

REAL ESTATE



REAL ESTATE SALESPERSON QUALIFYING COURSES (CED 070 B1)

The Real Estate Salesperson Qualifying Course is a 75 hour course plus examination. This course is designed to introduce the student to the field of real estate. It is a New York State approved course. The following are the required topics of study for real estate licensure as a real estate salesperson: licensing law, law of agency, estates and interest in land, real estate instruments (includes contract, leases and deeds), real estate financing, land use regulations, introduction to construction, valuation, human rights and fair housing laws, real estate math, independent contractor/employee status, environmental issues, contract preparation, predatory lending, pricing properties, municipal agencies, property insurance, taxes and assessments, condominiums and cooperatives, commercial and investment properties, income tax issues in real estate transactions, mortgage brokerage, and property management.

Book required for first day of class: *Modern Real Estate Practices in New York for Salespersons*, 12th edition by Sam Irlander. Available at the College bookstore (516.572.7168).

Instructor: Bernard Caprera

CED 070 B1 Meets: Monday and Wednesday, 6:30pm-10:15pm.

March 1, 6, 8, 13, 15, 20, 22, 27, 29

April 3, 5, 17, 19, 26

May 1, 3, 8, 10, 15, 17, 22 (weather date: May 24)

Fee: \$500

PROPERTY MANAGEMENT - 22 1/2 HOURS (CED 077 B1)

This course includes the NY State mandated 3-hour fair housing section as well as the 2-hour mandated law of agency section and is approved by New York State for the Real Estate licensing 22.5 hours of continuing education. Property management is a highly specialized but rapidly growing sector of the real estate profession.

This course provides an overview of the field and describes the major functions of property management. Topics include: formulating the management plan, managing owner relations, marketing management, managing leases, negotiations, tenant relations, maintenance and construction, risk management and insurance, office and computers, residential property, managing co-ops and condos, office property, retail and industrial property, and life saving and environmental issues. **Bring lunch.**

NOTE: Key components of property management (renting, listing, negotiating rent and collecting rent) are considered real estate activities under existing New York real estate licensing laws (a salesperson working under a broker may engage in such activities). If services are strictly maintenance, a broker's license is not required.

Instructor: Bernard Caprera

CED 077 B1 Meets: Saturday, 9:30am-5:30pm for 3 sessions.

Starts May 7

Fee: \$230

HOW TO BUY OR SELL A HOME IN TODAY'S MARKET (CED 979 B1)

Real estate is, for most people, the largest investment made in a lifetime. Many buyers and sellers are neither aware of the fees, taxes and costs involved, nor of the possible legal pitfalls. This seminar focuses on both financial and realistic aspects so you can have the knowledge to protect your investment. This course is a must for anyone considering buying or selling real estate, whether it is a house, co-op or condo. Topics include obligations of the buyer and seller under contract, if and when to use a broker, mortgages, termite and engineer inspections, closing costs and how to deal with the current market.

ONE DAY WORKSHOP.

Instructor: David W. Graber

CED 979 B1 Meets: Wednesday, April 19, 6:30pm-8:30pm.

Fee: \$30

FIRST TIME HOMEBUYER SEMINAR (CED 9430 B1)

Demystify the home purchase process. Topics include: getting started, the importance of FICO scores and your credit report, who does the real estate salesperson really protect, the truth about home inspectors, what type of mortgage is best for you, selecting the right attorney, contract nuances and other topics. The class will end with a Q and A period, so bring in all your questions.

ONE DAY WORKSHOP.

Instructor: Bernard Caprera

CED 9430 B1 Meets: Saturday, April 22, 9:30am-12:30pm.

Fee: \$50

NOTARY (CED 9490 B1, B2)

This course will prepare you to sit for the Notary Public exam given by the State of New York. Information on how to register for the Exam and New York State preparation materials will be distributed. The course will discuss the New York State Notary Public License Law, including customary notarial functions.

ONE DAY WORKSHOP.

Instructor: Simone Freeman

CED 9490 B1 Meets: Saturday, March 11, 10:00am-1:30pm.

CED 9490 B2 Meets: Thursday, April 6, 7:00pm-10:30pm.

Fee: \$50



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Please visit our website for a full course listing,
WWW.NCC.EDU/CONTINUINGEDUCATION



REGISTRATION FORM

Please answer all questions on this form and send it together with your check, money order, or credit card information to:

OFFICE OF WORKFORCE DEVELOPMENT & LIFELONG LEARNING

Nassau Community College
One Education Drive
Garden City, New York 11530-6793

Make check payable to: Nassau Community College
OR fax the form with credit card information to: 516.828.3507

YOU MUST BE 18 OR OLDER TO REGISTER WITH THE EXCEPTION OF ALTERNATIVES, HSE, AND SAT PROGRAMS.

HOW DID YOU HEAR ABOUT OUR COURSES?

- | | |
|------------------------------------|---------------------------------|
| <input type="checkbox"/> TV | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Website | <input type="checkbox"/> Email |
| <input type="checkbox"/> Mail | <input type="checkbox"/> Other |
| <input type="checkbox"/> Newspaper | |

Last Name _____

Complete First Name _____

Address _____

City _____ Zip _____

Home Phone: () _____ Male

Cell Phone: () _____ Female

Work Phone: () _____

*Birthdate: mm/dd/yyyy ____/____/_____
required Have you ever taken any courses at NCC? Yes No

e-mail: _____ NCC ID #: _____

COURSE SELECTION

CED #	SECTION	COURSE TITLE	DAY	FEE
Total Amount :				\$

Non-Credit Refund Policy: Tuition is refundable when a course is canceled by the College. Tuition is refundable to the student whose written request for withdrawal has been received by the Office of Workforce Development & Continuing Education prior to the beginning of the class. A 50% refund of tuition may be made to the student who has applied in writing to the Office of Workforce Development & Continuing Education prior to the second session of the class. **NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS.** Please be advised that if a refund is due it will take approximately 2-3 weeks to be processed.

CREDIT CARD PAYMENT INSTRUCTIONS:

I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application.

Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities of up to 33% to cover all associated collection cost processes.

Step 1: Print Cardholder's name
(as it appears on the credit card) _____

Step 2: Provide Cardholder's signature: _____

Step 3: Please read: I certify that there is sufficient credit amount on the card listed below to cover the fee charges shown on the accompanying Registration Form. Otherwise, I understand the lack of approval by my credit card company will result in cancellation of this registration for non-payment.

Step 4: Card Information:

PLEASE Check ONE: VISA Mastercard Discover American Express

Card Number: _____ **Date of Expiration:** ____/____/____

