



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

A Leader in Sustainability Education



Summer 2011 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 CU
NY



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 this exam, you will become a Licensed Real Estate Sales Person, which allows you to start selling in the shortest 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.



Build Your Brokerage

If you are a broker or already work in real estate you may be interested in our Real Estate Marketing and Sales certificate (see page 41) or Real Estate Finance certificate (see page 40). 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 Real Estate Marketing certificate.



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



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

There's No Wrong Way to Get into the Business

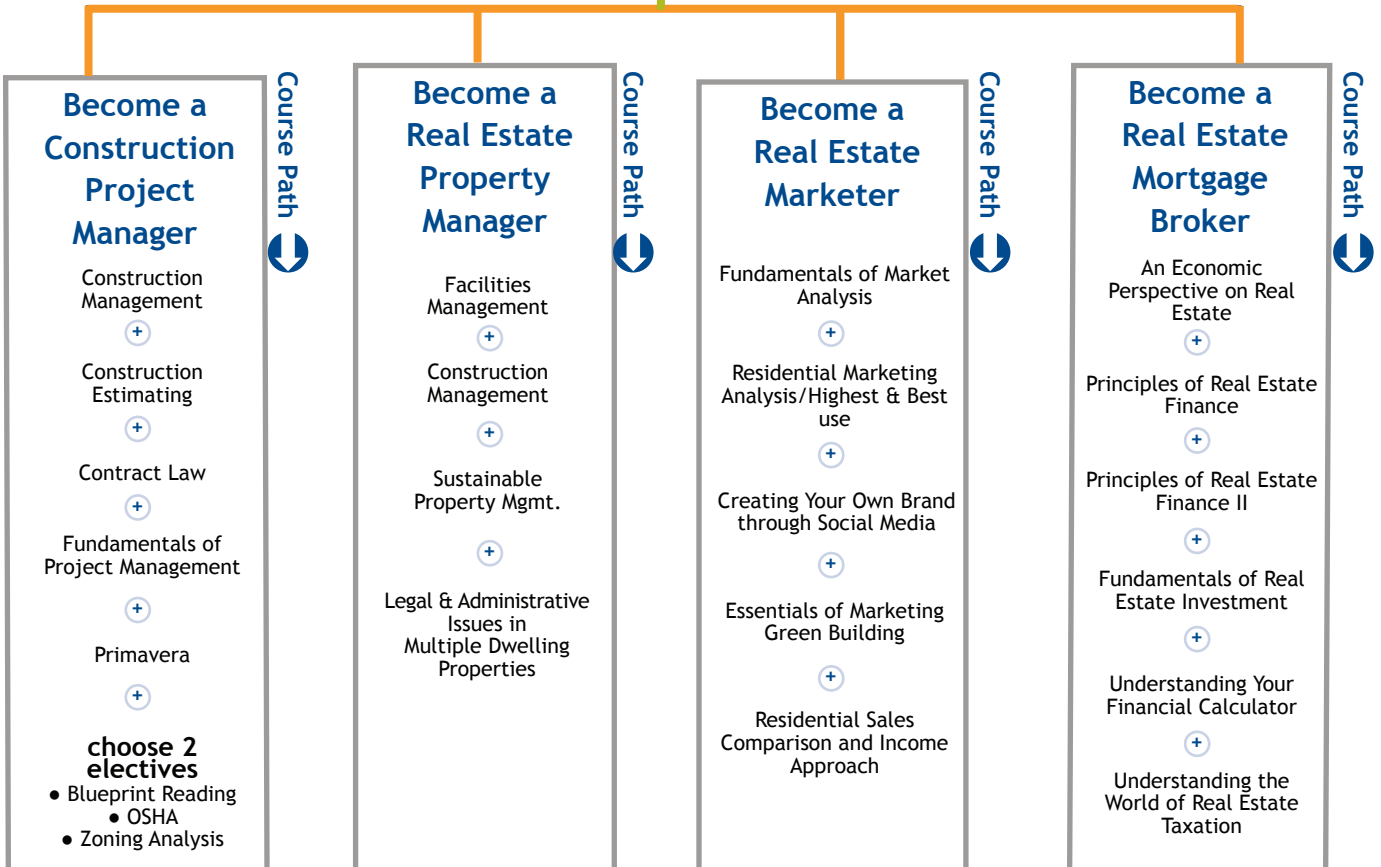
If you want to get into real estate, there are a lot of ways to do it. If you want to become a real estate agent, you first have to earn your real estate license, and you have to sign on with a brokerage. Then you can put your skills to use at a large property management firm. Corporate real estate departments,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





Real Estate Finance Certificate

This 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.

