Update
This course will cover legislative issues of particular interest that have been introduced and passed during the past three years. It complies with the Maryland Real Estate Commission requirement for three hours of legislative update. Approved: 3 hours. TWA
Course: REC149 3 Hours
$25 + $25 fee = $50; NMR add $50
Rockville Campus
CRN#: 25199 1 Session R
11/7 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. TWA
Course: REC189 3 Hours
$25 + $25 fee = $50; NMR add $50
Rockville Campus
CRN#: 25203 1 Session F
11/8 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 add $50
Rockville Campus
CRN#: 25201 1 Session R
11/7 4-7 p.m.

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 by 70%. Two exam retakes are allowed if not passed at the end of the class. 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 Campus Bookstores, and required at first class. TWA
Course: REB010 60 Hours
$230 + $149 fee = $379; NMR add $160
Germantown Campus
CRN#: 25192 9 Sessions S,U
10/5-11/2 9 a.m.-4 p.m.
Rockville Campus
CRN#: 25193 15 Sessions M,W,F
11/4-12/11 5:30-9:30 p.m.
No class 11/27, 11/29
Takoma Park/Silver Spring Campus
CRN#: 25191 20 Sessions T,R
9/12-11/19 6:30-9:30 p.m.
Westfield South
CRN#: 25190 15 Sessions M,W
9/9-10/30 5-9 p.m.
No class 10/2

Want to join our mailing list?
Please e-mail
sbel@montgomerycollege.edu
Real Estate Basic Principles Retest
Retest the Maryland state or General Knowledge exam with us if you scored below 70%. Students will engage in a retake of the Maryland law and/or General Knowledge exam in order to be approved to take the PSI Real Estate Professional Licensure Certification exam. Students will be allowed to retake onsite using the exam, writing utensil and calculator; we will provide scratch paper. Retesters are not permitted to write on the exam or retain a copy; exams will be collected by the proctor at the end of the testing period. Testing period for the Maryland exam is one hour; for the General knowledge period is two hours. Within one week, exams are graded; records are submitted to PSI if applicable passing grade.
Course: REB142 3 Hours
$15 + $15 fee = $30; NMR add $30
Gaithersburg Business Training Center
CRN#: 25194 1 Session
9/12-12/20

Home Inspection

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#: 25074 2 Sessions S
10/12-10/19 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 + $515 fee = $995; NMR add $400
Rockville Campus
CRN#: 25078 16 Sessions R,S
8/15-10/5 6:30-9:30 p.m.(R)
9 a.m.-4 p.m.(S)
CRN#: 25079 16 Sessions R,S
10/24-12/21 6:30-9:30 p.m.(R)
9 a.m.-4 p.m.(S)

Real Estate Agents
We want to hear from you!
Tell us what Continuing Education courses you want for Spring 2020!
E-mail us your requests and/or RSVP at SBEL@Montgomerycollege.edu for our information session.
August 15th
Real Estate Salesperson Information Session on the Rockville Campus
301 SW
from 6:30–7:30 p.m.
Top professionals will present sales and lead generation strategies. Course outline for interested salespersons will be presented.
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 research. Communication training includes how to conduct successful telephone presentations, how to respond to online and social media inquiries, and how to conduct successful leasing demonstrations. Market research training includes analysis of how apartments are marketed; completion of a market study and how to conduct your own apartment search. You will be prepared for, and participate in, the proctored examination at the end of the course. Upon passing the exam, you will earn the NALP designation and be certified as an NALP professional; contingent certification is granted to those who have not yet reached six months of Leasing Professional experience. Requirements: High School diploma or GED, computer proficiency and industry awareness.

TWA

Attend our August 15th information session at Rockville Campus SW 301 from 6:30-8:30 p.m., to learn more!
RSVP: SBEL@montgomerycollege.edu

Course: AMI003 56 Hours
$450 + $345 fee = $795; NMR add $350

Rockville Campus
CRN#: 24678 8 Sessions S,U
8/31-9/22 9 a.m.-5 p.m.

National Apartment Leasing Professional Certification-Industry Professionals

Obtain your NALP designation! Our NAA (National Apartment Association) approved course is for working or experienced apartment leasing industry professionals seeking 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 advance your property management skills to succeed in leasing, communications and market research. You will be prepared for, and participate in, the proctored examination at the end of the course. Upon passing the exam, you will earn the NALP designation and be certified as an NALP professional; contingent certification is granted to those who have not yet reached six months of Leasing Professional experience. Requirements: High School diploma or GED, computer proficiency and industry awareness.

TWA

Course: AMI005 20 Hours
$250 + $145 fee = $395; NMR add $160

Gaithersburg Business Training Center
CRN#: 24871 7 Sessions T,R
9/12-10/1 6-9 p.m.

ROOM NUMBERS

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.

M=Monday  T=Tuesday  W=Wednesday  R=Thursday
F=Friday    S=Saturday  U=Sunday
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–Thur); 8:30 a.m.–5 p.m. (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
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

MC COLLEGE

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

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**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 240-567-7937.**

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

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**College ID Number:** [M 2]  

**Last Name**  

**First Name**  

**Middle Initial**

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**Birthdate**

- [Month]  
- [Day]  
- [Year]  

**Sex**  

- Female  
- Male

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**Address**

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

- City  
- State  
- Zip

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**Home Phone**

**Work Phone**

**Cell**  

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**E-Mail**

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**Have you attended MC before?**  

- Yes  
- No

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**How did you hear about us?**

- Received brochure in mail  
- Website  
- Social media  
- Advertisement  
- On campus  
- Other_______________

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**Military:**  

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

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**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.

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**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

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**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)

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**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.

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**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** $ __________

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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.

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Student Signature Required ____________________________  ____________________________  

Date

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Please indicate payment by:

- Check (payable to Montgomery College)

**Credit Card Information:**

- Expiration date on card [Month] / [Year]  
- 3 or 4 digit Security code on your card

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**Credit Card Number**

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**Name on Card**

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Card holder signature required ____________________________  ____________________________

Date

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**NOTE:**  

Credit card information will be detached and disposed of promptly and properly after payment is approved.
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.

Visit us online!

240-567-5188  www.montgomerycollege.edu/wdce