WORLD-CLASS CURRICULUM

PROFESSIONAL AND CONTINUING EDUCATION
NYS/ NJ LICENSE COURSES & CERTIFICATE PROGRAMS

- NY State Approved Continuing Education (CE) Courses
- New York Salesperson’s License
- New York Broker’s License
- New York Home Inspector’s License
- Real Estate Finance
- Real Estate Management
- Construction Project Management
- Real Estate Appraisals
- Facilities Management
- Real Estate Principles
- Individual and Customized Classes
- Open House Evenings
Welcome to Real Estate Education at The Steven L. Newman Real Estate Institute, Zicklin School of Business, Baruch College - CUNY.

The Steven L. Newman Real Estate Institute provides opportunities to working professionals who wish to enhance their credentials as well as to those who wish to explore the field. Our goal is to make sure every student has the training options, skills, knowledge, and professional support to make a successful transition from the classroom to the working environment. Our courses and certificate programs on a variety of topics are current, convenient, and affordable.

Our program instructors are industry leaders who are immersed in best practices in all areas of real estate and pay close attention to important market trends. We help provide the foundation to prepare students to build rewarding careers.

Our Real Estate Certificate Department is dedicated to providing a variety of career advisement opportunities to our students on an ongoing basis. I encourage you to visit our website (www.baruch.cuny.edu/realestate), come to one of our Open Houses, or call us to learn more about our certificate programs, New York State licensing & continuing education courses, and custom workshops.

We look forward to meeting you and to helping you navigate your educational journey here at The Institute. I am happy to answer your questions. Please call, email, or tweet me @NREInstitute.

Sincerely,
Maria T. Rivera, Associate Director
Maria.rivera@baruch.cuny.edu
646.660.6961

REAL ESTATE CAREER & EDUCATION EVENINGS

Wed - 1/20/2016  6:00pm - 7:00pm
Thurs - 2/18/2016  12:00pm - 1:00pm (Online)
Tues - 3/22/2016  6:00pm - 7:00pm

To RSVP, visit www.baruch.cuny.edu/realestate and click on Upcoming Open Houses.
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CERTIFICATE PROGRAMS & COURSE LISTINGS IN REAL ESTATE

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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

Sign-Up today for any of our courses or programs by visiting our website: www.baruch.cuny.edu/realestate or calling 646-312-5000.
For more information about our courses and/or programs, please contact Maria T. Rivera, Associate Director, Real Estate Education programs at 646.660.6961.
The Steven L. Newman Real Estate Institute has a variety of Continuing Education Courses this Spring that can help you meet your requirement. Below are just some of the courses that qualify for continuing education credit:

REGISTER TODAY for your Important Continuing Education Credits

Principles of Real Estate Finance

In this fundamental course in Real Estate Finance, learners will acquire an understanding of this specialty. Covered will be topics including valuation, investments, analysis, and 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. (CE 22.5 HRS)

NCP4000 - $475.00 ~ (8 Sessions) Days: MON/WED ~ 6:00 PM - 8:50 PM • 1/11 - 2/8

Construction Methods and Technology

This course provides an understanding of construction methods, building systems, and materials and equipment selection. It provides the construction manager with the knowledge required to communicate with the various design and construction entities on a project, including cost estimating, planning and scheduling. Topics include MEP and material descriptions, specifications and usage, construction techniques, and optimal economic selection of construction resources. (CE 22.5 HRS)

NCCP2000 - $475.00 ~ (3 Sessions) Days: SAT ~ 9:00 AM - 5:45 PM • 2/20 - 3/5

Learn more about these courses by viewing the Faculty videos on www.baruch.cuny.edu/realestate/professional-education/FacultyVideos.htm

Refer to pages 6-15 to see additional classes that qualify for Continuing education credits.

