



*Educational
Course Catalog
2010*



REALTOR®

Tucson Association of REALTORS®

Education Information



How to Register:

1. Go to www.tucsonrealtors.org
 2. Login using your agent ID and password
 3. Click on Calendar of Events on left hand side
 4. Scroll down and select the desired course
 5. Click on the link to register.
- Be sure to click on "Submit Your Order " to complete the process

Education Contacts:

GRI, Know the Code or New Member Courses:


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Education Links:

TAR Education Homepage

www.tucsonrealtors.org/education.html

TAR Computer Training Info Homepage

www.tucsonrealtors.org/computertraining.html

COURSES BY MONTH

JANUARY 2010

January 11 • 9:00 a.m. to 5:00 p.m.

New Member Education

3 general CE hours

Mandatory education for all new members.

January 11 • 1:00 p.m. to 4:00 p.m.

Courthouse Retrieval System

3 general credits

BEGINNER The CRS system on MLS allows you to display and print Property Information for selected properties. In addition, the service presents additional research and marketing tools, such as Comparables, Maps, Demographic and School Reports.

January 12 • 9:00 a.m. to 12:00 p.m.

Windows for Novices

BEGINNER Come to this three-hour HANDS-ON training class to learn new skills for working with Windows. We'll look at basics for getting around in Windows, using Windows Clipboard, and getting started with Internet and applications. Watch for additional HANDS-ON training classes after this one to learn and practice more skills.

January 13 • 11:30 a.m. to 12:30 p.m.

Lunch and Learn: Adobe Reader Tips and Tricks

EXPERIENCED You already use Adobe Reader to view PDF files. There are a great many more features to this amazing free program. We'll look at how to add additional tools to view, convert, and search your document. **Bring a lunch and stop by!**

January 15 • 9:00 a.m. to 12:00 p.m.

Rapattoni MLS Level 1: Starting Your Business

3 general credits

BEGINNER Get started with Rapattoni MLS! This is the first of three classes designed to teach you how to best use the MLS system. In this three-hour class, we will explore topics that include Designing Standard Searches, Creating Reports, and Revising Listings. **This class does not cover listing input.**

January 19 • 10:00 a.m. to 12:00 p.m.

Excel Expert

EXPERT Want to be an Excel guru? Here's some practice to get started! We'll learn advanced features such as Charting Data, Financial and Logical Functions, and additional formatting features to add pizzazz to your worksheets. **Microsoft Excel 2007 class or equivalent knowledge is expected.**

January 26 • 8:00 a.m. to 5:00 p.m.

GRI 100: Business Planning

6 General Credits

A one-day module focusing on the skills required to operate as an independent business within a real estate brokerage.

January 26 and 27 • 8:00 a.m. to 12:00 p.m.

Microsoft Word 2007

Cost: \$25 (TAR Members) \$75 (non-members)

BEGINNER This is the best class to get you started using Microsoft Word 2007! We'll start at the beginning with some basic text entry (don't worry-- this is not a typing class). From there, we'll look at ways to edit the text and format the appearance. Then, we'll go to tables and then graphics, and finally to laying out the text on the page. This class is broken into two days to make it easier to absorb. Along the way, you'll receive lots of hands-on practice and patient attention. **Reference manual is included.**

January 28 • 9:00 a.m. to 12:00 p.m.

Using ZipForm

3 contract law credits

BEGINNER Here's a great way to get started with this essential tool. In this workshop, learn how to use both the Standard and Professional versions of ZipForm. Topics include Getting Your Account or Program Online, Creating New Transactions, Templates, Editing Tools, and more!

January 29 • 9:00 a.m. to 12:00 p.m.

Word Publishing

EXPERT Looking for new challenges in Microsoft Word? In this class, we'll look at additional features in Microsoft Word that are commonly used in publishing newsletters and complex documents. Features include Section Breaks, Columns, Tables of Contents, and Indexes. **Microsoft Word 2007 class or equivalent knowledge is expected.**

FEBRUARY

February 1 • 10:00 a.m. to 12:00 p.m.

