

RE120 : Real Estate Practice

General Information

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Attachments:	DE Addendum_RE_120 COR_10_24_2020 CoDE_09_26_2023.pdf
Course Code (CB01) :	RE120
Course Title (CB02) :	Real Estate Practice
Department:	RE
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0511.00) Real Estate
CIP Code:	(52.1501) Real Estate.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000083841
Curriculum Committee Approval Date:	06/12/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	06/12/2024
Course Description and Course Note:	RE 120 covers the day-to-day operations from the viewpoint of the real estate salesperson. The topics covered include: listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. It also complies with state law requiring implicit bias and fair housing training, including an interactive role-playing component This course applies toward the State of California's educational requirement for the salesperson's and broker's examination and licensing.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">• Credit
Mode of Delivery:	
Author:	Taber, Colleen Huber, Walter
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">• Real Estate
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

 Allow Students to Gain Credit by Exam/Challenge**Course Special Class Status (CB13)**

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID**General Education Status (CB25)**

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours**Summary****Minimum Credit Units (CB07)** 3**Maximum Credit Units (CB06)** 3**Total Course In-Class (Contact) Hours** 54**Total Course Out-of-Class Hours** 108**Total Student Learning Hours** 162**Credit / Non-Credit Options****Course Type (CB04)**

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

 Variable Credit Course**Funding Agency Category (CB23)**

Not Applicable.

 Cooperative Work Experience
 Education Status (CB10)
Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0
Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Demonstrations

Out of Class Assignments

- Property listings searches

- Field trips to listed properties
- Writing a listing description

Methods of Evaluation

Rationale

Exam/Quiz/Test

Quizzes

Exam/Quiz/Test

Midterm

Exam/Quiz/Test

Final Exam

Textbook Rationale

No Value

Textbooks

Author

Title

Publisher

Date

ISBN

Huber, Walt

California Real Estate Practice
10th Edition Loose-Leaf

Educational
Textbook
Company

2023

978-16-2684-258-
8

Huber, Walt

California Real Estate Practice
10th Edition eBook

Educational
Textbook
Company

2023

978-16-2684-259-
5

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Recognize and practice the day-to-day operations in a real estate office.

Analyze the real estate listings for pricing/valuations, descriptions; marketing elements, and etc.

Produce a Fair Housing Completion Certificate from NAR.

Demonstrate the ability to complete the basic forms, contracts, and disclosures used in listing and selling real estate.

SLOs

Discuss the broker's role in listing, appraising, advertising, and selling real estate.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
<i>RE</i> Real Estate Broker - A.S. Degree Major	Develop a clear action plan to launch a successful real estate career upon graduation. Meet the requirements necessary to take and pass the California Department of Real Estate Broker's licensing exam.
<i>RE</i> Real Estate Broker - Certificate	Develop a clear action plan to launch a successful real estate career upon graduation. Meet the requirements necessary to take and pass the California Department of Real Estate Broker's licensing exam.
<i>RE</i> Real Estate Appraisal - A.S. Degree Major	apply the basic principles and procedures used in valuing residential properties. They will be able to choose the appropriate method to determine value for a specific property, estimate gross income and calculate expenses for income producing property and meet Appraisal Qualifications Board (AQB) licensing requirements for filling out forms and completing the URAR form.

Explain the effects of financing, taxing, and economic conditions.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
<i>RE</i> Real Estate Broker - Certificate	Develop a clear action plan to launch a successful real estate career upon graduation. Meet the requirements necessary to take and pass the California Department of Real Estate Broker's licensing exam.
<i>RE</i> Real Estate Broker - A.S. Degree Major	Develop a clear action plan to launch a successful real estate career upon graduation. Meet the requirements necessary to take and pass the California Department of Real Estate Broker's licensing exam.
<i>RE</i> Real Estate Appraisal - A.S. Degree Major	apply the basic principles and procedures used in valuing residential properties. They will be able to choose the appropriate method to determine value for a specific property, estimate gross income and calculate expenses for income producing property and meet Appraisal Qualifications Board (AQB) licensing requirements for filling out forms and completing the URAR form.