SIGN UP TODAY BY CALLING 646-312-5000

Be sure to visit our site regularly to view Continuing Education Course Offerings:

www.baruch.cuny.edu/realestate
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, government agencies 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
- Construction Management
- The Future of Blueprint Reading
- Construction Estimating
- Construction Contract Law
- Construction Project Management
- Primavera

Choose 2 Electives
- OSHA
- Zoning Analysis
- Construction Methods & Technology
- Fundamentals of Sustainable Design Construction and Development

Become a Real Estate Property Manager
- Facilities Management
- Construction Management
- Sustainable Property Mgmt.
- Legal & Administrative Issues in Multiple Dwelling Properties

Become a Facilities Manager
- Facilities Management
- Operations & Maintenance
- Codes, Health and Safety for Facilities
- Facility Finance

Choose 2 Electives
- Construction Management
- Legal Basics of Real Estate
- Sustainable Property Management

Become a Real Estate Mortgage Broker
- An Economic Perspective on Real Estate
- Principles of Real Estate Finance I
- 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
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:
NCFP9030: Facilities Management
NCCP1000: Construction Management
NCPEL29: Sustainable Property Management
NCPEL65: Legal & Administrative Issues in Multiple Dwelling Properties

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

○ 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
NCCP3000: Primavera
NCCP4000: Construction Project Management
NCCP5000: Construction Estimating
NCCP9026: Construction Contract Law
NCCP9030: The Future of Blueprint Reading

Elective (2):
NCCP2000: Construction Methods and Technology
NCCP9032: OSHA
NCS9010: Fundamentals of Sustainable Design Construction and Development
NCPEL17: Zoning Analysis and Land Use in NYC

If courses purchased individually: $3,125 / Certificate paid in full: $2,844
○ 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:
NCPR5: Basic Appraisal Principles
NCPR6: Basic Appraisal Procedures
NCPR7: Residential Market Analysis/Highest and Best Use
NCPR8: Residential Appraiser Site Valuation and Cost Approach
NCPR9: Residential Sales Comparison and Income Approach
NCPR10: Residential Report Writing and Case Studies
NCPAPS1: Appraisal Standards (USPAP)

If courses purchased individually: $2,720 / Certificate paid in full: $2,448

○ 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 I
NCPEL61: Understanding the Closing Process

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

○ 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: Facilities Management
NCFP9032: Operations & Maintenance
NCFP9034: Codes, Health, and Safety for Facilities
NCFP9036: Facility Finance

Electives (2):
NCCP1000: Construction Management
NCP7000: Legal Basics in Real Estate
NCPEL29: Sustainable Property Management

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

○ 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 I
NCPEL61: Understanding the Closing Process

If courses purchased individually: $2,140 / Certificate paid in full: $1,958
An Economic Perspective on Real Estate - NCP2000
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.

8 Sessions (CE 22.5 HRS) - $475.00
TUES/THUR 6:00 PM - 8:50 PM • 3/29 - 4/21

Principles of Real Estate Finance I - NCP4000
In this fundamental course, learners will acquire an understanding of this specialty. Topics covered include valuation, investments, analysis, and decision-making. Students will gain a general understanding of how finance fits in with the larger picture of the economics of real estate.

8 Sessions (CE 22.5 HRS) - $475.00
MON/WED 6:00 PM - 8:50 PM • 1/11 - 2/8

3 Sessions (CE 22.5 HRS) - $475.00
SAT 9:00 AM - 5:45 PM • 1/16 - 1/30

Principles of Real Estate Finance II - NCP5000
This course will build upon the knowledge acquired in Finance I to enhance students’ practical job-related finance skills. Students will gain the knowledge needed to understand income analysis, operating statements, pro forma analysis, capitalization rates, discount rates, return on investment, net operating income, debt and equity markets and conduits.

