

# The Real Estate Program

## License Qualifying Courses

*Real Estate Salesperson's Course and Real Estate Broker's Course* are N.Y. State-approved courses for individuals who are preparing to sit for the real estate salesperson's and broker's licensing examinations. RES 30 meets all requirements for the salesperson's license. Salespersons seeking a broker's license must have completed RES 30 in addition to successfully completing RES 31. In order to satisfactorily complete either course, students are required to attend a minimum of 80 percent (36 hours) of classroom instruction for each course, exclusive of sessions devoted to review and/or examination and must pass the final examination.

### Real Estate Salesperson's Course

RES 30/\$325

Topics include: license law and regulations; law of agency; real estate instruments; estates and interests; real estate financing; land use regulations; introduction to construction; valuation; human rights and fair housing; environmental issues and real estate mathematics. 5 CEU T

Sec. 1: **Tuesdays and Thursdays, Feb. 24-May 4**, 7-9:40 p.m., 18 sessions. Richard De Lorenzo, Esq., certified instructor of real estate.

#### • Accelerated Class •

Sec. 2: **Saturdays, Feb. 21-March 27**, 9 a.m.-5:30 p.m., 6 sessions. John Yoegel, Ph.D., certified instructor of real estate.

### Real Estate Broker's Course

RES 31/\$325

This course, together with RES 30, satisfies the educational requirements for licensure as a real estate broker in New York State.

Topics include real estate broker's responsibilities to operate, manage and supervise an office; real estate agency disclosure; real estate financing; real estate investment general business law; property management; conveyance of real property; construction and development; taxes and assessments; title closing and costs and local concerns. (Prerequisite: RES 30.) 5 CEU T

#### • Accelerated Class •

**Saturdays, Feb. 21-April 24**, 9 a.m.-3:25 p.m., 8 sessions. Bernard M. Brickel, Esq., certified instructor of real estate.

T Textbook to be brought to first class meeting

## Continuing Education for Real Estate Salespersons and Brokers

Licensed real estate salespersons and brokers are required to complete 22 1/2 hours of New York State-approved continuing education every two years to renew their licenses. RES 46: *Co-ops and Condominiums: Buying, Selling and Renting* and RES 47: *Realty Contracts and Closings: Documents and Procedures* fulfill this requirement. To receive credit, students must attend 90 percent (20 1/4 hours) of classroom instruction in either course.

Exception: RES 31: *Real Estate Broker's Course* fulfills the continuing education requirement for licensed salespersons. Students must fulfill the 45-hour requirement and pass the final examination.

### Co-ops and Condominiums: Buying, Selling and Renting

RES 46/\$185

Explore these very popular alternatives to single family housing. Topics include: advantages and disadvantages of buying co-ops and condos; renting vs. buying; co-op and condo contract and prospectus; mortgage qualifying; the Board package; tax impacts and sale and investment strategies. *No exam.* 22.5 hours

**Fridays, Feb. 20-March 26**, 6-9:45 p.m., 6 sessions. Richard De Lorenzo, Esq., certified instructor of real estate.

### Realty Contracts and Closings: Documents and Procedures

RES 47/\$185

This course offers a step-by step examination of the real estate contract (single family, co-ops and condos) and real estate closing. Topics include: the contract; agent-prepared contracts; examination and preparation of closing statements; title examination and title insurance; title and mortgage closings; tax aspects and RESPA forms. *No exam.* 22.5 hours

**Saturdays, April 17-May 1**, 9 a.m.-5 p.m. (includes 1/2 hour lunch break), 3 sessions. Richard De Lorenzo, Esq., certified instructor of real estate.

**NOTE:** Licensees registering for Continuing Education courses who wish to receive credit towards fulfilling the license requirement must submit a copy of their real estate license at the time of registration.

## Management of Residential Properties

### Certified Apartment Manager (CAM) Program: Parts I and II

The Certified Apartment Manager (CAM) Program is a two-part program that provides training in multi-family property management *with emphasis on privately-owned rental, co-op and condominium properties*. It is sponsored by the National Apartment Association and fulfills the New York State requirement for certification of apartment managers. It is also approved by the Office of Housing and Urban Development (HUD). **Part I must be completed prior to registering for Part II.**

### CAM Program: Part II

RES 41/\$335

An in-depth analysis of the topics studied in the survey course, Part I, and preparation for the national uniform examination. **Textbook to be brought to first class meeting.** Offered spring semesters only. 3.6 CEU

**Saturdays, Feb. 21-May 8**, 9:30 a.m.-12:30 p.m., 10 sessions. Barbara Berrisford, senior management executive, Lawrence Properties.

### CAM Program: Part I

RES 40/\$335

(To be offered in fall 2004)

## Notary Public

### Notary Public Exam Preparation

NTP 10/\$45 (includes registration fee)

This workshop helps participants prepare for the New York State Notary Public Exam. Topics include duties and functions, laws, terminology, and ethics. Copies of notary public license laws are provided. N.Y.S. requires that an applicant be at least 18 years old and a U.S. citizen at the time of appointment.

Sec. 1: **Saturday, Feb. 14**, 9:30 a.m.-12:30 p.m., 1 session. Terri S. Blank, Esq., notary public.