Microsoft Publisher

BEGINNER Supercharge your marketing by using Publisher to create flyers, brochures, business cards and more. Many Realtors frequently use this versatile program for creating marketing materials quickly and easily.

February 10-11 • 8 a.m. to 5 p.m.

GRI 101: Selling & Marketing Strategies

11 general and 3 disclosure CE hours

Learn how to set goals and market properties, as well as effective prospecting techniques and problem solving

COURSES BY MONTH

FEBRUARY (ct'd)

February 3 • 9:00 a.m. to 12:00 p.m.

Windows for Novices

BEGINNER Come to this three-hour HANDS-ON training class to learn new skills for working with Windows. We'll look at basics for getting around in Windows, using Windows Clipboard, and getting started with Internet and applications. Watch for additional HANDS-ON training classes after this one to learn and practice more skills.

February 5 • 9:00 a.m. to 12:00 p.m.

Rapattoni MLS Level 1: Starting Your Business

3 general credits

BEGINNER Get started with Rapattoni MLS! This is the first of three classes designed to teach you how to best use the MLS system. In this three-hour class, we will explore topics that include Designing Standard Searches, Creating Reports, and Revising Listings. **This class does not cover listing input.**

February 8 • 1:00 p.m. to 4:00 p.m.

Microsoft Outlook

BEGINNER Microsoft Outlook is more than just email. If you've wanted to learn more about this versatile program, come to this workshop. Learn how to use features such as Calendar, Contacts, and Tasks.

February 10 • 12:00 p.m. to 1:00 p.m.

Lunch and Learn: Using Automatic Features in Word

BEGINNER Would you like to learn ways to speed up your use of Word? Does Word seem to act on its own sometimes? Come to this workshop and I'll demonstrate Word's Automatic Features designed to help you work FASTER. I'll even show you how to disable the features that tend to bug you! Word 2003 or 2007. **Bring a lunch and stop by!**

February 10-11 • 8 a.m. to 5 p.m.

GRI 101: Selling & Marketing Strategies

11 general and 3 disclosure CE hours

Learn how to set goals and market properties, as well as effective prospecting techniques and problem solving

February 12 • 10:00 a.m. to 12:00 p.m.

Computer Housekeeping: Files and Folders

BEGINNER Do you keep all of your paper documents in one big drawer, or do you organize them using file folders? Learn to apply the same organization to your computer files. I'll demonstrate how to create new folders and move your documents into a more organized arrangement.

February 15 • 1:00 p.m. to 4:00 p.m.

Courthouse Retrieval System

3 general credits

EXPERIENCED The CRS system on MLS allows you to display and print Property Information for selected properties. In addition, the service presents additional research and marketing tools, such as Comparables, Maps, Demographic and School Reports.

February 17 and 18 • 8:00 a.m. to 12:00 p.m.

Microsoft Excel 2007

Cost: \$25 (TAR Members) \$75 (non-members)

EXPERIENCED You don't need to be an accountant to use this versatile program! We'll begin by creating a basic worksheet. From there, we'll edit and move things around. Next, we'll look at how to perform simple calculations. Finally, you'll be able to format your worksheet for a polished, professional look. This class is broken into two days to make it easier to absorb. Reference manual is included.

February 18 • 8:30 a.m. to 5:00 p.m.

ABR Designation Elective: Short Sales and Foreclosures Course

6 hours legal issues

This course helps agents understand the processes of short sales and foreclosure; assist prospective buyers in considering short sale and foreclosed properties and guide clients on how they can avoid jeopardizing the ownership of their home in the future.

February 22 • 2:00 p.m. to 4:00 p.m.

ZipForm Intermediate

EXPERIENCED You don't need to be an accountant to use this versatile program! We'll begin by creating a basic worksheet. From there, we'll edit and move things around. Next, we'll look at how to perform simple calculations. Finally, you'll be able to format your worksheet for a polished, professional look. This class is broken into two days to make it easier to absorb. **Reference manual is included.**

February 24 • 12:00 p.m. to 1:00 p.m.

