Spring 2011 Course Schedule

COURSES AND CERTIFICATE PROGRAMS IN REAL ESTATE

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

New to the Field?

Register for our Principles of Real Estate Certificate with the bundled test prep course in order to be a more experienced real estate sales professional who is licensed and closer to becoming a broker! You will be better equipped to handle sales and therefore increase your chance of success.

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

Become a Construction Project Manager

Course Path

- Construction Management
- Construction Estimating
- Contract Law
- Fundamentals of Project Management
- Primavera
- choose 2 electives
  - Blueprint Reading
  - OSHA
  - Zoning Analysis

Become a Real Estate Property Manager

Course Path

- Facilities Management
- Construction Management
- Sustainable Property Mgmt.
- Legal & Administrative Issues in Multiple Dwelling Properties

Become a Real Estate Marketer

Course Path

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

Become a Real Estate Mortgage Broker

Course Path

- An Economic Perspective on Real Estate
- Principles of Real Estate Finance
- Principles of Real Estate Finance II
- Fundamentals of Real Estate Investment
- Understanding Your Financial Calculator
- Understanding the World of Real Estate Taxation
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
- 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

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:
- NCPF9030: Facilities Management
- NCCP1000: Construction Management
- NCPEL29: Sustainable Property Management
- NCPEL65: Legal & Administrative Issues in Multiple Dwelling Properties

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

Real Estate Construction Project Management Certificate

A basic knowledge of the field will be presented, along with the opportunity to 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
- NCPEL17: 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
- NCPEL29: 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 Principles Certificate

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

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

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

Real Estate 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 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
- NCPEL7501: Creating Your Own Brand Through Social Media

Electives (1):
- NCPEL0074: Essentials of Marketing Green Building
- NCPR0009: Residential Sales Comparison and Income Approach

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

NCCP200001 - $475.00
(8 Sessions) • Days: TUE
6:00 PM - 8:50 PM • 1/24 - 3/21

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: THU
6:00 PM - 8:50 PM • 1/27 - 3/17

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.

NCCP500001 - $475.00
(3 Sessions) • Days: FRI/SAT
9:00 AM - 5:30 PM • 1/21 - 1/22

NCCP500002 - $475.00
(8 Sessions) • Days: WED
6:00 PM - 8:50 PM • 3/2/ - 4/20

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.

NCCP902601 - $475.00
(8 Sessions) • Days: MON
6:00 PM - 8:50 PM • 1/24 - 3/21

Blueprint Reading

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 prospects for the future.

NCCP903001 - $475.00
(8 Sessions) • Days: MON
6:00 PM - 8:50 PM • 1/24 - 3/21

OSHA

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

NCCP903201 - $240.00
(4 Sessions) • Days: MON
6:00 PM - 8:50 PM • 1/24 - 2/14

NCCP903202 - $240.00
(2 Sessions) • Days: SAT
9:30 AM - 4:15 PM • 4/2 - 4/9

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.

NCCP903001 - $475.00
(8 Sessions) • Days: MON
6:00 PM - 8:50 PM • 1/24 - 3/21

NCCP903002 - $475.00
(8 Sessions) • Days: THU
6:00 PM - 8:50 PM • 3/24 - 5/12

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.

NCCP903201 - $475.00
(8 Sessions) • Days: WED
6:00 PM - 8:50 PM • 1/26 - 3/16

NCCP903202 - $475.00
(8 Sessions) • Days: TUE
6:00 PM - 8:50 PM • 2/15 - 4/12

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.

NCPF903401 - $475.00
(8 Sessions) • Days: TUE
6:00 PM - 8:50 PM • 1/25 - 2/22

NCPF903402 - $475.00
(8 Sessions) • Days: FRI
6:00 PM - 8:50 PM • 2/23 - 4/8

NCPF903403 - $475.00
(4 Sessions) • Days: SAT
9:30 AM - 4:15 PM • 3/19 - 4/9

Facility Finance

Students will learn how facility 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.

