



WACO, TEXAS

---

## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

**TEXAS CONTRACTS AND ADDENDA**

**RELE 1300.F2**

**LEWIS C. GILES, J.D.**

**NOTE: This is an 8-week course.**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

## TEXAS CONTRACTS AND ADDENDA

RELE 1300.F2

---

### **Course Description:**

Discusses principles of law that form the legal framework for business activity, including applicable statutes, contracts and agency. Examines the principles of the law of contracts, sales, the Uniform Commercial Code, business organizations, conveyance of property and other topics of business law. Semester Hours 3 (3 lec)

### **Prerequisites and/or Corequisites:**

Students should have passed the reading section of the THEA or approved alternative test or be currently enrolled in or have credit for READ 0302 before enrolling in this course.

### **Course Notes and Instructor Recommendations:**

For each class meeting, as a general rule, read the chapter(s) shown on the syllabus. It is essential that you bring your textbook to class.

Lecture will be based upon the assigned reading and discussion over the subject is expected.

### **Instructor Information:**

Instructor Name: Lewis C. Giles, J.D.

MCC Email: [lewis@gilesandgiles.com](mailto:lewis@gilesandgiles.com)

Office Phone Number: (254) 754-0344

Office Location: 4428 North 19<sup>th</sup> Street #4353, Waco, TX 76708

Office/Teacher Conference Hours: By Appointment through my office

Other Instruction Information: Email communication is fine, but if there is an emergency, call my office and leave a message if necessary.

### **Required Text & Materials:**

Title: Texas Promulgated Forms

Author:

Edition:

Publisher: Dearborn

ISBN: 978427741325

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

### **Methods of Teaching and Learning:**

- Lecture
- Evaluation and review of assignments of exercises and problems
- Field Trips
- Projects

## TEXAS CONTRACTS AND ADDENDA

RELE 1300.F2

- 
- Quizzes, Tests, and Exams

### **Course Objectives and/or Competencies:**

- Understand the ethics and principles of the real estate profession and the methods by which they are carried out.
- Know a basic definition and have an understanding of the terms used in the real estate business.
- Understand the climate of the current Real Estate Financing Market.
- Have knowledge of the various types of lenders and their functions in the market.
- Have a firm foundation upon which to base further research, activities, and study in real estate including, but not limited to, titles to and conveying of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, Fair Housing, CRA, ECOA, RESPA, TDCP, closing X procedures, and real estate mathematics.
- Have acquired some of the approved, required classroom or semester hours necessary to comply with the licensing requirements of the Texas Real Estate License Act.
- Be able to pass competencies tests that are objective and/or subjective in nature.

### **Course Outline or Schedule:**

Class 1	Syllabus & Introduction
Class 2	Chapter 1
Class 3	Chapter 2
Class 4	Chapter 3
Class 5	Chapter 4
Class 6	Chapter 5
Class 7	Chapter 5 Case Study
Class 8	Chapter 6
Class 9	Chapter 7
Class 10	Chapter 8
Class 11	Chapter 8 Case Study 1
Class 12	Chapter 8 Case Study 2
Class 13	Chapter 8 Case Study 3
Class 14	Chapter 8 Case Study 4

## TEXAS CONTRACTS AND ADDENDA

### RELE 1300.F2

---

Class 15      Review

There will be a quiz over the content covered in the chapter covered.

THE SCHEDULE IS SUBJECT TO CHANGE. ANY CHANGE WILL BE POSTED ON BLACKBOARD, EMAIL, OR IN CLASS.

#### **Course Grading Information:**

No student shall receive credit for the course without meeting the attendance requirements as set forth in the College catalog and having a passing grade average on all work. A student who fails may retake the course for credit.

• Attendance	10%	Daily
• Quizzes	30%	Weekly
• Tests	20%	At Least One Near The Middle Of The Semester
• Exam	30%	One At The End Of The Semester
• Other	10%	Projects, Participation, Etc.

Grades in the course will be based upon a grading system that includes objective tests, homework problems, computer problems, class work (participation, attitude, and preparedness), and a comprehensive final exam.

The following percentages relate to demonstrated proficiencies in the objectives and course

content: Proficiency Grade

- 90% - 100% A
- 80% - 89% B
- 70% - 79% C
- 60% - 69% D
- Less Than 60% F

If you have a question about you're a grade, you must contact me to discuss it within one week from the day the exam is returned.

Final grades will be subject to positive impact of class participation, including but not limited to the following factors:

- Preparation and participation—Students are expected to have read the chapter(s) shown on the syllabus prior to each class. Students are expected to bring your textbook to class.
- Students are expected to answer questions in class, and participate in class review exercises, class discussions and case studies.
- Students are encouraged to ask pertinent questions in class.

## TEXAS CONTRACTS AND ADDENDA

RELE 1300.F2

- 
- No Negative Impact—While I expect your attendance to be regular and punctual and I encourage you to be prepared to participate in class discussions, class participation can do nothing but add to your final grade

### **Late Work, Attendance, and Make Up Work Policies:**

Any assignment not turned in by the due date will be considered late and is subject to a penalty of 15%.

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt, and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

### **\* [Click Here for the MCC Academic Integrity Statement](#)**

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

### **\* [Click Here for the MCC Attendance/Absences Policy](#)**

(<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.

*\* You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

# 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. Students can 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](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 contacted/notified through 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.

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)  
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above 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 her/his 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.

**Forwarding Emails:**

You may forward the 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 become lost or placed in junk or spam filters.

**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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

\* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)  
([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

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](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

*\* You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*