3 Sessions (CE 22.5 HRS) - $475.00
SAT 9:00 AM - 5:45 PM • 2/27 - 3/12

8 Sessions (CE 22.5 HRS) - $475.00
MON/WED 6:00 PM - 8:50 PM • 4/4 - 5/4

Fundamentals of Real Estate Investment - NCPEL11
This course examines the fundamental knowledge and skills necessary to enter the world of basic real estate investing. Topics covered include an overview of different real estate investment property types, relevant laws surrounding each, financing options and special concerns for investors and landlords. Students will further enhance their skills by utilizing case studies to examine the details of typical investment scenarios.

4 Sessions (CE 11.25 HRS) - $325.00
TUE/THUR 6:00 PM - 8:50 PM • 4/5 - 4/14

2 Sessions (CE 11.25 HRS) - $325.00
SAT/SUN 9:00 AM - 3:15 PM • 4/16 - 4/17

Understanding Your Financial Calculator - NCPEL94
Students will be given training in the use of the HP 12-C Financial Calculator to supplement their Real Estate finance skills. Students need to bring the HP 12-C Financial Calculator to class.

2 Sessions - $150.00
MON/WED 6:00 PM - 9:30 PM • 3/21 - 3/23

1 Session - $150.00
SAT 9:00 AM - 5:00 PM • 4/30

Understanding the World of Real Estate Taxation - NCPEL32
Students will be introduced to the variety of tax codes and procedures related to real estate. The course will examine the most common topics including income deductions, capital gains issues and strategies, 1031 Tax-Free Exchanges and refinancing. Additional emphasis will be placed on topics of particular relevance to today’s market such as air rights and short sales.

4 Sessions (CE 11.25 HRS) - $325.00
TUES/THUR 6:00 PM - 8:50 PM • 4/12 - 4/21

The Steven L. Newman Real Estate Finance Certificate Program provided me with valuable insight into the world of real estate. All of the professors worked in the industry and provided real-life experiences, case studies, and future tips that I could not get from reading a book.

Edward Robottom
Analyst, JPMorgan Asset Management
Facilities Management - NCFP9030
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.

8 Sessions (CE 22.5 HRS) - $475.00
TUE/THUR 6:00 PM - 8:50 PM • 1/26 - 2/18

3 Sessions (CE 22.5 HRS) - $475.00
SAT/SUN 9:00 AM - 5:45 PM • 3/12 - 3/19

Construction Management - NCCP1000
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.

3 Sessions - $475.00
SAT 9:00 AM - 5:45 PM • 1/2 - 1/16

8 Sessions - $475.00
TUE/THUR 6:00 PM - 8:50 PM • 1/5 - 1/28

Sustainable Property Management - NCPEL29
Learn how to manage properties sustainably. This course covers topics critical for environmentally sound property management, including air, waste, water, and energy systems. Insight into audits, green procurement, and cleaning programs will also be reviewed, enabling learners to have knowledge of how to promote sustainable practices into their work environments.

8 Sessions - $475.00
MON/WED 6:00 PM - 8:50 PM • 3/28 - 4/20

Legal and Administrative Issues in Multiple Dwelling Properties - NCPEL65
The goal of this course is to present participants with the legal and administrative knowledge necessary for the management of multi-dwelling properties. The specifics of 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.

4 Sessions - $240.00
WED 6:00 PM - 8:50 PM • 3/2 - 3/23

I just completed my last class, Sustainable Property Management on Monday, July 9th and received an A for this class. I really enjoyed the courses and I thank all of you for your assistance during the past 6 months. I most likely will take more courses in the future and look forward to seeing you all again.

Steve Myricks
Director of Facilities Administration & Real Estate Management
The Steven L. Newman Real Estate Institute made my educational experience as easy as “1, 2, and 3”. I found, (1) the course work relevant to my industry and sufficient to upgrade my skills set; (2) the convenience of week-nights and weekend class schedules; (3) most of all, the sincere care and concern for my receiving what I came for in knowledge. As an additional bonus, I received the benefit of the faculty’s real-world experience passed on to me, and others. Thank you! I will see you again soon for my next knowledge tune-up.

