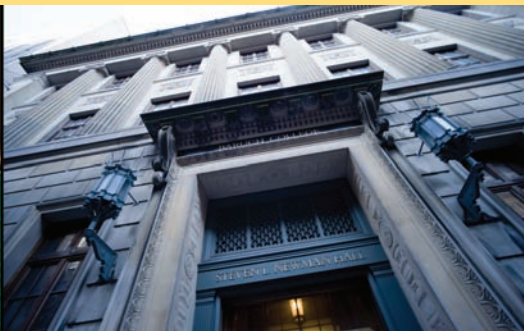




**THE STEVEN L. NEWMAN
REAL ESTATE INSTITUTE**

A Leader in Sustainability Education



Fall 2010 Course Schedule

COURSES AND CERTIFICATE PROGRAMS IN REAL ESTATE

- NY State Approved Continuing Education (CE) Courses
- Individual and Customized Classes
- Open House Evenings

Baruch COLLEGE **CUNY**
The City University of New York

137 East 22nd Street, NYC / P: 646-660-6950 / www.baruch.cuny.edu/realestate



THE STEVEN L. NEWMAN REAL ESTATE INSTITUTE



Construct your career with a real estate certificate!

Become a Licensed Real Estate Sales Person

If you are new to the job market or changing your career, a real estate license provides immediate marketability. Licensed real estate agents handle property management, as well as sales and assessment. There are plenty of career options in this ubiquitous industry. For those with a good balance of industry knowledge and entrepreneurial spirit, real estate can be a very profitable career. In order to become a broker you need at least two years of professional experience working as a Licensed Real Estate Sales Person.



Work smarter, not harder

Take Our 75-Hour Sales Test
Preparation Course (NCPEL6000)

If you pass the exam, you become a Licensed Real Estate Sales Person. This will allow you to start selling in the shortest amount of time.



Gain Experience

With two years of experience as a licensed Real Estate Sales Person you can then become a real estate broker.



Become a Broker

Sales professionals with at least two years of experience are eligible to take the broker exam. If you pass the broker exam you can run your own real estate business!

Take our 90-hour Broker Test Prep Course (NCPEL01) to help prepare you for this challenging exam. See page xx for a full course description.



Build Your Brokerage

If you are a broker or already work in real estate you may be interested in our Real Estate Marketing (see page xx) or Real Estate Finance (see page xx) certificates. With a general overview of concepts within real estate finance, you will enable yourself to secure a position in development and lending offices. The Real Estate Finance Certificate provides a solid foundation for those entering or considering a transition into Real Estate Finance. Topics presented will enable learners to assess and evaluate opportunities and decisions surrounding real estate transactions.

Gain the knowledge needed to promote and secure opportunities in real estate with our Marketing Certificate.





Explore the Real Estate Field with a Principles of Real Estate Certificate

If you are unsure about your career path then you can take the Principles of Real Estate Certificate to help you decide.

No Wrong Way to Get into the Business

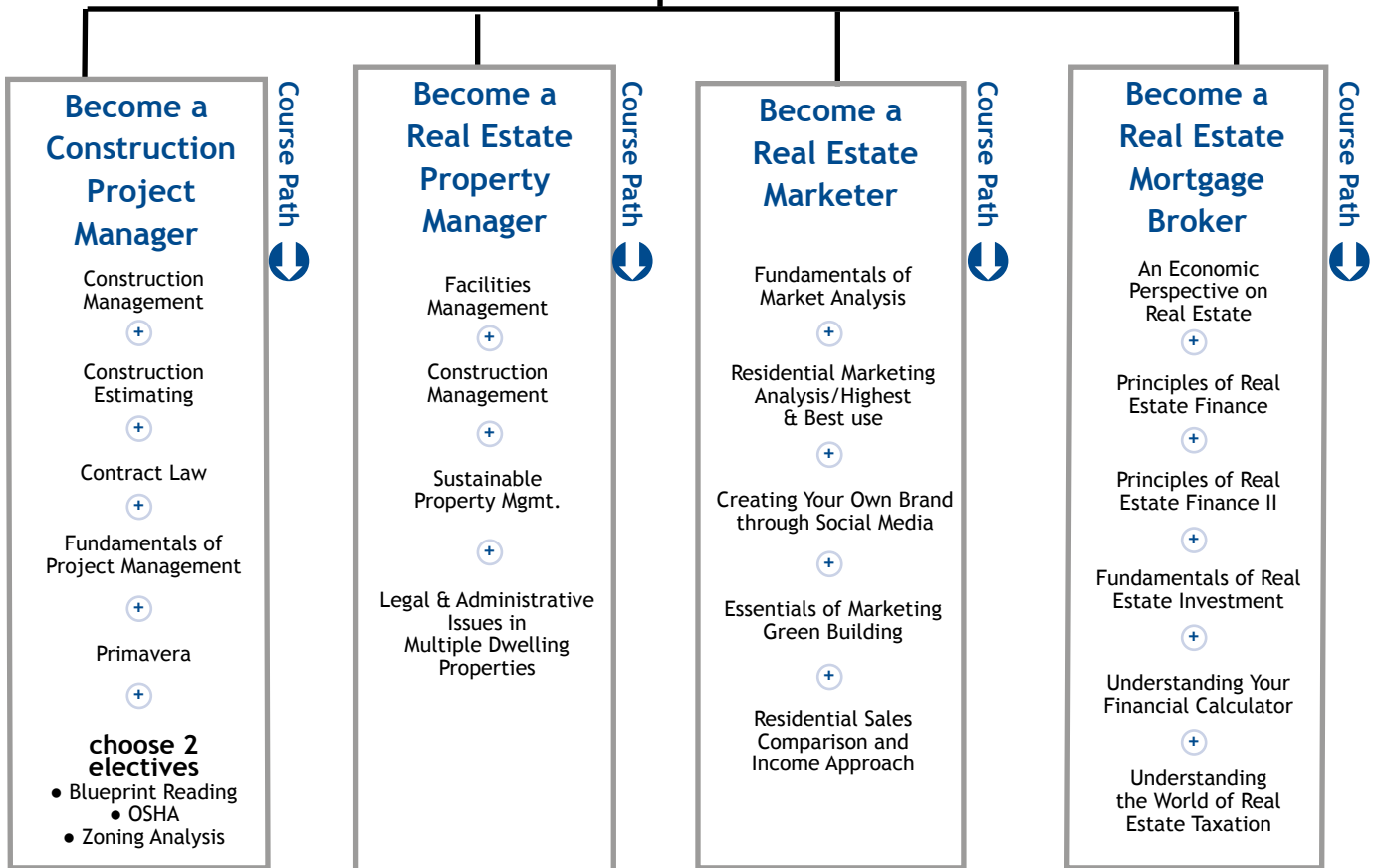
If you want to get into real estate, there are a lot of ways to do it. If you want to become a real estate agent, you first have to earn your real estate license, and then you have to sign on with a brokerage. Then you can put your skills to use at a large property management firm. Corporate real estate departments, governments and banks also employ real estate specialists.

