



Broker College
EDUCATING LIFE'S ADVISORS™



Real Estate Pre-Licensing & Continuing Education

Education Catalog

Catalog Number 101, November 2004

Broker College
Educating Life's Advisors

Approved and Regulated by Colorado Department of Higher Education, Private Occupational School Board

Education Catalog

Real Estate

Pre-Licensing

Continuing Education

Catalog Number 101, November 2004

Broker College, LLC
11152 Huron Street, Suite 207
Northglenn, CO 80234
(303) 641-8377
www.brokercollege.com
info@brokercollege.com

Table of Contents

Introduction and Ownership of the School	5
Faculty Members	5
Office Hours	5
School Calendar/Class Schedule	5
Entrance Requirements	5
Postponement of Start Date	5
Enrollment Procedures	5
Programs/Courses Offered	6
RE-101 Colorado Real Estate Pre-Licensing Course	6
Grading Policy	6
Attendance Requirements	6
Progress Policy	6
Refund Policy	6
Conduct Policy	7
Dismissal	7
Student Complaints	7
Facilities	7
Previous Credits	7
Transferability of Broker College Courses	8
Placement Assistance	8
Colorado Real Estate Exam Information	8
Continuing Education — Real Estate	9
Asset Management (Online)	9
Code of Ethics (Online)	9
2004 Colorado Real Estate Commission Update Course (Online)	9
Environmental Hazards (Online)	9
Fair Housing (Online)	9
How to Build a Successful Business (Online)	9
Liens, Taxes & Foreclosures (Online)	9
Pricing to Financing Properties (Online)	10
Property Management (Online)	10
Real Estate Appraisal (Online)	10
Real Estate Finance (Online)	10
Real Estate Math (Online)	10
Risk Management (Online)	10
Tax Favorable Real Estate Transactions (Online)	10
Using the Internet to Serve Clients (Online)	11

Introduction and Ownership of the School

Broker College is dedicated to educating life's advisors in the areas of real estate, insurance and securities. Broker College and its instructors

Whether you're beginning a new career and need licensing or continuing your pursuit of professional excellence through continuing education, Broker College offers the programs and individual courses to best prepare you to meet the challenges of your selected industry and your lifelong clients.

Broker College is owned by Broker College, LLC of Colorado.

Faculty Members

Todd Cordrey, Director of Education

Todd Cordrey is a veteran of the real estate industry. He started his career by receiving a Bachelor of Arts degree in real estate and finance from New Mexico State University in May of 1991. He is a proponent for continuing education and has acquired the GRI, ABR, CRS, CRB, and MRE designations. He has been training new agents through the NMDRA orientation class, and was hired by Colorado Association of Realtors as a provisional instructor. His most proud accomplishment in the industry came as he was recognized as "The Realtor of the Year", by the North Metro Denver Realtor Association in 2004.

Office Hours

Monday – Friday: 8 a.m. – 6 p.m.

Saturday: 9 a.m. – 1 p.m.

**24/7 Enrollment and Immediate Study available online at www.brokercollege.com

School Calendar/Class Schedule

All Broker College students are correspondence and online students, so no class times are scheduled. Any live instructor time or exam prep sessions will be held in accordance with the addendum to School Catalog 101, November 2004. Please also call during office hours for additions to schedule.

Broker College will be closed for business on the following holidays:

New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the Friday following, Christmas Eve, Christmas Day.

Entrance Requirements

The School does not discriminate based on race, sex, religion, ethnic origin, or disability.

Colorado State Real Estate License law requires that applicants be at least 18 years old, but students may enroll and begin studying at 17 years of age.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within the 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Enrollment Procedures

All Broker College courses are self-study distance learning offerings and open for enrollment anytime. Prospective students may enroll and begin studying anytime, 24-hours a day, seven days a week online at www.brokercollege.com.

Programs/Courses Offered

RE-101 Colorado Real Estate Pre-Licensing Course (168 Hours) Correspondence

This program includes all the educational course requirements prescribed by the Colorado Real Estate Commission to earn an associate broker's license. The pre-licensing education program includes the following courses:

- Real Estate Law and Practice (48 hours)
- Colorado Contracts and Regulations (48 Hours)
- Real Estate Closings (24 Hours)
- Trust Accounts and Record Keeping (8 Hours)
- Current Legal Issues (8 Hours)
- Practical Applications (32 Hours)

Occupational Objective: To prepare qualified students to pass Colorado's associate broker's real estate license exam after leading them through the Colorado Real Estate Commission's educational requirements.

Program/Course Costs: **\$695**

Fees Include: Modern Real Estate Practice textbook, Colorado Real Estate Manual, Colorado Real Estate Exam Prep, Access to Broker College Online Test Prep Center, Online Instructor/Mentor Support via course message boards, and access to online student resource center with additional support materials.

