



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	RE
Course Number:	13
Descriptive Title:	Real Estate Practice
Division:	Business
Department:	Real Estate
Course Disciplines:	Real Estate
Catalog Description:	<p>In this course, students will be introduced to the standard forms used in the real estate industry and will learn techniques necessary to close a residential real estate transaction. Students will develop skills in partial preparation for the state examination for a California Department of Real Estate (DRE) license, with emphasis placed on advertising, listings, finance, appraisal, escrow and the tax aspects of real property ownership.</p> <p>Note: The California DRE requires completion of this course prior to taking the California Real Estate Salesperson Examination and has approved this course for credit for the DRE broker's license requirement. This course is also approved by the California Bureau of Real Estate Appraisers (BREA) for credit hours towards the appraisal license.</p>
Prerequisite:	
Co-requisite:	
Recommended Preparation:	Real Estate 11 or concurrent enrollment or California Department of Real Estate (DRE) license or equivalent experience
Enrollment Limitation:	
Hours Lecture (per week):	3
Hours Laboratory (per week):	0
Outside Study Hours:	6
Total Course Hours:	54
Course Units:	3
Grading Method:	Letter Grade only
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	Prior to July 1992
Transfer UC:	No
Effective Date:	
General Education:	ECC

	Term:
	Other:
	CSU GE:
	Term:
	Other:
	IGETC:
	Term:
	Other:
Student Learning Outcomes:	<p>SLO #1 Build Vocabulary</p> <p>Students will define, describe and differentiate between various real estate standard terminology showing comprehension and knowledge of real estate vocabulary used in the workplace to assist and prepare each student from the diverse student body to gain confidence in their ability to effectively communicate and collaborate in a real estate sales, property management, appraisal, loan or investment to work with both licensees and a diverse public in a typical real estate transaction.</p> <p>SLO #2 Industry Forms and Documents</p> <p>Students show the ability to prepare and complete standard real estate industry forms and documents as found in diverse real estate sales, rental, finance, appraisal or investment business transactions.</p> <p>SLO #3 Methods of Holding Title</p> <p>Students will identify, distinguish and differentiate the differences between the various methods of holding title to real property, showing the ability to analyze, concisely write and/or verbally communicate and apply the appropriate vesting available in a typical real estate business transaction.</p> <p>SLO #4 Mathematical Computations</p> <p>Students will demonstrate the ability to calculate typical real estate mathematic computational problems as found in diverse real estate business areas of sales, leases, prorations, finance, appraisal, property management, investments and capitalization, land or structure area and taxation.</p> <p>SLO #5 Ethics and Agency</p> <p>Students will differentiate between various parts of the real estate code of ethics and the standards of professional appraisal practices to explain how agency relationships are created and the duties and liabilities of agents and principals.</p>
Course Objectives:	<ol style="list-style-type: none"> 1. List and explain the step-by-step process necessary to close a residential real estate transaction. 2. Define and explain real estate terminology widely used in the real estate sales. 3. Analyze and calculate buyer and seller closing costs, determining buyer monthly loan payment and loan qualifying ratio, and determining seller's unpaid loan balance and net proceeds. 4. Analyze and explain the various types of loans available to finance or refinance real property.

	<ol style="list-style-type: none"> 5. Select from among various types of loan programs to choose the appropriate loan to match a specific borrower. 6. Explain various types of real estate contracts, including the broker-agent employment agreement, the buyer-broker agreement, the listing agreement and the purchase contract. 7. Demonstrate an understanding of the elements of residential sales, including the laws covering advertising, loan processing and mortgage loan brokerage regulations. 8. Collect online data for real estate sales analysis purposes. 9. Demonstrate test-taking skills in preparation for the state license examination. 10. Demonstrate the use of common real estate industry business forms: a listing agreement, a buyer's offer to purchase, a counter-offer form, and the disclosure forms required for a residential sales transaction. 11. Differentiate between buyer and seller agency laws and delineate conflict of interest laws related to single or dual agencies. 12. Specify various methods of holding title to real property. 13. Create a closed residential transaction file. 14. Describe and differentiate among the various types of title insurance policies. 15. Differentiate between an escrow company and a title company in various parts of California and in different states. 16. Prepare comprehensive marketing plans for sellers that includes listing contracts, containing, classified and display ads, and flyers that can be placed on the property.
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<p>Major Topics:</p>	<p>I. The Real Estate Professional (3 hours, lecture)</p> <ol style="list-style-type: none"> A. The Brokerage B. Affiliating with a Broker C. Large and Small Offices D. Independent and Employer Relationships <p>II. Marketing (4 hours, lecture)</p> <ol style="list-style-type: none"> A. Prospecting B. Advertising C. Promotions <p>III. Listing Agreements (5 hours, lecture)</p> <ol style="list-style-type: none"> A. Employing an Agent B. Agency Relationship Disclosure Act C. Servicing Listings D. Completing the Listing Agreement <ol style="list-style-type: none"> 1. Analysis of the Agreement 2. Establishing a Listing Price 3. Real Estate Appraisers <p>IV. Selling (4 hours, lecture)</p> <ol style="list-style-type: none"> A. Sales Techniques B. Step-by-step Path for Selling
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C. Closing the Sale