Real Estate Principles Certificate Course Path



Once you complete the Principles of Real Estate Certificate you can progress to a certificate in any of these areas:

Choose your own path





THE STEVEN L. NEWMAN REAL ESTATE INSTITUTE



Real Estate Principles Certificate

Targeted for professionals who wish to acquire a license as well as a comprehensive introduction to the field, the Real Estate Principles Certificate showcases the many paths available within this exciting sector. Those completing this program will be prepared to move forward in their careers with a solid foundation of the industry's critical ideas and concerns.

Required:

NCP1000 Real Estate Fundamentals
NCP7000 Legal Basics in Real Estate
NCP2500 Managing Property
NCP4000 Principles of Real Estate Finance
NCPEL61 Understanding the Closing Process

If courses purchased individually: \$2,140
Certificate paid in full: \$1,958

Real Estate Management Certificate

Learning how to effectively manage property is the goal of this certificate. From risk management to property maintenance, sustainable practices to working with board associations, this certificate will provide participants with a solid overview of many of the elements to consider when managing properties, enabling an entrance into the world of Real Estate Management.

Required:

NCFP9030 Facilities Management
NCCP1000 Construction Management
NCPEL29 Sustainable Property Management
NCPEL65 Legal & Administrative Issues in Multiple Dwelling Properties

If courses purchased individually: \$1,665
Certificate paid in full: \$1,523

Real Estate Construction Project Management Certificate

Construction project managers must be able to undertake numerous tasks simultaneously, on both the human and technical fronts. In order to accomplish this, familiarity with best practices in these fields is an absolute necessity. From leading and managing teams, to ensuring that projects are on-schedule and within budget, this program will provide learners with the know-how to begin to assume these important roles.

Required:

NCCP1000 Construction Management
NCCP6000 Construction Estimating
NCCP9020 Contract Law
PPM0001 Fundamentals of Project Management
NCCP3000 Primavera

Electives (2):

NCCP9030 Blueprint Reading
NCCP9032 OSHA
NCPEL17 Zoning Analysis

If courses purchased individually: \$3,125
Certificate paid in full: \$2,844

Certificate in Facilities Management

Facilities managers help to ensure that the resources of a building are used both efficiently and effectively. In this certificate, students will address many of the issues that come up on a day-to-day basis for these professionals, so that the skills necessary to hit the ground running are honed. Special attention will be paid to the legalities required for running and maintaining buildings, as well as budgetary components to ensure sound fiscal oversight.

Required:

NCFP9030 Introduction to Facilities Management
NCFP9032 Operations & Maintenance
NCFP9034 Codes, Health, and Safety for Facilities
NCFP9036 Facility Finance

Electives (2):

NCCP1000 Introduction to Construction Management
NCP7000 Real Estate Law
NCPSEL29 Sustainable Property Management

If courses purchased individually: \$2,850
Certificate paid in full: \$2,565

Green Certificate

The field of sustainability is a burgeoning one. Baruch College is proud to be on the cutting edge, offering programs that will help to ensure that our environment receives due consideration as plans to rebuild and reinvigorate our city are undertaken. In this certificate, learners will have the opportunity to look at the core elements of sustainability, as they relate to key elements of Real Estate.