Pre-requisites/Enrollment: Colorado State License law requires that applicants be at least 18 years old, but students may enroll and begin studying at 17 years of age.

***A \$20.00 service charge is assessed upon the return of any check.

Grading Policy

Students must pass various course practice exams and complete six final exams that correspond with the six courses. The student must receive at least a 75 percent to pass each course as per the requirements of the Colorado Real Estate Commission. The exams are taken online with the grades being posted immediately. In the event a student does not pass, the student may take additional final exams.

Grading System

96-100	= A	Excellent
86-95	= B	Above Average
76-85	= C	Average
66-75	= D	Below Average
Under 66	= U	Unsatisfactory

Progress reports, with grades, are issued to students every four weeks throughout the program. Students enrolled in short-term courses or continuing education courses receive grades only at the end of the course.

Attendance Requirements

All Broker College students are correspondence or online students. Classroom attendance is not required.

Progress Policy

Since the course is offered through distance learning and requires self-study, we require that students meet a minimum requirement of study time to complete the course in a reasonable amount of time with the greatest chance of succeed. Our recommended completion target is 13.5 weeks depending on the student, which requires 12.5 hours per week or coursework and exams.

The School maintains student progress reports in the learning management system (LMS) detailing enrollment/start date, dates of practice and final exams, exam scores, and course completion date. Students can check their own individual progress at any time.

Refund Policy

Students not accepted to the school and students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$100 or 25% of the contract price which ever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contract hours, as described in the table below. The refund is based upon a student's progress in a course or time enrolled in a course.

Refund Table

Student is Entitled to Upon Withdrawal/Termination	Time Enrolled	Refund
Within first 10% of program	One Week	90% less cancel charge
After 10% but within first 25% of program	One Week to 3 ½ Weeks	75% less cancel charge
After 25% but within first 50% of program	3 ½ weeks to 7 weeks	50% less cancel charge
After 50% but within first 75% of program	7 weeks to 10 ½ weeks	25% less cancel charge
After 75%	After 10 ½ weeks	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the School receives notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a
 -
4. Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education, 1380 Lawrence St., Suite 1200, Denver, CO 80204, (303) 894-2960. There is a two-year limitation on the Division taking action on student complaints.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members with regards to class meetings, test prep sessions, and all electronic communications to include e-mail and course bulletin boards. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student may also be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Student Complaints

Student complaints should be brought to the attention of the School director in order to be resolved. If a student complaint cannot be resolved between the student and the School, a student may contact the Colorado Division of Private Occupational Schools, 1380 Lawrence St., Suite 1200, Denver, CO 80204, (303) 894-2960. All student complaints to be received by the Division must be in writing. There is a two-year limitation of Division action on student complaints.

Facilities

The School is located at 11152 Huron Street, Suite 207, Northglenn, CO 80234. All Broker College courses are offered as distance learning only so classroom attendance is not required or offered. Regularly scheduled test prep sessions only will be offered at this location.

Previous Credits

Credits or a transcript from another school showing completion of Commission-approved courses, will be evaluated on a case-by-case basis and at the discretion of the School. Based on this evaluation, credit may be awarded and applied toward a School program, but is not guaranteed. Acceptance of credit from another school does not affect the refund policy.

Transferability of Broker College Courses

We do not guarantee the transferability of our credits to another institution without written agreement between that institution and ourselves. Each independent school determines at its discretion whether credits or any completed coursework will be accepted.

Placement Assistance

This school does not provide assistance or counseling for graduates in arranging interviews with real estate brokerages. The School shall, at its discretion, provide lists, contacts and additional information on real estate companies seeking new agents for hire.

Colorado Real Estate Exam Information

The Colorado State Real Estate Exam is administered by Promissor, (800) 274-0828. Try to make your appointment at least one week prior to taking the exam. When you schedule your exam, you will need your social security number and Broker College school code number, which you will be provided upon completion of your pre-licensing course. Promissor will then issue you a confirmation number that you must have on exam day.

You may also register for your exam online at www.promissor.com.

Continuing Education — Real Estate

Asset Management (Online)

3 hours \$24.00

Asset Management is the term used for the decision-making process involved in maximizing returns on real property investments. This process includes such decisions as whether or not to renew a lease for a tenant, purchase or lease more assets, improve, sell or rent one's current assets, etc. The asset manager must be aware of market trends and indicators and must be able to accurately predict the cash inflows and outflows of his or her own holdings. This module provides an introduction to the basics of asset management. It introduces the student to the key ideas and concepts of management as well as the techniques a manager will use to evaluate the market and evaluate the financial impact of alternatives in order to make properly informed decisions. The student will learn how to handle distressed properties and how to successfully market a revenue-increasing strategy.

