Spring 2010 Course Schedule

THE STEVEN L. NEWMAN REAL ESTATE INSTITUTE
A Leader in Sustainability Education

COURSES AND CERTIFICATE PROGRAMS IN REAL ESTATE

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

137 East 22nd Street, NYC / P: 646-660-6950
www.baruch.cuny.edu/realestate
For real estate professionals and people aspiring to enter the field, our Institute’s courses offer a convenient, affordable, and rewarding means of realizing career goals. We’ve designed our curriculum to directly meet the real estate industry’s employment needs. We’ve recruited talented faculty directly from the field. The result is an array of courses and certificate programs that directly advance and enhance our students’ careers while also paying dividends: our classes offer abundant opportunities for networking, and students tell us they enjoy them!

For employers, our custom workshops – tailored to each client’s needs and delivered at their work sites or in our classrooms – augment in-house training programs, accelerate learning, and reduce training costs.

Over the coming months, we will be expanding the number of courses approved by New York State for continuing education credits. I encourage you to visit our new web site to learn more about this.

As the marketplace continues to evolve, so does our curriculum, and, as always, we welcome suggestions for new courses from students and prospective instructors. But our core educational mission remains unchanged: our resources are devoted to serving the real estate industry by helping our students succeed.

In carrying out this mission, we’re steadily building a lively community of students, alumni, faculty, and industry peers. We look forward to welcoming you to it!

Jack S. Nyman, Director

REAL ESTATE CAREER & EDUCATION EVENINGS

Mon - 01/25/2010
Tues - 02/23/2010
Wed - 03/31/2010
Thu - 04/29/2010
Mon - 05/24/2010

137 E. 22nd Street
Marble Lounge, Room 206
6:00pm – 7:00pm
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Please check our website at www.baruch.cuny.edu/realestate for all our upcoming events, new courses, conferences and ongoing joint programs with the Zicklin School of Business, Baruch College, CUNY.

Sustainability gets top grades at Baruch College. To learn more, visit us at www.baruch.cuny.edu/sustainability
CERTIFICATE IN REAL ESTATE

The Certificate in Real Estate requires successful completion of nine required courses and seven elective courses for a total special package cost of $5,150 plus an application fee of $50. By choosing relevant courses from our list of electives, students may concentrate in finance and investment, management and leasing, appraisal or real estate development as well as complete educational requirements for the New York State salesperson’s or broker’s license. Students may also select courses to complete continuing education credits. Our program also offers special courses to prepare students for the New York State Notary Public and Home Inspector License.

REQUIRED COURSES (alphabetical by course code)

NCP1000 An Overview of the Real Estate Profession
NCP2000 Introduction to Real Estate Economics
NCP3000 Appraisal Concepts
NCP4000 Real Estate Finance I
NCP5000 Real Estate Finance II
NCP6000 New York Salespersons’ License Pre-qualifying
NCP7000 Real Estate Law
NCP8000 Market Analysis
NCP9000 Sustainable Real Estate Development

ELECTIVE COURSES (alphabetical by course code)
Select seven courses from the following:

NCP1000 Introduction to Construction Management
NCP2000 Construction Methods and Technology
NCP5000 Cost Estimating and Control for Construction
NCPEL01 Real Estate Brokers Course
NCPEL05 Argus Real Estate Financial Analysis Software
NCPEL07 Selling Residential Co-Ops & Condos
NCPEL08 Originating & Underwriting Residential Loans
NCPEL09 Real Estate Investment Trusts
NCPEL10 Negotiating Commercial Leases
NCPEL11 Basic Real Estate Investment
NCPEL12 Affordable Housing and Non-Profit Community Development
NCPEL15 Real Estate Title Closing
NCPEL15A Notary Public Training
NCPEL16 Introduction to Sustainability & High Performance
NCPEL17 Zoning and Land Use in New York City
NCPEL19 Senior Housing
NCPEL24 Introduction to Design and Construction in New York City
NCPEL27 Dealing With Distressed Properties
NCPEL28 The Real Estate Transaction
NCPEL29 Sustainable Property Management
NCPEL30 Landlord-Tenant Relations and Law
NCPEL32 Real Estate Taxation
NCPEL34 Sustainability for Existing Buildings
NCPEL35 New Trends in Real Estate
NCPEL36 The New Rules in Mortgages
NCPEL37 Sustainable Project Management
NCPEL45 Real Estate Workouts
NCPEL47 Co-Ops & Condos, Legal & Administrative Issues
NCPEL48 Cooperative & Condominium Due Diligence
NCPEL49 Ethics 7.5
NCPEL55 Human Rights and Fair Housing
NCPEL56 Buyer Representation, Fair Housing & Ethics *CE Renewal special*
NCPEL57 Fair Housing 7.5
NCPEL58 Arbitration and Mediation for Real Estate Disputes
NCPEL59 Real Estate Negotiating
NCPEL75 Using Social Media for Real Estate Success
NCPEL80 Real Estate Licensee’s 32-Hour Remedial Course
NCPEL94 Introduction to Financial Calculators
NCAPS1 Appraisal Standards (USPAP)
NCPR5 Basic Appraisal Principles
NCPR6 Basic Appraisal Procedures
NCPR7 Residential Market Analysis/Highest & Best Use
NCPR8 Residential Appraiser Site Valuation and Cost Approach
NCPR9 Residential Sales Comparison and Income Approach
NCPR10 Residential Report Writing and Case Studies
NCPEL17 Zoning and Land Use in New York City
NCPEL19 Senior Housing
NCPEL24 Introduction to Design and Construction in New York City
NCPEL27 Dealing With Distressed Properties
NCPEL28 The Real Estate Transaction
NCPEL29 Sustainable Property Management
NCPEL30 Landlord-Tenant Relations and Law
NCPEL32 Real Estate Taxation
NCPEL34 Sustainability for Existing Buildings
NCPEL35 New Trends in Real Estate
CERTIFICATE IN SUSTAINABILITY

Certification in Sustainability requires successful completion of five required courses and three elective courses for a total special package cost of $2296.00. Students will gain a comprehensive understanding of the sustainability and green/energy conservation field to prepare them for both the LEED exam and the marketplace. *(Required coursework includes preparing for the U.S. Green Building Council LEED Green Associate exam which is the first step to eventual accreditation as a “LEED-AP” - Leadership in Energy and Environmental Design - Accredited Professional).*

Please note that courses may be added or deleted subsequent to the publication of the Catalog. Please refer to our website [http://www.baruch.cuny.edu/realestate](http://www.baruch.cuny.edu/realestate) for course descriptions, dates and links to course offerings.