Required:

GRN0001 Green Principles and Practices
GRN0002 Green Appraisal
GRN0003 Green Jobs
GRN0004 Green Finance
GRN0005 Green Technology
GRN0006 Green Business
GRN0007 History and Future of Green Architecture

If courses purchased individually: \$1,861
Certificate paid in full: \$1,675

Real Estate Marketing and Sales Certificate

Designed for those individuals who seek transition into the field of Real Estate Marketing, this certificate will cover many of the elements that must be considered to build building sales and promote properties. These courses effectively provide the skillsets necessary in order to hit the ground running in the Real Estate market today.

Required:

NCP8000 Fundamentals of Market Analysis
NCPR0007 Residential Marketing Analysis/Highest & Best use
NCPSEL7501 Creating Your Own Brand through Social Media
NCPSEL0074 Essentials of Marketing Green Building
NCPR0009 Residential Sales Comparison and Income Approach

If courses purchased individually: \$1,665
Certificate paid in full: \$1,499



Real Estate Finance Certificate

Learn about the factors that drive real estate markets, in order to mitigate risk, make wise investments, and ensure savvy decision-making. This certificate will provide you with an overview of theory, risk models, and real live examples, enabling a well-informed, thoughtful perspective. This program benefits those individuals who may have a background in Finance, Real Estate, or other fields, and seek more information to make informed career choices.

Required:

NCP2000 An Economic Perspective on Real Estate
NCP4000 Principles of Real Estate Finance
NCP5000 Principles of Real Estate Finance II
NCPSEL11 Fundamentals of Real Estate Investment
NCPSEL94 Understanding Your Financial Calculator
(included with Principles of Real Estate Finance)
NCPSEL32 Understanding the World of Real Estate Taxation

If courses purchased individually: \$2,005
Certificate paid in full: \$1,834

Real Estate Appraisals Certificate

Knowing how to effectively assess the value of property is a critical skill for many of the elements of real estate: sustainability, finance, and real estate management, to name a few. In this certificate program, learners will study the components necessary for effective evaluations, enabling investors, builders, and others to make decisions guiding their work.

Required:

NCPR1001 Residential Report Writing and Case Studies
NCPR501 Basic Appraisal Principles
NCPR601 Basic Appraisal Procedures
NCPR801 Residential Appraiser Site Valuation and Cost Approach
NCPR901 Residential Sales Comparison and Income Approach
NCPR3001 Appraisal Concepts
NCPAP51 Appraisal Standards

If courses purchased individually: \$3,085
Certificate paid in full: \$2,779



THE STEVEN L. NEWMAN REAL ESTATE INSTITUTE

Appraisal Concepts

Students will learn what real estate appraisers do as the role of the professional appraiser is discussed. Topics will include basic valuation principles, the professional appraiser and the structure of the Appraisal Institute, New York State Appraiser Licensure and Certification, the nature of appraisals, the nature of values, valuation process, data collection, neighbors and districts, land and site description, improvements description, and highest and best use. Open to all students, this is an overview for non-appraisers. Text: *Fundamentals of Real Estate Appraisal*, 9th Ed., by William L. Ventolo and Martha Williams.

NCP300001 \$475.00
(8 Sessions) MON
6:00 PM - 8:50 PM 9/20 - 11/15

Appraisal Standards (USPAP)

Students will learn the basic rules for ethical behavior and competent performance. This course is designed to comply with USPAP requirements for state-certified appraisers and will highlight the role of the appraiser and the implied impartiality often associated with this role. Participants will learn how requirements of the Uniform Standards of Professional Appraisal Practice affect their appraisal businesses.

NCPAPS101 \$395.00
(5 Sessions) WED
6:00 PM - 9:00 PM 10/6 - 11/3

Residential Report Writing and Case Studies

This course focuses on the variety of form reports in use by residential appraisers today: the URAR, 2055-drive-by-format and others. Students will gain valuable insights into how to fill out these forms properly in compliance with USPAP and other guidelines. Sources will be given for comparable sales, flood mappings, census tract maps and other information necessary for form completion.

NCPR1001 \$325.00
(5 Sessions) MON
6:00 PM - 9:00 PM 9/20 - 10/25

Basic Appraisal Principles

Overview of real property concepts and characteristics, legal considerations, value influences, real estate finance, types of value, economic principles, real estate markets and analysis, and ethics in appraisal theory. Through theory and examples, the course offers practical application of appraisal principles.

NCPR501 \$475.00
(5 Sessions) SAT
9:00 AM - 4:00 PM 9/25 - 10/30

Basic Appraisal Procedures

Overview of real estate appraisal approaches to value, valuation procedures, property description, residential applications, commercial applications, improvement construction, home inspection and appraisal math. Through theory and examples, the course offers practical application of appraisal procedures. Exam on the last day of class.

