

# Cornell 2009 Course Descriptions

## **FULL WEEK COURSES**

### ***#1 Appraisal Principles & Practices (30 hours of DOS CE Credit applied for)***

Instructor: David W. Briggs, IAO  
Classroom location – Ramada Conference Center

This is an introduction course of instruction in the appraisal of real property, emphasizing legal considerations, economic principals, real estate markets and analysis. At the conclusion of this course the student will understand the basic terms, concepts and principles applicable to valuation; the appraisal process and its steps; apply the valuation process and its steps to course exercises and to “real world” situations. (This course is a requirement for assessors seeking basic certification from ORPS)

### ***#2 Application of the Three Approaches to Value (30 hours of DOS CE Credit applied for)***

Instructor: Nathan T. Gabbert, IAO  
Classroom location – Cornell Campus

This is an intermediate course of instruction that will build on assessors’ knowledge of basic appraisal procedures and the use of the three approaches to value. At the conclusion of this course the student understand and be able to apply the three approaches to value and reconcile the three approaches to value into a final value opinion. (This course is a requirement for assessors seeking basic certification from ORPS.)

### ***#3 IAO-2 Exemptions***

Instructor: Michael J. Bernard, IAO  
Classroom Location – Ramada Conference Center

This is the most advanced Exemption class offered. Topics that will be covered include; Public, Private, Residential, Commercial Real Property Tax Exemptions, the Law and the application process. In depth discussions will involve the more common exemptions; STAR, Senior, Agricultural, Veterans, Religious, IDA’s and Not-for profit’s. We will also examine the complexities of determining, what is income and expenses and how to determine residency for private residential exemptions. The Instructor will also share some actual exemption applications and their ultimate outcome, with some surprise results. Please feel free to bring your actual “horror stories” to share with the class. We will be utilizing E-Government at its best, so bring your laptop (not a requirement of the class) and learn the sites that will make you a better Exemption Administrator.

### ***#4 RPS Computer Valuation***

Instructors: Anne M. Sapienza, IAO & Lorie Cleveland  
Classroom location – Cornell Campus

This seminar will instruct the students in the valuation procedures contained within the RPS V4 program. This will include the preparations for a Mass Appraisal Project, with file cleanup, establishing land values and establishing/reviewing neighborhoods. All three approaches to value will be instructed within RPS V4, as well as resulting valuation reports. Miscellaneous topics will be discussed, including: time adjusted sale price, information transport, analysis tools, forest valuation and single parcel valuation versus mass appraisal.

### **#5 IAO- 3 Computer Course Advanced Applications**

Instructors: Patrick J. Duffy, IAO & Warren Wheeler, IAO  
Classroom location – Cornell Campus

This course is intended for Assessors and staff who have been using Office 2003 and want to transition to, or enhance their understanding of, Office 2007. The emphasis will be on Excel and how to utilize it for assessment purposes. Students will learn import and export techniques, how to download data, linking and merging V4 data, how to use Excel basic statistics tools and graphing. Attention will be given to integrating Excel with Word and PowerPoint. In addition, students are asked to submit personal examples of what they would like to learn and appropriate examples will be incorporated into the class as time permits.

### **#6 Introduction to Farm Appraisal**

Instructor: Mark J. Twentyman, IAO & Robert L. Wright  
Classroom location – Cornell Campus

This is an intermediate course building upon basic appraisal concepts. Those concepts are brought to life by practical application to the valuation of agricultural lands and structures used in agricultural production. This course will give the students exposure to valuation considerations needed to appraise the broad spectrum of agricultural enterprises found in New York. A "hands-on" field trip benefits the student with a better understanding of New York's agricultural industry. Students will be taught current approaches for appraising agricultural enterprises found in New York. (This course is a requirement for assessors seeking basic certification from ORPS.)

## **HALF WEEK COURSES**

### **1<sup>st</sup> Half**

#### **#7 Restaurant Valuation (15 hours of DOS CE Credit applied for)**

Instructor: John Zukowski, MAO, IAO  
Classroom location – Ramada Conference Center

This course is designed to assist the assessor with the valuation procedures involved in appraising restaurants. The traditional three approaches to value will be examined. This course will examine three case studies based on what are we valuing in a restaurant and then discuss classifications, building descriptions, industry facts and trends, demographic standards, as well as lease analysis and discounted cash flow analysis. A fast food restaurant case study will also be reviewed.

#### **#8 Cost Approach to Value (15 hours of DOS CE Credit applied for)**

Instructor: John McGrory, IAO  
Classroom location – Ramada Conference Center

This course will review basic principles and techniques used by the appraiser in the preparation of an appraisal using the cost approach. Emphasis will be placed on residential property. Marshall & Swift/ Boeckh Residential Cost Handbook Book will be provided to estimate cost. Location multipliers, climate adjustments, topographic adjustment and other sq ft adjustments will be discussed. Quantity Survey and Unit in Place methods will be explored and the Comparative Unit Method will be used for a class project using data collected. Advantages of Marshall & Swift Residential Cost Estimator 7 will be discussed. Estimating site value will be covered with emphasis placed on sales comparison and a review of abstraction, allocation and capitalization of ground rent. Students should bring a calculator.

**#9 IAAO Workshop 452**  
**Fundamentals of Assessment Ratio Studies**  
Instructor: Thomas Frey, IAO  
Classroom location – Ramada Conference Center

This workshop provides a very basic introduction to the development and uses of assessment sales ratio studies. The workshop covers the topics of sales analysis, sampling, and the development of assessment ratio studies. As the use of assessment ratio studies becomes more and more the major component of the equalization rate process, you should become familiar with the steps required to complete such a study correctly.

**2<sup>nd</sup> Half**

**#10 Big Box Store Appraisal**  
**(15 hours of DOS CE Credit applied for)**  
Instructor: John Zukowski, MAI, IAO  
Classroom location – Ramada Conference Center

This course is designed to assist the assessor with the valuation procedures involved in appraising big box stores. The traditional three approaches to value will be examined. This course will include a case study of this type of retail property. Also included will be discussions of retail classifications, building descriptions (including stand alone, power center & outparcel), industry facts and trends, demographic standards, as well as lease analysis and discounted cash flow analysis.

**#11 Assessment Math & Statistics**  
**(15 hours of DOS CE Credit applied for)**  
Instructor: John McGrory, IAO  
Classroom location – Ramada Conference Center

This course will begin with a brief review of basic algebra and geometry. The main emphasis will be on the statistics used in mass appraisal such as ratio studies; the mean, median and mode; measures of dispersion such as the standard deviation, variance and coefficient of dispersion, and the price-related differential. The six functions of the dollar as used in the income approach to value will also be discussed. All students must bring a pocket calculator and should know how to use it. The advantages of more sophisticated calculators such as the HP-12C will also be explained.