REQUIRED COURSES *(alphabetical by course code)*
Select LEED Green Associate, plus one more LEED-AP course, and the three non-LEED required courses below

- **NCLEED101** LEED Green Associate – Exam Prep Overview
  *Test Preparation Overview for LEED-AP*

- **NCPLEED1** LEED-NC: New Construction & Major Renovation

- **NCPLEED2** LEED-CI: Commercial Interiors

- **NCPLEED3** LEED-EBOM: Existing Buildings, Operations & Maintenance

- **NCGP9040** Communications & Team Management

- **NCSP9010** Overview of Sustainability for the Building Industry

- **NCSP9018** Experience-Based Learning

ELECTIVE COURSES *(alphabetical by course code)*
Select three courses from the following:

- **NCP4000** Real Estate Finance I

- **NCP9000** Sustainable Real Estate Development

- **NCPEL29** Sustainable Property Management

- **NCPEL34** Sustainability for Existing Buildings

- **NCPEL37** Sustainable Project Management

- **NCSP9012** Sustainable Architecture

- **NCSP9014** Sustainable Construction

- **NCSP9016** Sustainable Engineering

- **NCSP9019** Sustainable Strategies and NY Sites

- **NCSP9020** Green Building Marketing

- **NCSP9021** Urban Sustainability – Making the Business Case
CERTIFICATE IN CONSTRUCTION MANAGEMENT

Certification in Construction Management requires successful completion of six required courses and three elective courses for a total special package cost of $3244.00.

Students will gain both onsite and in classroom instruction on managing a construction project from inception to completion. They will develop an understanding of the complex yet important aspects of the construction business; including laws, codes and design, and sustainability issues.

Please note that courses may be added or deleted subsequent to the publication of the Catalog. Please refer to our website http://www.baruch.cuny.edu/realestate for course descriptions, dates and links to course offerings.

REQUIRED COURSES (alphabetical by course code)

- **NCCP1000** Introduction to Construction Management (prerequisite for all CM courses)
- **NCCP9020** Contract Administration
- **NCCP9022** Construction Supervision
- **NCCP9024** Codes, Health, and Safety for Construction
- **NCCP9028** Experience-Based Learning
- **NCGP9040** Communications & Team Management

ELECTIVE COURSES (alphabetical by course code)

Select three courses from the following:

- **NCCP2000** Construction Methods & Technology
- **NCCP5000** Cost Estimating and Control for Construction
- **NCCP9026** Construction Contract Law and Practice
- **NCSP9010** Overview of Sustainability for the Building Industry
- **NCSP9014** Sustainable Construction

RELATED COURSES (optional)

- **NCPEL24** Design and Construction in NY
- **PWR3057** Introduction to Microsoft Project
CERTIFICATE IN FACILITIES MANAGEMENT

Certification in Facilities Management requires successful completion of seven required courses and two elective courses for a total special package cost of $3088.00. Students will gain a broad knowledge of the key principles and practical aspects of operating, maintaining, and managing residential and commercial facilities. Legal and financial matters as well as sustainable and experience-based learning will be covered in this program.

Please note that courses may be added or deleted subsequent to the publication of the Catalog. Please refer to our website http://www.baruch.cuny.edu/realestate for course descriptions, dates and links to course offerings (click on Course Information).

REQUIRED COURSES (alphabetical by course code)

NCFP9030  Introduction to Facilities Management
NCFP9032  Operations & Maintenance
NCFP9034  Codes, Health, and Safety for Facilities
NCFP9036  Facility Finance
NCFP9038  Experience-Based Learning
NCGP9040  Communications & Team Management
NCPLEED3  LEED-AP Test Preparation Overview for Existing Buildings

ELECTIVE COURSES (alphabetical by course code)

Select two courses from the following:

NCCP1000  Introduction to Construction Management
NCP5000  Real Estate Finance II
NCP7000  Real Estate Law
NCP9000  Sustainable Real Estate Development
NCPEL29  Sustainable Property Management
NCPEL34  Sustainability for Existing Buildings
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.

**PREREQUISITE:** None

**REAL ESTATE FINANCE I**
An Introductory Course; Reviews HP 12C financial calculator; sources of equity and debt; financial analysis; financial instruments; financial institutions; and key financial concepts.

**PREREQUISITE:** None

**NCP 4000-01**
8 SESSIONS (CE 22.5 HOURS) $495
Thurs, Jan. 7 – Feb. 25, 6:00PM-8:50PM

**NCP 4000-02**
8 SESSIONS (CE 22.5 HOURS) $495
Thurs, Apr. 8 – May 27, 6:00PM-8:50PM

**REAL ESTATE FINANCE II - NCP 5000-01**
7 SESSIONS (CE 22.5 HOURS) $495
Thurs, Mar. 4 – Apr. 22, 6:00PM-9:15PM
After an introduction on how to analyze, value, finance and invest in income-producing properties, students will prepare pro-forma analyses of various real estate investments; an invaluable experience which can be added to students’ career portfolios.

**PREREQUISITE:** Real Estate Finance I

**NEW YORK SALESPERSONS’ LICENSE PRE-QUALIFYING - NCP6000**
MULTIPLE SESSIONS (CE 75 HOURS) $525
This is the 78-Hour Salespersons’ License Pre-qualifying 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.

**TEXT:** New York Real Estate for Salespersons, 4th Ed., by Marcia Darwin Spada

**PREREQUISITE:** None

**AN OVERVIEW OF THE REAL ESTATE PROFESSION - NCP1000-01**
8 SESSIONS (CE 22.5 HOURS) $495
Tues, Jan. 5 – Feb. 23, 6:00PM-8:50PM
Students will be introduced to major areas of real estate, including different real estate types, contracts and agency relationships, the brokerage profession involving sales and leasing, valuation, tax advantages, appraisal, mortgages, management and development.

**PREREQUISITE:** None

**INTRODUCTION TO REAL ESTATE ECONOMICS - NCP 2000-01**
3 SESSIONS (CE 22.5 HOURS) $495
Sat, Mar. 27 – Apr. 17, 9:30AM-5:45PM
(No Class Apr. 3)
Students will explore current commercial and residential real estate market trends in the New York metropolitan region, including the five boroughs, Long Island, Westchester, and New Jersey.