Code of Ethics (Online)

3 hours \$24.00

This module covers the standards of conduct and ethical judgment by addressing the different concepts that contribute to ethical business practices. This module will introduce the student to ethics and morals by defining both terms in order to distinguish differences between the two. The student will also learn the four approaches to ethical decision-making; therefore, after learning the Articles and Standard Practices of the NAR® Code of Ethics, the student will be able to use the model identify any violations of the Code.

This module will include seven lessons. Lesson One will introduce the concept of ethics and morals. Lesson Two will introduce four approaches to making ethical business decisions and a model for ethical decision making. Lesson Three will present an overview of the NAR® Code of Ethics including the concept of aspirations within the Pre-Amble and the Articles and Standard Practices in the NAR® Code of Ethics. In Lesson Four, participants will use case studies to apply the model for making ethical decisions, which includes using the four approaches to business ethics while utilizing the NAR® Code of Ethics. Lesson Five focuses on ethics complaints, arbitration and mediation. Lesson six will conclude the course with a discussion of unethical conduct, antitrust laws and violations of antitrust laws and professional and ethical business practices.

Lesson seven will conclude the module with a presentation of real world situations and applications of the information presented. As the student completed this module, he or she should try to paint a big picture of the code of ethics, which the module will address with comprehensive content questions, practices, and case studies. Meets NAR Ethics Course Requirement.

2004 Colorado Real Estate Commission Update Course (Online)

3 hours \$27.00

This course covers topics that are required for licensee renewal in the state of Colorado. Those topics will be: Designated Brokerage, E & O Update, Homeowners Insurance, 2004 Position Statements, New Forms (non-DB) and Miscellaneous.

Environmental Hazards (Online)

3 hours \$24.00

This module covers major environmental hazards. Licensees need to familiarize themselves with environmental issues because they have a responsibility to disclose to buyers any information that might affect their decision to buy. Environmental hazards can dramatically affect a property's value, so buyers, sellers, lenders and licensees all can be affected by them.

Students will learn throughout this module to identify internal and external environmental issues. They will learn about health hazards, environmental legislation, liability and responsibility for cleanup and protection. They will also learn about actions they should take and how issues affect licensees and lending. Licensees are not expected to be environmental experts, but in this module students will acquire a competency with environmental issues which will help them to elucidate issues for buyers, sellers and lenders. Knowledge of environmental issues also will help protect them from charges of nondisclosure.

The conclusion of this module presents real world dilemmas and applications of the information presented. As the student completes this module, he or she should try to paint a big picture of environmental issues, which the module will address with comprehensive content questions, practices and case studies.

Fair Housing (Online)

3 hours \$24.00

This course covers broad issues on fair housing laws. Specifically, the student will learn: what fair housing laws exist, what classes of individuals are covered under these laws, how discrimination is defined in real estate, how can one avoid discriminating practices, and what the consequences are for non-compliance with fair housing laws.

How to Build a Successful Business (Online)

8 hours \$99.00

This course covers the importance of business planning, goal setting and communication in success in the real estate business. You will learn to create a business plan, to set realistic and attainable goals and to effectively communicate with both clients and co-workers. You will also see how an assistant can increase your business. Finally, you will learn about proper negotiating, effective communication and the psychology of marketing.

Liens, Taxes & Foreclosures (Online)

3 hours \$24.00

This module discusses liens, taxes and foreclosures. There are many types of liens as well as several kinds of taxes that can attach to a parcel of real estate. When borrowers default on a debt, foreclosure is the process by which lien holders collect the unpaid portion of a debt. Because liens represent an interest in real property, it is crucial that real state licensees develop an in-depth understanding of liens and lien-related issues. Such knowledge also helps licensees to better advise buyers and sellers.

Pricing to Financing Properties (Online)**8 hours****\$99.00**

This course focuses on three distinct areas: property valuation, the appraiser's role, and finance. The first module introduces the student to Comparative Market Analysis's and appraisals, which homeowners, buyers, sellers, lenders and real estate professionals use to establish property price. The student will learn the different types of conditions that can adversely affect property value and become familiar with the HUD and FHA regulations.

The second module covers the role of the appraiser by discussing the appraiser's qualifications and duties; it will also explain the concepts in the HUD/FHA Handbook 4150.2 and USPAP and show the student how to properly fill out a valuation conditions form based on these concepts.

The third module provides an introduction to residential real estate finance, including information on the underwriting process for FHA, VA, FNMA & FHLMC loans. In this course the student will learn the basics of the different types of loans available and the advantages and disadvantages of each; loan applications; appraisals; escrow; titles; and credit reports, including qualifying for loan amounts and verifying income and assets. The student will also learn how to calculate loan amounts, estimate monthly payments from property taxes, hazard and mortgage insurance, qualifying ratios and income.