Define the professional and ethical responsibilities, including anti-bias and fair housing laws.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
<i>RE</i> Real Estate Broker - Certificate	Develop a clear action plan to launch a successful real estate career upon graduation. Meet the requirements necessary to take and pass the California Department of Real Estate Broker's licensing exam.
<i>RE</i> Real Estate Broker - A.S. Degree Major	Develop a clear action plan to launch a successful real estate career upon graduation. Meet the requirements necessary to take and pass the California Department of Real Estate Broker's licensing exam.

Identify the supervisory obligations of a broker in relation to associate salespersons.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
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Additional SLO Information**Does this proposal include revisions that might improve student attainment of course learning outcomes?**

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

The Real Estate Business (5 hours)

- Functions
- Real Estate Division: Commissioner
- Government control of property, preliminary aspects of zoning
- Protection of private ownership: recording
- Real Estate Association
- Brokers functions: marketing, financing
- Specialized aspects of Real Estate business
- Brokers' responsibilities to community
- Brokers' program to meet responsibilities

The Real Estate Office (4 hours)

- Forms of Real Estate business organization: partnership, corporation, individual, syndicate
- Selection of specialty and allied lines
- Location of the office
- Operating expenses
- Capital requirements
- Layout of the office
- Forms and records
- Personnel
- Policy manual

Listings (4 hours)

- Listing various types of property
- Types of listing agreements
- Techniques for obtaining listings
- Salesman-owner relationships
- Fiduciary obligations; ethics
- Pre-preparation for showing

Appraising: Valuation of Listings (4 hours)

- Importance of correct listing price
- Appraisal information needed for listing
- Appraisal fundamentals and terminology
- The concept of value
- Approach to appraisal
- Rule of thumb guides and how to use them

Prospecting (2 hours)

- Analyzing the listing
- Finding the prospect: signs, advertising, direct mail, open houses, personal contacts

Advertising (3 hours)

- To acquire listing: customers
- Types of media
- Writing good copy
- Budgeting and measuring results

The Selling Process (4 hours)

- Know the property
- Know the buyer's financial ability
- Know the buyer's needs
- Showing property
- Sales techniques

Closing the Sale (3 hours)

- Review steps prior to closing
- Getting written agreement
- Salesman's position in escrow
- Broker's obligations after escrow

Financing Real Estate (5 hours)

- Role of the broker
- Coordination with the lender
- The money market
- Interest rates and changes
- Sources of funds
- Financing instruments
- Types of loans
- Loan applications

Exchanges and Specialized Brokerage (2 hours)

- Theory and advantage of exchanges
- Types of exchange
- Practical exchange technique
- Raising cash: protecting commission
- Exchange procedure with clients
- Specialized phases of exchange

Income Properties (2 hours)

- Common types of income properties
- Appraising of income properties
- Income and related risks
- Leverage

Property Management and Leasing (2 hours)

- History
- Responsibilities
- Purpose of a lease
- Important lease clauses

Taxes and Real Estate (2 hours)

- Deals Taxes affecting real estate
- The assessment problem
- Income taxes; basis of property
- Special situations or problems

Land Utilization (8 hours)

- Problem of land development
- Concept of highest and best use
- Market analysis in land development
- Division of the residential tract
- Industrial tracts: commercial areas; shopping centers
- Importance of public controls
- Agencies of control: instruments
- Subdivision Map Act
- Planning, zoning, building codes
- Private restrictions

Professional and Public Relations (2 hours)

- Role of professionalization
- Problems of professionalization
- Code of ethics and contracts
- Trade associations
- Working with civic organizations

Implicit Bias and Fair Housing (2 hours)

- Impact of implicit, explicit, and systemic bias in real estate
- Historical and social impact of bias
- Actionable steps to recognize and address implicit biases
- Federal and state fair housing laws

Total hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value