NCPR601 \$475.00
(10 Sessions) WED
6:00 PM - 9:00 PM 9/22 - 12/1

Residential Market Analysis/ Highest and Best Use

Students will gain the knowledge necessary to conduct basic real estate market analysis. Topics may include market analysis procedures, such as supply and demand analysis; market fundamentals; constraints of the highest and best-use test; applications of highest and best use; and other topics of interest. **Note: This course can be used towards the certificate in Real Estate Appraisal.

NCPR701 \$325.00
(5 Sessions) TUE
6:00 PM - 9:00 PM 10/5 - 11/9

Residential Appraiser Site Valuation and Cost Approach

This course will help students gain valuable insight and a working knowledge of the various theories and methodologies for arriving at residential site values and applying Cost Approach in everyday appraisal work.

NCPR801 \$325.00
(2 Sessions) SUN
9:00 AM - 5:15 PM 10/17 - 10/24

Residential Sales Comparison and Income Approaches

Gain a basic understanding and knowledge of the residential sales comparison and income approaches. This course includes the valuation principles and procedures applicable to both approaches. Students will enhance their market-analysis skills through the hands-on application of principles of both approaches through the use of exercises and case studies. **Note: This course can be used towards the certificate in Real Estate Appraisal.

NCPR901 \$475.00
(10 Sessions) THU
6:00 PM - 9:00 PM 10/7 - 12/16

Construction Management

Construction management is a multidisciplinary field that requires a broad perspective of projects. In this course, learners will improve the bottom line of projects they manage through the implementation of efficiency protocol and effective practices in design, development, budgeting, contracts and supervision

NCPP100001 \$475.00
(8 Sessions) MON
6:00 PM - 8:50 PM 9/20 - 11/15

NCPP100002 \$475.00
(8 Sessions) TUE
6:00 PM - 8:50 PM 9/21 - 11/16

Construction Estimating

This course covers the basic processes of construction estimating, including types of estimates, estimate components, and pricing techniques. It also will provide participants with the skills for adjusting estimates, making estimates on labor and materials, and more. Individuals in this course will gain an understanding of this component of managing projects effectively.

NCPP500001 \$475.00
(8 Sessions) TUE
6:00 PM - 8:50 PM 10/5 - 11/30

Contract Law

Learning how to understand and read contracts is critical in the world of construction. In this course, the fundamentals of contract law will be covered, including types of contracts, contractual relationships and legal roles and responsibilities. Additionally, conditions clauses and decision-making authority will be covered.

NCPP902001 \$475.00
(8 Sessions) WED
6:00 PM - 8:50 PM 9/22 - 11/10

Blueprint Reading

The word "blueprint" today has a general connotation which everyone understands. This course will describe the meaning and importance of blueprints by looking at the history of construction and technical drawings, bringing students an understanding of the place of blueprints in the building or manufacturing industries. The course will move through time to present-day methods used in documenting design, touching on current technology, and moving into the future.

NCCP903001 \$240.00
(4 Sessions) THU
6:00 PM - 8:50 PM 10/7 - 10/28

Facilities Management

In this course, students will learn the critical tasks and responsibilities of Facilities Management. With cost effectiveness in mind, learners will study how to manage and properly care for real estate, considering the many different aspects of the field. From maintenance and security through janitorial services and outsourcing, topics will enable course participants to gain a realistic overview of this industry.

NCFP903001 \$475.00
(8 Sessions) MON
6:00 PM - 8:50 PM 9/20 - 11/15

Operations and Maintenance

This comprehensive course will survey methods of caring for buildings, infrastructure, and grounds. Regulations, standards, guidelines, and methods of quality control will be reviewed. A focus will be on sustainability, including energy-efficiency, options for converting to renewable energy and maintaining gains in building performance.

NCFP903201 \$475.00
(8 Sessions) THU
6:00 PM - 8:50 PM 9/23 - 11/11



Codes, Health and Safety for Facilities

This course will examine legal requirements and physical factors that promote safe, productive, working environments. Spatial relationships, lighting, air and water quality, cleanliness, noise and ergonomics will be analyzed. Recycling, waste management and other sustainable practices will be reviewed. OSHA standards; equipment, product, and materials safety; risk management; emergency response and security plans; insurance; workers' compensation and owner liability will be covered. Best practices and stories from industry leaders will be shared.

NCFP903401 \$475.00
(8 Sessions) MON
6:00 PM - 8:50 PM 9/20 - 11/15

Facility Finance

Students will learn how facilities managers manage basic accounting, evaluate assets, control budgets, conduct financial audits, estimate costs for capital renewal and deferred maintenance programs, and calculate life cycle costing, payback, net present value, and depreciation. Financial risk management, financing options for operations and capital budgets, advantages of energy efficiency, financing utility upgrades with utility paybacks, debt financing options, and current replacement value calculations will be studied.

