

## PROGRAM STATUS

### 1. Describe how the program supports:

- a. The college mission and core values.

#### **REAL ESTATE MISSION STATEMENT:**

The Real Estate department will teach the core real estate courses to provide a fundamental body of knowledge about real estate, its ownership and sale, to prepare the student for the state salesperson and broker licensure exams, and to prepare the student to work ethically and effectively in the real estate business.

#### **REAL ESTATE PROGRAM GOALS:**

Give the student a sufficient body of knowledge to prepare the student for the state licensure test. (Learning, Academic Excellence)

Prepare the student to develop a real estate business and market themselves to buyers and sellers. (Creativity and Innovation)

Prepare the student to handle a real estate transaction. (Learning)

Prepare the student to communicate the necessary information to a buyer or seller for a real estate transaction. (Creativity and Innovation)

Give the student an ethical standard. (Integrity, Dignity & Respect, Service & Involvement)

Prepare the student to manage a real estate brokerage. (Creativity and Innovation)

The Collin Real Estate program is a workforce program that offers both credit and continuing education (overlaid) courses for pre-licensure and post licensure in the real estate field. The program was rated “exemplary” by the THECB in its 2004 and 2008 reviews. There is excellent flexibility in course offerings on an “express” format and in a variety of times: day, night and weekend classes. Some of the courses are also offered online. The student population is representative of the County demographics, including traditional and non-traditional students. The Real Estate Mission and Goals reflect the college mission and core values.

- b. The college strategic plan.

The program directly provides a workforce opportunity in adherence to the college goals and its academic excellence and success is a matter of public record available to the community. It has had a continuous improvement plan focused on improving its already high first time pass rate of 77.25% on the state licensure exam (the state-wide first time pass rate is 64%). The pass rates are attached at page 62.

([TREC.state.tx.us/education/examination/exam\\_pass\\_rate.ASP](http://TREC.state.tx.us/education/examination/exam_pass_rate.ASP)) The program has an active and diverse advisory board that is representative of all phases of the

real estate business. Its members willingly participate in some of the class activities and make themselves available to help students find an appropriate position when they finish the program and pass the state test. All of the full time and part time faculty members are active members of the real estate community. Mary Milford, the Dept. Chair, served for 4 years as a member of the Collin County Association of Realtors.

2. How does the program conform to THECB requirements?

- *Attach all course syllabi with SCANS included*

All syllabi and SCANS Crosswalk are attached (page 15). We have not received a template of how the college wants the SCANS to appear on the syllabi.

**Program competencies** are derived from WECM, the Texas Real Estate License Act, and the Real Estate Advisory Committee and are verified by a state licensing exam.

**The program courses** are mandated by the Texas Real Estate License Act and are all contained in the WECM inventory. There are no **course or program pre-requisites** and all courses are appropriately **sequenced** within the three consecutive 5 week semesters.

- *Average 5 completers per year – complies with THECB requirement*

2008 - 17

2009 - 13

2010 - 11

2011 - 76 \*

2012 - 15

**Total - 132 / 5 26.4 completers per year**

\* We found that students were not aware that they had to apply for the Certificate, so commencing in 2011, the faculty started handing out Requests for Certificate in the classroom which increased the number of completers. We will continue doing this.

- *Evidence of demand for program graduates*

Real estate salespersons are basically self - employed /independent contractors and not on a salaried basis. Career Coach currently lists approximately 591 job openings within a 50 mile radius of the college. The major real estate companies such as Keller Williams, Ebby, etc. have regular monthly job fairs soliciting new agents. The real estate business has been in a general economic slump during the past five years, but the market has improved and demand for trained salespersons has increased.

- % of graduates securing employment in the field

2006 - 2007 94%  
 2007 - 2008 100%  
 2008 - 2009 91%  
 2009 - 2010 100%

- Average# of months to employment

Hard data is not available; however, anecdotally and due to the nature of the business, completers have all found sponsoring brokers within about a month after passing the state licensure test.

- Licensure pass rate if applicable. For any pass rate below state standard, attach plan for raising pass rate

Data on licensure pass rate is not available. The only available data is the pass rate for those students passing the test on the first try. Currently the Collin pass rate is currently 77.25%, which is one of the highest pass rates in the state. The statewide first time pass rate is 64%. The TREC pass rates are attached at page 62. (TREC.state.tx.us/education/examination/exam\_pass\_rate.ASP).

