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# Overview

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## Course Description

*Advanced Concepts & Case Studies* synthesizes basic and advanced valuation techniques taught in previous courses and addresses consistent treatment of the three valuation approaches for various valuation problems. Case studies teach participants how to address common but complex appraisal issues, including a leased fee not at market rent, a proposed property, a property in a market not at equilibrium, and a subdivision. The course emphasizes the need to test the reasonableness of conclusions in an appraisal.

This is primarily a synthesis course, not a review course. Like all advanced education courses sponsored by the Appraisal Institute, the course naturally reviews many concepts taught in previous courses. However, it includes some new material and does not include a complete overview of the other courses. Therefore, *Advanced Concepts & Case Studies* should not be considered an adequate review for the comprehensive exam. To prepare for the comprehensive exam, participants must review all four advanced education courses, as well as basic concepts from qualifying education for certified general appraisers.

Each case study in *Advanced Concepts & Case Studies* requires that you value a property by each of the three valuation approaches and reconcile the value indications into a final value opinion for the property. To ensure that key—and sometimes advanced—concepts and procedures are covered in the course, however, each case study deals with a different type of property, and each property valuation requires at least one special focus.

Each case study also requires the application of procedures you may not have had to apply often, if at all, in your work. Consequently, we have supplied lectures, discussion questions, examples, and problems to give you the tools that you need to apply in solving the case studies. *There are also review quizzes designed not only to review essential material but also to give you some practice for the course examination.*

To enable you to move through the course work with some confidence, the course parts first present material that covers procedures to be applied in the case study exercises that follow. These exercises are completed as group work, and the groups' solutions are reviewed after all the exercises for the case study have been completed.

On the last afternoon of the course, your instructor will conduct a full course review that includes problems similar to the ones you have already solved. All problems in the course review as well as in the review quizzes within the course are in the multiple-choice format, which is used in this and most Appraisal Institute course examinations. The course examination is scheduled for the morning after in-class course work is completed.

## Important Notes

- **Diagnostic Test Prerequisite.** To successfully complete courses in the advanced education curriculum, it is important that participants have basic spreadsheet skills. Therefore, before enrolling in an advanced education course, participants are required to take a diagnostic test in which the participant demonstrates his or her skill level in creating and working with spreadsheets. Participants may register for an advanced education course if they do not pass the diagnostic test, but it is not recommended.
- **Blended Learning.** Each course in the advanced curriculum incorporates both online and live classroom education learning. A two-hour Online Session begins the course. While the content for each course is different, these online sessions all incorporate discussion and examples, and require participants to complete various tasks. By completing the online session, participants will have a better understanding of what to expect in the live classroom sessions that will follow. If the tasks are difficult, participants will have time to review and prepare before the live portion of the course begins. Tasks will not be graded; however, they must be completed to successfully pass the course. The online session, which goes live 28 days before the classroom session begins, must be completed **BEFORE** the classroom session begins. Upon completion of the online session, participants will have the option of downloading the accompanying Online Solutions Booklet.
- **Excel Templates.** This course incorporates a variety of interactive learning activities, including Excel spreadsheets. Participants are required to download the necessary Excel Templates while completing the online session so that they have them when they begin the live classroom session of the course.
- **Digging Deeper. Digging Deeper information goes beyond the scope of the course and is not intended to be covered in class. It is not tested on the course exam; however, appraisers preparing for the comprehensive exam should be familiar with it, as well as all other material contained in the Course Handbook, whether or not it is presented in class.**

## Learning Enhancements

The course has been designed with a variety of elements to enhance your learning experience.

- **Blended Learning.** Blended learning provides an effective mix of classroom and computer-mediated instruction. The two-hour Online Session that precedes the live classroom sessions allows you flexibility to complete the readings and tasks on your own schedule at your own pace. The two-hour online session sets the stage for what is to come in the live sessions. You'll have self-study time to adequately review additional materials or correspond with your instructor if necessary to ensure you're prepared to complete the rest of the course successfully.