NCFP903601 \$475.00
(8 Sessions) WED
6:00 PM - 8:50 PM 10/6 - 12/1

New York Salespersons' License Pre-qualifying

This is a 78-Hour Salespersons' License Pre-qualifying Course. The school exam is given during the final three hours. Students must also pass the New York State Department of State licensing exam and obtain Real Estate Broker sponsorship for licensure. Text: *New York Real Estate for Salespersons*, 4th Ed., by Marcia Darvin Spada. (Text must be purchased before class.)

NCP600001 \$525.00
(10 Sessions) FRI/SAT/SUN
9:00 AM - 6:00 PM 10/15 - 11/5

NCP600002 \$525.00
(20 Sessions) MON/TUE/WED/THU
5:40 PM - 9:40 PM 10/18 - 11/22

NCP600003 \$525.00
(10 Sessions) MON/TUE/WED/THU/FRI
9:00 AM - 6:00 PM 12/2 - 12/15

Real Estate Brokers Course

This is a 48-hour brokers' license course. The school exam is given during the final three hours. Students must also pass the New York State Department of State (DOS) license exam and meet the experience requirements when filing their license application with the DOS.

NCPEL0101 \$495.00
(6 Sessions) MON/TUE/WED/THU
9:00 AM - 6:00 PM 9/22 - 9/30

NCPEL0102 \$495.00
(6 Sessions) MON/TUE/WED/THU
9:00 AM - 6:00 PM 10/20 - 10/28

Notary Public Training

Enter the exciting field of real estate by becoming a notary public. The notary public course prepares you to learn about the laws and duties in serving the public as an official representative of the State of New York. By notarizing documents you are providing a valuable community service for which you are compensated. Additionally, your services are used by corporations and small businesses, as well as real estate, legal and title companies. Please note: Students can take Notary Public Training (NCPEL15A) and Real Estate Title Closing (NCPEL15) together at a discounted price of \$425. To register, visit the CAPS Office or call 646-312-5000. This discount is not available for online registration.

NCPEL15A01 \$100.00
(1 Session) SAT
9:00 AM - 5:00 PM 10/9

NCPEL15A02 \$100.00
(1 Session) SAT
9:00 AM - 5:00 PM 11/6

New York Home Inspection Licensing

This course meets the New York State requirement for a Home Inspector License. The first 100 hours of this class will focus on environmental concerns. The final 40 hours will be allocated to field work. This course meets the New York State requirement for a Home Inspector License.

NCPEL4601 \$2,200.00
(34 Sessions) MON/TUE/WED/THU
5:30 PM - 9:40 PM 9/7 - 11/4

Courses can also be taken individually. Please See NCPEL46A, NCPEL46B, NCPEL46C, NCPEL46D, NCPEL46E in the next column.

New York Home Inspection Licensing - Module 1

NCPEL46A01 \$412.50
(6 Sessions) MON/TUE/WED/THU
5:30 PM - 9:40 PM 9/7 - 9/15

New York Home Inspection Licensing - Module 2

NCPEL46B01 \$412.50
(6 Sessions) MON/TUE/WED/THU
5:30 PM - 9:40 PM 9/16 - 9/27

New York Home Inspection Licensing - Module 3

NCPEL46C01 \$412.50
(6 Sessions) MON/TUE/WED/THU
5:30 PM - 9:40 PM 9/28 - 10/6

New York Home Inspection Licensing - Module 4

NCPEL46D01 \$412.50
(6 Sessions) MON/TUE/WED/THU
5:30 PM - 9:40 PM 10/7 - 10/19

New York Home Inspection Licensing - Module 5

NCPEL46E01 \$550.00
(10 Sessions) MON/TUE/WED/THU
5:40 PM - 9:40 PM 10/20 - 11/4

An Economic Perspective on Real Estate

This course provides students with a broad overview of the world of real estate investing and its place in the overall economy. Students will learn about the many economic factors that influence the real estate market, including availability and types of spaces, options for funding and the effect outside economic conditions have on the environment for income-producing real estate investments.

NCP200001 \$475.00
(8 Sessions) TUE
6:00 PM - 8:50 PM 9/21 - 11/16

Principles of Real Estate Finance

In this fundamental course in Real Estate Finance, learners will acquire an understanding of this specialty. Topics covered include valuation, investments, analysis and decision-making. Students will be provided with a general understanding of how finance fits in with the larger picture of the economics of real estate.

NCP400002 \$475.00
(3 Sessions) SAT
9:30 AM - 5:45 PM 9/25 - 10/16

NCP400001 \$475.00
(8 Sessions) WED
6:00 PM - 8:50 PM 10/6 - 12/1

Principles of Real Estate Finance II

This course will build upon the knowledge acquired in Principles of Real Estate Finance (NCP4000) to enhance students' practical job-related finance skills. Students will gain the knowledge needed to understand income analysis, operating statements, pro forma analysis, capitalization rates, discount rates, return on investment, net operating income, debt and equity markets and conduits.