For each item that applies to the program under review, provide the data. If the item does not meet required thresholds/benchmarks, provide an explanation and the plan for improvement

- List any program requirements from the THECB  
THECB requirements are stated throughout this template.

- Describe how they are met.  
All program requirements were met and addressed in the appropriate section of this template.

3. How does the program conform to federal requirements?

- Gainful Employment data

For each item that applies to the program under review, provide the data. If the item does not meet required thresholds/benchmarks, provide an explanation and the plan for improvement

- List any federal requirements for the program

PROGRAM COSTS FOR GAINFUL EMPLOYMENT

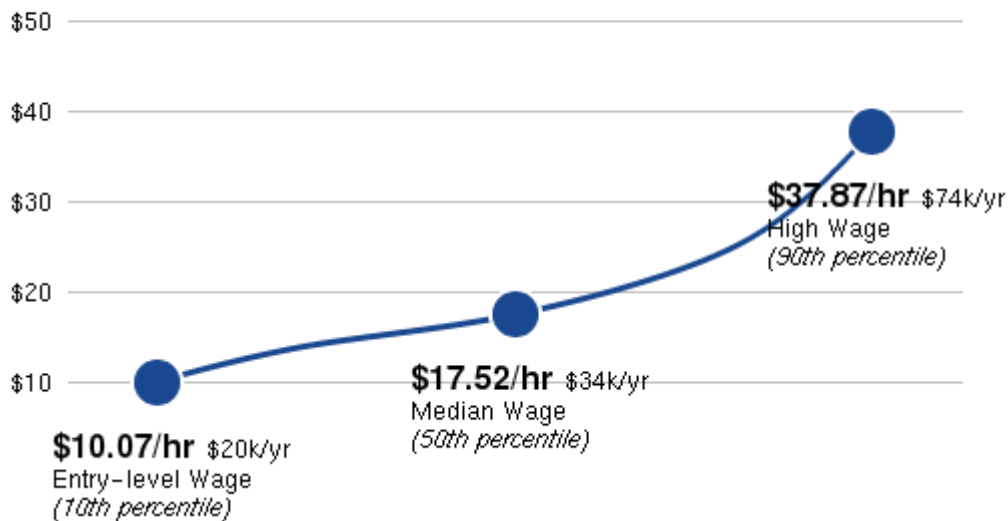
	Credit hours	Tuition In-County	Tuition Out of County	Tuition out of State	Fees and Expenses	Books
Real Estate - AAS	61	\$2,265.00	\$4,461.00	\$7,816.00	\$25.00	\$2,355.00
Real Estate - Broker - Certificate	24	\$892.00	\$1,756.00	\$3,076.00	\$5.00	\$460.00
Real Estate - Salesperson - Certificate	18	\$670.00	\$1,318.00	\$2,308.00	\$0.00	\$310.00

b. Describe how they are met.

### Gainful Employment-Placement Rate 2009 - 2011

Major	Area	Award	Total	Working Only	Working And Enrolled	All Working	All Enrolled	4th Qtr Mean Wage	4th Qtr Median Wage	Mean Annual Wage	4th Qtr Employment Rate
2009 52150100	Real Estate	Associate	3	1	1	2	1			\$0	67%
	Real Estate	Certificate	9	2	2	4	5	\$13,152	\$8,406	\$63,958	44%
2010 52150100	Real Estate	Associate	2	0	0	0	0			\$0	50%
	Real Estate	Certificate	7	3	2	5	3	\$5,958	\$2,396	\$30,481	71%
2011 52150100	Real Estate	Associate	3	1	0	1	0			\$0	33%
	Real Estate	Certificate	62	18	10	28	21	\$8,496	\$7,885	\$0	45%

Wage data for a salesperson with 591 vacancies presently available. (Career Coach)



4. List all program literature (course descriptions, degree plans, catalog entries, etc.) and provide last date updated. All program literature must be reviewed and updated no earlier than three months prior to the program review due date.

The following were reviewed in Feb. 2013.