Hhans C. Sandiford
President

**REQUIRED COURSES**

- **Construction Management - NCCP1000**
  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.

  - 3 Sessions - $475.00
  - SAT 9:00 AM - 5:45 PM • 1/2 - 1/16

- **The Future of Blueprint Reading - NCCP9030**
  The word “blueprint” makes us think of white line drawings on a deep blue background showing beautiful old buildings, or ships, or historic city plans. This introductory course visits the development of blueprints within the construction industry, and shows the student what to expect in a contemporary construction drawing set, and how to understand scale and symbols in drawings. There is hands-on experience with drawing simple scaled drawings. The later lessons in this course review the place of CADD and more advanced 3-D and intelligent building modeling as “blueprints” morph in the world of e-technology.

  - 8 Sessions - $475.00
  - MON/WED 6:00 PM - 8:50 PM • 1/5 - 1/28

- **Construction Estimating - NCCP5000**
  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.

  - 3 Sessions - $475.00
  - SAT 9:00 AM - 5:45 PM • 3/5 - 3/19

  - 8 Sessions - $475.00
  - MON/WED 6:00 PM - 8:50 PM • 4/4 - 4/27

- **Construction Contract Law and Practices - NCCP9026**
  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.

  - 3 Sessions - $475.00
  - SAT/SUN 9:00 AM - 5:45 PM • 1/30 - 2/6

  - 8 Sessions - $475.00
  - TUE/THUR 6:00 PM - 8:50 PM • 2/16 - 3/10
Using this project management software, students will learn how to manage projects virtually. From project conception through implementation, learners will acquire the skill set necessary for tracking accountability, costs, relationships and performance. Prerequisite - Construction Project Management.

3 Sessions - $475.00
SAT 9:00 AM - 5:45 PM • 2/13 - 2/27

8 Sessions - $475.00
MON/WED 6:00 PM - 8:50 PM • 3/7 - 3/30

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. Prerequisite - Construction Management.

3 Sessions - $475.00
SAT 9:00 AM - 5:45 PM • 1/23 - 2/6

8 Sessions - $475.00
WED 6:00 PM - 8:50 PM • 3/7 - 3/30

This course provides an understanding of construction methods, building systems, and materials and equipment selection. It provides the construction manager with the knowledge required to communicate with the various design and construction entities on a project, including cost estimating, planning and scheduling. Topics include MEP and material descriptions, specifications and usage, construction techniques, and optimal economic selection of construction resources.

3 Sessions (CE 22.5 HRS) - $475.00
SAT 9:00 AM - 5:45 PM • 2/20 - 3/5

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

2 Sessions - $240.00
FRI 6:00 PM - 9:45 PM
SAT 9:00 AM - 5:45 PM
1/22 - 1/23

3 Sessions - $240.00
TUE/WED/THUR 6:00 PM - 9:45 PM
3/22 - 2/24

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

4 Sessions (CE 11.25 HRS) - $325.00
TUE/THUR 6:00 PM - 8:50 PM • 1/12 - 1/21

2 Sessions (CE 11.25 HRS) - $325.00
SAT 9:00 AM - 3:40 PM • 2/20 - 2/27

This course is an introduction to the field of Sustainable Design, Construction and Development for designers, builders and owners. The course 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 and management. The course draws extensively upon case studies.

8 Sessions - $495.00
THUR 6:00 PM - 8:50 PM • 2/18 - 4/7
O FACILITIES MANAGEMENT CERTIFICATE

“Just wanted to write to let you know how much I am enjoying the Facilities Management Certificate Program. I am finishing up my third course in Sustainability and have taken Operations and Maintenance and Real Estate Law. Every course has been filled with so much information, the teachers are wonderful and really know their material.