**PREREQUISITE:** None

**APPRaisal CONCEPTS - NCP 3000-01**
8 SESSIONS (CE 22.5 HOURS) $495
Mon/Wed, Apr. 12 – May 5, 6:00PM-8:50PM
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

**PREREQUISITE:** None
NCP 6000-02
20 SESSIONS (CE 75 HOURS) $525
Tu/W/Th, Mar. 16 – May 4, 5:40PM-9:40PM
(No Class Tues 3/30)

NCP 6000-03
10 SESSIONS (CE 75 HOURS) $525
M/Tu/W/Th/F, Apr. 26 – May 7, 9:00AM-6:00PM
Accelerated Course

NCP 6000-04
20 SESSIONS (CE 75 HOURS) $525
Mon/Tue/Wed, Jan 19 – Mar 8, 5:40 PM-9:40 PM
(No Class Mon 2/15)

REAL ESTATE LAW - NCP 7000-01
8 SESSIONS (CE 22.5 HOURS) $495
Wed, Jan. 27 – Mar. 17, 6:00PM-8:50PM
Students will learn to identify key practices and skills in both residential and commercial real estate law. Topics will include an overview of real estate property legal concepts, real estate contracts, leases, real estate closings, plus a legal framework for landlord-tenant relations, co-ops and condos.
PREREQUISITE: None

MARKET ANALYSIS - NCP 8000-01
6 SESSIONS (CE 22.5 HOURS) $495
Thurs, Mar. 25 – Apr. 29, 6:00PM-9:45PM
Students will gain knowledge of the fundamental techniques of real estate market analysis, outlook on future rental rates and sales values, as well as techniques in marketing and sales of both commercial and residential properties. Topics include analysis of real estate portfolio performance, property forecasting, valuation presentation, and application of market analysis.
PREREQUISITE: None

SUSTAINABLE REAL ESTATE DEVELOPMENT
NCP 9000-01
8 SESSIONS (CE 22.5 HOURS) $495
Mon/Wed, Apr. 28 – May 24, 6:00PM-8:50PM
Students will explore the developer’s role concerning the development of commercial and residential buildings. Topics include building a team, site and market evaluation, alternative use analysis, acquisition, planning, financing, marketing, and exit strategies.
PREREQUISITE: None

REAL ESTATE BROKERS COURSE
This is the 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.
TEXT: New York Real Estate for Brokers, 4th Ed., by Marcia Darvin Spada
(TEXT MUST BE PURCHASED BEFORE CLASS)
PREREQUISITE: None

ARGUS REAL ESTATE FINANCIAL ANALYSIS SOFTWARE - NCP 10-01
4 SESSIONS (11.25 HOURS) $395
Tues, Mar. 2 – Mar. 23, 12:00PM-2:50PM
Students will have free access to the Continuing and Professional Studies computer lab in order to train hands-on with the analysis program prevalently used in the real estate industry. Students will study line-by-line lease and discounted cash flow analysis for office, retail, industrial or multifamily properties. Topics will include leasing assumptions, space absorption and property resale value. Capabilities include rate of return computation and presentation reports. This is not a New York State Continuing Education course.
PREREQUISITE: Open to real estate certificate program students only or by approval of Associate Director
SELLING RESIDENTIAL CO-OPS & CONDOS  
NCPEL07-01  
**2 SESSIONS (CE 11.25 HOURS) $325**  
Sat, Mar. 6 – Mar. 13, 9:00AM-3:00PM  
Students will learn the differences between co-ops and condos. How does a broker operate with sellers and buyers? Topics include qualifying buyers for a mortgage, renting versus buying, negotiating techniques, pricing properties, and techniques in marketing and sales. Students will understand the process of financing, the contract, and how to get to closing. Additional topics include collaborating with the brokerage community and conducting a market analysis. Ethical considerations will be covered as well as the assembling of a client’s board package.  
**PREREQUISITE:** None

ORIGINATING & UNDERWRITING RESIDENTIAL LOANS - NCPEL08-01  
**2 SESSIONS (CE 11.25 HOURS) $325**  
Sat/Sun, May. 1 – May. 2, 10:00AM - 4:00PM  
This is an overview of the residential mortgage process and how it fits into the real estate transaction. The course reviews the different residential property types and how to analyze the appraisal and building information for underwriting. Details underwriting and approving the borrower by credit profile, assets, and income. A complete discussion of different loan products and programs will allow students to understand how a buyer is qualified and the loan process. Students will leave with the knowledge of the residential mortgage process and what they can do in their capacity to make the deal move quickly and smoothly.  
**PREREQUISITE:** None

REAL ESTATE INVESTMENT TRUSTS  
NCPEL09-01  
**4 SESSIONS (CE 11.25 HOURS) $325**  
Mon/Wed, Jan. 4 – Jan. 13, 6:00PM-8:50PM  
Students will be given an in-depth look at REITs, an analysis of different investment instruments, and how the public capital markets impact real estate investments and equity portfolios.  
**PREREQUISITE:** None

NEGOTIATING COMMERCIAL LEASES  
NCPEL10-01  
**4 SESSIONS (CE 11.25 HOURS) $325**  
Wed, Apr. 14 – May 5, 10:00AM-12:50PM  
Students will be exposed to practical issues in real estate negotiations with a focus on the negotiation of commercial leases. Participants will examine the major lease clauses, including escalation, electricity riders and “takebacks,” use and occupancy, rent collections, and occupancy, rent collections, default, liens, possession, insurance, damage and destruction, assignment and subletting, bankruptcy, and special agreements.  
**PREREQUISITE:** None

BASIC REAL ESTATE INVESTMENT  
NCPEL11-01  
**2 SESSIONS (CE 11.25 HOURS) $325**  
Sat, Jan. 9 – Jan. 16, 9:00AM-2:50PM  
This course provides students with a practical review of the substantial information to be considered prior to making real estate investments. Students will be asked to choose the investment categories of interest to them. Foreclosures, 1031 tax-free exchanges, raw land, rental apartments, and most other real estate investment opportunities can be explored. The faculty seeks to provide the student with the guidance and experience necessary to make real estate an important part of their investment portfolio.  
**PREREQUISITE:** None

AFFORDABLE HOUSING AND NONPROFIT DEVELOPMENT - NCPEL14-01  
**4 SESSIONS (CE 11.25 HOURS) $325**  
Thurs, Feb. 25 – Mar. 18, 6:00PM-8:50PM  
Students will be provided a realistic overview of the federal, state and local programs that support housing and community development. Students will review case studies to understand all aspects of financing and program utilization, including fundamentals of tax credits.  
**PREREQUISITE:** None

REAL ESTATE TITLE CLOSING NCPEL15-01  
**2 SESSIONS (CE 11.25 HOURS) $395**  
Sat, Jan. 23 – Jan. 30, 9:00AM-4:50PM  
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. 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.

