I. COURSE DESCRIPTION

A. An overview of licensing as a real estate broker and salesperson. Includes ethics of practice as a license holder; titles to and conveyance of real estate; legal descriptions, law of agency, deeds, encumbrances and liens; distinctions between personal and real property; contracts, appraisal, finance and regulations; closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. This course meets the Texas Real Estate Licensing Act (TRELA) requirements for a core course on Real Estate Principles. Fulfills the 4 semester hours of Principles of Real Estate required for the salesperson license.

B. RELE 1406 is a required course in the Real Estate certificate program and may be taken as an elective in the Business Management and Marketing and Sales Management degree and certificate programs. The course satisfies the principles requirement as specified in section 7 of the Texas Real Estate License Act.

C. The course is occupationally related and serves as preparation for a career as a licensed real estate sales professional as well as providing valuable information to the student as a buyer or seller of real property.

D. Prerequisites: None

E. Alphanumeric coding used throughout this syllabus denotes integration of the Secretary's Commission on Achieving Necessary Skills (SCANS) occupational competencies (CA, B, CI, 2, etc.) and foundation skills (FA, B, CI, 2, etc.) for this course. The instructor will ensure the designated SCANS competencies and skills are addressed in the course. A detailed description of each competency/skill is contained in "A SCANS Report for America 2000," Executive Summary, furnished separately.

II. LEARNING OUTCOMES

Upon successful completion of this course, RELE 1406, the student will be able to:

A. Define the principles of real estate and how they apply in the real estate industry.

B. Describe titles to and conveyance of real estate.
C. Discuss legal descriptions, deeds, encumbrances and liens.
D. Discuss Texas Real Estate License Act (TRELA)
E. Distinguish differences between personal and real property.
F. Outline the federal, state, and municipal laws related to discrimination in the real estate.
G. Outline closing procedures.
H. List examples of laws relating to fair housing.
I. Describe appraisal, finance and regulations.
J. Solve real estate mathematical problems.
K. The following SCANS competencies and foundation skills will be covered in this course:

1. Foundation Skills
   a. Basic Skills
      (1) Reading (FA1)
      (2) Writing (FA2)
      (3) Arithmetic/Mathematics (FA3)
      (4) Listening (FA4)
      (5) Speaking (FA5)
   b. Thinking Skills
      (1) Decision Making (FB2)
      (2) Problem Solving (FB3)
      (3) Reasoning (FB6)
   c. Personal Qualities
      (1) Responsibility (FC1)
      (2) Self-esteem (FC2)
      (3) Sociability (FC3)
      (4) Self-management (FC4)
      (5) Integrity/honesty (FC5)

2. Competencies
   a. Resources
      (1) Human Resources (CA4)
   b. Interpersonal Skills
      (1) Serves Customer (CB3)
      (2) Cultural Diversity (CB6)
   c. Information
      (1) Acquires/Uses (CO)
      (2) Organizes/Maintains (CC2)
      (3) Interprets/Communicates (CC3)
      (4) Uses Computer (CC4)
III. INSTRUCTIONAL MATERIALS
The instructional materials identified for this course are viewable through www.ctcd.edu/books.

IV. COURSE REQUIREMENTS
This section contains a detailed list of every requirement that the student will be expected to accomplish for satisfactory completion of the course.

A. Reading Assignments: Read text assignments prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas. (FA1, FA5, CA4, CC1, 2 & 3)

B. Current Event Article Report: (FA2) In addition to text readings, each student will prepare one Real Estate-Related current event article report. Select an article from a current (within the past 30 days) publication (newspaper, news magazine, Real Estate Internet Web site, etc). (CC1) Summarize the article by stating the main points in your own words. State your conclusions (opinion) about the article. (FB6)

The REPORTS MUST BE TYPED OR PUBLISHED USING A WORD PROCESSOR. A copy of the article must be furnished with the report.

REPORTS MUST BE REAL ESTATE-RELATED. If it’s half a page single spaced, if full page double spaced. What it’s about and what you learned.

Deadline for turning in the article report is in the course outline. There is a five point penalty for a late report. (FC1) The article report will be presented orally (1-3 minutes) to the class. (FA5)

C. Class Attendance: Class Attendance: (Refer to CTC Catalog for detailed policy.) (FC1 & 4) You are expected to attend each class period, be on time and stay the full instruction period or be counted absent. You are responsible for all course material missed due to an absence. The instructor does not provide class notes for classes missed.