Monique Heller
Administrative Coordinator

REQUİRED COURSES

- Facilities Management - NCFP9030
  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.
  8 Sessions (CE 22.5 HRS) - $475.00
  TUE/THUR 6:00 PM - 8:50 PM • 1/26 - 2/18

- Operations and Maintenance - NCFP9032
  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, and options for converting to renewable energy.
  8 Sessions - $475.00
  TUES/THUR 6:00 PM - 8:50 PM • 3/1 - 3/24

- Codes, Health, and Safety for Facilities - NCFP9034
  This course will examine legal requirements and physical factors that promote safe and 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.
  3 Sessions - $525.00
  SAT/SUN 9:00 AM - 5:45 PM • 2/20 - 2/27

- Facility Finance - NCFP9036
  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.
  8 Sessions - $475.00
  MON/WED 6:00 PM - 8:50 PM • 2/29 - 3/23

  3 Sessions - $475.00
  SAT 9:00 AM - 5:45 PM • 4/2 - 4/16
Construction Management - NCCP1000
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.

3 Sessions - $475.00
SAT 9:00 AM - 5:45 PM • 1/2 - 1/16

8 Sessions - $475.00
TUE/THUR 6:00 PM - 8:50 PM • 1/5 - 1/28

Legal Basics in Real Estate - NCP7000
Designed to inform learners about the legal basics of real estate, this course emphasizes both residential and commercial law. Special attention will be paid to landlord-tenant relations, co-ops and condos, real property, leases, closings, and contracts, themes that will help students make informed decisions when evaluating contracts and other transactions.

3 Sessions (CE 22.5 HRS) - $475.00
SAT/SUN 9:00 AM - 5:45 PM • 1/23 - 1/30

8 Sessions (CE 22.5 HRS) - $475.00
TUES/THUR 6:00 PM - 8:50 PM • 3/29 - 4/26

Sustainable Property Management - NCPEL29
Learn how to manage properties sustainably. This course covers topics critical for environmentally sound property management, including air, waste, water, and energy systems. Insight into audits, green procurement, and cleaning programs will also be reviewed, enabling learners to have knowledge of how to promote sustainable practices into their work environments.

8 Sessions - $475.00
MON/WED 6:00 PM - 8:50 PM • 3/28 - 4/20
REAL ESTATE PRINCIPLES

Real Estate Fundamentals - NCP1000
In this introduction to the world of real estate, the class will cover fundamental topics of the field. From property rights, titles and encumbrances, to legal considerations, contracts, concepts of brokerage and financing, learners will be able to discuss the basic elements of the industry and, particularly, New York State. This course is geared for individuals who wish to enter the profession, regardless of the particular career track they may wish to follow.

8 Sessions (CE 22.5 HRS) - $475.00
MON/WED 6:00 PM - 8:50 PM • 1/25 - 2/22

Legal Basics in Real Estate - NCP7000
Designed to inform learners about the legal basics of real estate, this course emphasizes both residential and commercial law. Special attention will be paid to landlord-tenant relations, co-ops and condos, real property, leases, closings, and contracts, themes that will help students make informed decisions when evaluating contracts and other transactions.

3 Sessions (CE 22.5 HRS) - $475.00
SAT/SUN 9:00 AM - 5:45 PM • 1/23 - 1/30

Managing Property - NCP2500
This course will cover the real property processes and specialized project management techniques. This broad treatment of the course is designed to challenge the course participant with improving basic knowledge and skills required to function as a manager with such understanding of financial statements, green building technology, landlord policies, contractual obligations, diverse leases, lease negotiation, public and tenant relations including the basic technical aspects of maintenance and operations. Emphasis is on the practical application of asset and property management principles.

3 Sessions - $475.00
SAT/SUN 9:00 AM - 5:45 PM • 2/20 - 2/27

Principles of Real Estate Finance I - NCP4000
In this fundamental course, learners will acquire an understanding of this specialty. Topics covered include valuation, investments, analysis, and decision-making. Students will gain a general understanding of how finance fits in with the larger picture of the economics of real estate.