Lunch and Learn: Setting Up a Professional Email System

EXPERIENCED Your email is one of the most important elements of your business. In this workshop, I'll show you how to make it shine. From creating a professionally branded system using YOUR name, you'll learn how to set up your new system using Microsoft Outlook, Outlook Express, or Windows Live Mail. Topics include Setting Up Your Account, Email Signatures, Distribution Lists, Blind Carboning, and more! **Bring a lunch and stop by!**

February 26 • 10:00 a.m. to 12:00 p.m.

Using Excel as a Database

EXPERIENCED If you've been meaning to store information in Excel, here are a few tips to get you going. We'll look at entering and organizing information as well as how to sort and filter data to find things more easily. Advanced database functions will also be shown. **Basic knowledge of Excel will be helpful for this class, but is not required.**

MARCH

March 2 • 8:30 a.m. to 10:30 p.m.

Tax Strategies For the Real Estate Professional

This seminar is guaranteed to identify between \$2,500 and \$27,500 in NEW deductions that can be used right away to pocket thousands in tax savings. These deductions are based in tax LAW, but presented in simple English that all of us can easily understand.

MARCH (ct'd)

March 15 • 9:00 a.m. to 5:00 p.m.

New Member Education

3 general CE hours

Mandatory education for all new members.

March 23 • 8:00 a.m. to 5:00 p.m.

GRI 320: Advanced Technology

This course is designed to help students optimize their web sites to provide maximum lead generation; use web-based tools and video communities to enhance their overall marketing plan; use blogging as an effective branding and marketing tool; and to create podcasts to use for personal and property marketing.

March 25 • 9:00 a.m. to 12:00 p.m.

The Commish Meets the Code

3 Commissioner Standards CE Credits

This class fulfills the National Association of REALTORS® every 4-year block ethics requirement and offers 3 Commissioners Standards CE upon completion of the class

flexmls™ Training Courses

****Note during March and April ONLY, the Technology Classes will be replaced with flexmls™ training classes.****

Flex Demo classes will give you a broad overview of the system in a 90 minute session. They are not hands-on and will be presented in the TAR Main Conference Center. Hands-on training classes will be available starting in April.

In order to assure that everyone has an opportunity to attend, classes will be offered days and in limited evening and weekend sessions (noted in red).

During March and April, you will also have access to the Rapattoni system.

Online registration is not required. Please attend any classes that you wish.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 10-11:30 1-2:30	2	3 9-10:30 11-12:30 2-3:30	4 9-10:30 11-12:30 2-3:30	5	6 8-9:30 am 10-11:30 am
8 10-11:30 1-2:30	9	10 2-3:30 5-6:30 7-8:30	11	12 9-10:30 11-12:30 2-3:30	13
15	16 2-3:30 5-6:30 7-8:30	17	18 9-10:30 11-12:30 2-3:30	19	20 8-9:30 am 10-11:30 am
22 6-7:30 pm	23	24	25 2-3:30	26	27
28	29 9-10:30 11-12:30 2-3:30	30 9-10:30 11-12:30 2-3:30	31 9-10:30 11-12:30 2-3:30		

COURSES BY MONTH

APRIL

April 19 • 9:00 a.m. to 5:00 p.m.

New Member Education

3 general CE hours

Mandatory education for all new members

April 21-22 • 8:00 a.m. to 5:00 p.m.

GRI 202: The Contract Class

3 real estate legal, 3 agency law, 5 contract law and 3 disclosure CE hours

Receive an in-depth line-by-line review of the residential contract.

April 27 • 8:00 a.m. to 12:00 p.m.

"Fair Housing 101 - The Basics"

3 CE in Fair Housing

The curriculum involves both a lively refresher as to the federal and state of AZ Fair Housing laws and a discussion of ancillary issues in fair housing – e.g. advertising - and a fair housing case update.

