

**College of San Mateo
Official Course Outline**

1. COURSE ID: R.E. 110 **TITLE:** Real Estate Practice

Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; 96.0-108.0 Homework hours; 144.0-162.0 Total Student Learning hours

Method of Grading: Letter Grade Only

2. COURSE DESIGNATION:

Degree Credit

Transfer credit: CSU

3. COURSE DESCRIPTIONS:

Catalog Description:

Real estate sales practices in California emphasizing the daily activities of agents and brokers, some of their key legal responsibilities, professional ethics, and how real estate sales agents achieve their greatest success. Meets the State requirement as one of three courses for the RE salesperson's license. (This is a required course for the license examination.) Also, accepted for credit for the broker's license examination.

4. STUDENT LEARNING OUTCOME(S) (SLO'S):

Upon successful completion of this course, a student will meet the following outcomes:

1. Explain legal and practical aspects of the real estate purchase-sales transaction and how it typically proceeds, with emphasis on the legal responsibilities and activities of real estate agents.
2. Explain federal and state laws and regulations how agents are required to perform their work.
3. Discuss local real estate markets and realty sales practices.

5. SPECIFIC INSTRUCTIONAL OBJECTIVES:

Upon successful completion of this course, a student will be able to:

1. Explain real estate purchase-sales transaction.
2. Explain negotiations in the real estate sales transaction, and key elements of concern to the buyer and seller in the normal residential sales transaction.
3. Explain an agent's legal responsibilities to their clients, other parties in the transactions, and society at large.
4. Discuss today's local real estate markets and realty sales practice.

6. COURSE CONTENT:

Lecture Content:

Topics selected from the following:

1. Real estate career paths and how to get started
2. Personal, social, technical, and other skills for real estate work
3. Getting good listings (inventory of properties you can sell)
4. Finding good (qualified and motivated) buyers
5. Developing relationships with your clients and others, for successful real estate practice
6. Key legal requirements regarding establishing, defining, selecting agency relationships, listings
7. Key legal requirements regarding agency duties including fiduciary and best efforts/due diligence
8. Key legal requirements regarding disclosures to parties
9. Key legal requirements regarding non-discrimination
 - A. Effectively marketing the listing for sale
 - B. Key legal requirements regarding marketing the property
10. Listening to the clients effectively to best serve their real needs and desires
11. Helping the parties negotiate successful and lawful purchase/sale contracts/agreements
12. Helping the parties by monitoring and facilitating the successful completion of all contract terms
13. Escrow services for the clients and for the RE agents
 - A. Title insurances
 - B. Property Inspections as Required by Law of the Agents in most residential resale transactions
14. Property inspections by third parties and how the parties may negotiate for any needed repair work
15. Commissions/fees – How determined, how much and how paid, lawful and less legal
16. Some ideas how to successfully conducting your RE sales activities as a lawful business
17. Insurances and the agent (as legally required and as prudent business practice)

18. Post-sale client relations for future business and referrals
19. Developing your clientele and loyal client base
20. Defining and developing a RE “Farm” (primary service territory or area of agency focus)
21. The RE agent and the community: Symbiosis
22. Governmental legislation, regulation of RE agents
 - A. Building and using your allied trades network
23. New developments and foreseeable new developments or changes in the RE and agency law
24. The future of the RE marketplace, new technologies, etc.
25. The future of RE markets, prices, etc.?
26. The evolving law in other RE-related areas (banking, finance, insurance, etc.) and how it may impact RE
27. Practice
28. Licensure requirements, tests, regulators, regulations
29. Some useful ideas on how to successfully comply with licensure regulations and laws applicable to RE practice in California today
 - A. How to deal with regulators and allegations of violations (legal, practical, ethical issues, etc.)
30. Additional/other germane topics as available, per student interests and as time permits

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Discussion
- C. Guest Speakers

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

Homework which may include quizzes to help students identify any study needs and to reinforce their learning.

Reading Assignments:

Reading a specified textbook chapter and include a mini-quiz to help students focus on key points and/or typical questions that the material raises.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Exams/Tests
- D. Homework
- E. Papers
- F. Projects
- G. Quizzes

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Pivar, Anderson, Lowell, and Otto. *California Real Estate Principles*, 10th ed. Dearborn Real Estate Education Division, Kaplan Educational Publishing, Co., 2019

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Course Originator: Peter von Bleichert