NCPF903601 - $475.00
(8 Sessions) • Days: MON
6:00 PM - 8:50 PM • 1/24 - 3/21

NCPF903602 - $475.00
(8 Sessions) • Days: WED
6:00 PM - 8:50 PM • 3/2 - 4/20

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: MON
6:00 PM - 8:50 PM • 1/24 - 3/21

NCP200002 - $475.00
(8 Sessions) • Days: TUE
6:00 PM - 8:50 PM • 3/22 - 5/17

Appraisal Concepts

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

### Real Estate Broker sponsorship for Licensure

Textbook: *New York Real Estate for Salespersons*, 4th Ed., by Marcia Darvin Spada (Text must be purchased before class.)

- **NCP600001** - $525.00
  - (20 Sessions) • Days: MON-THU
    - 5:30 PM - 9:30 PM • 1/24 - 2/28

- **NCP600002** - $525.00
  - (10 Sessions) • Days: SAT/SUN
    - 9:00 AM - 5:45 PM • 2/26 - 3/27

- **NCP600003** - $525.00
  - (10 Sessions) • Days: SAT-FRI
    - 9:00 AM - 5:45 PM • 3/14-3/25

- **NCP600004** - $525.00
  - (10 Sessions) • Days: SAT/SUN
    - 9:00 AM - 5:45 PM • 4/9-5/15

### Principles of Real Estate Finance I

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 decision-making. Students will be provided with a general understanding of how finance fits in with the larger picture of the economics of Real Estate.

- **NCP400001** - $475.00
  - (8 Sessions) • Days: THU
    - 6:00 PM - 8:50 PM • 1/27 - 3/17

- **NCP400002** - $475.00
  - (8 Sessions) • Days: WED
    - 6:00 PM - 8:50 PM • 3/23 - 5/11

### Principles of Real Estate Finance II

This course will build upon the knowledge acquired in Principles of Real Estate 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
    - 6:00 PM - 8:50 PM • 1/24 - 3/21

- **NCP500002** - $475.00
  - (8 Sessions) • Days: THU
    - 6:00 PM - 8:50 PM • 3/24 - 5/12

### New York Salespersons’ License Pre-qualifying

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. Textbook: *New York Real Estate for Salespersons*, 4th Ed., by Marcia Darvin Spada (Text must be purchased before class.)

- **NCP600001** - $525.00
  - (20 Sessions) • Days: MON-THU
    - 5:30 PM - 9:30 PM • 1/24 - 2/28

- **NCP600002** - $525.00
  - (10 Sessions) • Days: SAT/SUN
    - 9:00 AM - 5:45 PM • 2/26 - 3/27

### 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: THU
    - 6:00 PM - 8:50 PM • 1/27 - 3/17

- **NCP800002** - $475.00
  - (3 Sessions) • Days: SAT
    - 9:00 AM - 5:30 PM • 3/5 - 3/19

### Sustainable Real Estate Development

Students will explore the developer’s role concerning the development of commercial and residential building types. Topics include building a team, site and market evaluation, alternative use analysis, acquisition, planning, financing, marketing, and exit strategies. **Prerequisites:** Principles of Real Estate Finance I and II (NCP4000/NCP5000). Textbook: *Real Estate Development* by Mike E. Miles, et al

- **NCP900001** - $475.00
  - (8 Sessions) • Days: THU
    - 6:00 PM - 8:50 PM • 1/27-3/17

- **NCP900002** - $475.00
  - (8 Sessions) • Days: THU
    - 6:00 PM - 8:50 PM • 3/24 - 5/12

### 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.

- **NCPAP501** - $395.00
  - (5 Sessions) • Days: THU
    - 6:15 PM - 9:15 PM • 1/27 - 2/24

- **NCPAP502** - $395.00
  - (5 Sessions) • Days: THU
    - 6:15 PM - 9:15 PM • 3/3 - 3/31

### 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 license exam and meet the experience requirements when filing their license applications with the DOS.