Required:

NCP2000: An Economic Perspective on Real Estate
NCP4000: Principles of Real Estate Finance I
NCP5000: Principles of Real Estate Finance II
NCP11: Fundamentals of Real Estate Investment
NCP94: Understanding Your Financial Calculator
(Included with Principles of Real Estate Finance)
NCP32: Understanding the World of Real Estate Taxation

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

Real Estate Management Certificate

This certificate provides a firm foundation for those entering or considering a transition into Real Estate Management. Topics presented will enable learners to assess and evaluate different strategies surrounding the administration of real estate properties.

Required:

NCFP9030: Facilities Management
NCCP1000: Construction Management
NCP29: Sustainable Property Management
NCP65: Legal & Administrative Issues in Multiple Dwelling Properties

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

Real Estate Construction Project Management Certificate

A basic knowledge of the field will be presented, along with the opportunity acquire the know-how for completing daily administrative tasks.

Required:

NCCP1000: Construction Management
NCCP6000: Construction Estimating
NCCP9020: Contract Law
NCCP4000: Construction Project Management

Elective (1):

NCCP3000: Primavera
NCCP2000: Construction Methods and Technology

Electives (2):

NCCP9030: Blueprint Reading
NCCP9032: OSHA
NCP17: Zoning Analysis

If courses purchased individually: \$2,855
Certificate paid in full: \$2,569

Certificate in Facilities Management

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:

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

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:

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

This certificate provides a helpful overview for those entering or considering a transition into real estate marketing. Topics presented will teach learners to promote and secure opportunities in the field of real estate.

Required:

NCP8000: Fundamentals of Market Analysis
NCPR0007: Residential Marketing Analysis/Highest & Best Use
NCPSEL7501: Creating Your Own Brand Through Social Media

Electives (1):

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 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
NCPSEL61: Understanding the Closing Process

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

Real Estate Appraisals Certificate

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:

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
NCPAPS1: Appraisal Standards

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

Real Estate Principles

Are you interested in a career in real estate but unsure about your career path?

If you want to get into real estate, there are a lot of ways to do it: To become an real estate agent, you first must earn your real estate license, and then sign on with a brokerage. You can then put your skills to use at a large property management firm, corporate real estate department, government agency or bank.

Our Real Estate Principles certificate, designed for professionals who wish to acquire a license, is a comprehensive introduction to the field. After completing this certificate, you can choose your own path and progress through our other specialized certificate programs that allow you to become, for example: a construction project manager, a property manager, a real estate marketer, a mortgage broker, or a real estate appraiser or gain an understanding of cutting-edge issues in sustainability through our Green Certificate.

Showcasing the many paths available within this exciting sector, the Real Estate Principles program will prepare you to move forward in your career with a solid foundation.

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

Certificate Cost: \$1,958.00

Real Estate Appraisal Certificate

Knowing how to effectively assess the value of property is a critical skill in many areas of the real estate field - including sustainability, finance, and real estate management.

In our Real Estate Appraisals certificate, you will learn how to make the type of effective evaluations that enable investors, builders and others to make decisions guiding their work. You'll achieve an advanced practical and theoretical understanding of this area of real estate specialization through courses on topics ranging from basic appraisal principles, procedures and concepts to the Uniform Standards of Professional Appraisal Practice (USPAP) requirements and beyond.

All of our Real Estate certificates are taught by experienced, respected practitioners and are designed to advance your career in this field. If

you are new to the field and want to acquire a license, our Real Estate Principles certificate will prepare you to move forward with a solid foundation if you are looking for specialization, consider our other certificate programs that will allow you to become a construction project manager, a property manager, a facilities manager, a real estate marketer, a mortgage broker or gain an understanding of cutting-edge issues in sustainability through our Green Certificate.

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
NCPASP1: Appraisal Standards

Certificate Cost: \$2,779.00

Real Estate Finance

Are you a professional in the area of Finance, Investment, Real Estate - or another field - who would benefit from a strong background in Real Estate Finance in order to make informed career choices or specialize in this area?

Our Real Estate Finance certificate will teach you about the factors that drive real estate markets, allowing you to mitigate risk, make wise investments, and ensure savvy decision making. This program includes an overview of theory and strong fundamental information about real estate finance and investment, as well as risk models, and real-life examples that will enable you to achieve a well-informed, thoughtful perspective.