Students who have not attended class by the 12th class day of a 16-week course or the 6th class day of an 8-week course may be administratively dropped by the instructor. Students may be administratively withdrawn from any class when their absences reach a total equal to 12.5% of the class hours for the course; and in the opinion of the instructor, the student cannot satisfactorily complete the course.
V. EXAMINATIONS

A. Scheduled Examinations: (CC1, CC2, FC2) There will be four major scheduled examinations as follows: 50 Questions multiple choice:

1. Exam 1
2. Exam 2
3. Exam 3
4. Final Exam

The exam schedule and material covered on each exam will be provided by the instructor on the first day of class. The type of exam questions (essay, multiple choice, fill-in) will be specified by the instructor during pre-exam reviews.

B. Spot Quizzes: The instructor may administer pop quizzes, discussion boards, and other lesson quizzes to encourage student preparation for class periods. There will be no makeup for quizzes. (FC4)

VI. SEMESTER GRADE COMPUTATIONS

A. The final grade for the semester will be computed as follows:

1. Major examinations (scheduled) 900 points
2. Classroom performance 50 points
   a. Attendance
   b. Spot quizzes
   c. Preparation
3. Current Event Report 50 points (incomplete if not turned in)

Total 1000 points

B. Letter grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Numerical Value</th>
<th>Grades</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A = Superior</td>
<td>4</td>
</tr>
<tr>
<td>80-89</td>
<td>B = Above Average</td>
<td>3</td>
</tr>
<tr>
<td>70-79</td>
<td>C = Average</td>
<td>2</td>
</tr>
<tr>
<td>60-69</td>
<td>D = Passing, but Unsatisfactory</td>
<td>1</td>
</tr>
<tr>
<td>Below 60</td>
<td>F = Failure</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>I = Incomplete</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>W= Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM INSTRUCTOR
A. Withdrawal from a Course: It is the student's responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is as follows.

- 10-week session: Friday of the 8th week
- 8-week session: Friday of the 6th week
- 5-week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W" provided that the student's attendance and academic performance are satisfactory at the time of official withdrawal.

Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. Administrative Withdrawal:
1. An administrative withdrawal may be administered by the instructor when the student has been absent an excessive number of times, as defined in the current Central Texas College Catalogue and/or other published amendatory documentation. In such a case, the student may be dropped from the course with the grade of "F".
2. The student is responsible for maintaining his/her own attendance record so that he/she may be aware of a pending administrative withdrawal by instructor.

C. Incomplete Grade: The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course
work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course..." Prior approval from the instructor is required before the grade of "I" for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.

D. Cellular Phones and Portable Devices: Cellular phones and portable devices will be turned off while the student is in the classroom or laboratory.

E. Americans with Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

G. Civility: (FC3) Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. Honesty and Integrity: (FC5) All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:

1. Plagiarism: The taking of passages from writing of others without giving proper credit to the sources.
2. Collusion: Using another's work as one's own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.
3. Cheating: Giving or receiving information on examinations. Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and will be subject to disciplinary action.

**VIII. FEEDBACK**
A. FEEDBACK: Feedback is the return of data/information about the result of a process and is an important part of the learning process. Feedback in the course will be provided via test scores, graded assignments, and/or instructor evaluation of the students’ progress. You are encouraged to take advantage of the many avenues for feedback available to you. For example, office hours are established primarily to provide the student access to the instructor to discuss academic guidance. I am also generally available before and after class to meet with you. E-mail is another easily available medium to obtain feedback. Additional feedback may be provided at the discretion of the instructor or on your request.

B. RESPONSIBILITY FOR LEARNING:

1. INSTRUCTOR:
   As your instructor I will organize and present the course material in a manner designed to facilitate the learning process. I will evaluate your progress periodically via writing assignments, oral presentations, and exams and provide feedback on your performance via exam scores, exam critiques, and critique of your writing assignments, etc. I am also available before and after each class period and during office hours to discuss your performance and answer questions.

2. STUDENT:
   As the student you are ultimately responsible for your success in this course. It is your responsibility to attend class regularly, prepare for class by reading assigned text material, participate in class discussions, ask questions when required to improve your understanding, prepare for and complete exams, and complete all other assignments.

