

**2023**

# **Course Catalog**

**Edition 5**

SC, GA & NC  
Approved  
Education  
Provider

**EST. 2018**



**In Real Estate, Comps Determine Value**

**COMPS ACADEMY**  
Real Estate School

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# OUR VISION

Comps Academy Real Estate School recognizes the need for relevant educational experiences that support students and agents success in a constantly changing real estate market. Our friendly instructors bring their vast real estate experiences into the classroom which offers students timely industry news, market trends, and proven field strategies. Our helpful staff, knowledgeable instructors, and smaller class sizes create an excellent learning environment that enhances our students' success.

**Give us a call today at 800-941-2130!**

# OUR INSTRUCTOR



Vonnie is a reputable Realtor with over her 18 years of real estate experience. She enjoys empowering others, therefore, she became a certified real estate instructor. In this role, she shares her knowledge to prepare and develop more future real estate leaders.

**NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE, COLOR, NATIONAL ORIGIN, FAMILIAL STATUS, HANDICAPPING CONDITION, OR RELIGION**

# STUDENT CONDUCT

Students are expected to conduct themselves in a professional and respectful manner. Dress may be comfortable but pajamas are not allowed. Dismissal without recourse will be imposed for behavior that, in the sole judgment of the instructor or staff, reflects negatively on Comps Academy Real Estate School.

Any student suspected of cheating will be reported to the SC Real Estate Commission. Exams are confidential and will not be accessible to students for review after they have been graded.

# COURSE EVALUATIONS

End of course surveys are to be given to all students. Generally in classes with a final exam, instructors will find that the administrative staff has already included surveys in the final exam packets.

In classes without a final exam, students will have been given a survey with the course handouts at the beginning of class. We thank our students for sharing their feedback because we will use them to make our future classes even more successful.

# OUR POLICY & PROCEDURE

## Attendance Requirements:

The South Carolina Real Estate Commission and COMPS Academy require that you attend ALL SESSIONS before you can take the COMPS Exam and earn a certificate. NO PARTIAL CREDIT will be given for any class. **If a student misses any part of a session, the missed session can be made up by watching a video recording or during another regularly scheduled class.** If for any reason a class can not be held as scheduled, students will be notified, and a make-up class will be held as soon as practical. If for some reason a class is cancelled after it starts, students will be eligible to attend the next scheduled class at 50% of the charge. **Students must successfully complete coursework including final exams within four months from their last scheduled course date or will be subject to pay the full tuition.**

## School Holidays:

No courses will be offered on major holidays. Observed holidays include: Christmas Eve, Christmas Day, New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day afterwards

## Grading:

For the Sales and Broker B exams, a multiple-choice exam covering both National and State laws. The Property Management Course exam is multiple-choice questions. A passing grade of 70% is required on each portion of the exams. If you fail any portion of the academy exam, then you are given ONLY ONE make-up exam free of charge but a \$25 fee will be assessed if online proctoring is required. If you fail the make-up exam, then you would be required to pay a \$250 administrative fee and retake the class again before taking another makeup exam. A maximum of two additional retake exams and NO further retakes will be given under any circumstances. MCE & Broker A classes are graded on the student participating 100% in all class activities. COMPS Academy may offer courses other than these mentioned to which these rules may not apply.

## REFUND/CANCELLATION POLICY:

Refund/cancellation requests will be accepted up to 24 hours before the scheduled class and only 80% of the course fee will be refund. If you do not cancel, you will be charged full tuition. These requests must be made in writing and either postmarked or presented in person 48 hours in advance to COMPS Academy. Refunds will not be processed for persons who have attended any portion of the course. Refunds will be processed without request for any classes cancelled by the academy. Refunds will be made within two weeks of request. If changes are requested within 24 hours prior to class, fees may be transferred to another class.



# OUR CALENDAR

We observe All Major  
and Federal Holidays.

## SC Pre-Licensing

**Tuition: \$495**

Books are NOT ncluded with classes.

60 hour course provides an introduction to real estate and preparation for the South Carolina real estate exam. Must be at least 18 years of age to register.

