



WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **PRINCIPLES OF REAL ESTATE I**

**RELE 1301.87**

**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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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### **Course Description:**

An overview of licensing as a real estate broker or salesperson, includes ethics of practice as a license holder, titles to and conveyancing 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. Texas Real Estate Commission (TREC) requires this course before sitting for the salesperson and broker licensure exam. Semester Hours 3 (3 lec).

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

None

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

- Refer to the syllabus, often
- Participate in activities, take quizzes and exams
- Prepare for course work-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:	<a href="mailto:ttull@mclennan.edu">ttull@mclennan.edu</a>
Office Phone Number:	(254) 299-8666
Office Location:	MAC 214
Office/Teacher Conference Hours:	Monday & Wednesday 9:30 – 10:30 a.m. Or By Appointment

Other Instruction Information:

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

Title:	Modern Real Estate Practice in Texas
Author:	Cheryl Peat Nance, EdD, CREI
Edition:	18 <sup>th</sup>
Publisher:	DF Institute, a Kaplan Professional Company
ISBN:	9781475463767

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

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

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

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

Unit 1: Introduction to Modern Real Estate Practice  
When you have completed this unit, you will be able to:

- 1.1 identify the various careers available in real estate and the professional organizations that support them
- 1.2 describe the five uses of real property list the seven sources of real estate law and give an example of each
- 1.3 describe the physical and economic characteristics of real estate
- 1.4 explain the operation of supply and demand in the real estate market
- 1.5 identify the economic, political, and social factors that influence supply and demand and the real estate cycle

Unit 2: Real Property

When you have completed this unit, you will be able to:

- 2.1 distinguish among the concepts of land, real estate, and real property
- 2.2 explain the rights that convey with ownership of real property
- 2.3 identify the characteristics of fixtures and trade fixtures, including the legal tests of a fixture

Unit 3: Concepts and Responsibilities of

Home Ownership

When you have completed this unit, you will be able to:

- 3.1 identify the various types of housing choices available to homebuyers
- 3.2 discuss the primary considerations for determining housing affordability
- 3.3 explain the tax benefits of home ownership
- 3.4 distinguish the various types of homeowner's insurance policies and relate them to property damage claims
- 3.5 describe the requirement for and the coverage provided by a flood insurance policy

Unit 4: Real Estate Brokerage and

Law of Agency

When you have completed this unit, you will be able

to:

- 4.1 explain the types of agencies and the processes by which agency can be created

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and terminated

4.2 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

4.3 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

4.4 distinguish employees from independent contractors and explain why the distinction is important

4.5 list the requirements for broker compensation and some common situations in which a broker would or would not be entitled to a commission

4.6 describe the various types of antitrust violations common in the real estate industry

4.7 explain the provisions of the Texas Deceptive Trade Practices Act — Consumer Protection Act (DTPA) and its applicability to actions of real estate agents

### Unit 5: Fair Housing Laws

When you have completed this unit, you will be able to:

5.1 describe the historical development of fair housing laws

5.2 identify the classes of people who are protected against discrimination in housing by various federal laws

5.3 explain how fair housing laws address a variety of discriminatory practices

5.4 identify the exemptions allowed in the Fair Housing Act

5.5 list at least three examples of housing discrimination that HUD has addressed in regulations explain how complaints against discriminatory practices are enforced in Texas

5.6 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

5.7 discuss the Fair Housing Act's prohibition of discriminatory advertising

### Unit 6: Ethics of Practice as a License Holder

When you have completed this unit, you will be able to:

6.1 describe the requirements of the Canons of Professional Ethics of the Texas Real Estate Commission

### Unit 7: Texas Real Estate License Act

When you have completed this unit, you will be able to:

7.1 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

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7.2 describe the membership and the scope of authority of the Texas Real Estate Commission (TREC) and the Texas Real Estate Broker-Lawyer Committee

7.3 distinguish the general and education requirements for real estate broker and sales agent licensing and the procedures for receiving or renewing an active or an inactive license

7.4 explain the purpose and operation of the real estate recovery trust account

7.5 identify the reasons for which a license may be suspended or revoked, the manner in which the Commission may investigate a license holder, and the disciplinary actions available to TREC

### Unit 8: Legal Descriptions

When you have completed this unit, you will be able to:

8.1 identify the three methods used to describe real estate

8.2 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

8.3 describe how a survey is prepared and how a datum and a benchmark relate to that process

8.4 distinguish the various units of land measurement

### Unit 9: Real Estate Contracts

When you have completed this unit, you will be able to:

9.1 distinguish among express and implied contracts; bilateral and unilateral contracts; executed and executory contracts; and valid, void, voidable, and unenforceable contracts

9.2 identify the requirements for a valid contract and the statute of limitations for contract enforcement

9.3 explain how contracts may be discharged and the remedies available to a non-defaulting party

9.4 describe the differences between promulgated and approved forms and the requirements for their use

9.5 discuss the provisions of the Texas-promulgated contract, a broker's avoiding the unauthorized practice of law, and the computation of time

9.6 identify the purpose and procedures for a buyer's getting a property condition inspection

9.7 distinguish among express and implied contracts; bilateral and unilateral contracts; executed and executory contracts; and valid, void, voidable, and unenforceable contracts

9.8 identify the requirements for a valid contract and the statute of limitations for contract enforcement

9.9 explain how contracts may be discharged and the remedies available to a non-defaulting party