Property Management (Online)**3 hours****\$24.00**

Property management, a special category of real estate work, is the group of services contracted by an owner from a professional property manager or management firm. The quality of management directly affects the profitability of the property being managed. The property manager protects the owner's capital investment in a piece of real estate, and makes sure that the property generates profit. In many cases, property managers must be licensed real estate brokers.

This module covers the basic functions of the property manager, including administrative duties, leasing practices, and the manager's relations to the owner and the tenants. It explains how to construct a management agreement so that the manager and the owner understand one another's roles. Licensees will benefit from understanding the types of property management, as well as the duties that successful property managers must fulfill.

Real Estate Appraisal (Online)**3 hours****\$24.00**

This course covers broad issues on how to evaluate properties. Further, it puts more emphasis on fundamentals of real estate valuation and various methods to appraise properties. It also acts as a guide for teaching you, the broker/appraiser, on the reasons of why and how you should go about pursuing a career in Real Estate Appraisal.

Real Estate Finance (Online)**3 hours****\$24.00**

This course provides an introduction to residential real estate finance, including information on the underwriting process for FHA, VA, FNMA & FHLMC loans. In this course the student will learn the basics of the different types of loans available and the advantages and disadvantages of each; loan applications; appraisals; escrow; titles; and credit reports, including qualifying for loan amounts and verifying income and assets.

Real Estate Math (Online)**3 hours****\$24.00**

This module covers math principles that are essential for the practice of real estate. Some of these topics may already be familiar to the student. The module will elaborate on how the subject matter pertains to real estate in everyday use. It is important that licensees understand the mathematical concepts here presented in order to be competent in the practice of real estate.

Risk Management (Online)**8 hours****\$99.00**

This course focuses on three distinct areas: NAR's code of ethics, environmental hazards, and fair housing. The first module covers the standards of conduct and ethical judgment by addressing the different concepts that contribute to ethical business practices. This module will introduce the student to ethics and morals by defining both terms in order to distinguish differences between the two. The student will also learn the four approaches to ethical decision-making; therefore, after learning the Articles and Standard Practices of the NAR® Code of Ethics, the student will be able to use the model to identify any violations of the Code.

The second module covers major environmental hazards. Students will learn throughout this module to identify internal and external environmental issues. They will learn about health hazards, environmental legislation, liability and responsibility for cleanup and protection. They will also learn about actions they should take and how issues affect licensees and lending. Licensees are not expected to be environmental experts, but in this module students will acquire a competency with environmental issues which will help them to elucidate issues.

The third module covers broad issues on fair housing laws. Specifically, the student will learn: what fair housing laws exist, what classes of individuals are covered under these laws, how discrimination is defined in real estate, how can one avoid discriminating practices, and what the consequences are for non-compliance with fair housing laws.

Tax Favorable Real Estate Transactions (Online)**3 hours****\$24.00**

The objective of this course is to teach the real estate professional how he or she can help clients in buying and selling property on a tax-favorable basis.

The first two lessons of the course seek to provide a method of real estate purchase using pretax dollars and of growing the estate within

a qualified product. We will discuss the application of current tax advantages of using both qualified and non-qualified tax products such as IRA's, SEP IRA, 401k, Roth IRAs and charitable gift annuities. The use of these applications will provide the real estate professional with the opportunity to create a long standing and profitable relationship with his/her clients as well as attracting a more sophisticated investor wishing to find an alternative to 1031 exchanges.

The final lessons of this module will explain the many important aspects of Internal Revenue Code Section 1031. The course will focus on the benefits of the 1031 exchange for the investor, licensed real estate agent/broker and other parties to the transaction. The student will learn which properties qualify under Section 1031 and how to use the various types of 1031 exchanges to enhance the client's position in the investment real estate market.

Using the Internet to Serve Clients (Online)

3 hours

\$24.00

The real estate industry, along with many other industries, is being revolutionized by the Internet. As time goes on, increasing numbers of people gain access to the Internet and use it to satisfy their real estate needs. To avoid being left behind, real-estate professionals need to cultivate an online presence.

In this module students will learn about the Internet and how it has affected the real estate industry. Students will also learn about the elements of websites and how to market themselves and their sites on the Internet. The final lesson teaches students to communicate effectively over email.



Broker College
EDUCATING LIFE'S ADVISORS™

11152 Huron Street #207, Northglenn, CO 80234 • (303) 451-9888

Approved and Regulated by the Colorado Department of Higher
Education, Private Occupational School Board