



WACO, TEXAS

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# **COURSE SYLLABUS AND INSTRUCTOR PLAN**

## **Real Estate Finance**

**RELE 1319\_87 (9967) Summer II 2023**

**TAMMY TULL, MBA, MS**

**NOTE: This is an accelerated course delivered online.**

The Texas Real Estate Commission and the Coordinating Board requires McLennan Community College to notify students that they may be ineligible for a license based on criminal history. If you have concerns about your criminal history, please consider requesting a Fitness Determination before enrollment and applying for the license. <https://www.trec.texas.gov/forms/fitness-determination>

[Click Here](#) to review the qualifications to become a Texas Real Estate Sales Agent.

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### **Course Description:**

Monetary systems, 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. Semester Hours 3 (3 lec).

### **End of Course Outcomes:**

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

- Compare various types of financing available to clients and customers
- Explain the function of the primary and secondary money markets
- List the types of lenders and explain the types of loans they provide
- Evaluate the buyer and the property using lender guidelines
- Calculate net sheets for both parties in a real estate transaction

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

RELE 1301, concurrent enrollment in RELE 1301, or consent of program director.

### **Qualifications to Become a Texas Real Estate Sales Agent:**

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[Click Here](#) to review the qualifications to become a Texas Real Estate Sales Agent.

### **Instructor Information:**

Instructor Name:	Tammy Tull
E-mail:	ttull@mclennan.edu
Office Phone Number:	254-299-8662
Office Location:	BT 206
Office/Teacher Conference Hours:	Tuesday 11:30 a.m. – 1:00 p.m. by Zoom or by appointment <a href="https://mclennan.zoom.us/j/87121204980">https://mclennan.zoom.us/j/87121204980</a>

### **Department Information:**

Program Director:	Annette Bigham
E-Mail:	abigham@mclennan.edu
Office Phone Number:	254-299-8690
Office Location:	BT 201A

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Division Chair:	Christi Esquivel
E-Mail:	cesquivel@mclennan.edu
Office Phone Number:	254-299-8228
Office Location:	BT 223A

### **Department Head:**

Department Head:	Frank Graves
E-Mail:	fgraves@mclennan.edu
Office Phone Number:	254-299-8126
Office Location:	ADM 301

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

- Refer to the syllabus and announcements page, often
- Participate in activities, take quizzes, and exams. 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
  - NOTE: Responses to student contact will be returned within 24 business hours. Weekends and holidays are excluded from the response time. Always include your name and course information when you contact me. (Example: Ted Jones, RELE 1319 M-W).

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

Title:	Essentials of Real Estate Finance
Author:	Dorris Barrell, GRI, DREI
Edition:	15th
Publisher:	DF Institute, a Kaplan Professional Company
ISBN:	978-1-4754-6207-4

Respondus Lockdown Browser with Web Cam for Respondus Monitor:

- Google Chrome is Required. Do not use any other browser when using Respondus Monitor.
- Some exams require that you use the Respondus Lockdown Browser and may possibly require a webcam for Respondus Monitor. This browser and a webcam are only needed for examinations. Download Lockdown Browser via the Quick Links menu found below. Each college or university has its own configuration for LockDown Browser so you must use the version at the link provided for use at MCC.
- Brightspace is compatible with all modern browsers on all the most popular operating systems. We would recommend that you stick with either Chrome or Firefox on a desktop or laptop computer.
- <https://download.respondus.com/lockdown/download.php?ID=187933269>

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

**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, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an 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 here [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 or you may check BrightSpace Announcements page. 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>

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.14.

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### **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.

NOTE: Responses to student email will be returned within 24 business hours. Weekends and holidays are excluded from the response time when contact will be made in the order received on the first day the college reopens. Always include your name and course information when you contact me so I can serve you better. (Example: Ted Jones, RELE 1319 M-W)

### **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.

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

Lecture, discussions, participation, assignments, tests, and quizzes.

### **Course Grading Information:**

#### **Grading Scale**

A	447.5 and above
B	397.5-447.4
C	347.5-397.4
D	297.5-347.4
F	<b><i>Below 297.5</i></b>

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### Points Distribution

Assignment	Details	Points Available
Quizzes	4 quizzes	100
Assignments/Participation	Varies	300
Final Exam	Comprehensive	100
<i>The overall grade is based on a scale of 500 points</i>	<b><i>NO LATE WORK WILL BE ACCEPTED</i></b>	<b><i>500 POINTS TOTAL</i></b>

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.

### Proctored Final Exam:

- The final exam will be closed book and proctored using Respondus Monitor.
  - Google Chrome will be required to download the Respondus Monitor browser.
  - Do not use any other browser when downloading Respondus Monitor other than Google Chrome.
  - You must have access to the Respondus Monitor software and access to a webcam.
  - Identification will be required to take the exam.
  - If you cannot access the software, you may elect to take the exam in the testing center on campus at McLennan Community College, but you must abide their requirements for testing.
  - To download the Respondus software, please visit this link:  
<https://download.respondus.com/lockdown/download.php?ID=187933269>
  - If taken in the testing center, you must register and schedule the exam to be completed before the due date indicated in the course syllabus and in Brightspace.

### Late Work, Attendance, Participation, 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. Online course attendance is based on assignment completion by the due date. A student who does not attend or participate before the census date (determined in an online class by completion of assigned activities) will be dropped from the course. A student who misses more than 25% of classes scheduled will be dropped from the course.

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

- Participation in the course is required. Grades for participation will be assessed on attendance, class participation, quiz attempts and completion, exam attempts and completion, and homework attempts and completion.
  - I do not accept late work; therefore, there are no options to make up work. If assignments, quizzes, or exams are not turned in by the due date, a grade of zero will be

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assessed.

**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.
- Academic Integrity is required for course credit

\* **[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. 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.

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

([www.mclennan.edu/highlander-guide/policies](http://www.mclennan.edu/highlander-guide/policies))

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

**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](#)**

([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

We care about your safety, and value an environment where students and instructors can

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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 (Vice President for Student Success) 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.

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: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*



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## Course 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.*

<b>Date</b>	<b>Class Agenda</b>	<b>Items Due</b>
7/10/23	1 <sup>st</sup> Day of Class: All assignments are open <b>except</b> the Final Exam  Chapters 1-6 Discussions Quizzes Project (Due 08/06/23)	<b>MODULE 1</b> Syllabus Quiz Introduction <b>DUE 07/16/23</b> Discussion One (Ch. 1-3) Discussion Two (Ch. 4-6) Quiz 1 (Ch. 1-3) Quiz 2 (Ch. 4-6) <b>DUE 07/23/23</b>
07/24/23	Chapters 7-10 Homework Quizzes Project (Due 08/06/23)	<b>MODULE 2</b> Homework (Ch. 7 and 8) Homework (Ch. 9 and 10) Quiz 3 (Ch. 7-8) Quiz 4 (Ch. 9-10) PROJECT <b>DUE 08/06/23</b>
08/09/23 Grades Due to Registrar	<b>FINAL EXAM OPENS</b> <i>Opens 08/07/23 8:00 a.m.</i> <i>Due 08/08/23 11:59 p.m.</i>	FINAL EXAM <b>DUE 08/08/23 11:59 p.m.</b>

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

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Updated 11/04/2022



## **ACADEMIC RESOURCES/POLICIES**

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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-  
2998122  
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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

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**MCC Academic Integrity Statement:**

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

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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. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

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method is to be used and of any special or unusual expectations for electronic communications.

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**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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**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.