Title	Type	Last Updated
Collin 2012-2013 Catalog	College Catalog	Sept. 2012

Real Estate Web Site	Dept. Web Site	August 2012
Mary Milford Web site	Faculty Web Site	August 2012
Richard Helgeson	Faculty Web Site	Jan. 2013

5. Transferability analysis for instructional programs.

Source: Transfer U. See Equivalency Terms for Modification terminology

Program	Modifications	Exceptions	University(ies) Accepting as Transfer
Real Estate	ENBLOC		Hardin-Simmons U.
	Elective		Tarleton State U.
	By Title		Texas A & M
	Accepted		Texas A & M Commerce
	ELNA		Texas Christian U.
	T & V		Texas State U.
	Elective		Texas Wesleyan U.
	RVW		Texas Women's U.
	BAAS Option		Un. Of North Texas
	Accepted - has equivalencies		Un. Texas Arlington

6. List all university/business and industry partnerships and describe them.

University/Business & Industry	Partnership Type	Special Requirements
Diane Aylward Stacy Buettner Premiere Properties Real Estate Brokerage	Advisory Board	
Sharon Borgne	Advisory Board	

ReMax Premier Properties		
Hazel Edwards Buyers Realty	Advisory Board	
Cristina Botero Botero - Miller Realty	Advisory Board	
Betty Misko Terri Macaluso Ebby Halliday Realtors	Advisory Board	
Meg Titus Meg Titus Real Estate	Advisory Board	
Ivy Boland ReMax Dallas Suburbs	Advisory Board	
Barbara Trumbull Frisco Stars Keller Williams Realty	Advisory Board	
Pam Fernando Pro Title Solutions LLC	Advisory Board	
Kelli Mulligan Chicago Title Company	Speaker in Law of Contracts	Does the lecture on title policies
Diane Aylward American Home Shield	Speaker in various classes	Does the lecture on Home Warranties
Mark Bloom Net Worth Realty	Speaker in Investment class	Does the lecture on purchasing distressed properties
Sammy Bickham Bickham Consulting	Speaker in Investment class	Does the lecture on green movement in real estate
Rob Barney DHLC Investments, Inc.	Speaker in Investment class	Does the lecture on hard money loans for investors
Tim Lansford Luxury Homes of Texas	Speaker in Investment class	Does the lecture on rehabbing a house
Bank of America Mortgage	Co-op employer	

Equity Investment Services	Co-op employer	
Coldwell Banker Realty	Co-op employer	
JP Morgan Chase Mortgage	Co-op employer	
William Davis Realty	Co-op employer	
Keller Williams Realty	Co-op employer	
BH Management	Co-op employer	
Prime Lending Mortgage	Co-op employer	

7. Complete and attach Facilities and Resources template (page 14).
8. Summarize recommendations from and for program advisory committees, list meetings and attach minutes.

The Real Estate Advisory Committee is a group of highly diverse individuals who have exhibited commitment to the program by regular attendance and support of the program. The Committee is gender and ethnically diverse. The members represent the different geographic locations within the service area and the different size offices from large (Ebby, Keller Williams) to individual brokerages such as Roberts and Kukla. In addition to brokerage companies, title companies and home warranty companies are also represented.

Advisory Committee meetings are held twice annually and usually have excellent attendance. All meetings have recommended the continuation of the program. Meeting dates and summaries are attached for 2011 and 2012. All minutes are available on the (I) drive. Unsigned copies of the minutes are available at page 49.

Advisory Committee Meeting Date	Attach Minutes
April 21, 2011 - Contract Forms was added to the curriculum with Law of Contracts as a pre-requisite. Done. Presented to CAB and approved.	Unsigned copy attached. Signed copy available in the Instructional (I) drive.
Sept. 15, 2011 - Basic Certificate to be renamed the Salesperson Certificate and to include the 6 required courses. Done. Presented to CAB and approved.	Unsigned copy attached. Signed copy available in the instructional (I) drive.

April 12, 2012 - The Board recommended that the Contract Forms course be taught by active agents whenever possible. Done. The course is taught by Terri Macaluso from Ebby Halliday and by James Dean McLeod from Keller Williams	Unsigned copy attached. Signed copy available in the Instructional (I) drive.
Nov. 7, 2012 - The Board recommended more publicity for the quality of the program. A new brochure is being worked on	Unsigned copy attached. Signed copy available in the Instructional (I) drive.