- **NCPEL0101** - $495.00
  - (12 Sessions) • Days: WED
    - 6:00 PM - 10:00 PM • 1/26 - 4/13

- **NCPEL0102** - $495.00
  - (8 Sessions) • Days: SAT
    - 9:00 AM - 4:00 PM • 1/29 - 4/2

### Argus Real Estate Financial Analysis Software

Students will study line-by-line lease and discounted cash flow analysis for office, retail, industrial, or multifamily 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
    - 6:00 PM - 8:50 PM • 1/25 - 2/22

### 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 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.

- **NCPEL1001** - $325.00
  - (4 Sessions) • Days: MON
    - 6:00 PM - 8:50 PM • 1/24 - 2/14

### 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.

- **NCPEL15A01** - $100.00
  - (1 Session) • Days: SAT
    - 9:00 AM - 5:00 PM • 1/22

- **NCPEL15A02** - $100.00
  - (1 Session) • Days: SAT
    - 9:00 AM - 5:00 PM • 3/5

### Zoning Analysis and Land Use in New York City

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

- **NCPEL1701** - $325.00
  - (4 Sessions) • Days: MON
    - 6:00 PM - 8:50 PM • 1/24 - 2/14

### Sustainable Property Mgmt.

Learn how to manage properties sustainably. This course will cover topics critical for environmentally sound property management, including HVAC, water and energy systems. Insight into audits, green procurement and cleaning programs will also be reviewed, which will teach learners how to promote sustainable practices into their work environments.

- **NCPEL2901** - $475.00
  - (8 Sessions) • Days: THU
    - 6:00 PM - 8:50 PM • 1/27 - 3/17

### 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 • 1/29-2/5

### Land Use in New York City

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

- **NCPEL1701** - $325.00
  - (4 Sessions) • Days: MON
    - 6:00 PM - 8:50 PM • 1/24 - 2/14

### Sustainable Property Mgmt.

Learn how to manage properties sustainably. This course will cover topics critical for environmentally sound property management, including HVAC, water and energy systems. Insight into audits, green procurement and cleaning programs will also be reviewed, which will teach learners how to promote sustainable practices into their work environments.

- **NCPEL2901** - $475.00
  - (8 Sessions) • Days: THU
    - 6:00 PM - 8:50 PM • 1/27 - 3/17
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 multifamily properties. The specifics of co-ops 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.

NCPEL6590 - $240.00
(4 Sessions) • Days: THU
6:00 PM - 8:50 PM • 2/10 - 3/3

NCPEL6592 - $240.00
(4 Sessions) • Days: THU
6:00 PM - 8:50 PM • 4/7 - 4/28

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

NCPEL7401 - $475.00
(8 Sessions) • Days: MON
6:00 PM - 8:50 PM • 1/24 - 3/21

NCPEL7402 - $475.00
(8 Sessions) • Days: WED
6:00 PM - 8:50 PM • 3/2 - 4/20

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

NCPEL7501 - $475.00
(8 Sessions) • Days: TUE
6:00 PM - 8:50 PM • 1/25 - 3/22

NCPEL7502 - $475.00
(3 Sessions) • Days: SAT
9:00 AM - 5:30 PM • 3/5 - 3/19

Residential Appraiser Site Valuation and Cost Approach
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 toward the certificate in Real Estate Appraisal.

NCPR603 - $475.00
(10 Sessions) • Days: TUE/THU
6:15 PM - 9:15 PM • 1/24 - 3/31

NCPR602 - $475.00
(5 Sessions) • Days: SAT
9:00 AM - 4:00 PM • 2/26 - 3/26

Residential Appraiser Site Valuation and Cost Approach
Students will gain valuable insight and a working knowledge of the various theories and methodologies for arriving at residential site values and applying cost approach in everyday appraisal work.