- **Preview.** To give you a taste of what is to come, you will find a Preview page that begins each Part. Included on the Preview page is a brief overview of the content, learning objectives to consider as you move through the content, and learning tips that will assist you in understanding the information you're about to learn.
- **Learning Objectives.** Each learning objective covers essential information you need to know to fully understand the concepts in the course. Look them over before the Part begins so that you have a frame of reference as you move through the material. At the end of each Part, reread the objectives. Are you able to do what is stated? If not, this is the time to ask your instructor for help. Or, review the concepts that you do not understand.
- **Excel Templates.** Many of the templates presented in the course for problem solving are provided in Excel (download). They may be used during the course as an aid in problem solving but also have real world applications outside the course. Many have embedded calculations; these are for simplicity but should not be used as a crutch. It is most important that participants understand the logical and mechanical operations associated with the spreadsheets and not just obtain the right answer.
- **Examples, Problems, and Discussion Questions.** Supplementing the lectures, we've included examples, problems, and discussion questions to help you visualize and practice what you are learning.
- **Review.** Each Part concludes with a review. Included in the review are the learning objectives and key terms and concepts that have been covered. Also, we've provided recommended readings from textbooks that will reinforce what you have learned in class.
- **Review Quizzes.** Short review quizzes are included at the end of most Parts; a Practice Test is included at the end of the course. The questions are similar to the types of questions you might find on the exam. By answering the multiple-choice questions, you will find out whether or not you really know the information that was covered in that Part.
- **Group Exercises.** This course is unique in that its principal work is accomplished by participants working in small groups to complete exercises on each of four case studies. Each course Part in which group exercises are completed is titled by the title of the case study being solved. Specific exercises are provided in those Parts to advance the work on that case study.
- **Self-Study Problems.** A separate Self-Study Problems booklet is provided for additional review and practice. Your instructor will not cover these problems in class.

## Classroom Guidelines

To make the course a positive experience for everyone attending, we have some guidelines for your consideration:

- 100% attendance is required. No exceptions.
- Limit use of computers and wireless devices to classroom projects.
- Communicate with business associates during break time instead of class time.
- Put away reading materials such as newspapers and books that are not used in class.
- Silence cell phones.
- Use recording devices only if prior permission has been granted.
- Refrain from ongoing conversations with those seated near you and other distracting behavior.

## General Information

- **Calculators.** A financial calculator is required. The accepted model used in the course is the HP-12C.
- **Laptop computers and flash drive.** A laptop computer and flash drive are required.
- **Spreadsheet program: Excel.** A spreadsheet program is required (participants can use other spreadsheet programs, but those programs won't be supported in class; demonstrations will be done in Excel).
- **Breaks.** There will be two 10-minute breaks during the morning session and two 10-minute breaks during the afternoon session unless noted otherwise by the course sponsor. The lunch break is one hour.
- **Attendance sheets** will be distributed during class to verify your attendance during the morning and afternoon sessions.
- **Certificates of completion** may be downloaded after completion of the course, and attendance during the entire course is required.

## Recommended Texts

- *The Appraisal of Real Estate*, 15<sup>th</sup> ed.
- *The Dictionary of Real Estate Appraisal*, 6<sup>th</sup> ed.
- *Market Analysis for Real Estate: Concepts and Applications in Valuation and Highest and Best Use*, 2<sup>nd</sup> ed.
- *The Valuation of Apartment Properties*, 2<sup>nd</sup> ed.
- *Subdivision Valuation*, 2<sup>nd</sup> ed.
- *Shopping Center Appraisal & Analysis*, 2<sup>nd</sup> ed.
- *The Valuation of Office Properties: A Contemporary Perspective*

## Prerequisites

### Required Courses or Their Equivalents

- *Advanced Education Diagnostic Test*
- *Basic Appraisal Principles*
- *Basic Appraisal Procedures*
- *National Uniform Standards of Professional Appraisal Practice (USPAP) Course, 15-hour*
- *Real Estate Finance, Statistics, and Valuation Modeling*
- *General Appraiser Market Analysis and Highest & Best Use*
- *General Appraiser Sales Comparison Approach*
- *General Appraiser Site Valuation and Cost Approach*
- *General Appraiser Income Approach/Part 1*
- *General Appraiser Income Approach/Part 2*
- *General Appraiser Report Writing and Case Studies*
- *Advanced Income Capitalization*

## Recommended Course

- *Advanced Market Analysis and Highest & Best Use*

## Exam

- 40 multiple-choice questions
- Please remember all laptops, cellular phones, tablets, iPads, wearable technology (smart watch, Apple Watch, Google Glass, etc.) and other devices that can store data or connect to the Internet are **NOT** permitted during the exam. In addition, all watches, wallets, bags, and purses must be removed and stored out of reach prior to taking the exam.