## INSTITUTIONAL RESEARCH DATA

*Unduplicated, actual, annual enrollment data;*

*Definitions of data elements can be found on CougarWeb under Teaching & Learning/Program Review/Institutional Research Files for Program Review*

- Program Enrollment (Pending programming by Administrative Programming Services)

The following figures are kept and provided by the Dept. Chair

	<b>Credit</b>	<b>CE</b>	<b>Total Students</b>
Sp. 2009	227	141	368
Fall 2009	267	221	488
Sp. 2010	370	125	495
Fall 2010	352	112	464
Sp. 2011	318	82	400
Fall 2011	329	75	404
Sp. 2012	315	126	441
Fall 2012	<u>348</u>	<u>147</u>	<u>495</u>
	<b>2526</b>	<b>1029</b>	<b>3555</b>

- Program Completions

2008 - 17  
2009 - 13  
2010 - 11  
2011 - 76 \*  
2012 - 15

5 Year Total - 132 / 5 26.4 completers per year

\*We found that many more students were actually completing the certificate programs than were applying for the certificates. Commencing in FY 2011, the instructors distributed Request for a Certificate in the classroom, resulting in a much larger number of students receiving a certificate. We will continue this practice in the future.



- Employment of Program Students

2006 - 2007 94%  
 2007 - 2008 100%  
 2008 - 2009 91%  
 2009 - 2010 100%

- Student/Faculty Ratios (Pending programming by Administrative Programming Services)

- Average Class Size (Pending programming by Administrative Programming Services)

Based on figures kept and provided by the Dept. Chair. Class size includes CE and credit students.

Spring 2011 400 students / 22 sections = 18.18 students per section  
 Fall 2011 404 students / 21 sections = 19.24 students per section

Spring 2012 441 students / 22 sections = 20 students per section  
 Fall 2012 495 students / 22 sections = 20.45 students per section

- Grade Distributions (Pending programming by Administrative Programming Services)

- Contact Hours Taught by Full-Time and Part-Time Faculty

The following IRO date reflects only the credit contact hours. Overlaid / combined credit and CE data is not available.

	<u>2011</u>		<u>2010</u>	
Full Time Faculty Contact Hours	10,656	64%	10,272	58%
Part Time Faculty Contact Hours	5,904	36%	7,488	42%

- Student Satisfaction

There is no program specific data. Anecdotally from e-mails and student referrals, the satisfaction rate appears to be high and coincides with a high pass rate.

- Employer Satisfaction

Overall employer satisfaction with the program is extremely high. Employer satisfaction surveys were administered to the Advisory Committee employers for FY 2001, 2002, 2003, 2007 and 2010. The ratings were on a scale of 1 (high) to 4 (low). The lowest mean rating received was a 1.5. The data is attached.

- Licensure/Certification Pass Rates

Data on licensure pass rate is not available. The only available data is the pass rate for those students passing the test on the first try. Currently the Collin pass rate is currently 77.25%, which is one of the highest pass rates in the state. The statewide first time pass rate is 64%.

([TREC.state.tx.us/education/examination/exam\\_pass\\_rate.ASP](http://TREC.state.tx.us/education/examination/exam_pass_rate.ASP)).

- Cost Per Completer (not yet defined)

## PROGRAM DEVELOPMENT SINCE LAST PROGRAM REVIEW

1. Summarize assessment activities and actions taken in response since last program review.

The last Program Review for the Real Estate Dept. was conducted during 2009-2010. Since the time of the program review, two cycles of continuous improvement have been completed with the emphasis on improving the overall educational outcomes for the student and increasing an already high first - time pass rate on the state test. Also, the certificate programs were revamped to match the new licensure requirements and were submitted to and approved by CAB.

2. Describe any continuous improvement activity if different from assessment.

The continuous improvement activities have been based on the outcomes tested by the state for licensure and which require a 70% outcome. All of the core courses have a final exam geared to these outcomes. The final exams were analyzed and the questions with the lowest pass rates were selected for improvement in the outcome reflected by the questions. Improvement plans were adopted by emphasizing these outcomes in class with class exercises and inclusions of preliminary test questions in quizzes prior to the final to determine the student's comprehension of the outcomes. Marked improvement has been seen in the answers to the selected questions. The first time pass rate posted by the Texas Real Estate Commission has shown an increase in students passing the test to 77.25 % from a low of 76.44 %. Collin has one of the highest first time pass rates in the state.