**PREREQUISITE:** None

**NOTARY PUBLIC TRAINING - NCPEL15A-01**  
**1 SESSION (7 HOURS) $100**  
Sat, Apr. 17, 9:00AM-4:50PM  
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.

**PREREQUISITE:** None

**ZONING AND LAND USE IN NYC NCPEL17-01**  
**5 SESSIONS (CE 11.25 HOURS) $325**  
Wed, Feb. 17 – Mar. 17, 10:00AM-12:15PM  
This course will provide students with a basic knowledge of land use planning and how various regulatory mechanisms guide development in New York City. The course will begin with an overview of planning discipline, with emphasis on land use planning. Current NYC land use and zoning practice will be placed within historical and broader geographical context; however, the assumption is that students are New Yorkers and will be best served by an understanding of NYC practice.

**PREREQUISITE:** None

**SENIOR HOUSING - NCPEL19-01**  
**4 SESSIONS (CE 11.25 HOURS) $325**  
Tues, May 4 – May 25, 6:00PM-8:50PM  
Students will take a look at profitable opportunities in the growing real estate business of providing housing for seniors. There will be discussions on the market for various forms of senior accommodation, and developing, financing and managing for senior residents.

**PREREQUISITE:** None

**DEALING WITH DISTRESSED PROPERTIES NCPEL27-01**  
**2 SESSIONS (CE 11.25 HOURS) $325**  
Sat, May 15 – May 22, 9:00AM-3:00PM  
Students will learn about analyzing and buying distressed properties, including foreclosures, defaulted mortgages, and other troubled real estates. They will complete the course with a full understanding of how to buy right and successfully turn around these diamonds in the rough.

**PREREQUISITE:** None

**THE REAL ESTATE TRANSACTION NCPEL28-01**  
**3 SESSIONS (CE 22.5 HOURS) $495**  
Fri/Sat/Sun, Jan. 8 – Jan. 10, 9:00AM - 5:15PM  
Students will take an inside look at how real estate transactions, sales, leases, and financing processes occur. Class work will include analyzing the critical pieces that must be in place for the deal to happen.

**PREREQUISITE:** None

**THE LANDLORD/TENANT RELATIONS & LAW - NCPEL30-01**  
**3 SESSIONS (CE 11.25 HOURS) $325**  
Wed, Jan. 6 – Jan. 20, 10:00AM-1:45PM  
Review of the laws and basic legal issues governing the rights and obligations of property owners and their tenants.

**PREREQUISITE:** None

**REAL ESTATE TAXATION - NCPEL32-01**  
**4 SESSIONS (11.25 HOURS) $325**  
Fri/Sat/Sun, Jan. 8 – Jan. 10, 9:00AM - 5:15PM  
Review of the unique position of real estate in the tax code. Course includes short sales, 1031 tax-free exchanges, air rights, and refinancing.

**PREREQUISITE:** None.
REAL ESTATE WORKOUTS - NCPEL45-01
4 SESSIONS (11.25 HOURS) $325
Wed, Feb. 17 – Mar. 10, 6:00PM-8:50PM
What happens when a real estate deal is in trouble? How do developers, owners, banks and lawyers try to “work-out” problems?
PREREQUISITE: None

COOPERATIVE AND CONDOMINIUM DUE DILIGENCE - NCPEL48-01
2 SESSIONS (4 HOURS) $150
Wed, Mar. 31 – Apr. 7, 6:00PM-8:00PM
Students with a background in real estate will learn the intricacies of a “due diligence” inquiry necessary to evaluate if a particular cooperative or condominium building is financially sound and well-managed. Covered topics will include financial statements, the importance and contents of a pre-contract “cooperative or condominium” questionnaire to be completed by the managing agent, the review of Board minutes, purchase and leasing requirements and timing issues, costs and fees, "quality of life" issues (ie-house rules, pet policies, common area usage, etc.) and building-related bank underwriting issues in the current mortgage market.
PREREQUISITE: Approval by Instructor

ETHICS
The learning objective of this course is to explore ethics in today’s world as it applies to real estate professionals. This course includes case studies exercises that targets agents that are operating in commercial and residential environments. Ethics does not apply to agents alone but applies to everyone such as property managers, appraisers, home inspectors, lenders and settlement agents. The objective of this course is to understand NAR Code of ethics, NAR Case study interpretation, current ethics issues and making ethical decisions.
PREREQUISITE: None

THE NEW RULES FOR MORTGAGES - NCPEL36-01
1 SESSION (3 HOURS) - $95
Mon, Feb. 1, 6:00PM-9:00PM
A year ago, buying a home was a relatively easy process: lower credit scores were no problem; minimal down payments were no obstacle; and with banks lending billions of dollars a week, refinancing was the talk of the town. In mid-2008, the mortgage industry imploded and the housing bubble burst nationwide. This three hour class will outline the new process for obtaining a mortgage, provide important tips on financing guidelines, qualifying for a loan, and locating the finest professionals to help guide you through a transaction. Students will leave with an understanding of the process and how to test their own qualifications for mortgage approval. Adjunct Professor and Author, Dale Robyn Siegel, will sign copies of her new book, “The New Rules for Mortgages”, at this one night seminar open to the Baruch community.
PREREQUISITE: None
CONCEPTS AND APPLICATIONS OF RETROFITTING LAW - NCPEL 50-01
4 SESSIONS (12 HOURS) $225
Tues, May 4 - 25, 5:40PM - 8:30PM
This course will help students understand the legal framework for retrofitting existing buildings for energy and water efficiency. Students will review federal, state and local laws regarding retrofitting requirements and incentives and will examine the application of those laws in relation to other areas of real estate ownership, construction and management such as transactional due diligence, leasing, insurance coverage and historic preservation.
PREREQUISITE: None

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: None

NCPEL55-01
1 SESSION (CE 3 HOURS) $95
Fri, Jan. 22, 12:00PM-3:00PM

NCPEL55-02
1 SESSION (CE 3 HOURS) $95
Sat, Mar. 27, 12:00PM-3:00PM

BUYER REPRESENTATION, FAIR HOUSING & ETHICS - SPECIAL RENEWAL CE
Buyer representation in today’s real estate market place has become a buyer’s choice. It is crucial that buyers seek the necessary representation to further their interest in engaging the marketplace. The learning objective of this course is to prepare agents in the buyer legal aspects of buyer representation. Explore the fair housing laws from historical perspectives and to understand and explore discrimination in advertising and other forms insensitive discriminatory behavior. Explore ethics in today’s world as it applies to real estate professionals. Understand NAR Code of ethics, NAR Case study interpretations, current ethics issues, and the process in making ethical decisions.
PREREQUISITE: None