Dates	Days	Times
Jan 24 - Mar 30	Tues & Thurs	6 pm - 9 pm
Feb 27 - Mar 10	Mon - Fri	9 am - 3:30 pm
Mar 20 - May 24	Mon & Wed	6 pm - 9 pm
July 24 - Aug 4	Mon - Fri	9 am - 3:30 pm
Aug 22 - Oct 26	Tues & Thurs	6 pm - 9 pm
Oct 9 - Oct 20	Mon - Fri	9 am - 3:30 pm

## SC Advanced Principles

**Tuition: \$295**

Books are included with classes.

An additional 30 hours of education is required to obtain a sales license. Must be at least 18 years of age to register.

Dates	Days	Times
Mar 27 - Mar 31	Mon - Fri	9 am - 3:30 pm
Apr 18 - May 18	Tues & Thurs	6 pm - 9 pm
Aug 21 - Aug 25	Mon - Fri	9 am - 3:30 pm
Nov 6 - Nov 10	Mon - Fri	9 am - 3:30 pm



## **Online NC & SC Pre-Licensing**

**Tuition Starts: \$425**

Books and Taxes are NOT included

Complete your 75-hour North Carolina or 90-hour South Carolina licensing courses around your schedule. Must be at least 18 years of age to register. Students have access to the online materials up to six months. Upon successful completion of the course, Comps will issue student's certificate

## **Online Advanced Principles**

**Tuition: \$250**

Books and Taxes are NOT included

Students can complete their 30 hour Advanced Principles course before or after completing their South Carolina real estate exams. Must be at least 18 years of age to register. Students have access to the online materials up to six months. Upon successful completion of the course, Comps Academy will issue student's certificate

## **Online Post Licensing**

**Tuition: \$190**

Books and Taxes are NOT included

Provisional Brokers must complete an additional 90 hours of Post Licensing courses, 301, 302, & 303, within 18 months from initial licensure to obtain a full NC Broker license. Students must already be licensed before they may enroll in post-licensing courses. The North Carolina Real Estate Commission will not grant post-licensing credit to students who started post-licensing courses before they received their real estate license.

## SC Property Manager

**Tuition: \$275**

Books are NOT included with classes.

30 hours of education is required to obtain a property manager license. It covers such topics as leases, license law, landlord-tenant relationships, and fair housing laws. Must be at least 18 years of age to register.

### Dates

Mar 20 - Mar 24

### Days

Mon - Fri

### Times

9 am - 3:30 pm

## SC Broker A

**Tuition: \$275**

Books are NOT included

30 hour course on brokerage management focusing upon establishing and maintaining a real estate office. It includes topics such as risk reduction, ethics, marketing, short and long range planning, policy manual development, insurance, trust accounts, budgeting and finance.

### Dates

Feb 21- Feb 24

### Days

Tues - Fri

### Times

8:30 am - 5:30 pm

Mon - Fri

9 am - 3:30 pm

## SC Broker B

**Tuition: \$275**

Books are NOT included

30 hour exam preparation course for broker licensing. It includes topics such as agency, contracts, finance, appraisal, real property law, license law, federal and state laws and math

### Dates

Mar 13 - Mar 17

### Days

Mon - Fri

### Times

9 am - 3:30 pm

Mon - Fri

9 am - 3:30 pm

Provisional Brokers must complete an additional 90 hours of Post Licensing courses, Post 301, 302, & 303, within 18 months from initial licensure to obtain a full NC Broker license

## NC Post License 301

**Tuition: \$225**

Books are included with classes.

Topics addressed in this course include: a review of agency relationships in real estate residential and commercial sales and commercial property management transactions, a real estate broker's legal duties to clients and customers, a step-by-step review and discussion of the functions and more

### Dates

### Days

### Times

Jan 18 - Jan 27

Wed & Fri

8:30 am - 4:30 pm

June 19 - June 28

Mon & Wed

8:30 am - 4:30 pm

## NC Post License 302

**Tuition: \$225**

Books and Taxes are NOT included

Topics addressed in this course include: selected basic contract law concepts, real estate sales contract preparation, sales contract procedures, buyer's due diligence, closing procedures, Real Estate Settlement Procedures Act, & more

### Dates

### Days

### Times

Apr 3 - Apr 12

Mon & Wed

8:30 am - 4:30 pm

Aug 8 - Aug 17

Tues & Thurs

8:30 am - 4:30 pm

## NC Post License 303

**Tuition: \$225**

Books and Taxes are NOT included

Topics addressed in this course include: general North Carolina licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management in NC, and miscellaneous NC laws and legal concepts

### Dates

### Days

### Times

Apr 25 - May 4

Tues & Thurs

8:30 am - 4:30 pm

Sept 11 - Sept 20

Mon & Wed

8:30 am - 4:30 pm

## SC Core Continuing Education Courses Tuition: \$45

Books are included

### Disclose, Disclose, Disclose

4-Hr Core

State required covering the relevant information for staying up to date on real estate license law.