Sec. 2: **Saturday, March 6**, 9:30 a.m.-12:30 p.m., 1 session. Terri S. Blank, Esq., notary public.

Sec. 3: **Friday, April 16**, 6-9 p.m., 1 session. Richard De Lorenzo, Esq., notary public.

## The Insurance Program

### Property and Casualty Insurance: New York State License Preparation Course (Part I: Property)

INS 30/\$325

The Insurance Agent and Brokerage Courses (Parts I and II) are for individuals preparing to qualify for the New York State insurance license examinations.

This 112-hour course (Part I [INS 30] and Part II [INS 31], approved by the New York State Insurance Department, meets the education requirements for the New York State examination for licensing as an agent (#115 Insurance Law) and as a broker (#119 Insurance Law). *The course may be completed in any order, e.g., Part II (Casualty) may be taken before Part I (Property).* Part II will be offered in fall 2004.

Highlights of the program include: general principles; fire insurance; automobile insurance; general liability; workers' compensation; burglary; fidelity and surety bonding; the insurance law; marine insurance; miscellaneous casualty policies; health and accident insurance policies. 5 CEU T

**Saturdays, Feb. 21-June 12**, 9 a.m.-1 p.m., 14 sessions. Sol J. Oberman, CPCU.

### Continuing Education for Property Casualty (PC) Agents, Brokers (BR) General Consultants (C3)

#### Approved by the N.Y.S. Insurance Department

Effective January 1, 1998, the New York State Insurance Law, Section 2132 mandates that insurance brokers (including public adjusters), agents and consultants complete fifteen (15) credits of continuing education study to maintain their licenses.

*Bring copy of insurance license to class.*

### Risk Management

INS 44/\$75

Even the most professional producer may overlook the necessary building blocks of analysis and review to arrive at *true* "risk management": Eliminate-Reduce-Transfer and Loss Prevention Methods. 3 CE credits

**Monday, Feb. 23**, 7-10 p.m., 1 session. Sol J. Oberman, CPCU.

T Textbook to be brought to first class meeting

*(Continued on next page)*

## Homeowner's Insurance

INS 42/\$75

Homeowner's policies are now being tailored. Includes standard fire, dwelling fire, development of original Comprehensive Dwelling Package, replacement cost, miscellaneous coverages and specialized forms. 3 CE credits

**Monday, March 1,** 7-10 p.m., 1 session.  
Sol J. Oberman, CPCU.

## Automobile Insurance

INS 41/\$75

Auto insurance is mandatory in New York State. The insurance professional must be aware of the changes which are constantly taking place. Topics include definitions and conditions, recent court decisions, mandatory N.Y. coverages, and optional coverage comparatives. 3 CE credits

**Monday, March 8,** 7-10 p.m., 1 session.  
Sol J. Oberman, CPCU.

## Business Owner's Package Policy

INS 40/\$75

The Business Owner's Package Policy is designed to address the small business owner, apartment house owner, etc. Covers comparisons of former and current package policies, endorsements, standard form and "special form," optional and the various liability coverages. 3 CE credits

**Monday, March 15,** 7-10 p.m., 1 session.  
Sol J. Oberman, CPCU.

## Commercial Insurance Coverage Review

INS 46/\$225

The daily repetition rarely permits the everyday producer to explore, examine or become familiar with this very important and lucrative field. Various commercial coverages are examined so that the student will understand them and use them more easily.

"Acord" forms are used to help "open the doors." In the first session, the "Acord" master Commercial Insurance Application and its background are covered. Checklists, loss prevention and risk selectivity are explored. The "Acord" Commercial Property and Inland Marine Insurance forms are reviewed in detail. The "Acord" Commercial Liability and Workers' Compensation forms and Specialized Casualty Coverages are reviewed in detail in the second session. The final session covers Commercial Package Policies of all types as well as Commercial Business Auto Coverages, surveys and methods of engineering a risk for acceptability to Underwriters. 9 CE credits

**Mondays, April 19-May 3,** 7-10 p.m., 3 sessions. Sol J. Oberman, CPCU.

## Travel and Tourism

To receive a Certificate in Travel and Tourism, students must earn a grade of "C" or better and attend at least 80 percent of classroom



instruction. *Certificate program application is not required.*

## Travel and Tourism

TRT 10/\$405

This 60-hour comprehensive professional program, **including basic hands-on training on the SABRE® computer reservation program**, provides the specialized skills and technical knowledge required for a successful career in the travel and tourism industry. This exciting and ever-changing profession offers a number of career opportunities. **Required for first class meeting:** *Package of 40 hours of special online access and workbook. This package is available in the Lehman College Bookstore. 7.2 CEU*

Topics include:

- **Air Transportation, Railroads, Cruises and Hotels**
- **World Geography**
- **Reservations**
- **Preparing and Pricing a Tour**
- **Small Retail Agencies vs. the Corporate World**
- **Employment in Hospitality and Tourism**
- **Travel Agency Management**
- **Administrative Assistants**
- **Selling the Product**

**Saturdays, Feb. 21-May 22,** 9 a.m.-2:30 p.m. (includes 1/2 hour lunch break), 12 sessions. Roberta Bernard, CTC, travel consultant.