3. List program employees (full- time and part-time), their role, credentials, and professional development activity since last program review.

The Real Estate Program is administered by Mary Milford, JD, who is both the Dept. Chair and the SACS Discipline Lead. All professional development for the full time faculty was provided by the college. All faculty members are required by state law to have real estate mandatory continuing education in their real estate, mortgage or appraisal fields.

NAME Start Date	Status Full/ Part Time	COURSES TAUGHT	EDUCATION / QUALIFICATIONS	PROFESSIONAL DEVELOPMENT
Mary Milford 1/19/90	F	RELE 1301 Principles I (3) RELE 1338 Principles II (3) RELE 2301 Law of Agency (3) RELE 1311 Law of Contracts (3)	SMU-BBA Bus. Adm. SMU - JD Law Texas Broker License: 243887 State Bar of Texas License: 14051000 Real estate sales since 1980 with Red Carpet Realtors. Independent broker at present	Attend Texas Real Estate Teachers Association and Real Estate Educators annual conferences. State Bar of Texas seminars 15 hours annually BB9 training
Richard Helgeson 8/24/92	F	RELE 1301 Principles I (3) RELE 1338 Principles II (3) RELE 1311 Law of Contracts (3)	UT Arlington - BBA Marketing Texas Broker License: 156287 In real estate sales & property management since 1970, Lincoln Property Co, Parthenon. Self-employed Broker.	Attend Texas Real Estate Teachers Association and Real Estate Educators annual conferences. Attend 15 hours of required MCE real estate courses. BB9 training
Donald Baker 9/2/97	P	RELE 1311 Law of Contracts (3)	U. Houston - BBA Bus. Adm. Texas Broker License: 120622 In the real estate business for 20 years - Currently Risk Manager for Keller Williams	Attend 15 hours of required MCE courses for license renewal.
Charlene Dattoli 10/9/00	P	RELE 1321 Marketing (3)	Le Tourneau - BS Bus. Management U of Phoenix MBA Texas Broker License.: 346232 In the real estate business since 1983 as a salesperson and office manager with Coldwell Banker, Prudential Real Estate	Attend 15 hours of required MCE courses for license renewal.
John Dorie 1/19/10	P	RELE 1303 Appraisal (3)	SMU - BBA Bus. Adm. Texas Broker License: 328035 Residential Real Estate Appraisal License TX 1334584 Appraisal business since 2009	Attend 15 hours of required MCE courses for license renewal. Attend 15 hours of required appraisal courses for license renewal
Scott Drescher 7/1/01	P	RELE 1319 Finance (3)	Johns Hopkins U - BA Psych. UTD - MBA Texas Mortgage Broker License: 168878 In the mortgage business since 2000 with Prime Lending, Supreme Lending	Attend 15 hours of required Finance courses for license renewal
Cliff Freeman 2/1/06	P	RELE 1319 Finance (3)	UTD - BBA Bus. Adm. Rice - MBA Texas Broker License: 387483 TDSML Loan Officer No 56628 In real estate lending and sales since 2003 with CTX Mortgage Co, Keller Williams Realty, Rate of Change (real estate) Training Technologies.	Attend 15 hours of real estate courses for license renewal. Attend 15 hours of finance courses for license renewal.