NCPEL56-01
3 SESSIONS (CE 22.5 HOURS) $495
Tues/Wed/Thurs. Jan. 19 – Jan. 21, 9:00AM-5:30PM

NCPEL56-02
3 SESSIONS (CE 22.5 HOURS) $495
Tues/Wed/Thurs. Mar. 23 – Mar. 25, 9:00AM-5:30PM

NCPEL56-03
3 SESSIONS (CE 22.5 HOURS) $495
Tues/Wed/Thurs. May 18 – May 20, 9:00AM-5:30PM

FAIR HOUSING 7.5
The learning objective is to explore the fair housing laws from historical perspectives and to understand the historical development of residential segregation as it relates to Federal Housing Acts. To understand the Fair Housing Amendments Acts and the protected classes it protects. To explore discrimination in advertising and other forms insensitive discriminatory behavior and the enforcement role of the Justice Department, Federal Courts and Housing Urban Development (HUD).
PREREQUISITE: None

NCPEL57-01
1 SESSION (CE 7.5 HOURS) $200
Wed Feb 3, 9:00am-5:30pm

NCPEL57-02
1 SESSION (CE 7.5 HOURS) $200
Wed Apr 14, 9:00AM-5:30PM

ARBITRATION AND MEDIATION FOR REAL ESTATE DISPUTES - NCPEL58-01
4 SESSIONS (12 HOURS) $350
Mon/Wed, Mar 15 – Mar 24, 6:00PM-9:00PM
This course will define different types of ADR tools, and illustrate their uses in resolving disputes quickly and economically. The course will be useful to all real estate professionals and others involved in real estate use or ownership including brokers, owners, landlords, tenants, sellers and purchasers.
PREREQUISITE: None
REAL ESTATE NEGOTIATING - NCPEL59-01
8 SESSIONS (22.5 HOURS) $495
Wed, Mar. 24 – May 12, 6:00PM-8:50PM
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 them to be better prepared for their first job interview, buying and selling important items in their life, and enhance their abilities in the workplace.
PREREQUISITE: None

USING SOCIAL MEDIA FOR REAL ESTATE SUCCESS - NCPEL75-01
8 SESSIONS (22.5 HOURS) $495
Tues Feb. 2 – Mar. 30, 1:00PM-3:50PM
(No Class Mar. 9)
This course will prepare both new and seasoned real estate students to use social media tools to enhance their real estate business. Students will learn how to use social media to attract prospective clients, market their expertise on the web, and increase their search engine ranking. They will also learn how to avoid legal pitfalls. Topics include blogging, Twitter, Facebook, LinkedIn and YouTube.
PREREQUISITE: None

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.
TEXT: New York Real Estate for Salespersons, 4th Ed., by Marcia Darvin Spada
PREREQUISITE: 48-hour NYS Salespersons License
Pre-qualifying Course
NCPEL80-01
8 SESSIONS (CE 30 HOURS) $225
M/W/Th, Jan. 25 – Feb. 10, 5:40PM-9:40PM
NCPEL80-02
4 SESSIONS (CE 30 HOURS) $225
Sat/Sun, Apr. 10 – Apr. 18, 9:00AM-5:45PM
NCPEL80-03
4 SESSIONS (CE 30 HOURS) $225
M/T/W/Th, May 3 – May 6, 9:00AM-6:00PM
Accelerated Course

INTRODUCTION TO FINANCIAL CALCULATORS - NCPEL94-01
1 SESSION (3 HOURS) $100
Thurs, Jan. 7, 6:00PM-9:00PM
This course offers Training in the use of the HP 12-C Financial Calculator. It fulfills Finance and Development prerequisites. Please Note: This course is included in price of NCP4000/01 (Real Estate Finance I).
PREREQUISITE: None

SPECIAL INTEREST HOME INSPECTION LICENSING COURSE
NEW YORK HOME INSPECTION LICENSING
NCPEL46-01
35 SESSIONS (CE 140 HOURS) $2200
M/T/W/Th, Mar. 1 – Apr. 29, 5:40PM-9:40PM
(No Class Mar 29 – 30)
Module 1: Mar. 1 – Mar. 9, 5:40-9:50PM $412.50
Module 2: Mar. 10 – Mar. 18, 5:40-9:50PM $412.50
Module 3: Mar. 22 – Apr. 1, 5:40-9:50PM $412.50
Module 4: Apr. 5 – Apr. 13, 5:40-9:50PM $412.50
Module 5: Apr. 14 – Apr. 29, 5:40-9:50PM $550.00
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.
PREREQUISITE: None
APPRAISAL CONCEPTS - NCP3000-01
8 SESSIONS (CE 22.5 HOURS) $495
Mon/Wed, Apr. 12 – May 5, 6:00PM-8:50PM
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.
PREREQUISITE: None

BASIC APPRAISAL PRINCIPLES - NCPR5-01
5 SESSIONS (CE 30 HOURS) $495
Sun, Feb. 7 – Mar. 14, 9:00AM - 4:30PM
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.
PREREQUISITE: NCPEL 94-01 HP – 12C Calculator Required

RESIDENTIAL MARKET ANALYSIS/HIGHEST & BEST USE NCPR7-01
2 SESSIONS (CE 15 HOURS) $325
Sun, Mar. 7 – Mar. 14, 9:00AM-5:15PM
Identifying and analyzing market forces affecting buyers’ and sellers’ behavior is key to understanding and reporting values. This course is designed to give students the tools needed to properly collect and analyze market data. In addition, the theory of Highest and Best Use is reviewed. The two-step analysis along with the four tests for Highest and Best Use are covered in detail.
PREREQUISITE: None

RESIDENTIAL APPRAISER SITE VALUATION AND COST Approach NCPR8-01
2 SESSIONS (CE 15 HOURS) $325
Sun, Apr. 11 – Apr. 18, 9:00AM-5:15PM
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.
PREREQUISITE: None

RESIDENTIAL SALES COMPARISON AND INCOME APPROACH - NCPR9-01
10 SESSIONS (CE 30 HOURS) $495
Thurs, Feb 11 – Apr. 15, 10:45AM-2:30PM
This course helps students gain a basic understanding and knowledge of the residential sales comparison and income approaches. The course includes the valuation principles and procedures applicable to both approaches. With the aid of case studies, students will develop and apply the techniques for market analysis, including the application and use of matched pairs and capitalization rates and gross rent multipliers.
PREREQUISITE: None

RESIDENTIAL REPORT WRITING AND CASE STUDIES - NCPR10-01
2 SESSIONS (CE 15 HOURS) $325
Mon, Apr. 26 – May 3, 9:00AM-5:30PM
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.
PREREQUISITE: None
APPRAISAL STANDARDS USPAP - NCPAPS1-01
5 SESSIONS (CE 15 HOURS) $425
Tue, Feb. 23 – Mar. 23, 6:00PM-9:00PM
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. Please note: This course meets the New York State Real Estate Appraisal Licensure requirements and the Appraisal Institute requirements leading to MAI.

