



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

REAL ESTATE BROKEAGE

RELE 2331.87

TAMMY TULL, MBA, MS

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

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Course Description:

A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. Semester Hours 3 (3 lec)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

- Refer to the syllabus, often
- Take quizzes and exams
- Prepare for class-Read the assignments and do your work
- Turn in your work properly and on time ****No Late Work Accepted***
- Check for feedback and learn from your mistakes
- Ask Questions

Instructor Information:

Instructor Name:	Tammy Tull
MCC Email:	ttull@mclennan.edu
Office Phone Number:	(254) 299-8666
Office Location:	MAC 214
Office/Teacher Conference Hours:	Mon & Wed: 9:30 – 10:30 a.m.
Other Instruction Information:	

Required Text & Materials:

Title:	Real Estate Brokeage: A Management Guide
Author:	McAdams, L.A. & Sobeck, J.M.
Edition:	9 th
Publisher:	DF Institute, A Kaplan Professional Company
ISBN:	9781475451979

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Lecture, discussions, participation, assignments, tests, quizzes, course project.

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Course Objectives and/or Competencies:

Upon completion of the course, students will be able to:

- Identify basic definitions and understand fundamental issues of business planning, financial management, marketing and advertising, and professional ethics as well as law of agency, antitrust, and other laws that protect the public.
- Realize the basic ethics and principles of the real estate profession and the methods by which they are carried out.
- Recognize a business philosophy, organizational structure, and work culture.

Course Outline or Schedule:

This schedule is subject to change. Notification of changes will be announced during class, posted in Brightspace and/or delivered by MCC student e-mail. Students are responsible for checking all forms of communication.

Date	Class Agenda	Items Due
08/23/21	Chapter 1, Introduce Project, Introduction Assignment	Q1 Ch 1, Introduction Assignment, due 08/29/21 Project due 11/07/21
08/30/21	Chapter 2 and 3, Leadership/Management Assignment	Q2 Ch 2/3, Leadership/Management Assignment due 09/05/21, Project due 11/07/21
09/06/21	Chapter 4	Q3 Ch 4 due 09/12/21, Project due 11/07/21
09/13/21	EXAM 1-Chapters 1-4	EXAM 1 due 09/19/21 Project due 11/07/21
09/20/21	Chapter 5 and 6, Business Plan	Q4 Ch 5/6, Business plan due 09/26/21, Project due 11/07/21
09/27/21	Chapter 7	Q5 Ch 7 due 10/03/21 Project due 11/07/21
10/04/21	EXAM 2-Chapter 5-7	EXAM 2 due 10/10/21 Project due 11/07/21
10/11/21	Chapter 8 and 9, Structure Assignment	Q6 Ch 8/9, Structure Assignment due 10/17/21, Project due 11/07/21

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10/18/21	Chapter 10 and 11, Policies Assignment	Q7 Ch 10/11, Policies Assignment due 10/24/21 Project due 11/07/21
10/25/21	Chapter 12, Marketing Assignment	Q8 Ch 12, Marketing Assignment due 10/31/21, Project due 11/07/21
11/01/21	EXAM 3-Chapters 8-12	EXAM 3 and Project due 11/07/21
11/08/21	Chapter 13 and 14, Staffing Assignment	Q9 Ch 13/14, Staffing Assignment due 11/14/21
11/15/21	Chapter 15, Training and Development Assignment	Q 10 Ch 15, Train and Dev Assignment due 11/21/21
11/22/21	THANKSGIVING WEEK	THANKSGIVING
11/29/21	EXAM 4-Chapters 13-15	EXAM 4 due 12/03/21
12/06/21	FINAL EXAM-Chapters 1-15 TODAY ONLY 8:00 a.m. – 8:00 p.m.	Opens 8:00 a.m. Due 8:00 p.m. 12/06/21

This course schedule is subject to change at the discretion of the instructor.

Course Grading Information:

Grading Scale

A	895 and above
B	795-894
C	695-794
D	600-694
F	<i>Below 600</i>

Points Distribution

Assignment	Details	Points Available
Project	Daily Mortgage Rate Project	175
Exams	4 exams worth 60 points each	240
Quizzes	10 quizzes	150
Assignments/Participation	Varies	235
Final Exam	Comprehensive	200
<i>The overall grade is based on a scale of 1000 points</i>	<i>NO LATE WORK WILL BE ACCEPTED</i>	<i>1000 POINTS TOTAL</i>

SPECIAL NOTE: Students will earn a zero if caught cheating, plagiarizing, or colluding with others to gain grade advantage in the course, either for themselves or others.

Late Work, Attendance, and Make Up Work Policies:

No late work will be accepted and work not submitted by due date and time will earn a zero. Attendance policies will be enforced. Student who misses more than 4 class periods will be dropped from the course. Review MCC Rules and Policies here: <http://www.mclennan.edu/highlander-guide/policies>

Student Behavioral Expectations or Conduct Policy:

- Professor and Students are expected to treat each other and peers with courtesy, dignity, and respect.
- Students are expected to convey an attitude that seeks to take full advantage of the education opportunity and participate in class activities and discussions.
- Attendance is important for academic success and students are expected to participate in all activities for maximum learning effectiveness.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.