William Kukla 4/9/01	P	RELE 1301 Principles I (3) RELE 1338 Principles II (3)	St. Anselm - BA Chemistry Holy Cross - MS Chemistry CCCCD - Broker Certificate Texas Broker License: 459974 Sales Associate Keller Williams 1998 - 2009 Independent Broker 2009 - Present	Attend 15 hours of real estate courses for license renewal.
Steve Lay 1/18/05	P	RELE 1315 Property Mgn. (3)	Hardeman - BS Accounting UTD - MBA Bus. Adm. Texas Broker License: 388649 Shopping Center Manager for 20 years	Attend 15 hours of real estate courses for license renewal.
Terri Macaluso 8/24/09	P	RELE 2301 Law of Agency (3) RELE 1300 Contract Forms & Addenda (3)	Purdue - BS Nursing Indiana - MS Nursing Texas Broker License: 411926 Real Estate Sales since 1990 Manager of Ebby office Frisco 2005 - present	Attend 15 hours of real estate courses for license renewal.
James McLeod 10/2/06	P	RELE 1311 Law of Contracts (3)	U. So. Miss - BS Comp Sci. UTA - MBA Finance & Marketing Texas Sales License: 493166 Keller Williams Sales 2002 - present	Attend 15 hours of real estate courses for license renewal.
Roy Roberts 2/18/91	P	RELE 1301 Principles I (3) RELE 1338 Principles II (3) RELE 1319 Finance (3)	SMU - BBA Bus. Adm. Texas Broker License: 137563 Roberts Real Estate since 1968 Realty Executives Manager 1992 - 2000	Attend 15 hours of real estate courses for license renewal.
Kelly Rush 10/05/01	P	RELE 2301 Law of Agency (3) RELE 1307 Investments (3)	TWU - BBA Bus. Adm. Amberton - MBA Strategic Leadership Texas Sales License: 334455 Ebby Halliday sales associate 2001 - present	Attend 15 hours of real estate courses for license renewal.

1. Summarize expectations and plans for the next five years.

The primary goals of the real estate program over the next five years are two-fold: First, the program must be maintained in current curriculum condition to support any changes in licensure requirement and substantive changes in the curriculum. The new TREC Education Advisory Committee is in the process of revisiting and refining the required curriculum for each core course and we will need to respond quickly to any suggested changes. All syllabi will have to be redone and submitted to CAB to reflect these upcoming changes. The second and continuing goal for the program is to continue increasing the percentage of students passing the state licensure exam on the first try.

2. Provide the next Continuous Improvement Plan.

The next Continuous Improvement Plan will focus on the program outcome dealing with Intermediary relationships:

“The student can describe how an Intermediary relationship is created, and what the duties and responsibilities of the relationship are.”

The final exam questions dealing with this outcome will be analyzed and a classroom exercise will be created to focus on this weakest exam responses to this element so

that the student will achieve a minimum pass rate of 70% (state required pass rate) for those questions.

### PROGRAM REVIEW REPORT PATHWAY

Completed Program Review Reports will be evaluated by the appropriate deans and Program Review Steering Committees. Following approval by the Steering Committee, Program Review Reports will be evaluated by the Leadership Team who will approve the reports for posting on the intranet. At any point prior to Intranet posting, reports may be sent back for additional development.

## FACILITIES AND RESOURCES

### FACILITIES

Room/Office Location and Designation	Size	Type	Special Characteristics (i.e. permanent like ventilator hood)	Meets current needs: Y or N	Will meet needs for next five years: Y or N	Describe additional "N" answer in co
PRC - H119 Faculty Suite 3 Full Time Faculty offices and 2 desks for part time faculty			Office partitions	Yes	Yes	
PRC Rooms 208 - 209 are the dedicated classrooms	28 students per class			Yes	Yes	

### EQUIPMENT AND SUPPLIES

List all equipment valued at \$5,000 or more each

Current Equipment Item or Budget Amount	Meets current needs: Y or N	Will meet needs for next five years: Y or N	For any no in columns 2 or 3, justify needed equipment or budget change
ALL FULL TIME FACULTY HAVE COMPUTERS AND A NETWORK PRINTER	YES	YES	This is subject to requests for computer updates as needed
All classrooms have podium facilities	Yes	Yes	Subject to changes required by emerging technology

### FINANCIAL RESOURCES

Source of Funds (i.e. college budget, grant, etc.)	Meets current needs: Y or N	Will meet needs for next five years: Y or N	For any no in columns 2 or 3, explain why	For any no in columns 2 or 3, identify expected source of additional funds
College Budget	Yes	Yes		