All of our Real Estate certificates are taught by experienced, respected practitioners and are designed to build a complete set of skills for a particular specialization in Real Estate. This certificate is a logical next step after completing our Principles of Real Estate Certificate if you are new to the field or as a complement to the Finance & Investment Principles or Advanced Finance and Investment Certificates.

Required:
NCP2000: An Economic Perspective on Real Estate
NCP4000: Principles of Real Estate Finance I
NCP5000: Principles of Real Estate Finance II
NCPEL11: Fundamentals of Real Estate Investment
NCPEL94: Understanding Your Financial

Calculator
(Included with Principles of Real Estate Finance)
NCPEL32: Understanding the World of Real Estate Taxation

Certificate Cost: \$1,834.00

Green Certificate

Sustainability is one of the hottest topics in the Real Estate field, and America's economy has already begun to transition to conservation and new green technologies.

Baruch College is proud to be on the cutting edge, offering programs through this Green Certificate that will help to ensure that our environment receives due consideration as plans to rebuild and reinvigorate New York City are undertaken.

This certificate addresses key topics and questions in this field, including: The "green revolution" in the job market. Can you use the skills you already possess in a green setting? Funding for green measures. A number one concern of building owners, covering topics such as government incentives, tax relief, favorable renovation loans, and more.

Alternative technologies. What are the technologies utilized by green buildings and how do they work?

How does a business convert to green practices and principles? What are the real benefits of a green business?

All of our Real Estate certificates are taught by experienced, respected practitioners and are designed to advance our career in this field. If you are new to the field and want to acquire a license, our Real Estate Principles certificate will prepare you to move forward with a solid foundation. If you are looking for specialization, consider our certificate programs that will allow you to become a construction project manager, a property manager, a real estate marketer, a mortgage broker, or a real estate appraiser.

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

Certificate Cost: \$1,675.00

Real Estate Management

Are you interested in a career as real estate property manager?

Our Real Estate Management certificate covering topics such as risk management, property maintenance, sustainable practices, working with co-op board associations, and more is designed to give you the knowledge and skills needed to effectively manage property.

All of our Real Estate certificates are taught by experienced, respected practitioners and are designed to advance your career in this field. If you are new to the field and want to acquire a license, our Real Estate Principles certificate will prepare you to move forward with a solid foundation if you are looking for specialization, consider our certificate programs that will allow you to become a construction project manager, a property manager, a real estate marketer, a mortgage broker, or a real estate appraiser or gain an understanding of cutting-edge issues in sustainability through our Green Certificate.

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

Certificate Cost: \$1,499.00

Certificate in Facilities Management

Are you interested in a career as a facilities manager?

Facilities managers help to ensure that the resources of a building are used efficiently and effectively. Our Facilities Management certificate covering day-to-day topics such as the legalities of running and maintaining buildings, budgetary components to ensure sound fiscal oversight, and more is designed to allow you to obtain the skills necessary to hit the ground running in this field. Furthermore, increasingly important consideration of sustainability issues and initiatives is included in this certificate curriculum.

All of our Real Estate certificates are taught by experienced, respected practitioners and are designed to advance your career in this field. If you are new to the field and want to acquire a license, our Real Estate Principles certificate will prepare you to move forward with a solid foundation if you are looking for specialization, consider our certificate programs that will allow you to become a construction project manager, a property manager, a real estate marketer, a mortgage broker, or a real estate appraiser or gain an understanding of cutting-edge issues in sustainability through our Green Certificate.

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 NCPCL29: Sustainable Property Management

Certificate Cost: \$2,565.00

Real Estate Construction Project Management

Are you interested in a career as a real estate construction project manager?

Construction project managers must be able to undertake numerous tasks simultaneously - on both the human and technical fronts. Our Real Estate Construction Project Management certificate covering best practices in the field, leading and managing teams, ensuring that projects are on-schedule and within budget, and more is designed to provide you with the know-how to begin to assume this important role.

All of our Real Estate certificates are taught by experienced, respected practitioners and are designed to build a complete set of skills for a particular specialization in Real Estate. This certificate is a logical next step after completing our Principles of Real Estate Certificate, if you were new to the field, and enhances a career built on our Project Management Certificate with a specialization.