IX. COURSE OUTLINE

A. Unit One: Introduction to Modern Real Estate Practice, Real Property, and The Real Estate Market (Chapters 1-3)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:
   a. Identify the various careers available in real estate and the professional organizations that support them.
   b. Describe the five uses of real property.
   c. List the seven sources of real estate law and give an example of each.
   d. Distinguish among the concepts of land, real estate, and real property and explain the rights that convey with ownership of real property.
   e. Describe the difference between real and personal property and the various types of personality.
f. Identify the characteristics of fixtures and trade fixtures, including the legal tests of a fixture.
g. List and describe the physical and economic characteristics of real estate.
h. Explain the operation of supply and demand in the real estate market.
i. Identify the economic, political, and social factors that influence supply and demand and the real estate cycle.

2. Learning Activities:
   a. Classroom lecture/discussion (FA4, FC3)
   b. Student homework study (FC1, CC1)
   c. Reading assignments (FA1, CA1)

3. Lesson Outline:
   a. Unit Outline: Follow the sequence of unit learning outcomes.

B. Unit Two: Concepts of Home Ownership, Real Estate Brokerage and the Law of Agency, and Fair Housing Laws and Ethical Practice (Chapters 4-6)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:
   a. Identify the various types of housing choices available to homebuyers.
   b. Describe the issues involved in making a home ownership decision.
   c. Discuss the primary considerations for determining housing affordability.
   d. Explain the tax benefits of home ownership.
   e. Distinguish the various types of homeowners insurance policies and relate them to property-damage claims.
   f. Describe the requirement for and the coverage provided by a flood insurance policy.
   g. Explain the types of agencies and the processes by which agency can be created and terminated.
   h. Describe an agent's duties to a principal, a principal's duties to an agent, and an agent's duties to customers, as well as a broker's duties related to minimum service standards.
   i. Identify the broker's role in the disclosure of agency relationships and the types of agencies and the types of agency relationships and agency responsibilities created by Texas statute.
   j. Distinguish employees from independent contractors and explain why the distinction is important.
   k. List the requirements for broker compensation and some common situations in which a broker would or would not be entitled to a commission.
   l. Describe the various types of antitrust violations common in the real estate industry.
m. Explain the provisions of the Texas Deceptive Trade Practices Act - Consumer Protection Act (DTPA) and its applicability to actions of real estate agents.

n. Describe the historical development of fair housing laws.

o. Identify the classes of people who are protected against discrimination in housing by various federal laws.

p. Explain how fair housing laws address a variety of discriminatory practices.

q. Identify the exemptions allowed in the Fair Housing Act.

r. List at least three examples of housing discrimination that HUD has addressed in regulations.

s. Explain how complaints against discriminatory practices are enforced in Texas.

t. Distinguish the protections offered by the Fair Housing Act and subsequent amendments, the Equal Credit Opportunity Act, the Home Mortgage Disclosure Act, and the Community Reinvestment Act.

u. Discuss the Fair Housing Act's prohibition of discriminatory advertising.

v. Recognize words and phrases that violate the Fair Housing Act.

w. Describe the requirements of the Canons of Professional Ethics of the Texas Real Estate Commission.

2. Learning Activities:
   a. Classroom lecture/discussion (FA4, FC3)
   b. Student homework study (FC1, CC1)
   c. Reading assignments (FA1, CA1)

3. Lesson Outline:
   a. Unit Outline: Follow the sequence of unit learning outcomes.

C. Unit Three: Texas Real Estate License Act, Interests in Real Estate, and How Home Ownership is Held (Chapters 7-9)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:
   a. Identify the purpose of licensing laws, the activities that require a license, the situations that may not require a license, and the types of license categories.
   b. Describe the membership and the scope of authority of the Texas Real Estate Commission (TREC) and the Texas Real Estate Broker-Lawyer Committee.
   c. Distinguish the general and education requirements for real estate broker and salesperson licensing and the procedures for receiving or renewing an active or an inactive license.
   d. Explain the purpose and operation of the real estate recovery trust account.
   e. Identify the reasons for which a license may be suspended or
 revoke, the manner in which the commission may investigate a licensee, and the disciplinary actions available to TREC.

f. Identify the limitations on ownership rights that are imposed by government action.

g. Describe the various estates in land and the rights and limitations they convey.

h. List the nine lien rights that are foreclosable against Texas homesteads.

i. Explain concepts related to encumbrances, including the creation and termination of easements.

j. Distinguish among the surface and groundwater rights in Texas.

k. Identify the four basic forms of co-ownership and explain how each is created and terminated.

l. Describe the ways in which various business organizations may own property.

m. Explain the common business entities through which real estate brokerages are organized; state the filing requirements and the License Act/TREC Rules governing each.

n. Distinguish among cooperative ownership, condominium ownership, and time-share ownership.