NCPR801 - $325.00
(2 Sessions) • Days: MON
9:00 AM - 5:30 PM • 1/24 - 1/31

NCPR802 - $325.00
(2 Sessions) • Days: MON
9:00 AM - 5:30 PM • 4/4 - 4/11

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.

NCPR901 - $475.00
(10 Sessions) • Days: MON/WED
6:15 PM - 9:15 PM • 1/24 - 2/28

NCPR902 - $475.00
(10 Sessions) • Days: THU
6:15 PM - 9:15 PM • 1/27 - 3/31

NCPR903 - $475.00
(10 Sessions) • Days: TUE/THU
6:15 PM - 9:15 PM • 3/1 - 3/31

Green Principles and Practices
This course demystifies green jargon and gives scientific explanations of concepts like synergy, embodied energy, renewable versus sustainable, green power and global warming versus ozone depletion. Students will understand technologies like geothermal, fuel cells, PV versus 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.

NCRN1001 - $475.00
(8 Sessions) • Days: MON
6:00 PM - 8:50 PM • 1/24 - 3/21

Residential Appraiser Site Valuation and Cost Approach
Students will gain valuable insight and a working knowledge of the various theories and methodologies for arriving at residential site values and applying cost approach in everyday appraisal work.

NCPR801 - $325.00
(2 Sessions) • Days: MON
9:00 AM - 5:30 PM • 1/24 - 1/31

NCPR802 - $325.00
(2 Sessions) • Days: MON
9:00 AM - 5:30 PM • 4/4 - 4/11

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.

NCPR901 - $475.00
(10 Sessions) • Days: MON/WED
6:15 PM - 9:15 PM • 1/24 - 2/28

NCPR902 - $475.00
(10 Sessions) • Days: THU
6:15 PM - 9:15 PM • 1/27 - 3/31

NCPR903 - $475.00
(10 Sessions) • Days: TUE/THU
6:15 PM - 9:15 PM • 3/1 - 3/31

Green Principles and Practices
This course demystifies green jargon and gives scientific explanations of concepts like synergy, embodied energy, renewable versus sustainable, green power and global warming versus ozone depletion. Students will understand technologies like geothermal, fuel cells, PV versus 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.

NCRN1001 - $475.00
(8 Sessions) • Days: MON
6:00 PM - 8:50 PM • 1/24 - 3/21
Green Appraisal
The President of the Appraisal Institute recently compared green design to air conditioning: first a luxury, now a necessity. However, valuation of green properties has been a real challenge for appraisers. This course addresses the salient issues, including comparables, bank financing, calculating return on investment, life-cycle costing and more. Appraisers are provided with all available tools to inform their opinions of value on green properties.

NGRN000201 - $275.00
(1 Session) • Days: SAT
9:00 AM - 5:00 PM • 2/5 - 2/5

NGRN000202 - $275.00
(1 Session) • Days: SAT
9:00 AM - 5:00 PM • 3/5 - 3/5

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: MON
6:00 PM - 8:50 PM • 2/16 - 4/6

NGRN000302 - $475.00
(8 Sessions) • Days: TUE
6:30 PM - 8:50 PM • 1/14 - 2/18

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

NGRN000401 - $159.00
(1 Session) • Days: MON
6:00 PM - 8:30 PM • 6/14 - 6/14

NGRN000402 - $159.00
(1 Session) • Days: MON
6:00 PM - 8:30 PM • 3/14 - 3/14

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

NGRN000501 - $159.00
(1 Session) • Days: TUE
6:00 PM - 9:30 PM • 2/8 - 2/8

NGRN000502 - $159.00
(1 Session) • Days: TUE
6:00 PM - 9:30 PM • 3/15 - 3/15

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- or no-cost green measures.

NGRN000601 - $159.00
(1 Session) • Days: WED
6:00 PM - 9:30 PM • 2/9 - 2/9

NGRN000602 - $159.00
(1 Session) • Days: WED
6:00 PM - 9:30 PM • 3/16 - 3/16

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.