8 Sessions (CE 22.5 HRS) - $475.00
MON/WED 6:00 PM - 8:50 PM • 1/11 - 2/8

3 Sessions (CE 22.5 HRS) - $475.00
SAT 9:00 AM - 5:45 PM • 1/16 - 1/30

Understanding the Closing Process - NCPEL61
From the initial offer through the closing appointment, this course will cover what learners need to know in reference to this most critical of transactions. Specific topics including title checks, contingencies, and mortgages will be reviewed. Discussions also include documentation and final arrangements for successful transactions.

4 Sessions - $240.00
TUES/THUR 6:00 PM - 8:50 PM • 2/16 - 2/25

As a Property Manager I knew I needed to get some credentials to support my experience of seven years in Real Estate and that’s why I registered at The Steven L. Newman Real Estate Institute. Being in this program has been one of the best decisions I have made in my professional life: it helped me get a better job and I am happier than ever.

Cecelia Salame
Property Manager
● **Basic Appraisal Principles - NCPR5**
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.

5 Sessions (CE 30 HRS) - $450.00
SAT 10:00 AM - 4:30 PM 1/16 - 2/13

● **Basic Appraisal Procedures - NCPR6**
Overview of real estate appraisal approaches to value, valuation procedures, property description, residential applications, commercial applications, improvement construction, home inspection, and appraisal math. Through theory and examples, the course offers practical application of appraisal procedures. Exam on last day of class.

6 Sessions (CE 30 HRS) - $450.00
FRI/SAT 10:00 AM - 4:30 PM 2/19 - 3/4

● **Residential Market Analysis/Highest and Best Use - NCPR7**
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.

(CE 15 HRS) - $325.00
OFFERING IN THE SUMMER

● **Residential Appraiser Site Valuation and Cost Approach - NCPR8**
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.

(CE 15 HRS) - $325.00
OFFERING IN THE SUMMER

● **Residential Sales Comparison and Income Approach – NCPR9**
Gain a basic understanding and knowledge of the residential sales comparison and income approaches. This course includes the valuation principles and procedures applicable to both approaches. Students will enhance their market analysis skills through the hands-on application of principles of both approaches through the use of exercises and case studies.

(CE 30 HRS) - $450.00
OFFERING IN THE SUMMER

● **Residential Report Writing and Case Studies - NCPR10**
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.

(CE 15 HRS) - $325.00
OFFERING IN THE SUMMER

“**The absolute best part of the program was how helpful the staff was about making sure you were in the right classes and how helpful they were keeping us updated on the status of classes. The next great quality of the program is that the education comes from a reputable school. Having the Baruch College name on your resume definitely carries way more weight.**

Greg Valvo
Licensed Real Estate Appraiser Assistant
Appraisal Standards (USPAP) - NCPAPS1
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.

2 Sessions (CE 15 HRS) - $395.00
SAT/SUN 9:00 AM - 5:45 PM • 3/5 - 3/6

NEW YORK REAL ESTATE LICENSE COURSES

New York Salespersons’ License Pre-qualifying - NCP6000
78-Hour Salespersons’ License Prequalifying Course. School exam is given during the final three hours. Students must also pass the New York State Department of State licensing exam and obtain Real Estate Broker sponsorship for licensure.

10 Sessions (CE 78 HRS) - $475.00
MON - FRI 9:00 AM - 5:45 PM • 1/25 - 2/5

20 Sessions (CE 78 HRS) - $475.00
TUES/WED/THUR 5:45 PM - 9:40 PM • 1/5 - 2/17

10 Sessions (CE 78 HRS) - $475.00
SAT/SUN 9:00 AM - 5:45 PM • 1/23 - 2/21

Real Estate Brokers Course - NCPEL01
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 applications with the DOS.

