



A: Onigbagbo House (3rd Floor) 29, Mobolaji Bank-Anthony Way, By Abule B/Stop.
E: realtypointoffice@yahoo.com, realtypointceo@gmail.com
T: 01-8964527
M: 07028440467
W: www.realtypointltd.com, www.primeestatesng.com, www.sackyourlandlord.com, www.deboadejana.com

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COURSES OUTLINE

Course and content for PQE 1-3 are as specified in the NIESV syllabus.

ENTREPRENEURIAL'S CLASS COURSE OUTLINE

EC001-ESTATE AGENCY AS A BUSINESS

- What is Estate Agency?
- Estate
- Agency – Who is an Agent?
- Business Concepts & Models
- Running Estate Agency as a Business
- Ethics
- Growing the business
- Adding Value – Service
- Staffing
- Location
- Business Registration and Set up
- Client's perception prospects
- Why Real Estate Investment? The Advantages
- Why not? The disadvantages
- The Nature of Real Estate
- Resolving the Myths
 - * Money
 - * Time
 - * Risk
 - * Experience
- The peculiarity of the Nigerian Market Title and Location
- International Real Estate Investment

EC002-LEGAL STUDIES

- Law of Agency & Auction
- Duty of Agent
- Obligations
- Remuneration
- Legislation affecting Estate Agency
- Compliances Issues
- Landlord, tenant relationship
- Client's Expectations
- Land Use Act & Understanding Property Deeds.

EC003-PROPERTY MARKETING

- Concept of Property, Ownership and General Characteristics of Property
- General Characteristics of Real Estate as a Marketable Product
- General Marketing Concepts
- The Real Estate Market
- The Real Estate Consumers & their influences
- The Buying Decision and Stages
- Market Segmentation
- Company Marketing Vs Product Marketing
- Product, Price, Promotion & Place: Marketing Mix
- Stages in Sale/ Letting of Properties: Listing, Prospecting, Negotiating & Closing Deals
- Real Estate Marketing Strategies: Strategic Defence, Frontal Attack, e.t.c.
- Steps involved in Letting/Sale of Properties
- Unethical issues in Real Estate Marketing
- Branding / Advertisement
- Consumer Behaviour

EC004-MAINTENANCE, PROJECT & PROPERTY MANAGEMENT

- Building as an entity
- Responsibilities of an agent in maintenance
- Property maintenance
- Pre letting responsibility
- Revocation responsibility
- Apportioning maintenance liability
- Maintenance schedule
- Project Definition
- Project Planning
 - Project Execution
 - Project Monitoring & Control
- Project Close-out -Computer Application to Project Management

EC005- LAND SURVEYING, BUILDING CONSTRUCTION BASICS & FUNDATMENTALS

- Basic Principles & objects of land surveying methods
- Surveying methods - Surveying Instruments
- Line ranging and offset measurement
- Errors in chaining and their corrections
- Basic construction of the telescope, the theodolites and the levels.
- Close and unclosed traverses
- Setting out levels
- Computation of areas and volumes
- Use and interpretation of Aerial photographs
- Map reading, preparation and enlargement of plans
- Architectural graphics
- Descriptive Geometry
- Element of draughtsmanship
- Preliminary operations, site clearing, layout and setting out
- Economic and social considerations in the design and implementations of building scheme
- General Consideration of constructional problems
- Elements of modern techniques of construction
- Building services
- Soil testing
- Types of foundations and basic principles of construction of each type site concrete.
- The stages in a building process for single and multiple floor structures.
- Understanding Architectural drawings; Floor, Elevations & Sectional Plans

EC006- ACCOUNTING & I.T IN REAL ESTATE

- Principles and Method of Book Keeping
- The principles of Double Entry
- The use of Books – Journal and Ledger
- Form of Accounts – Trading, Profit & Loss, Balance Sheet, Self balancing ledger, Trial Balance and Final Accounts
- Interpretation of Accounts in Terms of Income, Expenditure, Revenue and Single Entry
- Receipts and Payments accounts
- Income & Expenditure Accounts
- Elementary Treatment of Sole Proprietorship accounts
- Partnership Accounts
- Limited Liability Company Accounts
- Hardware & Software
- Data Processing Information System & Database Management
- Spreadsheet
- Practical

All class time tables shall be supplied after registration.