Required:
NCCP1000: Construction Management
NCCP6000: Construction Estimating
NCCP9020: Contract Law
NCCP4000: Construction Project Management
Elective (1):
NCCP3000: Primavera
NCCP2000: Construction Methods and Technology
Electives (2):
NCCP9030: Blueprint Reading
NCCP9032: OSHA NCPCL17: Zoning Analysis

Certificate Cost: \$2,569.00

Real Estate Marketing and Sales

Are you interested in transitioning into a career in Real Estate Marketing or in better promoting your real estate brand? Our Real Estate Marketing and Sales certificate - covering topics such as real estate market analysis, how to use social media to enhance your real estate brand, the marketing of green buildings and more ? provides a strong foundation in the skills, topics and

cutting-edge techniques needed to build building sales, promote properties and stay competitive in the Real Estate market today.

All of our Real Estate certificates are taught by experienced, respected practitioners and are designed to build a complete set of skills for a particular specialization in Real Estate. Our Real Estate Marketing and Sales Certificate is a logical next step after our Real Estate Principals Certificate, taking the New York Salespersons' License Pre-Qualifying Course or extensive experience as a marketer or a sales professional in another industry.

Required:
NCP8000: Fundamentals of Market Analysis
NCPR0007: Residential Marketing Analysis/Highest & Best Use
NCPCL7501: Creating Your Own Brand Through Social Media
Electives (1):
NCPCL0074: Essentials of Marketing Green Building
NCPR0009: Residential Sales Comparison and Income Approach

Certificate Cost: \$1,499.00

An Economic Perspective on Real Estate

This course will provide 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) Days: TUE/THU
6:00 PM - 8:50 PM 5/5 - 6/2

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.

Target Student: Open to all students, this is an overview for non-appraisers. Fundamentals of Real Estate Appraisal, 9th Ed., by William L. Ventolo and Martha Williams

NCP300001 - \$475.00
(8 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 5/16 - 6/8

Principles of Real Estate Finance

In this fundamental course in Real Estate Finance, learners will acquire an understanding of this specialty. Covered will be topics including valuation, investments, analysis, and decisionmaking. Students will be provided with a general understanding of how finance fits in with the larger picture of the economics of Real Estate.

NCP400001 - \$475.00
(8 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 6/6 - 6/29

Principles of Real Estate Finance II

This course will build upon the knowledge acquired in Finance I 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) Days: MON/WED
6:00 PM - 8:50 PM 7/6 - 8/1

New York Salespersons' License Pre-qualifying

78-Hour Salespersons' License Prequalifying Course. 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. Prerequisite: None Text: New York Real Estate for Salespersons, 4th Ed., by Marcia Darvin Spada (TEXT MUST BE PURCHASED BEFORE CLASS)

NCP600001 - \$525.00
(20 Sessions) Days: TUE/WED/THU
5:40 PM - 9:40 PM 7/12 - 8/24

NCP600002 - \$525.00
(10 Sessions) Days: SAT/SUN
9:00 AM - 5:45 PM 7/30 - 8/28

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) Days: TUE/THU
6:00 PM - 8:50 PM 5/5 - 6/2

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) Days: MON/WED
6:00 PM - 8:50 PM 6/6 - 6/29

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) Days: MON/WED/FRI
6:00 PM - 9:00 PM 6/3 - 6/13

Residential Report Writing and Case Studies

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) Days: TUE/THU
6:00 PM - 9:00 PM 8/4 - 8/18

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
(10 Sessions) Days: MON/WED
6:00 PM - 9:00 PM 6/15 - 7/20

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 last day of class.

N CPR601 - \$475.00
(10 Sessions) Days: TUE/THU
6:00 PM - 9:00 PM 6/14 - 7/14

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.

N CPR701 - \$325.00
(4 Sessions) Days: MON/WED
6:00 PM - 9:45 PM 7/6 - 7/18

Residential Appraiser Site Valuation and Cost Approach

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.

N CPR801 - \$325.00
(5 Sessions) Days: TUE/THU
6:00 PM - 9:00 PM 7/19 - 8/2

Residential Sales Comparison and Income Approaches

Gain a basic understanding and knowledge of the residential sales comparison and income approaches. 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.

N CPR901 - \$475.00
(10 Sessions) Days: MON/WED
6:15 PM - 9:15 PM 7/25 - 8/24

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.