PREREQUISITE: None
SUSTAINABLE REAL ESTATE DEVELOPMENT
NCPEL16-01
4 SESSIONS (CE 22.5 HOURS) $495
Sat/Sun., Mar. 6 – Mar. 14, 10:00AM-4:15PM
This is an introduction to the rapidly growing field of “green” buildings which includes energy and water efficiency, the use of environmentally beneficial building materials, and sustainable real estate development.
PREREQUISITE: None

SUSTAINABLE PROPERTY MANAGEMENT
NCPEL29-01
8 SESSIONS (CE 22.5 HOURS) $495
Tue/Thurs., Apr. 29 – May 25, 6:00PM-8:50PM
Students will be introduced to the basic issues related to on-site property management agreements, budgeting and operating statements, marketing and leasing office space, tenant relations, rent collections, purchasing contracts, insurance, plant and energy management, security and emergency systems and labor relations.
PREREQUISITE: None

SUSTAINABILITY FOR EXISTING BUILDINGS - NCPEL34-01
2 SESSIONS (11.25 HOURS) $325
Mon., May 10 – May 17, 9:00AM-2:45PM
This course provides an in-depth evaluation of what owners and managers can do to make existing offices, apartment buildings and retail buildings more energy efficient, improve tenant comfort and generally improve performance.
PREREQUISITE: None

SUSTAINABLE PROJECT MANAGEMENT
NCPEL37-01
4 SESSIONS (15 HOURS) $395
Wed., Jan. 6 – Jan. 27, 6:00PM-9:45PM
This course is an introduction to Sustainable Project Management. It explores the practical issues of planning and documenting a sustainable project for the duration of the construction phase. The course will examine best practices for keeping track and documenting the costs of all the materials and resources used on the project in order that the total percentages of sustainable materials can be easily calculated. The course will present practical examples of methods used, using extensive case studies and documentation templates to equip students to manage and provide documentation to fulfill the requirements for the LEED rating system.
PREREQUISITE: None

FUNDAMENTALS OF SUSTAINABLE DESIGN CONSTRUCTION & DEVELOPMENT: AN OVERVIEW OF SUSTAINABILITY - NCSP9010-01
8 SESSIONS (22.5 HOURS) $495
Mon., Jan. 25 – Mar. 22, 6:15PM-9:05PM
(No Class Feb 15)
This course is an introduction to the field of Sustainable Design, Construction and Development for designers, builders and owners. It explores underlying issues as they impact the built environment, current green building practices, and emerging trends in the field. The class covers guidelines and rating systems including LEED; government initiatives, incentives, and impending code changes; the roles of the owner, project consultants, and building operators in a green building project; site selection, water, energy, and resource efficiency, commissioning, life cycle assessment, indoor environmental quality, and green building operations & management. The course draws extensively upon case studies.
PREREQUISITE: None

COMMUNICATIONS AND TEAM MANAGEMENT - NCGP9040-01
8 SESSIONS (22.5 HOURS) $495
Tues, Mar. 9 – May 4, 6:00PM - 8:50PM
(No Class Mar 30)
Students will be taught how to strengthen their speaking, writing, presentation, and Internet research skills; improve their ability to listen attentively and elicit information needed to interpret management, client, and stakeholder concerns; practice their negotiating skills; and learn techniques for conducting effective meetings.
PREREQUISITE: None

INTRODUCTION TO SUSTAINABILITY AND HIGH PERFORMANCE - NCPEL16-01
4 SESSIONS (CE 22.5 HOURS) $495
Sat/Sun., Mar. 6 – Mar. 14,10:00AM-4:15PM
This is an introduction to the rapidly growing field of “green” buildings which includes energy and water efficiency, the use of environmentally beneficial building materials, and sustainable real estate development.
PREREQUISITE: None
This course explores the methodologies of Construction Management for Sustainable Projects. The course will enable students to meet the challenges of green building construction and the benefits of constructing environmentally friendly, sustainable buildings. Topics include project management, field management, project delivery, documentation and risk. Case studies are implemented throughout the course and students will present sustainable procurement proposals individually and in teams.

**PREREQUISITE:** None

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**SUSTAINABLE STRATEGIES AND NY SITES - NCSP9019-01**

8 SESSIONS (22.5 HOURS) $495

Tue/Thu, Apr. 1 – Apr. 27, 6:00PM-8:50PM

Students explore Manhattan as a laboratory for discovery learning about sustainable practices. Visits to LEED registered projects are enriched by lectures, documentation, analysis and interactive exercises.

**PREREQUISITE:** None

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**GREEN BUILDING MARKETING - CSP9020-01**

8 SESSIONS (22.5 HOURS) $495

Tue, Feb. 2 – Mar. 23, 6:00PM-9:00PM

Students will evaluate residential and commercial green building principles and rating systems, such as LEED, through the lens of various marketing concepts. Concepts include personal sales, strategic partnerships, online and offline promotion, “old school” advertising techniques as well as new technology options. Specific emphasis will be placed on separating “green” from “greenwash” as well as the importance of “Ready, Fire, Aim” approaches in sales, leveraging the Internet, search engine optimization, online viral marketing and other concepts.

**PREREQUISITE:** None

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**URBAN SUSTAINABILITY – MAKING THE BUSINESS CASE - NCSP9021-01**

7 SESSION (14 HOURS) $325

Tues, Apr. 6 – May 18, 4:00PM-6:00PM

This course provides a business prospective to sustainable solutions for Commercial Residential, Hotels, Higher Education and Government assets. The (7) Seven-session class will identify practical and deployable energy conservation and energy creation equipment and solutions with cost benefits, risks, and returns. This class will offer a unique perspective on urban assets field challenges, returns on investments and the new laws/legislations that have and will affect solutions, property values and strategic implementation. On a case-by-case basis, the class will take real bills, data and audits and solutions to apply in order to save money (energy).