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- 9.10 describe the differences between promulgated and approved forms and the requirements for their use
  - 9.11 discuss the provisions of the Texas-promulgated contract, a broker's avoiding the unauthorized practice of law, and the computation of time
  - 9.12 identify the purpose and procedures for a buyer's getting a property condition inspection
  - 9.13 distinguish between the option contract and a contract for deed, including the characteristics of each
  - 9.14 explain how contracts may be discharged and the remedies available to a non-defaulting party
  - 9.15 describe the differences between promulgated and approved forms and the requirements for their use
  - 9.16 discuss the provisions of the Texas-promulgated contract, a broker's avoiding the unauthorized practice of law, and the computation of time
  - 9.17 identify the purpose and procedures for a buyer's getting a property condition inspection
  - 9.18 distinguish between the option contract and a contract for deed, including the characteristics of each

### Unit 10: Interest in Real Estate

- 10.1 When you have completed this unit, you will be able to: identify the limitations on ownership rights that are imposed by government action
- 10.2 describe the various estates in land and the rights and limitations they convey
- 10.3 list the nine lien rights that are foreclosable against Texas homesteads
- 10.4 explain concepts related to encumbrances, including the creation and termination of easements
- 10.5 distinguish among the surface and groundwater rights in Texas
- 10.6 distinguish between specific and general liens, voluntary and involuntary liens, statutory and equitable liens and give examples of each
- 10.7 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
- 10.8 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
- 10.9 explain the various types of liens other than taxes and how they are prioritized to satisfy unpaid debts

### Unit 11: How Home Ownership is Held

When you have completed this unit, you will be able to:

- 11.1 explain the four basic forms of co-ownership and how each is created and terminated
- 11.2 describe the ways in which various business organizations may own property

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11.3 state the common business entities through which real estate brokerages are organized and the filing requirements and License Act/TREC Rules by which they are governed

11.4 distinguish among cooperative ownership, condominium ownership, and time-share ownership

### Unit 12: Listing Agreement (REPI)

When you have completed this unit, you will be able to:

12.1 distinguish the different types of listing agreements and their terms

12.2 explain the listing process, the parts of the listing agreement, and the ways in which a listing may be terminated

12.3 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

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

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

*This schedule is subject to change. Notification of changes will be posted in Brightspace and/or delivered by MCC student e-mail. Students are responsible for checking all forms of communication. Unless otherwise noted, all items will be due by 11:59 p.m. on the due date.*

Date	Class Agenda	Items Due
01/10/22	Chapter 1-Introduce License Project- Introduce Exam Prep Course (due 05/01/22)	Introduction, Ch 1 Quiz, due 01/16/22 Work on Exam Prep due 05/01/22
01/17/22	Chapter 2 and Chapter 3	Ch 2 Quiz, Ch 3 Quiz due 01/23/22 Work on Exam Prep due 05/01/22
01/24/22	Chapter 4	License Project, Ch 4 Quiz, due 01/30/22 Work on Exam Prep due 05/01/22
01/31/22	Exam 1-Chapters 1-4	Exam 1, due 02/06/22 Work on Exam Prep due 05/01/22
02/07/22	Chapter 5	Fair Housing, Ch 5 Quiz, due 02/13/22 Work on Exam Prep due 05/01/22
02/14/22	Chapter 6	Ethics DB, Ch 6 Quiz, due 02/20/22 Work on Exam Prep due 05/01/22
02/21/22	Chapter 7	TRELA, Ch 7 Quiz, due 02/27/22 Work on Exam Prep due 05/01/22
02/28/22	Chapter 8	Legal Descript., Ch 8 Quiz, due 03/06/22 Work on Exam Prep due 05/01/22

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03/07/22	SPRING BREAK	SPRING BREAK
03/14/22	Exam 2-Chapter 5-8	Exam 2, due 03/20/22 Work on Exam Prep due 05/01/22
03/21/22	Chapter 12-Introduce Sales Presentation Project	Ch 12 Quiz due 03/27/22 Work on Exam Prep due 05/01/22
03/28/22	Chapter 9	Sales Present., Ch 9 Quiz, due 04/03/22 Work on Exam Prep due 05/01/22
04/04/22	Chapter 10-Introduce Listing Project	Ch 10 Quiz, due 04/10/22 Work on Exam Prep due 05/01/22
04/11/22	Chapter 11	Listing Project, Ch 11 Quiz, due 04/17/22 Work on Exam Prep due 05/01/22
04/18/22	Exam 3-Chapter 9-12	Exam 3 due 04/20/22 Exam Prep due 05/01/22
05/02/22	Exam 12:00 a.m. – 11:59 p.m. TODAY ONLY	Final opens at 12:00 a.m. Due no later than 11:59 p.m.

***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	<b><i>Below 600</i></b>

### Points Distribution

Assignment	Details	Points Available
Exams	3 Exams	300
Assignments/Participation	Assignments/Participation	120
Quizzes	12 Quizzes	120
Projects	2 Projects, 1 Presentation	160
Practice Exam	Texas Practice Exam	100
Final Exam	Comprehensive Final	200
<b><i>The overall grade is based on a scale of 1000 points</i></b>	<b><i>NO LATE WORK WILL BE ACCEPTED</i></b>	<b><i>1000 POINTS TOTAL</i></b>

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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 25% of the class may be dropped from the course. Attendance in an online class will be assessed by graded work and discussion board activity. 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.

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

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Click on the link above for the college policies on attendance and absences. Attendance policies will be enforced. Student who misses more than 25% of the class may be dropped from the course. Attendance in an online class will be assessed by graded work and discussion board activity.

# McLennan

C O M M U N I T Y

## COLLEGE

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## ACADEMIC RESOURCES/POLICIES

### **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](http://www.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

### **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](mailto: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/](http://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.

**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](mailto: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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

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

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

**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.

**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](mailto: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.

**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.