

School Catalog

of

NCI Associates, Ltd.

For all Correspondence, Questions and Registration:

586-247-9800

P.O. Box 180758, Utica, MI 48318

Information is also available at:

NCI.us.com

45609 Village Blvd., Shelby Twp, MI 48315

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Ownership

NCI Associates, Ltd.

Faculty

Jack K Waller - Real Estate Program Director

Marjie Waller - Administration Manager / Coordinator

Mission Statement:

The purpose and function of NCI Associates, Ltd. is.....

To provide quality education and business consulting to the construction and real estate industries through a variety of contemporary programs, products, and services;

To provide career and life enhancing services to individuals, businesses and professional organizations; and,

To be recognized as the industry leader in providing customer service and expanding dollar productive activities.

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- Legal Holidays:** The school will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas.
- School Schedule:** Classes begin when there are sufficient enrolled students for a class to be formed. Classes will meet on the selected day(s) of the week with succeeding sessions on the same day of each successive week.
- Class Schedule:** Class hours vary according to course selection. See schedule for specific details.
- Attendance:** In order to receive a certificate of completion, students are required to attend all scheduled classes. Absences must be made up at a later date by calling the school and setting an appointment.
- Grading System:**
- | | | |
|----------------|---|--|
| Score of 72+ | = | Student passes course and appears to be prepared to sit for any qualifying state licensing exam. |
| Score of 60-71 | = | Student passes course but may not be prepared to sit for any qualifying state licensing exam. |
| Score of 0-59 | = | Student does not pass course and is not prepared to sit for any qualifying state licensing exam. |
- Conduct:** Students shall be a credit to themselves and to the school. All School rules must be followed. No alcohol or drugs shall be allowed on school property nor consumed outside of school property during class. The school administration maintains the right to dismiss students for violation of school rules or for conduct which reflects unfavorably on the reputation or operation of the school.
- Dress Code:** In order to maintain a level of comfort for all, students are expected to dress in business-appropriate or dress-casual attire which is neat, clean and presentable at all times.
- Class Re-Takes:** Students who have dropped may re-enroll by special arrangement with school administration.
- Certificate:** A Certificate of Completion shall be awarded to each student who completes all the course requirements.
- Refund Policy:** All tuition and fees paid by the applicant pursuant to NCI's enrollment agreement shall be refunded if the applicant is rejected by NCI prior to enrollment. An application fee of \$25.00 may be retained by NCI if the application is denied. Except as herein limited, tuition and fees paid by the applicant shall be refunded if requested, in writing, using the "Cancellation Notice" at the bottom of the form, within 3 business days after signing the contract of enrollment with NCI. Student refunds are not given after the second session of the enrolled program has commenced. Refunds are calculated according to the non-refundable material fees, non-refundable registration fees and pro-rated session attendance. Refunds are not provided for materials unless they are returned in a timely fashion and unopened with the original shrink-wrap fully intact. Approved refunds shall be processed according to the terms of this agreement within 30 days from receipt of cancellation.
- Enrollment Dates:** Enrollment is requested at least one week before classes start.
- Program Goal:** To give students an education that will allow for easier success with State Exams and the practice of the profession.
- Materials:** Course tuition may include text and materials. Students will need to provide notebook, writing utensils, highlighter and calculator.
- Pre-requisites:** None. (Must be 18 years of age to write the state exam.) Credit is not issued for previous training.

Placement Assistance: Is not available.

Contact with LARA: If students need to contact the Department of Licensing and Regulatory Affairs for any reason, they may do so by calling 517-241-9288.

Complaints: Students who wish to file a complaint with the State of Michigan may do so at www.michiganps.net

Equipment: NCI's programs do not require special equipment, laboratories, rentals, deposits or other charges.

Facility layout: Main office for administration
Classroom with dry erase board. Seats 40 comfortably.

