

## REAL ESTATE BROKER EDUCATION COURSE TIMED OUTLINE

All applications require a detailed and timed outline which must include the learning objectives for each segment of the course. Segments should be divided into 5-20 minute periods and must have sufficient details to justify the number of Continuing Education Credits requested. A sample outline can be found on Page 3 of this document.

Learning objectives must define the expected mastery goal of the learning content and process in terms of the skills or knowledge that will be acquired by a student as a result of instruction. Learning objectives are stated in terms of performance and contain verbs reflecting the student's intended achievement, such as "Students will gain an understanding..." or "Students will be able to demonstrate..."

Course Title:	
Provider Name:	
Hours of CE Credit Requested:	

*Table 1: Course Information*

Course Summary:	
Synopsis outlining how this course will maintain and improve a real estate broker's skill, knowledge, and competency in practice:	

*Table 2: Course Summary*



Time:	Number of Minutes:	Topic:	Page Number:	Student Learning Objectives:
Ex. 8:30- 8:45 Not needed for courses with varying schedules or delivered On-Demand	Ex. 15 minutes	Ex. Module 1, Introductory concepts, Opening exercise	Page Number	Ex. Students will gain an understanding of introductory concepts and how to build upon that foundation, Students will be able to demonstrate how to put concepts into action
<b>Total Minutes:</b>		<b>Total time must be equal to or greater than hours of CE credit requested.</b>		

Table 3: Timed Outline

## EXAMPLE REAL ESTATE BROKER EDUCATION COURSE TIMED OUTLINE

Time:	Number of Minutes:	Topic:	Page Number:	Student Learning Objectives:
Ex. 8:30- 8:45 Not needed for courses with varying schedules or delivered On-Demand	Ex. 15	Ex. Module 1, Introductory concepts, Opening exercise	Page Number	Ex. Students will gain an understanding of introductory concepts and how to build upon that foundation, Students will be able to demonstrate how to put concepts into action
8:30-8:45	15	<b>Course Introduction</b> Overview of course, agenda and introductions <b>Module 1</b> <ul style="list-style-type: none"> <li>➤ Introductory concepts</li> <li>➤ Opening exercise (simple negotiation)</li> </ul>	1-2	<ul style="list-style-type: none"> <li>• Learning objectives and participant commitment</li> <li>• Define and describe basic analysis concepts and definitions</li> <li>• Explain the different types of issues facing practitioners</li> </ul>
8:45-9:00	15	<b>Module 2</b>		
9:00 - 9:15	15	<ul style="list-style-type: none"> <li>➤ Fundamental concepts</li> </ul>		<ul style="list-style-type: none"> <li>• Define the data</li> </ul>
9:15 - 9:30	15	<ul style="list-style-type: none"> <li>➤ Interactive exercise setup</li> </ul>		<ul style="list-style-type: none"> <li>• Recognize contributors</li> </ul>
9:30 - 9:45	15	<ul style="list-style-type: none"> <li>➤ Defining and measuring success</li> </ul>		<ul style="list-style-type: none"> <li>• Understand the market perspective is constantly evaluating</li> </ul>
9:45 -10:00	15	<ul style="list-style-type: none"> <li>➤ Linking strategy to objectives</li> </ul>	4-8	<ul style="list-style-type: none"> <li>• Explain the various processes to support fact-based decisions</li> </ul>



10:00-10:15	15	➤ Identify outcomes		
10:15-10:30	Not Included	BREAK		
10:30-10:45	15	<b>Module 3</b> ➤ Current Trends ➤ Importance of process and discipline ➤ Physical, governmental, economic, and social influences ➤ The connection between influences and demand	9-15	<ul style="list-style-type: none"><li>• Understand different philosophical approaches to Broker contracts</li><li>• Explain the value of a factually based, principled approach to determination</li><li>• Define the theoretical support for completing contracts</li></ul>
10:45-11:00	15			
11:00-11:15	15			
11:15-11:45	30			
11:45-12:45	Not Included	LUNCH		
12:45-1:15	30	➤ Group discussion		<ul style="list-style-type: none"><li>• Develop and utilize data and analysis as a tool for related practice-related decision-making</li></ul>
1:15-1:30	15	➤ Closing Remarks		
Total Minutes:	225	Total time must be equal to or greater than hours of CE credit requested.		

Table 4: *SAMPLE* Timed Course Outline