N CCP100001 - \$475.00
(8 Sessions) Days: TUE/THU
6:00 PM - 8:50 PM 7/19 - 8/11

Construction Methods And Technology

This course provides an understanding

of construction methods, building systems, and materials and equipment selection. It provides the construction manager with the knowledge required to effectively communicate with the various design and construction entities on a project, as well as to perform other project management tasks, including cost estimating, planning and scheduling. Topics include MEP and material descriptions, specifications and usage, construction techniques, and optimal economic selection of construction resources. Prerequisite: Approval by instructor Textbook: Construction Methods, Material and Techniques by William P. Spence

N CCP200001 - \$475.00
(8 Sessions) Days: TUE/THU
6:00 PM - 8:50 PM 5/3 - 5/26

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.

N CCP500001 - \$475.00
(8 Sessions) Days: TUE/THU
6:00 PM - 8:50 PM 6/2 - 6/28

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.

N CCP902001 - \$475.00
(8 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 6/6 - 6/29

Construction Contract Law & Practices

This course will help students understand fundamentals of construction contracting, including project delivery methods, types of contractual arrangements, roles and responsibilities of the parties and common issues such as changes, delays, defective workmanship, default and termination. Students will be taught basic principles of contract law to foster an understanding of contract formation, performance obligations, and grounds for default and remedies for breach.

N CCP902601 - \$475.00
(8 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 8/3 - 8/29

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.

N CCP903001 - \$240.00
(4 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 8/3 - 8/15

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.

N CFP903001 - \$475.00
(8 Sessions) Days: TUE/THU
6:00 PM - 8:50 PM 6/7 - 6/30

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.

N CFP903201 - \$475.00
(8 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 6/6 - 6/29

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.

N CFP903401 - \$475.00
(8 Sessions) Days: TUE/THU
6:00 PM - 8:50 PM 8/2 - 8/25

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, calculate lifecycle 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.

N CFP903601 - \$475.00
(8 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 7/6 - 8/1

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 an analysis of financial incentives available for green projects.

N GRN000101 - \$475.00
(8 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 6/6 - 6/29

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.

N GRN000201 - \$275.00
(1 Sessions) Days: SAT
9:00 AM - 5:00 PM 6/4 - 6/4

Green Jobs

Americas 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 like 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) Days: TUE/THU
6:00 PM - 8:50 PM 6/7 - 6/30

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 Sessions) Days: TUE
6:00 PM - 9:30 PM 7/12 - 7/12

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 Sessions) Days: WED
6:00 PM - 9:30 PM 7/13 - 7/13

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 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 Sessions) Days: THU
6:00 PM - 9:30 PM 7/14 - 7/14

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 Sessions) Days: MON
6:00 PM - 9:30 PM 7/11 - 7/11

Green Associate

"Leadership in Energy And Environmental Design (LEED) is a point system for rating green buildings developed by U.S. Green Building Council. Individuals may obtain a certificate demonstrating their mastery of green principles by passing a challenging 3rd party Green Associate test administered by Green Building Certification Institute. To qualify for the test, candidates must have experience in a related green career OR take a course in green building principles."

NGRN000801 - \$419.00
(5 Sessions) Days: MON/WED
6:00 PM - 9:20 PM 8/1 - 8/15

LEED Accredited Professional, Building and Design Construction

LEED AP is a career track for many individuals, and the demanding 3rd 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.

NGRN000901 - \$299.00
(2 Sessions) Days: MON/WED
5:40 PM - 9:40 PM 7/25 - 7/27

Real Estate Brokers Course

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) Days: SAT/SUN
9:00 AM - 6:00 PM 6/4 - 6/19

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 will include leasing assumptions, space absorption and property resale value. Capabilities include rate of return computation and presentation reports.

NCPEL0501 - \$349.00
(4 Sessions) Days: TUE/THU
6:15 PM - 9:15 PM 8/4 - 8/16

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 will 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 - \$325.00
(4 Sessions) Days: SAT
9:00 AM - 11:50 AM 6/4 - 6/25

NCPEL1102 - \$325.00
(4 Sessions) Days: THU
6:00 PM - 8:50 PM 7/7 - 7/28

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 Sessions) Days: SAT
9:00 AM - 4:50 PM 7/9 - 7/9

Real Estate Title Closing

This course will focus on and provide all the skills necessary to pursue a career as a title closer or notary signing agent. Students will learn the origins and importance of title insurance drafting and review of closing documents, clearing and disposition of title abstract and exceptions, testing to acquire a notary license and all skills needed to attend and close on behalf of a title insurance company.

NCPEL1501 - \$325.00
(2 Sessions) Days: SAT
9:00 AM - 4:50 PM 6/18 - 6/25

Zoning Analysis and Land Use in NYC

This course reviews the history of zoning regulations, and how they impact NYC 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 - \$325.00
(4 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 8/17 - 8/29

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 into their work environments.

