**Course Title:** Writing and Presenting The Purchase Agreement

**Course Objective(s):** Participants will review NRS 645 and NAC 645 codes in regards to Offers and Acceptance.

**Credit Hours:** 3 CONTRACTS

**Content**: The “Code of Ethics” and MLS Rules will be reviewed and reinforced. Participants will fill out a Purchase Agreement using a ‘case study.’ Participants will ‘role play’ an actual Offer Presentation. Counter Offers will be discussed and reviewed.

**COURSE TIMED**

**SUBJECT/TOPICS INCREMENTS**

1. **Introduction** **5 Min**

* Classroom Rules

1. **Course Overview 5 Min**

* Learning Objectives

1. **Regulations 15 Min**

* Review of NRS/NAC 645 regarding Offers

1. **Ethics 15 Min**

* Review of Code of Ethics

1. **MLS 10 Min**

* Review of MLS Rules & Regulations

**BREAK – 10 Min**

1. **Case Study 10 Min**

* Using the ‘Case Study’ fill in a Purchase Agreement

1. **Contracts 10 Min**

* Q & A regarding Purchase Agreement clauses

1. **Contracts 10 Min**

* The call (Dialogue) to the Co/Broke to Present Your Offer

1. **Contracts 20 Min**

* Five Keys to Presenting the Agreement

**BREAK – 10 Min**

1. **Contracts 15 Min**

* Seven Steps to Presenting the Agreement

1. **Contracts 20 Min**

* Role Play of Presentation

1. **Contracts 20 Min**

* Counter Offers

1. **Contracts 5 Min**

* Course Wrap, Closing Comments & Student Evaluations

**TOTAL: 180 Mins ÷ 50 class hr = 3.6 Hours**