This course will be available a self pace course soon

#### Dates

#### Days

#### Times

Mar 6	Monday	8:30 am - 12:30 pm
Apr 24	Monday	8:30 am - 12:30 pm
May 23	Tuesday	1:15 pm - 5:15 pm
June 5	Monday	1:15 pm - 5:15 pm

## NC Core Continuing Education Courses Tuition: \$45

Books are included

### GenUp

4-Hr Core

For brokers who DO NOT HAVE BIC Eligible Status, four (4) of the required CE credit hours must be obtained by completing the General Update course prescribed by the Commission. The subject matter of this course will be changed by the Commission each license year.

#### Dates

#### Days

#### Times

Feb 17	Friday	8:30 am - 12:30 pm
Apr 19	Wednesday	1:15 pm - 5:15 pm
May 16	Tuesday	8:30 am - 12:30 pm
June 5	Monday	8:30 am - 12:30 pm

### BicUp

4-Hr Core

For brokers who HAVE BIC Eligible Status, four (4) of the required CE credit hours must be obtained by completing the Broker-in-Charge Update (BICUP) course each license period.

#### Dates

#### Days

#### Times

Apr 26	Wednesday	8:30 am - 12:30 pm
TBD	Monday	1:15 pm - 5:15 pm

# Elective Continuing Education Courses

**Tuition: \$45**

Dual Credit for North Carolina & South Carolina

Books are included

## Everyday Ethics

**Dual 4-Hr Elective**

Provides the latest information from the Code of Ethics and Standards of Practice of the NAR

### Dates

### Days

### Times

Feb 13

Monday

8:30 am - 12:30 pm

TBD

TBD

1:15 pm - 5:15 pm

## Real Estate Finance Today

**Dual 4-Hr Elective**

In a changing financial landscape with new real estate reporting requirements, this course offers an invaluable resource for real estate professionals practicing in several different fields.

### Dates

### Days

### Times

TBD

Thursday

1:15 pm - 5:15 pm

TBD

TBD

1:15 pm - 5:15 pm

## Online Continuing Education

**Hours & Price Varies**

Online courses may only be taken to satisfy the Commission's continuing education requirements. Upon successful completion, Comps Academy will issue student's certificate.



# Continuing Education Courses

**Tuition: \$45**

Books are included

## **Disclose, Disclose, Disclose**

**4-Hr Core**

State required covering the relevant information for staying up to date on real estate license law.

## **Property Management -Managing Risk**

**4-Hr Elective**

Learn to Managing Owner and Tenant Relations, Managing Leases, Managing Residential Property, Managing Life Safety

## **Commercial & InvestmentReal Estate**

**4-Hr Elective**

Learn how to evaluate commercial properties, calculate cash flows, and negotiate capital gains taxes and 1031 exchanges.

## **Red Flags : Proprty Inspection Guide**

**4-Hr Elective**

This course offers updated information for agent inspection properties. Topics include asbestos, hazardous vegetation, stuctural problems, environmental hazards.

## **Foreclosures, Short Sales, REOs & Auctions**

**4-Hr Elective**

Hot topics in today's market: foreclosures, short sales, REOs, and auctions.

## **Broker In Charge**

**BIC 4-Hr Core**

Brokers in Charge are required to complete this course

## **Real Estate & Taxes**

**4-Hr Elective**

This title has been thoroughly updated to include these new real estate tax provisions.

## **Everyday Ethics**

**4-Hr Elective**

Provides the latest information from the Code of Ethics and Standards of Practice of the NAR

## **Online Continuing Education**

**Hours & Price Varies**

Online courses may only be taken to satisfy the Commission's continuing education requirements. Upon successful completion, Comps Academy will issue student's certificate.

