

Seminar Schedule

SECTION 1. (Morning)

Registration	Registration
Overview and Introduction	Program Description, Learning Enhancements, Classroom Guidelines, and General Information
Part 1. The Basics of Spreadsheets	Using Spreadsheet Programs in Real Estate Appraisal Keyboard Fundamentals Spreadsheet Fundamentals Using Basic Commands 1.13 In-Class Exercise Review Quiz MORNING BREAK
Part 2. Basic Applications for Appraisers	Using the “Function – fx” in MS Excel Basic Mathematical Functions 2.11 In-Class Exercise Review Quiz LUNCH

SECTION 2. (Afternoon)

Part 3. Designing a Spreadsheet for the Three Approaches to Market Value

Sales Comparison Approach
Cost Approach
Income Capitalization Approach
3.11 In-Class Exercise
Review Quiz

Part 4. Using Spreadsheets for Real Estate Statistical Analysis

Averages—Measures of Central Tendency
Standard Deviation/Coefficient of Variation
Graphing Data—Industrial Property
Obtaining Data Directly from an MLS System
Finding the Correct Unit of Comparison
AFTERNOON BREAK
4.7 In-Class Exercise
Review Quiz

Part 5. Solving Real Estate Problems with Spreadsheets

5.1–5.10 Problems—Group work, Review Quiz
Conclusions