**PREREQUISITE:** None

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**LEED GREEN ASSOCIATE – EXAM PREP OVERVIEW - NCLEED1-01**

1 SESSION (7 HOURS) $300

Fri. Feb 5, 9:00AM-5:00PM

This interactive workshop engages students in learning best practices and valuable insights into the LEED 2009 (v3) rating systems and the Tier I, LEED Green Associate Exam. Topics include the LEED application process, synergistic opportunities, and the integrative approach to developing LEED registered Projects. Successful completion of this course qualifies participants to register for both the LEED Green Associate Exam and coursework for Tier II LEED AP+ credentials. The class meets in the Pergolis Sustainable Classroom for Real Estate Education at Baruch College.

**PREREQUISITE:** None
BUILDING DESIGN & CONSTRUCTION
NCPLEED1-01
1 SESSION (7 HOURS) $300
Fri., Mar. 5, 9:00AM-5:00PM
Formerly: New Construction and Major Renovations. This interactive workshop engages students in learning best practices and valuable insights into the LEED for New Construction and Major Renovations 2009 (v3) Rating System, the Tier II area of specialty of Green Building Design and Construction, and the LEED AP BD+C exam. The workshop connects principles with practices. Students learn to apply a holistic, integrative systems approach to teamwork on LEED registered projects. The class meets in the Pergolis Sustainable Classroom for Real Estate Education at Baruch College.
PREREQUISITE: LEED Green Associate - Exam Prep Overview

INTERIOR DESIGN & CONSTRUCTION
NCPLEED2-01
2 SESSIONS (7 HOURS) $300
Mon., Jan. 4- Jan 11, 5:30PM-9:00PM
Formerly: Commercial Interiors. This course introduces students to best practices for sustainable interior design. Course content covers the LEED for Commercial Interiors 2009 (v3) Rating System, the Tier II area of specialty of Interior Design & Construction, and the LEED AP ID+C exam. The course focuses on effective approaches and business practices that teams utilize in developing LEED registered projects. The class meets in the Pergolis Sustainable Classroom for Real Estate Education at Baruch College.
PREREQUISITE: LEED Green Associate - Exam Prep Overview

OPERATIONS & MAINTENANCE - NCPLEED3-01
1 SESSION (7 HOURS) $300
Fri., May 7, 9:30AM-5:00PM
Formerly: Existing Buildings, Operations and Maintenance. This course gives students an informative overview of best practices and valuable insights into the Existing Buildings: Operations & Maintenance LEED 2009 (v3) Rating System, the Tier II area of specialty of Operations & Maintenance, and the LEED AP O+M exam. The course focuses on orchestration of knowledge of systems, operations, and return on investment that teams utilize in developing LEED registered projects. The class meets in the Pergolis Sustainable Classroom for Real Estate Education at Baruch College.
PREREQUISITE: LEED Green Associate - Exam Prep Overview
INTRODUCTION TO CONSTRUCTION MANAGEMENT - NCCP1000-01
7 SESSIONS (22.5 HOURS) $495
Tues, Mar. 2 – Apr. 20, 6:00PM-9:15PM
(No Class Mar. 30)
This course provides an overview of the construction management process and the different professions involved in construction management.
PREREQUISITE: Approval by Instructor

CONSTRUCTION METHODS AND TECHNOLOGY - NCCP2000-01
3 SESSIONS (CE 22.5 HOURS) $495
Fri/Sat, Apr. 9 – Apr. 16, 9:00AM-5:15PM
This course provides an understanding of construction methods, building systems, 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: Introduction to Construction Management [NCCP1000]

COST ESTIMATING AND CONTROL FOR CONSTRUCTION - NCCP5000-01
3 SESSIONS (22.5 HOURS) $495
Fri/Sat, May 14 – May 21, 9:00AM-5:15PM
This course offers an introduction to professional cost estimating, starting with per square foot analysis and subcontract bids through system costs and specifications, as well as how to assure that costs stay under control and how to follow estimates.
PREREQUISITE: Introduction to Construction Management [NCCP1000]

CONTRACT ADMINISTRATION NCCP9020-01
3 SESSIONS (CE 22.5 HOURS) $495
Sat, Mar. 6 – Mar. 20, 9:30AM - 5:45PM
This course will teach students how to manage construction contracts and supervise the day-to-day activities at the construction site with a focus on sustainability. The course will survey numerous duties, from establishing a site office through construction closeout.
PREREQUISITE: None

CODES, HEALTH, AND SAFETY FOR CONSTRUCTION - NCCP9024-01
4 SESSIONS (22.5 HOURS) $495
Sat/Sun, May 15 – May 23, 10:00AM -4:15PM
This course will survey legal requirements and practices that protect health and safety on a construction site. How to work with building departments, how to minimize typical physical and environmental risks, legal liability, insurance, emergency response plans, and sustainable practices will be reviewed.
PREREQUISITE: None

CONSTRUCTION CONTRACT LAW AND PRACTICE - NCCP9026-01
8 SESSIONS (22.5 HOURS) $495
Thu, Mar 11 – Apr. 29, 5:40PM-8:30PM
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.
PREREQUISITE: Instructor Approval
INTRODUCTION TO DESIGN AND CONSTRUCTION IN NY - NCPEL24-01
4 SESSIONS (CE 22.5 HOURS) $495
Wed, Mar. 10 – Mar. 31, 10:00 AM-4:15 PM
From a real estate perspective, the course will provide an introduction to the design, approval and construction aspects of new development and building rehabilitation of properties in the New York region.
PREREQUISITE: None

FUNDAMENTALS OF SUSTAINABLE DESIGN CONSTRUCTION & DEVELOPMENT: AN OVERVIEW OF SUSTAINABILITY - NCSP9010-01
8 SESSIONS (22.5 HOURS) $495
Mon., Jan. 25 – Mar. 22, 6:15PM-9:05PM (No Class Feb 15)
This course is an introduction to the field of Sustainable Design, Construction and Development for designers, builders and owners. It explores underlying issues as they impact the built environment, current green building practices, and emerging trends in the field. The class covers guidelines and rating systems including LEED; government initiatives, incentives, and impending code changes; the roles of the owner, project consultants, and building operators in a green building project; site selection, water, energy, and resource efficiency, commissioning, life cycle assessment, indoor environmental quality, and green building operations & management. The course draws extensively upon case studies.
PREREQUISITE: None

SUSTAINABLE CONSTRUCTION - NCSP9014-01
8 SESSIONS (22.5 HOURS) $495
Mon, Apr. 5 – May 24, 6:00PM-8:50PM
This course explores the methodologies of Construction Management for Sustainable Projects. The course will enable students to meet the challenges of green building construction and the benefits of constructing environmentally friendly, sustainable buildings. Topics include project management, field management, project delivery, documentation and risk. Case studies are implemented throughout the course and students will present sustainable procurement proposals individually and in teams.
PREREQUISITE: None