V. The Purchase Agreement (4 hours, lecture)

- A. The Standard Contract
- B. Contingency Clauses
- C. Required Forms and Disclosures
- D. Forms Supplied to Buyers
- E. Transfer Disclosure Statement

VI. Real Estate and Technology (4 hours, lecture)

- A. Online Search
- B. Online information and Services
- C. The Value of Social Media
- D. Internet Marketing

VII. Real Estate Finance (5 hours, lecture)

- A. The Process of Financing
- B. Institutional Lenders
- C. Secondary Mortgage Market
- D. Government Backed Financing
- E. Non-Institutional Financing
- F. Legal Aspects of Financing
- G. SAFE Mortgage Licensing Act
- H. Mortgage Loan Disclosure Act
- I. Business and Professions Code
- J. Usury Limitations

VIII. Escrow (4 hours, lecture)

- A. The Escrow Procedure
- B. How Escrow Works
- C. Statements, Proration, and Impounds
- D. Title Insurance
- E. Purpose of Insurance
- F. Clarity of Title
- G. Insurance Policies

IX. Real Estate Taxes (6 hours, lecture)

- A. Property Tax
- B. Assessments
- C. Income Tax
- D. Capital Gains
- E. Installment Sales and Exchanges

X. Business Opportunities (6 hours, lecture)

- A. Income Property
- B. Syndication

	<p>C. Small Business Selling D. Business Valuation</p> <p>XI. Property management (6 hours, lecture)</p> <p>A. Fair housing Law B. Property Management duties and responsibilities C. Property Management Agreements</p> <p>XII. Licensing (3 hours, lecture)</p> <p>A. License Requirements B. Real Estate Law and Regulations C. Purpose of the Real Estate General fund D. Trade and Professional Associations</p>
Total Lecture Hours:	54
Total Laboratory Hours:	0
Total Hours:	54
Primary Method of Evaluation:	2) Problem solving demonstrations (computational or non-computational)
Typical Assignment Using Primary Method of Evaluation:	Given typical costs, in a one- to two-page paper report, calculate the seller's net proceeds at the close of escrow, after deducting from the sales price the seller's existing unpaid loan balance, commission, fees and charges for title, termite inspection, escrow fee, loan point(s), and home warranty policy including prorations.
Critical Thinking Assignment 1:	<p>In a In a one- to two-page paper report, demonstrate how to complete real estate industry forms, including, but not limited to the following examples:</p> <p>a. Completing the listing agreement; negotiating for the sellers' signatures using closing techniques; overcoming seller's objections and laying out a plan to sell the property.</p> <p>b. Preparing a comprehensive marketing plan for a listing by creating a classified ad, a display ad and a flyer for the property.</p> <p>c. Completing the residential purchase agreement; negotiating for the buyers' signatures, using closing techniques to overcome buyers' objections, and listing the closing process.</p>
Critical Thinking Assignment 2:	<p>In a one- to two-page report, create a closed escrow file for a residential real estate sales office file folder that demonstrates the escrow, loan and appraisal process for a transaction by:</p> <p>a. Preparing completed forms in the file folder in specific order, chronologically, as for a closed escrow file; and</p> <p>b. Correlating completed real estate industry disclosure forms.</p>
Other Evaluation Methods:	Homework Problems, Multiple Choice, Objective Exam, Quizzes, Term or Other Papers, True/False, Written Homework

Instructional Methods:	Discussion, Group Activities, Guest Speakers, Lecture, Multimedia presentations, Role play/simulation
If other:	
Work Outside of Class:	Problem solving activity, Required reading, Study
If Other:	
Up-To-Date Representative Textbooks:	Walter Huber and Arlette Lyons. <u>California Real Estate Practice</u> . 9th ed. Educational Textbook Company, 2019.
Alternative Textbooks:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite:	
Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	Real Estate-11
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	<p>Identify and prepare standard real estate industry forms necessary for real estate transactions.</p> <p>RE 11 -Analyze transactional needs of a client and select transactional forms used for that real estate activity.</p> <p>Develop an understanding of the escrow and title insurance procedures in real estate transactions.</p> <p>RE 11 -Utilize the three common types of land descriptions to identify the location of a parcel of real property.</p> <p>RE 11 -Specify various types of title insurance policies and explain the interaction between an escrow company and a title company in various parts of California.</p> <p>Understand the State of California Bureau of Real Estate requirements for licensure.</p>

	<p>RE 11 -List and explain the step-by-step process and the legal requirements involved in the issuance of various types of licenses by the California Bureau of Real Estate (BRE).</p> <p>RE 11 -Demonstrate test-taking skills in preparation for the state license examination.</p>
Requisite Skill:	California Department of Real Estate (DRE) license or equivalent experience
Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Frank Fowler
Date:	11/01/1973
Original Board Approval Date:	
Last Reviewed and/or Revised by:	John Yeressian
Date:	10/01/2019
Last Board Approval Date:	12/19/2022