

AIS 032: REAL ESTATE PRACTICE

Changes saved but not submitted

Originator

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Co-Contributor(s)

Name(s)

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Justification / Rationale

Updated the catalog description to remove the content mentioning the Department of Real Estate licensing until we get course final approval by them.

Effective Term

Fall 2023

Credit Status

Credit - Degree Applicable

Subject

AIS - Applications and Information Systems

Course Number

032

Full Course Title

Real Estate Practice

Short Title

REAL ESTATE PRACTICE

Discipline

Disciplines List

Real Estate

Modality

Face-to-Face
100% Online

Catalog Description

A foundational real estate course covering day-to-day operations in real estate sales and brokerage, including the following: listing, prospecting, advertising, financing, sale techniques, and escrow. Professionals, consumers, and investors can use their learned skills to further their careers into the real estate industry.

Schedule Description

Day to day operations in real estate roles and brokerage, including listing, prospecting, advertising, finance, taxation, investing, sales techniques and escrow. Class will include professional behavior and ethics.

Lecture Units

3

Lecture Semester Hours

54

Lab Units

0

In-class Hours

54

Out-of-class Hours

108

Total Course Units

3

Total Semester Hours

162

Required Text and Other Instructional Materials**Resource Type**

Book

Open Educational Resource

No

Author

Kathryn Haupt and Megan Dorsey

Title

California Real Estate Practice

Edition

8th

City

Bellevue, WA

Publisher

Rockwell Publishing

Year

2019

College Level

Yes

ISBN #

978-1939259912

Class Size Maximum

32

Course Content

1. Professional Ethics, Antitrust and Fair Housing Laws
 - a. Code of ethics
 - b. Antitrust laws
 - c. Fair housing
2. Agency
 - a. Agency law and common violations
 - b. Agency disclosure
3. Transfer disclosure statement
4. Errors and omissions insurance
5. Marketing
 - a. Prospecting
 - i. methods of approach
 - ii. developing a program
 - b. Advertising
 - c. Institutional versus merchandise marketing

6. Listings
 - a. Appraisal versus market analysis
 - b. Types of listings
 - i. open
 - ii. net
 - iii. exclusive and non-exclusive rights to sell
7. Purchase agreements
 - a. Standard purchase contract and deposit receipt
 - b. Required disclosures
 - c. Presentation of the offer
8. Closing the transaction
 - a. Escrow
 - b. Title insurance
 - c. Agent responsibilities
 - d. Qualifying the buyer
 - e. Financing
9. Taxation
 - a. Tax basis
 - b. Installment sale
 - c. 1031 and 1034 tax deferred exchanges
 - d. Capital gains

Course Objectives

	Objectives
Objective 1	Demonstrate knowledge of everyday real estate practices, identify forms in general use, and diagnose on-the-job problems.
Objective 2	Apply modern listing and selling techniques.
Objective 3	Analyze and evaluate changing conditions in the real estate market.
Objective 4	Recognize and explain the importance of the application of business ethics in real estate transactions.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Describe concepts and procedures relates to listing regulations, including listing ownership, anti-discrimination, anti-trust laws, and environmental issues.
Outcome 2	Explain concept and procedures related to listing the important elements of property disclosures.
Outcome 3	Recognize the options of furthering a career in the real estate industry.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	In class discussion and/or online Canvas discussions
Demonstration, Repetition/Practice	Practice performing multiple real estate research projects according to the class content
Technology-based instruction	Use of hardware and software according to objectives
Lecture	Presentation of topic in content

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Short essay answers to critical thinking questions based on textbook readings.	Out of Class Only
Student participation/contribution	Discussion questions	In Class Only
Presentations/student demonstration observations	One presentation with assigned topics where students perform research and present methodology to the class	In Class Only

Field/physical activity observations	One research report on a guided project. The topics required to research are a variety of "real-life" real estate conditions. They are looking for primary sources on the web and scholastic databases.	Out of Class Only
Mid-term and final evaluations	Two exams (Midterm and Final)	In and Out of Class

Assignments

Other In-class Assignments

Critical Thinking:

Assess common mistakes in real estate practice and develop a personal technique to evaluate appropriate course of action to be taken in different transaction scenarios.

Other Out-of-class Assignments

Suggested Reading:

California Department of Real Estate Reference Manual and Real Estate Law. Selected publications of the California Department of Real Estate dealing with current trends in the field; selected articles in Real Estate Publications.

Required Writing:

Essays on supplemental material, book review, and summary of event seminar. At least three paragraphs of writing per assignment and may include textbook and instructor-prepared problems and questions.

Outside Assignments:

Read the text, study lecture notes, review articles, write assigned written reviews, prepare for tests, read personal choice book in addition to textbook and attend real estate event.

Grade Methods

Letter Grade Only

Distance Education Checklist

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

MLS (Multiple Listing Service)

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Chat room/instant messaging
 Discussion forums with substantive instructor participation
 Online quizzes and examinations
 Private messages
 Regular virtual office hours
 Timely feedback and return of student work as specified in the syllabus
 Video or audio feedback
 Weekly announcements

External to Course Management System:

Direct e-mail
 Posted audio/video (including YouTube, 3cm mediasolutions, etc.)
 Synchronous audio/video
 Teleconferencing
 Telephone contact/voicemail

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

This class if online is being taught via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Canvas is used for external interaction as well.

Other Information

Comparable Transfer Course Information

University System

CSU

Campus

CSU San Bernardino

Course Number

FIN 4810

Course Title

Real Estate Practice

Catalog Year

2019-2020

University System

CSU

Campus

CSU Northridge

Course Number

RE 412

Course Title

RE Practice

Catalog Year

2019-2020

MIS Course Data

CIP Code

52.1501 - Real Estate.

TOP Code

051100 - Real Estate

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Transferable to CSU only

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)

Real Estate_Feb20.pdf

AIS 032 2020-12-06.pdf

Approvals**Curriculum Committee Approval Date**

10/15/2020

Academic Senate Approval Date

10/22/2020

Board of Trustees Approval Date

11/13/2020

Chancellor's Office Approval Date

12/06/2020

Course Control Number

CCC000620539

Programs referencing this course

Business Information Worker - Real Estate Specialist Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=336>)