

SAMPLE FORMATTING FOR A COURSE OUTLINE CONTINUING EDUCATION OR 6-HOUR CONTRACT WRITING COURSE

You must create and include with a course application a course outline. The course outline must contain sufficient detail to clearly identify the scope and content of the course. Please reference [A.A.C. R4-28-402](#) to view minimum requirements of each course category in Continuing Education.

COURSE TITLE

The Name of The Course

DESIRED INSTRUCTIONAL OUTCOME

Write a detailed statement describing how you define the learning objective of the overall course. Include how the teaching of this course to licensees will protect the public. ([A.R.S. § 32-2135\(F\)](#))

TIME	TOPIC	TEACHING METHOD
Minutes	Broad overview of what will be covered for each section.	More than one teaching method may be used per time allotment.

RESOURCES: STATUTE, ADMINISTRATIVE CODE, CASE LAW, OR OTHER INFORMATION SOURCES

Please list where the information is being sourced from. If applicable, provide which forms will be used as examples and links to videos.

If forms are being used as examples to discuss elements of a contract, please ensure the class understands Article 26 of the Arizona Constitution does not require the use of a specific contract form. Students need to learn aspects of a valid contract, risk management, and not to assume all contracts include the same terms, conditions, and clauses. Instruction on how to fill in the blanks on a form template does not meet minimum content requirements for Continuing Education credit.

LEARNING OBJECTIVE

Provide a description with what the students will learn or have as take aways from the above allotted time. The learning objective must include actionable items using terms such as recall, discuss, analyze, define, explain, distinguish, illustrate, etc.

Your course outline must contain the information shown above, but does not have to be identical in formatting.

Example of a course outline with a 15-minute segment:

COURSE TITLE
Broker Management Clinic Section 3B

DESIRED INSTRUCTIONAL OUTCOME
<p>This course protects the public by ensuring brokerages that handle funds that require placement in a trust account are in compliance with the requirements mandated by Arizona law.</p> <p>This course will go over areas that must be managed in order to meet the requirements of Arizona law.</p> <p>This course will specifically cover:</p> <ul style="list-style-type: none">• Designated Broker Liabilities• Broker policy and supervision• Generally accepted accounting principles, the language and terms of accounting• Sinking funds/reserves• Transactional recordkeeping requirements• Monthly financial requirements• Overview of all Arizona Revised Statutes that apply to property management• Fiduciary responsibilities and how to deal fairly with customers• Advertising and promotions of property management properties• Department of Real Estate audit procedures• Disciplinary actions of the Department

TIME	TOPIC	TEACHING METHOD
15 Minutes	Fiduciary Responsibility and dealing fairly	Lecture and discussion
RESOURCES: STATUTE, ADMINISTRATIVE CODE, CASE LAW, OR OTHER INFORMATION SOURCES		
<ul style="list-style-type: none">• A.A.C R4-28-1101(A), A.A.C. R4-28-1101(B)• Arizona Department of Housing Fair Housing Information: https://housing.az.gov/general-public/fair-housing		
LEARNING OBJECTIVE		
<ul style="list-style-type: none">• Engage students to recall agency performance for the clients versus the customers. Define and discuss licensee disclosure requirements and the agency relationship between property managers and tenants.• Discuss fiduciary and fair dealings in regard to tenant applications, criminal/eviction/other background checks, and decision making. (Criteria for Residential, Commercial, and Agriculture)		