NCP500001 \$475.00
(8 Sessions) THU
6:00 PM - 8:50 PM 9/23 - 11/11

NCP500002 \$475.00
(3 Sessions) SAT
9:30 AM - 5:45 PM 9/25 - 10/16

Fundamentals of Market Analysis

Skills acquired from this course will allow students to better understand the fundamental techniques of real estate market analysis. Students will learn to analyze and compare real estate properties, as well as how these skills can be practically applied in the world of real estate sales. This course is geared towards newly licensed salespersons, as well as those looking to enter the field.

NCP800001 \$475.00
(8 Sessions) MON
6:00 PM - 8:50 PM 9/20 - 11/15

Argus Real Estate Financial Analysis Software

Students will study line-by-line lease and discounted cash-flow analysis for office, retail, industrial or multi-family dwellings. Topics include leasing assumptions, space absorption and property resale value. Capabilities include rate of return computation and presentation reports.

NCPEL0501 \$349.00
(4 Sessions) TUE
6:00 PM - 8:50 PM 9/21 - 10/12

NCPEL0502 \$349.00
(4 Sessions) THU
6:00 PM - 8:50 PM 10/7 - 10/28





THE STEVEN L. NEWMAN REAL ESTATE INSTITUTE

Fundamentals of Real Estate Investment

This course examines the fundamental knowledge and skills necessary to enter the world of basic real estate investing. Topics covered include an overview of different real estate investment property types, relevant laws surrounding each, financing options and special concerns for investors and landlords. Students will further enhance their skills by utilizing case studies to examine the details of typical investment scenarios.

NCPEL1101 \$240.00
(4 Sessions) MON
6:00 PM - 8:50 PM 9/20 - 10/18

NCPEL1102 \$240.00
(4 Sessions) MON
6:00 PM - 8:50 PM 10/4 - 11/1

Understanding the World of Real Estate Taxation

Students will be introduced to the variety of tax codes and procedures related to real estate. The course will examine the most common topics, including income deductions, capital gains issues and strategies, 1031 Tax-Free Exchanges and refinancing. Additional emphasis will be placed on topics of particular relevance to today's market, such as air rights and short sales.

NCPEL3201 \$240.00
(4 Sessions) TUE
6:00 PM - 8:50 PM 9/21 - 10/12

NCPEL3202 \$240.00
(4 Sessions) THU
6:00 PM - 8:50 PM 10/7 - 10/28

Understanding Your Financial Calculator

Students will be given training in the use of the HP 12-C Financial Calculator to supplement their real estate finance skills.

NCPEL9401 \$100.00
(1 Session) MON
6:00 PM - 9:00 PM 9/20

NCPEL9402 \$100.00
(1 Session) MON
6:00 PM - 9:00 PM 10/4

Legal Basics in Real Estate

Designed to inform learners about the legal basics of Real Estate, this course emphasizes both residential and commercial law. Special attention will be paid to landlord-tenant relations, coops and condos, real property, leases, closings and contracts – themes that will help students make informed decisions when evaluating contracts and other transactions.

NCP700001 \$475.00
(8 Sessions) TUE
6:00 PM - 8:50 PM 9/21 - 11/16

NCP700002 \$475.00
(8 Sessions) TUE
6:00 PM - 8:50 PM 10/5 - 11/30

Zoning Analysis

This course reviews the history of zoning regulations and how they impact New York City today. Issues of particular concern to the various communities will be discussed, including land use regulations, building requirements, and preservation. Green building technology and taxes will also be examined.

NCPEL1701 \$240.00
(4 Sessions) MON
6:00 PM - 8:50 PM 9/20 - 10/18

Real Estate Licensee's 32-Hour Remedial Course

This is a New York State Department of State required course for real estate salesperson license applicants that did not obtain a salesperson's license prior to June 30, 2008. The course is also required for real estate brokers license applicants who completed only a 48-hour (not 78-hour) salesperson's pre-qualifying course. This course requires 30 hours of instruction plus a two-hour exam. Prerequisite: 48-hour NYS Salespersons License Pre-qualifying Course. Text: *New York Real Estate for Salespersons*, 4th Ed., by Marcia Darvin Spada.

NCPEL8001 \$225.00
(8 Sessions) TUE/WED/THU
5:40 PM - 9:40 PM 9/28 - 10/13

NCPEL8002 \$225.00
(4 Sessions) MON/TUE/WED/THU
9:00 AM - 5:45 PM 10/25 - 10/28

NCPEL8003 \$225.00
(4 Sessions) SAT/SUN
9:00 AM - 5:45 PM 11/6 - 11/14

NCPEL8004 \$225.00
(8 Sessions) MON/TUE/WED
5:40 PM - 9:40 PM 12/6 - 12/21

Primavera

With this Project Management software, students will learn how to manage projects virtually. From project conception through implementation, learners will acquire the skill set necessary for tracking accountability, costs, relationships, and performance.

NCCP300001 \$475.00
(8 Sessions) TUE
6:00 PM - 8:50 PM 9/21 - 11/9

NCCP300002 \$475.00
(8 Sessions) THU
6:00 PM - 8:50 PM 10/7 - 12/2

Project Management for Real Estate Professionals

Master the tools used by project managers: work breakdown structure, critical path, task analysis, project plan, project scheduling and more. Gain the skills needed to plan, track progress and stay focused on the end result.