2. **Learning Activities:**
   - Classroom lecture/discussion (FA4, FC3)
   - Student homework study (FC1, CC1)
   - Reading assignment(s) (FA1, CA1)

3. **Lesson Outline:**
   - Unit Outline: Follow the sequence of unit learning outcomes.

D. **Unit Four:** Legal Descriptions, Real Estate Taxes and Other Liens, and Real Estate Contract (Chapters 10-12)

1. **Learning Outcomes:** Upon successful completion of this unit, the student will be able to:
   - Identify the three methods used to describe real estate.
   - Explain how to read a metes-and-bounds survey description, how to divide a section of land, and how to calculate the acreage in a tract of land.
   - Describe how a survey is prepared and how a datum and a benchmark relate to that process.
   - Distinguish the various units of land measurement.
   - Distinguish between specific and general liens, voluntary and involuntary liens, statutory and equitable liens and give examples of each.
   - Describe the key components in each of the four phases of the annual tax levy process, as well as the steps for levying special assessments.
   - Identify the process through which real estate taxes become delinquent
and/or become a lien, the enforcement options, and the equitable and statutory rights of redemption.

h. Explain the various types of liens other than taxes and how they are prioritized to satisfy unpaid debts.

i. Distinguish among express and implied contracts; bilateral and unilateral contracts; executed and executory contracts; and valid, void, voidable, and unenforceable contracts

j. Identify the requirements for a valid contract and the statute of limitations for contract enforcement.

k. Explain how contracts may be discharged and the remedies available to a nondefaulting party.

l. Describe the differences between promulgated and approved forms and the requirements for their use.

m. Discuss the provisions of the Texas promulgated contract, a broker's avoiding the unauthorized practice of law, and the computation of time.

n. Identify the purpose and procedures for a buyer's getting a property condition inspection.

o. Distinguish between the option contract and a contract for deed, including the characteristics of each.

2. Learning Activities:
   a. Classroom lecture/discussion (FA4, FC3)
   b. Student homework study (FC1, CC1)
   c. Reading assignments (FA1, CA1)

3. Lesson Outline:
   a. Unit Outline: Follow the sequence of unit learning outcomes.

E. Unit Five: Listing Agreements, Real Estate Appraisal, and Real Estate Financing Principles (Chapters 13-15)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

a. Distinguish the different types of listing agreements and their terms.

b. Explain the listing process, the parts of the listing agreement, and the ways in which a listing may be terminated.

c. Describe the required property disclosures, the circumstances under which each one must be given to the buyer, and the ramifications to the seller or the real estate agent for nondisclosure.

d. Identify the limitations on an agent's placing cold calls or sending fax and email advertisements to market real estate.

e. Explain the steps in the appraisal process.

f. Identify the different types, the four characteristics, and the basic principles of value.

g. List and illustrate the steps taken in the sales comparison approach, cost
approach, and income approach to value and the process for reconciling those values.

h. Distinguish a comparative market analysis from an appraisal in pricing a property to be listed.

i. Describe the requirements for becoming a licensed or certified appraiser in Texas.

j. Describe the two theories of mortgage law and the two primary loan instruments executed for a mortgage loan in Texas.

k. Identify the basic provisions of a promissory note and a deed of trust.

l. Explain the procedures involved in a foreclosure, including the right of redemption.

m. Distinguish among the foreclosure-avoidance options.

2. Learning Activities:

   a. Classroom lecture/discussion (FA4, FC3)

   b. Student homework study (FC1, CC1)

   c. Reading assignments (FA1, CA1)

3. Lesson Outline:

   a. Unit Outline: Follow the sequence of unit learning outcomes.

