

Degree Description

This management program specialty area meets the academic requirements for salesperson licensure. The curriculum prepares the graduate to participate in the real estate industry as a salesman or investor.

Marketable Skills

1. Laws and regulations skills:

Learn how to apply the laws and regulations affecting real estate. 2. Contract skills: Attain a working knowledge of current Texas real estate contract forms. 3. Agency skills:

Learn to apply the concepts that regulate the fiduciary relationship that exists between an agent and a principal. 4. Computer skills:

Learn to use word processing, spreadsheet, data analysis, presentation, and database computer software to conduct business operations. 5. Communication skills:

Learn the ability to effectively develop, interpret, and express ideas through written, oral, and visual communication approaches. 6. Critical thinking skills:

Learn to diagnose, propose, and implement solutions to business problems through research, synthesis, and application of information. 7. Ethics skills:

Learn ways to evaluate situations and make ethical decisions that are socially responsible.

Semester I	Hours
RELE 1300 Contract Forms and Addenda	3 hours
RELE 1301 Principles of Real Estate I	3 hours
BUSI 1301 Business Principles	3 hours
POFT 1301 Business English <i>or</i> ENGL 1301 Composition I	3 hours
MRKG 1311 Principles of Marketing	3 hours
RELE 1311 Law of Contracts Real Estate Contracts	3 hours
	18 hours

Summer Minimester	Hours
BMGT 1327 Principles of Management	3 hours
POFT 1393 Special Topics: Introduction to Keyboarding ¹	3 hours
	6 hours

Semester III	Hours
BCIS 1305 Business Computer Applications <i>or</i> COSC 1301 Introduction to Computing ²	3 hours
RELE 1319 Real Estate Finance	3 hours
RELE 2301 Law of Agency	3 hours
RELE 1338 Principles of Real Estate II	3 hours
RELE 2389 Internship- Real Estate ⁴	3 hours
	15 hours

Total hours: 39 hours

- ¹ May be waived if the student has taken a keyboarding course (touch method) or if the student can type at least 30 words a minute. Keyboarding test is required.
- ² May be eligible for articulation through high school Tech-Prep or by individual courses from high school counselor. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting or bookkeeping experience.
- ³ Student must meet Guidelines for Internships and have approval of the program director before enrolling in this course.
- ⁴ RELE 2589 is the CAPSTONE course which brings together skills and knowledge learned in other classes and applied them in decision-making situations and in completing job tasks. Must be a Real Estate major.

Course Descriptions

RELE 1300 Contract Forms and Addenda

Presents Promulgated Contract Forms, which include, but are not limited to, unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms, and case studies involving use of forms. Semester Hours 3 (3 lec)

RELE 1301 Principles of Real Estate I

Presents a beginning overview of licensing as a real estate broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction of federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for salesperson license. Texas Real Estate Commission (TREC) requires this course before sitting for the salesperson and broker licensure exam. Semester Hours 3 (3 lec)

BUSI 1301 Business Principles

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. Semester Hours 3 (3 lec)

POFT 1301 Business English

Introduces the practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Students will apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and teaches how to write effective sentences and paragraphs for business applications. Semester Hours 3 (3 lec)

ENGL 1301 Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis. Prerequisite: TSI complete in Writing or the equivalent. Semester Hours 3 (3 lec)

MRKG 1311 Principles of Marketing

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Semester Hours 3 (3 lec)

RELE 1311 Law of Contracts Real Estate Contracts

Introduces a study of the elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law commission rules relating to use of adopted forms, and owner disclosure requirements. Semester Hours 3 (3 lec)

BMGT 1327 Principles of Management

Examines concepts, terminology, principles, theories, and issues in the field of management. Semester Hours 3 (3 lec)

POFT 1393 Special Topics: Introduction to Keyboarding

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 3 (3 lec)

BCIS 1305 Business Computer Applications

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.) Semester Hours 3 (2 lec/2 lab)

COSC 1301 Introduction to Computing

Provides an overview of computer systems-hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. Semester Hours 3 (2 lec/2 lab)

RELE 1319 Real Estate Finance

Overviews of monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity, laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency. Prerequisite: RELE 1301, concurrent enrollment in RELE 1301, or consent of program director. Semester Hours 3 (3 lec)

RELE 2301 Law of Agency

Provides a study in law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. Texas Real Estate Commission requires this course before sitting for the salesman licensure exam. Semester Hours 3 (3 lec)

RELE 1338 Principles of Real Estate II

Provides an overview of licensing as a real estate broker and salesman, ethics of practice as a license holder, titles to and conveyancing 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. Fulfills at least 30 of 60 hours of required instruction for salesperson license. Prerequisite: RELE 1301. Semester Hours 3 (3 lec)

RELE 2389 Internship- Real Estate

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: None Must meet Internship requirements. (See Guide for Internships). Semester Hours 3 (16 Internship/Preceptorship)