NCCP400001 \$475.00
(8 Sessions) TUE
6:00 PM - 8:50 PM 9/21 - 11/16

NCCP400002 \$475.00
(8 Sessions) WED
6:00 PM - 8:50 PM 10/6 - 12/1

OSHA

This course focuses on occupational safety and health in the work zone. Students will be able to identify precarious situations on the job, and ensure that appropriate interventions take place.

NCCP903201 \$240.00
(4 Sessions) WED
6:00 PM - 8:50 PM 10/6 - 10/27

Real Estate Fundamentals

In this introduction to the world of real estate, this class will cover fundamental topics of the field. From property rights, titles, and encumbrances to legal considerations, contracts, concepts of brokerage, and financing, learners will be able to discuss the basic elements of the industry and, particularly, New York State. This course is especially geared for individuals who wish to enter the profession, regardless of the particular career track they may wish to follow.

NCP100001 \$475.00
(8 Sessions) MON
6:00 PM - 8:50 PM 9/20 - 11/15

NCP100002 \$475.00
(8 Sessions) WED
6:00 PM - 8:50 PM 10/6 - 12/1

Managing Property

This course will cover the real property processes and specialized project management techniques. This broad treatment of the course is designed to challenge the course participant with improving basic knowledge and skills required to function as a manager with an understanding of financial statements, green building technology, landlord policies, contractual obligations, diverse leases, lease negotiation and public and tenant relations, including the

basic technical aspects of maintenance and operations. Emphasis will be on the practical, hands-on application of asset and property management principles.

NCP250001 \$475.00
(8 Sessions) THU
6:00 PM - 8:50 PM 9/23 - 11/11

NCP250002 \$475.00
(8 Sessions) WED
6:00 PM - 8:50 PM 10/6 - 12/1

Human Rights and Fair Housing

This is the New York State Department of State required human rights and fair housing training for real estate salespersons and brokers. As of July 1, 2008, all real estate licensees must complete three hours of human rights and fair housing training to renew their real estate licenses. Class time is considered part of the mandatory 22.5-hour continuing education that licensees are required to complete every two years. Prerequisite: NYS Real Estate Salesperson's or Broker's License. Text: Course Handouts/Internet Downloads

NCPEL5501 \$95.00
(1 Session) FRI
12:00 PM - 3:00 PM 11/19

Negotiating Real Estate Transactions

This course is designed to give students a basic foundation in the art and science of negotiating. Using the real estate industry to exemplify the negotiation process, the course will also help students be better prepared for their first job interview, for buying and selling important items in their life, and for enhancing their abilities in the workplace.

NCPEL5901 \$475.00
(8 Sessions) WED
6:00 PM - 8:50 PM 10/13 - 12/8

Understanding the Closing Process

From the initial offer through the closing appointment, this course will cover what learners need to know in reference to this most critical of transactions. Specific topics including title checks, contingencies, and mortgages will be reviewed. Discussions will also include documentation and final arrangements for successful transactions.

NCPEL6101 \$240.00
(4 Sessions) WED
6:00 PM - 8:50 PM 10/6 - 10/27

NCPEL6102 \$240.00
(4 Sessions) THU
6:00 PM - 8:50 PM 10/7 - 10/28

Legal and Administrative Issues in Multiple Dwelling Properties

The goal of this course is to present participants with the legal and administrative knowledge necessary for the management of multi-dwelling properties. The specifics of coops and condos, as well as elements of effective decision-making and current legal issues, especially within New York State, will be covered. This class is essential for individuals seeking to manage properties within this domain.

NCPEL6501 \$240.00
(4 Sessions) THU
6:00 PM - 8:50 PM 9/23 - 10/14

Essentials of Marketing Green Building

The latest initiatives in sustainable building and are examined. Specifically, students will gain the skills necessary to critically examine green building principles currently coming to bear on the real estate market. Special detail will be placed on how this shift in the real estate market can be effectively marketed through traditional and cutting-edge techniques to drive sales, increase partnerships and improve overall visibility.

NCPEL7401 \$475.00
(8 Sessions) THU
6:00 PM - 8:50 PM 9/23 - 11/11

Creating Your Own Brand through Social Media

Students will learn to leverage social media outlets such as blogging, Facebook, Twitter, LinkedIn and YouTube to develop their personal real estate brand. This course will equip students with the skills necessary to enhance their ability to attract new clients, showcase their areas of expertise and improve their professional visibility through the use of social media.

NCPEL7501 \$475.00
(8 Sessions) WED
1:00 PM - 3:50 PM 9/22 - 11/10

Green Principles and Practices

This course demystifies green jargon and gives scientific explanations of concepts like synergy, embodied energy, renewable vs. sustainable, green power and global warming vs. ozone depletion. Students will understand technologies like geothermal, fuel cells, PV vs. thermal solar, graywater reclamation, and more. An overview of LEED, Energy Star and National Association of Homebuilders rating systems is included. Students are also provided with an analysis of financial incentives available for green projects.