9 Sessions (CE 48 HRS) - $475.00
FRI 9:00 AM - 3:20 PM • 3/4 - 5/6

Real Estate Licensee’s 32-Hour Remedial Course - NCPEL80
New York State Department of State required course for real estate salesperson license applicants that did not obtain a salesperson’s license prior to June 30, 2008. The course is also required for real estate broker license applicants who completed only a 48-hour (not 78-hour) salesperson’s pre-qualifying course. Course requires thirty hours of instruction plus a two-hour exam. Prerequisite: 48-hour NYS Salespersons License Pre-qualifying Course.

8 Sessions (CE 32 HRS) - $225.00
TUES/WED/THUR 5:45 PM - 9:40 PM • 2/2 - 2/17

New York Home Inspection Licensing - NCPEL46
This course meets the New York State requirement for a Home Inspector License. The first 100 hours of this class focus on environmental concerns. The final 40 hours will be allocated to field work.

31 Sessions (CE 140 HRS) - $2,200.00
THUR/FRI/SAT • 1/21 - 3/19
THUR/FRI 7:00 PM - 10:00 PM
SAT 8:30 AM - 6:00 PM

Human Rights and Fair Housing - NCPEL55
New York State Department requires human rights and fair housing training for real estate salespersons and brokers. As of July 1, 2008, all real estate licensees must complete three hours of human rights and fair housing training to renew their real estate licenses. Class time is considered part of the mandatory 22.5-hour continuing education licensees are required to complete every two years. Prerequisite: NYS Real Estate Salesperson’s or Broker’s License Text: Course Handouts/Internet Downloads.

1 Session (CE 3 HRS) - FREE
THUR 6:00 PM - 9:00 PM • 1/28
**ADDITIONAL REAL ESTATE COURSE OPTIONS**

**Notary Public Training - NCPEL15A**
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.

1 Session - $75.00
SAT 9:00 AM - 5:15 PM • 4/2

**Argus Real Estate Financial Analysis Software - NCPEL05**
Students will study line-by-line lease and discounted cash flow analysis for office, retail, industrial, or multifamily dwellings. Topics include leasing assumptions, space absorption and property resale value. Capabilities include rate of return computation and presentation reports.

4 Sessions (CE 11.25 HRS) - $349.00
TUES/THURS 6:00 PM - 8:50 PM • 1/19 - 1/28

4 Sessions (CE 11.25 HRS) - $349.00
TUES/THUR 6:00 PM - 8:50 PM • 2/16 - 2/25

**Real Estate Title Closing – NCPEL15**
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.

2 Sessions (CE 14 Hours) - $325.00
SAT 9:00 AM - 5:15 PM • 3/12 - 3/19

**Principles of Real Estate Capital Markets - NCPEL101**
This course introduces the interplay between Commercial Real Estate investments and the providers of Debt and Equity Capital. We will focus on money flows from the Capital Markets to Commercial Real Estate, and the various factors influencing the availability and cost of capital. We will also examine the major public market participants (both providers and users of capital), concentrating on Real Estate Investment Trusts and Commercial Mortgage Backed Securities (CMBS), as well as the national and global factors affecting the capital markets currently. Prerequisites: Principles of Real Estate Finance or Fundamentals of Real Estate Investment, or equivalent work experience.

3 Sessions - $475.00
SAT 9:00 AM - 5:15 PM • 3/2 - 3/15

**How EB5 Programs Finance Real Estate Projects - NCPEL85**
Overall understanding of Employment-Based Immigration: Fifth Preference (EB-5). Topics include: Understanding the Fifth Preference Category (EB-5), What are the legal requirements and challenges of EB-5? Feasibility & SEC, Raising capital and Recent Developments.

