# Schedule

## SECTION 1. (Morning)

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<th>Registration</th>
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<tr>
<th>Overview and Introduction</th>
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<tr>
<td>Program Description, Learning Enhancements, Classroom Guidelines, and General Information</td>
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### Part 1. The Basics of Spreadsheets

- Introductory Exercise
- 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 Value**

- 1:00—1:15 15 minutes Sales Comparison Approach
- 1:15—1:30 15 minutes Cost Approach
- 1:30—1:45 15 minutes Income Capitalization Approach
- 1:45—2:05 20 minutes 3.11 In-Class Exercise
- Review Quiz

**Part 4. Using Spreadsheets for Real Estate Statistical Analysis**

- 2:05—2:15 10 minutes Averages—Measures of Central Tendency
- 2:15—2:25 10 minutes Standard Deviation/Coefficient of Variation
- 2:25—2:35 10 minutes Graphing Data—Industrial Property
- 2:35—2:45 10 minutes Obtaining Data Directly from an MLS System
- 2:45—3:00 15 minutes 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
- Conclusions and Evaluation Forms