NGRN000101 \$475.00
(8 Sessions) TUE
6:00 PM - 8:50 PM 9/21 - 11/16

Green Appraisal

The president of the Appraisal Institute recently compared green design to air conditioning: first a luxury, now a necessity. However, valuation of green properties has been a real challenge for appraisers. This course addresses the salient issues, including comparables, bank financing, calculating return on investment, life-cycle costing and more. Appraisers are provided with all available tools to inform their opinions of value on green properties.

NGRN000201 \$275.00
(1 Session) THU
9:30 AM - 5:30 PM 10/28

Green Jobs

America's economy has already begun to transition to conservation and new green technologies. A revolution is occurring in the job market. Much has been said about green jobs such as solar installation, weatherization and LEED consulting. But what if students want to use the skills they already possess in a green setting? This course shows how to apply green concepts to virtually any career. Students will learn how to be a green bookkeeper, mortgage broker, lawyer, retail salesperson, office manager, interior designer, food-service professional, and more.

NGRN000301 \$475.00
(8 Sessions) WED
6:00 PM - 8:50 PM 10/6 - 12/1

Green Finance

The number-one concern of building owners, whether commercial or private, is funding for green measures. Everyone has heard about government incentives, tax relief, favorable renovation loans, and so forth. But these programs are complicated and difficult to find. This course examines the types of funding available, funding levels, and how, where and when to apply. Students will be provided with the tools to perform funding research and applications on their own projects.

NGRN000401 \$159.00
(1 Session) FRI
9:00 AM - 12:30 PM 10/29

Green Technology

Most people understand that green buildings utilize alternative technologies but are unclear about what these are and how they work. This course uses photos, diagrams and even hand drawings to simplify

complex concepts. Students will leave with a solid understanding of the 3 types of solar technology, green roof systems, geothermal heat pump vs. geothermal ground source, on-site wastewater treatment, and more. The study materials are so clear that a technical background is not required to benefit from this course. Attendance is highly recommended for anyone in the building industry, including real estate brokers, who are often asked to explain what technologies make a building green.

NGRN000501 \$159.00
(1 Session) FRI
9:00 AM - 12:30 PM 10/22

Green Business

Any business with customer contact is under pressure to go green. In fact, it is difficult to find a consumer-oriented business, from banks to pet stores, which doesn't profess to be green. But how does a business earnestly convert to green practices and truly adhere to green principles? Aside from public relations, what are the benefits of a green business? This course covers the appropriate procedures and technologies, shows ways to project energy savings and estimates costs and benefits of green practice. Students will receive tools for quantifying efficiency, as well as suggestions for low cost/no cost green measures.

NGRN000601 \$159.00
(1 Session) FRI
9:00 AM - 12:30 PM 10/15

History and Future of Green Architecture

A common question is what was the first green building? This course answers that question and looks at the history of the green movement, including the contributions of the world's great architects. Students will learn about LEED-certified buildings, the rebirth of traditional/indigenous architecture, and exciting new trends like Passiv Haus, which has no heating or cooling system. A PowerPoint presentation guides students on a world tour of green architecture and even examines renderings of as-yet unbuilt structures. This course is recommended for individuals from all career backgrounds, not just architecture.

NGRN000701 \$159.00
(1 Session) MON
6:00 PM - 9:30 PM 10/4

Green Associate

Leadership in Energy and Environmental Design (LEED) is a point system for rating green buildings developed by the U.S. Green Building Council. Individuals may obtain a certificate demonstrating their mastery of green principles by passing a challenging third-party Green Associate test administered by the Green Building Certification Institute. To qualify for the test, candidates must have experience in a related green career or have taken a course in green building principles.

NGRN000801 \$419.00
(4 Sessions) MON/TUE/WED/THU
5:40 PM - 9:40 PM 10/18 - 10/21

NGRN000802 \$419.00
(4 Sessions) MON/TUE/WED/THU
5:40 PM - 9:40 PM 11/15 - 11/18

LEED Accredited Professional Building and Design Construction

LEED AP is a career track for many individuals, and the demanding third-party test requires commitment by exam candidates. This intensive course covers the LEED checklist, along with intents, requirements, strategies, documentation and calculations. It also examines LEED processes and procedures. This course has been field-tested around the state and has consistently received a documented 100% student approval rating. Architects and engineers, as well as individuals with non-technical backgrounds, find this an excellent program for becoming an Accredited Professional. Pre-requisite: Green Associate (NGRN0008).

NGRN000901 \$299.00
(1 Session) MON
9:30 AM - 6:30 PM 10/25

Sustainable Property Management

Learn how to manage properties sustainably! This course will cover topics critical for environmentally sound property management, including air, waste, water and energy systems. Insight into audits, green procurement and cleaning programs will also be reviewed, enabling learners to have knowledge of how to promote sustainable practices in their work environments.

NCPEL2901 \$475.00
(8 Sessions) WED
6:00 PM - 8:50 PM 9/22 - 11/10