NCPEL2901 - \$475.00
(8 Sessions) Days: TUE/THU
6:00 PM - 8:50 PM 8/2 - 8/25

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 - \$325.00
(4 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 8/1 - 8/10

New York Home Inspection Licensing Meets the New York State requirement for a Home Inspector License.

Courses can also be taken individually (Please See) NCPCEL46A, NCPCEL46B, NCPCEL46C, NCPCEL46D, NCPCEL46E. 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.

NCPCEL4601 - \$2,200.00
(25 Sessions) Days: MON-THU
12:00 AM - 12:00 PM 6/1 - 8/3

New York Home Inspection Licensing - Module 1

NCPCEL46A01 - \$412.50
(6 Sessions) Days: MON-THU
5:30 PM - 9:40 PM 6/1 - 6/9

New York Home Inspection Licensing - Module 2

NCPCEL46B01 - \$412.50
(6 Sessions) Days: MON-THU
5:30 PM - 9:40 PM 6/13 - 6/21

New York Home Inspection Licensing - Module 3

NCPCEL46C01 - \$412.50
(6 Sessions) Days: MON-THU
5:30 PM - 9:40 PM 6/22 - 6/30

New York Home Inspection Licensing - Module 4

NCPCEL46D01 - \$412.50
(6 Sessions) Days: MON-THU
5:30 PM - 9:40 PM 7/7 - 7/18

New York Home Inspection Licensing - Module 5

NCPCEL46E01 - \$550.00
(10 Sessions) Days: MON-THU
5:30 PM - 9:30 PM 7/19 - 8/3

Human Rights and Fair Housing

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 licensees are required to complete every two years. Prerequisite: NYS Real Estate Salesperson's or Broker's License Text: Course Handouts/Internet Downloads

NCPCEL5501 - \$100.00
(1 Sessions) Days: FRI
12:00 PM - 3:00 PM 5/13 - 5/13

Negotiating Real Estate Transactions

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 them to better be prepared for their first job interview, buying and selling important items in their life, and enhance their abilities in the workplace.

NCPCEL5901 - \$475.00
(8 Sessions) Days: WED
6:00 PM - 8:50 PM 6/29 - 8/17

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.

NCPCEL6101 - \$325.00
(4 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 8/3 - 8/15

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.

NCPCEL6501 - \$240.00
(4 Sessions) Days: MON
6:00 PM - 8:50 PM 8/1 - 8/22

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.

NCPCEL7401 - \$475.00
(8 Sessions) Days: TUE/THU
6:00 PM - 8:50 PM 8/2 - 8/25

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.

NCPCEL7501 - \$475.00
(8 Sessions) Days: TUE/THU
6:00 PM - 8:50 PM 7/12 - 8/4

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.

NCPCEL9401 - \$100.00
(1 Sessions) Days: SAT
9:00 AM - 12:00 PM 6/4 - 6/4

NCPCEL9402 - \$100.00
(1 Sessions) Days: TUE
6:00 PM - 9:00 PM 8/2 - 8/2

Real Estate Licensee's 32-Hour Remedial Course

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 broker license applicants who completed only a 48-hour (not 78-hour) salesperson's pre-qualifying course. Course requires thirty 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

NCPCEL8001 - \$225.00
(9 Sessions) Days: TUE/THU
6:00 PM - 9:35 PM 6/2 - 6/30

NCPCEL8002 - \$225.00
(4 Sessions) Days: SAT/SUN
9:00 AM - 5:30 PM 7/9 - 7/17

NCPCEL8003 - \$225.00
(9 Sessions) Days: MON/WED
6:00 PM - 9:35 PM 8/1 - 8/29

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) Days: TUE/THU
6:00 PM - 8:50 PM 8/2 - 8/25

Construction Project Management

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) Days: MON/WED
6:00 PM - 8:50 PM 7/6 - 8/1

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) Days: TUE/THU
6:00 PM - 8:50 PM 8/2 - 8/11

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) Days: TUE/THU
6:00 PM - 8:50 PM 6/7 - 6/30

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 such understanding of financial statements, green building technology, landlord policies, contractual obligations, diverse leases, lease negotiation, public and tenant relations including the basic technical aspects of maintenance and operations. Emphasis will be on the practical hands-on application of the asset and property management principles.

NCP250001 - \$475.00
(8 Sessions) Days: MON/WED
6:00 PM - 8:50 PM 7/6 - 8/1