6 Sessions – $250.00 (online)
TUES/WED/THUR 6:00 PM - 7:55 PM • 3/1 - 3/10

**LEED Green Associate – NGRN0008**
Leadership in Energy & Environmental Design (LEED) is a point system for rating green buildings developed by U.S. Green Building Council. Individuals may obtain a certificate demonstrating their mastery of green principles by passing a challenging 3rd party Green Associate test administered by Green Building Certification Institute. To qualify for the test, candidates must have experience in a related green career OR take a course in green building principles.

4 Sessions - $419.00
TUES/THUR 5:45PM - 9:45 PM • 3/15 - 4/5
Introduction to Environmental Health Hazards - NCPEL103
This course is designed to introduce and familiarize real estate professionals with current issues involved with asbestos, lead, mold and radon in commercial, institutional and residential structures. Property transfer practices now include specific procedures and practices for disclosure and recordkeeping for the presence of environmental health hazards. Students will become familiar with these standard practices, as well as the regulatory infrastructure associated with the issues and services that exist to respond to the need.

1 Session - $80.00
SUN 9:00 AM - 5:45 PM • 2/28

LEED Green Associate- Exam Prep Overview - NGRN001A
This interactive workshop engages students in learning best practices and valuable insights into the LEED v4 rating system and the Tier I, LEED Green Associate Exam. Topics include the LEED application process, Task Domains, Knowledge Domains, synergistic opportunities, and the integrative approach to developing LEED registered Projects. Successful completion of this course assists participants in preparing to pass the current v4 LEED Green Associate Exam.

1 Session - $300.00
FRI 9:00 AM - 5:15 PM • 3/11

Sustainable Real Estate Development - NCP9000
This course will focus on and provide all the skills necessary to pursue a career as a title closer or a 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.

3 Sessions (CE 22.5 Hours ) - $475.00
SAT 9:00AM - 5:45PM, 3/5-3/19

About Baruch College:
Baruch College is a senior college in the City University of New York (CUNY) with a total enrollment of more than 17,000 students, who represent 160 countries and speak more than 100 languages. Ranked among the top 15% of U.S. colleges and the No. 4 public regional university, Baruch College is regularly recognized as among the most ethnically diverse colleges in the country. As a public institution with a tradition of academic excellence, Baruch College offers accessibility and opportunity for students from every corner of New York City and from around the world. For more about Baruch College, go to http://www.baruch.cuny.edu/.
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:

- Professional Education
- Research
- Conferences
- Publications

BARUCH COLLEGE

Mitchel B. Wallerstein, Ph.D.
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Yildiray Yildirim, Ph.D.
Chair, William Newman Department of Real Estate, William Newman Chair in Real Estate
Zicklin School of Business
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THE STEVEN L. NEWMAN REAL ESTATE INSTITUTE

William Newman
Founding Chair, Board of Advisors
The Steven L. Newman Real Estate Institute

Richard Pergolis
Co-Chair, Board of Advisors
The Steven L. Newman Real Estate Institute

Yildiray Yildirim, Ph.D.
Director
The Steven L. Newman Real Estate Institute

Maria T. Rivera
Associate Director
Real Estate Education Programs
The Steven L. Newman Real Estate Institute

GENERAL INFORMATION & ADMINISTRATIVE POLICIES

COURSE CANCELLATION POLICY

The Steven L. Newman Real Estate Institute maintains the right to cancel courses, adjust curricula and class hours, close facilities, substitute instructors, change class locations or limit enrollment. In the event that a course must be cancelled, each student may transfer to another course or section with tuition adjustment; receive a credit or a full refund.

TUITION

Students may pay in full for the program upon registration. Students may also proceed on a pay-as-you-go basis, paying the cost for each course as they register. Students wishing to take individual courses may do so without enrolling in the Certificate Program. Students should refer to the current brochure for costs.

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:

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 $25 registration fee for the Certificate Program payable in full upon initial registration. There is a standard registration fee of $25. 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, or money order payable to Baruch College. 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%  Baruch Alumni (with a current Alumni receipt or dues letter)
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. 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