COMMUNICATIONS AND TEAM MANAGEMENT - NCGP9040-01
8 SESSIONS (22.5 HOURS) $495
Tues, Mar. 9 – May 4, 6:00PM - 8:50PM (No Class Mar 30)
Students will be taught how to strengthen their speaking, writing, presentation, and Internet research skills; improve their ability to listen attentively and elicit information needed to interpret management, client, and stakeholder concerns; practice their negotiating skills; and learn techniques for conducting effective meetings.
PREREQUISITE: None
INTRODUCTION TO FACILITIES MANAGEMENT - NCFP9030-01
8 SESSIONS (CE 22.5 HOURS) $495
Tues, Jan. 5 – Feb 23, 6:00PM-8:50PM
Students will learn key principles and concepts, including building performance. Strategic skills required to influence corporate culture, leadership skills required to manage personnel and contractors, and tactical skill required to manage daily work will be stressed. Examples of innovative approaches will be shared.
PREREQUISITE: None

OPERATIONS AND MAINTENANCE - NCFP9032-01
8 SESSIONS (22.5 HOURS) $495
Tues, Mar. 2 – Apr. 27, 6:00PM-8:50PM
(No Class 3/30)
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.
PREREQUISITE: None

CODES, HEALTH, AND SAFETY FOR FACILITIES - NCFP9034-01
8 SESSIONS (22.5 HOURS) $495
Wed, Mar. 10 – Apr. 28, 6:00 PM-8:50 PM
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.
PREREQUISITE: None

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.
PREREQUISITE: NCFP9030

NCFP9036-01
3 SESSIONS (22.5 HOURS) $495
Sat, Mar. 6 – Mar. 20, 2010 9:00 AM - 5:00 PM

NCFP9036-02
8 SESSIONS (22.5 HOURS) $495
Thurs, Apr. 1 – May. 20, 6:00 PM - 8:50 PM

COMMUNICATIONS AND TEAM MANAGEMENT - NCGP9040-01
8 SESSIONS (22.5 HOURS) $495
Tues, Mar. 9 – May 4, 6:00PM - 8:50PM
(No Class Mar 30)
Students will be taught how to strengthen their speaking, writing, presentation, and Internet research skills; improve their ability to listen attentively and elicit information needed to interpret management, client, and stakeholder concerns; practice their negotiating skills; and learn techniques for conducting effective meetings.
PREREQUISITE: None

SUSTAINABLE PROPERTY MANAGEMENT - NCPEL29-01
8 SESSIONS (CE 22.5 HOURS) $495
Tues/Thurs, Apr. 29 – May 25, 6:00PM-8:50PM
Students will be introduced to the basic issues related to on-site property management agreements, budgeting and operating statements, marketing and leasing office space, tenant relations, rent collections, purchasing contracts, insurance, plant and energy management, security and emergency systems and labor relations.
PREREQUISITE: None

OPERATIONS & MAINTENANCE - NCPLEED3-01
1 SESSIONS (7 HOURS) $300
Fri, May 7, 9:30AM-5:00PM
Formerly: Existing Buildings, Operations and Maintenance. This course gives students an informative overview of best practices and valuable insights into the Existing Buildings: Operations & Maintenance LEED 2009 (v3) Rating System, the Tier II area of specialty of Operations & Maintenance, and the LEED AP O+M exam. The course focuses on orchestration of knowledge of systems, operations, and return on investment that teams utilize in developing LEED registered projects. The class meets in the Pergolis Sustainable Classroom for Real Estate Education at Baruch College.
PREREQUISITE: LEED Green Associate - Exam Prep Overview

Overview
The Steven L. Newman Real Estate Institute was established in 1995 at Baruch College with an endowment gift from William and Anita Newman in memory of their son, who, along with his father, worked in the field of real estate.

The Institute was created to provide a foundation for education and research concerned with real estate and urban development. It provides opportunities for students to prepare for careers in the industry, government, and not-for-profit institutions. Through these programs, the Newman Institute serves as a resource for professionals throughout the metropolitan New York region:

1. Professional Education
2. Research
3. Conferences
4. Publications

REGISTRATION
Please note registrations are accepted on a first-come, first-serve basis. No registration will be accepted until payment has been received. This requirement applies to all applicants. Register early for best course selection and availability.

MAIL REGISTRATION/IN-PERSON REGISTRATION:
In-Person Registration is available at the following offices:

The Steven L. Newman Real Estate Institute
137 East 22nd Street, Box C-0120, Room 305
New York, NY 10010
Continuing and Professional Studies
Baruch College
55 Lexington Avenue, B1-116

FAX REGISTRATION:
(646) 312-5101

TELEPHONE REGISTRATION:
(646) 312-5000

WEB REGISTRATION:
http://caps.baruch.cuny.edu

REGISTRATION FEES
There is a $50 registration fee for the Certificate Program payable in full upon initial registration. There is a standard registration fee of $25. All applicants who register on line or one month or more prior to the commencement of class will be eligible for the early bird registration fee of $15. The add/drop fee is $10 per class. There is an additional fee of $40 for all uncollectible checks. Registrations are processed by, and all discount and refund policies are in accordance with the policies of Baruch College’s Division of Continuing and Professional Studies. Discounts do not apply to all vouchers and government funds, and are applicable to the portion of tuition that is the student’s responsibility.

PAYMENT:
Payments can be made via VISA, MasterCard, American Express, money order or personal check payable to Baruch College.
Cash is accepted only at the bursar’s office, 151 East 25th Street, Room 810. Payment may also be made via the Internet at the CAPS Website: http://caps.baruch.cuny.edu

TUITION DISCOUNT POLICY
15% Undergraduate Students in the real estate program at Baruch College
15% All Baruch Alumni (with a current Alumni card)
15% All CUNY Administrators/Faculty
15% Senior citizens
15% Veterans

FINANCIAL AID-VOUCHERS
Some applicants to the Certificate Programs are eligible for various types of financial aid, including the Consortium for Workers Education, SEEDCO: www.seedco.org, workforce NY: www.workforcenewyork.org, the Sallie Mae Loan Program, and TERI Loans: designed for Continuing Education (for information: call 1800.255.TERI). Some employers reimburse students upon successful completion of courses.

REFUND POLICY
All refunds are done in compliance with the policies of CAPS. For information on the refund policy visit: http://www.baruch.cuny.edu/caps