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# Overview

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## Course Description

*General Appraiser Sales Comparison Approach* presents an in-depth look at this valuation analysis method. It begins with detailed discussions of property comparability, techniques used to gather and verify data for a subject property, and use of this data in selecting a market area and appropriate comparable properties for analysis in the approach. The course explores ways to sort and analyze data, and effectively apply certain statistical analysis tools. Extensive practice problems, case study applications, and lecture will show participants how to analyze comparable sales using units and elements of comparison. The material addresses both quantitative and qualitative analysis.

## Learning Enhancements

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

- **Preview.** To give you a taste of what is to come, each part begins with a preview page that includes a brief overview of the content, learning objectives to consider as you move through the material, and learning tips to assist you in understanding the information you're about to cover.
- **Learning Objectives.** Each learning objective covers the information you need 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.
- **Examples and Problems.** To supplement the discussions are examples and problems to help you visualize and practice what you are learning.
- **Fill-in-the-Blanks.** It is a proven fact that when you write something down, you are more apt to remember it. The course handbook has "missing" content in the outline that you will need to add in the space provided in your handbook as the instructor goes over the content.
- **Review.** Each part concludes with a review, which includes the learning objectives and key terms and concepts that have been covered. Also, any recommended readings from textbooks will reinforce what you have learned in class.
- **Review Quizzes and Section Practice Tests.** Short quizzes are included at the end of most parts, and a practice test is included at the end of each section. The questions are similar to the types of questions you might find on the exam. By answering the true/false, fill-in-the-blank, or multiple-choice questions, etc., you will find out whether or not you really know the information covered in the part.

- **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.

## USPAP References

All references to the *Uniform Standards of Professional Appraisal Practice* (USPAP) are taken from the 2020–2021 edition (Washington, D.C.: The Appraisal Foundation).

## Classroom Guidelines

To make the course a positive experience for everyone attending, please observe the following requirements:

- 100% attendance is required. No exceptions.
- Limit use of computers 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. **Important Note.** 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.
- **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, 7<sup>th</sup> ed.*