F. Unit Six: Real Estate Financing Practice, Transfer of Title, and Title Records (Chapters 16-18)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

   a. Describe the various primary sources of mortgage money, the loan application process, and the payment plans available to real estate purchasers.

   b. Explain the provisions of and qualifications for conventional, FHA, VA, agricultural, and Texas loan programs.

   c. Distinguish among the various types of creative financing techniques that address borrowers' different needs.

   d. Identify the mechanisms used by the Federal Reserve System ("the Fed") to control the economy and the entities that participate in the secondary mortgage market.

   e. Review legislation affecting real estate financing and activities that would be classified as predatory lending or mortgage fraud.

   f. Describe the various requirements for a valid deed.

   g. Identify the four fundamental types of deeds, their functions, and their warranties.

   h. Explain how property may be transferred through adverse possession and other involuntary means.

   i. Distinguish transfers of title by will from transfers by intestate succession, including the disposition of community and separate property in each situation.

   j. Explain the necessity for recording legal documents and the difference between constructive and actual notice.

   k. Identify the process and purpose of a title search.

   l. Describe the origin of Texas land titles and the two evidences of title commonly
used in Texas.
m. Distinguish between lender's and owner's title policies, including covered and excluded risks, and between actual marketable title and good and indefeasible title.

2. Learning Activities:
   a. Classroom lecture/discussion (FA4, FC3)
   b. Student homework study (FC1, CC1)
   c. Reading assignments (FA1, CA1)

3. Lesson Outline:
   a. Unit Outline: Follow the sequence of unit learning outcomes.

G. Unit Seven: Real Estate Mathematics, Closing the Real Estate Transaction, and Leases (Chapters 19-21)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:
   a. Recall and apply the appropriate formulas used in real estate transactions.
   b. Calculate percentage, broker's commission, and sales price.
   c. Compute profit and loss, simple interest, a tax rate and amount, an insurance premium, and a loan amortization.
   d. Differentiate between the formulas for rectangles, cubes, and triangles; determine linear, area, and volume measurements.
   e. Identify the documents required from the buyer and seller as a real estate transaction closes.
   f. Describe RESPA - its purpose, covered transactions, major provisions, and forms required - as well as the related requirements and prohibitions of Regulation Z of the Truth in Lending Act and of the Texas Department of Insurance.
   g. Identify at least six types of expenses incurred by the buyer and/or the seller at closing and who pays each one.
   h. Distinguish between prepaid and accrued expenses and between statutory-and calendar-year proration methods; compute common prorations, referencing the debit and credit distributions.
   i. Discuss the requirements of laws related to leasing residential real estate.
   j. Identify the characteristics of the four types of leasehold estates and the various types of leases.
   k. Describe the requirements and general provisions of a valid lease and how a lease may be discharged.
   l. Explain the key points of the Texas Landlord and Tenant Act: occupancy limits, rental applications, security deposits, maintenance of premises, smoke alarms, security devices, and breach of lease.

2. Learning Activities:
a. Classroom lecture/discussion (FA4, FC3)
b. Student homework study (FC1, CC1)
c. Reading assignments (FA1, CA1)

3. Lesson Outline:
   a. Unit Outline: Follow the sequence of unit learning outcomes.

H. Unit Eight: Property Management, Real Estate - A Business of Many Specializations, Control of Land Use and Green Initiatives, and Real Estate Investment (Chapters 22-25)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:
   a. Describe a property manager's functions and the basic elements of a management agreement.
   b. Explain the property manager's role in budgeting, renting, and maintaining property.
   c. Identify techniques a manager may use to attract, select, and retain quality tenants; the characteristics of an effective rental collection policy; and a property manager's responsibilities regarding compliance with consumer protection and privacy laws.
   d. Distinguish the property manager's responsibilities for handling environmental and risk management concerns.
   e. Identify the various practice areas available in real estate.
   f. Describe the ways a salesperson becomes competent to practice in a particular area.
   g. Explain a salesperson's scope of practice.
   h. List the various real estate related disciplines.
   i. Identify the various types of public and private land-use controls and subdivision regulations.
   j. Distinguish the function and characteristics of building codes and zoning ordinances.
   k. Describe the environmental issues an agent must understand to protect a client's interests: the basic hazards, the discovery methods, the disclosure responsibilities, and the liability issues.
   l. Explain major real estate industry green initiatives and their goals for reducing the overall impact on human health and the environment.
   m. Explain the advantages and disadvantages of investing in real estate.
   n. Describe major components of the investment decision: property appreciation, income potential, and the use of leverage and pyramiding.
   o. Identify the key tax benefits of investing in real estate.
   p. Distinguish the types of real estate investment syndicates and/or trusts.

2. Learning Activities:
a. Classroom lecture/discussion (FA4, FC3)
b. Student homework study (FC1, CC1)
c. Reading assignments (FA1, CA1)

3. **Lesson Outline:**
   a. Unit Outline: Follow the sequence of unit learning outcomes.