MAY

May 13 • 1:00 p.m. to 4:00 p.m.

Know the Code: Code of Ethics Training

3 general CE credits

Understand and follow the Code of Ethics while you satisfy the NAR ethics training requirement.

May 17 • 9:00 a.m. to 5:00 p.m.

New Member Education

3 general CE hours

Mandatory education for all new members.

May 18-19 • 8 a.m. to 5 p.m.

GRI 201: Financing

11 general and 3 real estate legal issues CE credits

Explore various financing options including alternative financing, learn and explain loan options and know how to qualify a buyer.

JUNE

June 16-17 • 8 a.m. to 5 p.m.

GRI 203: The Agency Class

3 contract, 5 agency, 3 real estate legal issues and 3 disclosure CE hours

Learn the details of buyer/broker, seller/broker and dual agency arrangements and their related forms.

June 21 • 9:00 a.m. to 5:00 p.m.

New Member Education

3 general CE hours

Mandatory education for all new members

AUGUST

August 3 • 8 a.m. to 5 p.m.

GRI 307: Multi-Cultural Marketing

6 fair housing law CE hours

Learn how differences in cultural style impact the real estate transaction and how to build success with new clients.

August 12 • 9:00 a.m. to 12:00 p.m.

The Code, the Law and You

3 Commissioner's Standards

This class fulfills the National Association of REALTORS® every 4-year block ethics requirement.

August 16 • 9:00 a.m. to 5:00 p.m.

New Member Education

3 general CE hours

Mandatory education for all new members.

August 18-19 • 8:00 a.m. to 5:00 p.m.

GRI 318: Property Management/Managers

3-contract law/3-commissioners standards/3-legal issues/6-general

Topics covered: Understand the management agreement, building your compensation package, exploring the application process, understanding trust accounts and your obligations and understanding the Arizona Landlord Tenant Act.

SEPTEMBER

September 8-9 • 8:00 a.m. to 5:00 p.m.

GRI 204: Risk Management

6-legal issues/5-disclosure/3-Comm. Standards

Learn how to identify and explain the specific major problem areas that cause risk for real estate licensees. Also learn the different standards as defined and directed by law, Commissioner's Rules, and the Code of Ethics of the National Association of REALTORS® that adherence to promotes risk management.

September 20 • 9:00 a.m. to 5:00 p.m.

New Member Education

3 general CE hours

Mandatory education for all new members.

COURSES BY MONTH

OCTOBER

October 6-7 • 8:00 a.m. to 5:00 p.m.

GRI 314: Technology Strategies

14-general

Take this course to better understand how technology has changed the industry, how to effectively use PDA's, Digital Cameras and Laptops, how to create portable presentations and MLS listings and learn what elements are vital to effective marketing tools

October 14 • 1:00 p.m. to 4:00 p.m.

The Commish Meets the Code

3 Commissioner Standards CE Credits

This class fulfills the National Association of REALTORS® every 4-year block ethics requirement and offers 3 Commissioners Standards CE upon completion of the class.

October 18 • 9:00 a.m. to 5:00 p.m.

New Member Education

3 general CE hours

Mandatory education for all new members.

NOVEMBER

November 10-11 • 8: a.m. to 5 p.m.

GRI 308: Code of Ethics/Procuring Cause

5-comm, 3-real estate legal, 3-disclosure and 3-agency law CE credits

Gain an awareness of the code of ethics, standards of practice and ethical obligations.

November 15 • 9:00 a.m. to 5:00 p.m.

New Member Education

3 general CE hours

Mandatory education for all new members.

DECEMBER

December 1 • 8:00 a.m. to 5:00 p.m.

GRI 311: Environmental Integrity

3-Real Estate/3-Disclosure

Upon attending this class you will have an awareness of controversial topics such as mold, infestations, asbestos, radon, polybutulene piping. Learn about the legal and ethical obligations of the REALTOR® Seller Property Disclosure Statement