The following instructors are approved to teach all Real Estate Education Courses:

Brian Alford	Douglas Andrus	Michelle Andrews
Craig Aronoff	Jamie Begin	Chuck Breidenstein
Kim Capello	James Cristbrook	David DeRees
Janice Gietzen	Reavis Graham	Nancy Hajduk
Justin Hall	Elizabeth Harris	Scott Hudkins
Thomas Kotzian	Zan Kushmaul	Richard Landuyt
Richard Linnell	Jerome Maben	Russell Marrone
Ann Millben	Ronald Penz	Thomas Roncelli
Shelley Schoenherr	Michel Secord, Jr.	Janine SeeleyGeorge Smale
Bruce Smith	Debbie Sorenson	Steve Sorenson
Erik Stein	Ken Sliis	John Swift
Frank Tarala	Kathi Tarala	John Tousciuk
Charles Violette	Marguerite Walker	Robyn Walker
Jack K Waller	James Zann	

The following instructors are approved to teach Builder's courses:

Doug Drake	Frank Grammatico	Donald Pratt
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Courses Available:

RES 101 Real Estate Fundamentals Tuition - \$235.00 40 clock hours

Objectives:

- 1) Follow the prescribed process to successfully apply for the PSI Real Estate Salesperson's Examination.
- 2) How to set up good study habits to prepare one's self to successfully pass the state exam in the shortest time possible.
- 3) Understand Real Estate terms and definitions as they apply to license law and the practice of real estate.

RES 201 Broker Preparation Tuition - \$325.00 30 clock hours

Objectives:

- 1) Develop sufficient proficiencies to enable them to pass the Michigan Real Estate Broker's Examination.
- 2) Gain a practical understanding of a real estate broker's responsibilities (as compared to that of a real estate salesperson).
- 3) Develop a sensitivity to many of the legal challenges facing a real estate broker and what steps need to be taken to manage such risk.

RES 202 Fair Housing from a Risk Management Perspective Tuition - \$325.00 30 clock hours
(Also known as Law I)

Objectives:

- 1) To understand how to read, interpret and understand case law with special emphasis on the law of real property.
- 2) To apply the aforementioned understanding to hypothetical case studies based upon actual problems and conflicts that often arise in the course of real estate practice.

RES 203 Policies and Procedures for Real Estate Risk Management Tuition - \$325.00 30 clock hours
(Also known as Law II)

Objectives:

- 1) To build upon the skills learned in RES 202 through application to a broader range of hypothetical case studies.
- 2) To understand the correlation between the case studies and real estate risk management.
- 3) To learn how to spot actual issues as they arise, to employ realistic avoidance strategies, and demonstrate this to coworkers to reduce overall risk within a real estate office.

RES 301 Builder's Pre-License Training Tuition - \$850.00 60 clock hours

- 1) Follow the prescribed course of study to successfully apply for and complete the Michigan Residential Builder's Licensing exam, or
- 2) Follow the prescribed course of study to successfully apply for the Michigan Residential Maintenance and Alterations Contractors exam, or
- 3) Follow the prescribed course of study to successfully apply for the Michigan Residential Builder's Salesperson's exam, and
- 4) Successfully complete the exam administered by the State of Michigan to obtain a license as required under Public Act 299, Article 24.

RES 401 Essentials of Real Estate Financing Tuition - \$295.00 30 clock hours

- 1) To become more proficient as a real estate advisor by understanding the essential nature of real estate financing principles.
- 2) To learn how to better assist clients in the acquisition of financing by learning the process of money, interest rates, property analysis and technology advances in mortgage lending.
- 3) To learn how to keep clients informed of loan applications, processing, underwriting and approvals.

RES 502 Appraisal Fundamentals Tuition - \$279.00 30 clock hours

- 1) Identify and understand all types of real property interest.
- 2) Develop the ability to locate Legal Descriptions, Tax Assessments, Property Taxes, Tax I.D. numbers, Sidwell numbers, census tract numbers, flood map numbers.
- 3) Demonstrate the ability to understand basic valuation principals.
- 4) Understand the appraisal process and the three approaches to value.
- 5) Complete a FNMA 1004 appraisal report.

RES 503 Appraisal II Tuition - \$279.00 30 clock hours

- 1) Identify and understand all types of real property interest including partial interests.
- 2) Understanding Discounting, Cash flow, Potential/ Effective and Net Operating Income and their origins.
- 3) Demonstrate the ability to understand valuation principals.
- 4) Understand the appraisal process including Highest and Best Use and the three approaches to value.
- 5) Understand the various methods by which Residential and Income producing properties are valued.

RES 501 USPAP Tuition - \$169.00 15 clock hours

- 1) Cover the history of USPAP and professionalism.
- 2) Overview the relationship of the structure and organization of the development and reporting requirement of USPAP to the appraisal process and a description of when USPAP applies in the context of Valuation Services vs. Appraisal Practice.
- 3) Definitions and Rules of USPAP.
- 4) Focus on the appraisal practice disciplines that are covered by standards 1-10 of USPAP.
- 5) This course presumes appraisers of real property subject to state licensing and certification will be the majority of the class make up.