<b>SCANS/Course CROSSWALK</b> Degree: Certificate: CIP#:	RELE 1301	RELE 2309	RELE 1311	RELE 2301	RELE 1303	RELE 1315	RELE 1319	RELE 1325	RELE 1321	RELE 2331	RELE 1327	RELE 1307	RELE 1105	RELE 1309	RELE 2103	RELE 1300	
<b>COMPETENCIES</b>																	
<b>1. (RS) RESOURCES:</b>																	
A. Allocates time																	
B. Allocates money																	
C. Allocates material/facility resources																	
D. Allocates human resources																	
<b>2. (IN) INTERPERSONAL SKILLS:</b>																	
A. Participates as a member of a team																	
B. Teaches others:																	
C. Serves clients/customers																	
D. Exercises leadership																	
E. Negotiates																	
F. Works with cultural diversity																	
<b>3. (IF) INFORMATION SKILLS:</b>																	
A. Acquires and evaluates information																	
B. Organizes and maintains information																	
C. Interprets and communicates information																	
D. Uses computers to process information																	
<b>4. (SY) SYSTEMS:</b>																	
A. Understands systems																	
B. Monitors and corrects performance																	
C. Improves and designs systems																	
<b>5. (TE) TECHNOLOGY:</b>																	
A. Selects technology																	
B. Applies technology to task																	
C. Maintains and troubleshoots technology																	

<b>SCANS/Course CROSSWALK Administrative Support (Continued)</b>	RELE 1301	RELE 2309	RELE 1311	RELE 2301	RELE 1303	RELE 1315	RELE 1319	RELE 1325	RELE 1321	RELE 2331	RELE 1327	RELE 1307	RELE 1105	RELE 1309	RELE 2103	RELE 1300	
<b>FOUNDATION SKILLS</b>																	
<b>6. (BS) BASIC SKILLS:</b>																	
A. Reading																	
B. Writing																	
C. Arithmetic																	
D. Mathematics																	
E. Listening																	
F. Speaking																	
<b>7. (TS) THINKING SKILLS:</b>																	
A. Creative thinking																	
B. Decision making																	
C. Problem solving																	
D. Seeing things in the mind's eye																	
E. Knowing how to learn																	
F. Reasoning																	
<b>8. (PQ) PERSONAL QUALITIES:</b>																	
A. Responsibility																	
B. Self-esteem																	
C. Social																	
D. Self-management																	
E. Integrity/Honesty																	



**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION

**Course Number:** RELE 1300

**Course Title:** PROMULGATED FORMS

**Course Description:** Promulgated Contract Forms, which shall include, but is not limited to unauthorized practice of law, broker – lawyer committee, current promulgated forms, commission rules governing use of forms and case studies involving use of forms.

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Prerequisite:** RELE 1311

**Student Learning Outcomes:**

After successful completion of this course, the student will be able to demonstrate the following on a test or complete a case study with 70 % accuracy:

- 1.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE BROKER LAWYER COMMITTEE.
  - 1.1 State the number of members, their terms, and who appoints them.
  - 1.2 State the purpose and describe the functioning of the broker lawyer committee.
  - 1.3 Distinguish between a Promulgated Form and an Approved Form and state when each should be used.
  
- 2.0 DEMONSTRATE A WORKING KNOWLEDGE OF WHAT ACTIONS CONSTITUTE UNAUTHORIZED PRACTICE OF LAW.
  - 2.1 Determine if given actions or statements constitute the unauthorized practice of law
  - 2.2 List the documents which a licensee is authorized to use.
  - 2.3 State what additions or deletions may be made to a contract.
  
- 3.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE DIFFERENT TREC FORMS.
  - 3.1 Distinguish between a contract, an addendum, an amendment and a notice.
  - 3.2 For each TREC form, state when and how it should be used.
  
- 4.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE USE OF THE TREC FORMS.
  - 4.1 Prepare a contract with all appropriate addendums for a given case scenario.
  
- 5.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO REAL ESTATE MATTERS.
  - 5.1 Locate information on the TREC web site.
  - 5.2 Locate specific contracts and documents on the TREC web site.
  - 5.3 Locate information on the Real Estate Center web site.
  - 5.4 Locate and use various web sites giving real estate information to the consumer.

**Withdrawal Policy:** “See the current *Collin Registration Guide* for the last day to withdraw. “

**Collin College Academic Policies:** “See the current *Collin Student Handbook*.”

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION
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**Course Number:** .RELE 1301

**Course Title:** Principles of Real Estate I

**Course Description:** A beginning overview of licensing as a real estate broker and salesperson. Includes ethics of practice as a license holder, titles to and conveyancing of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least 3 hours of classroom instruction on federal, state and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. 3 credit hours. (W)

**Course Credit Hours:** 3 hours

Lecture Hours: 3 hours

**Student Learning Outcomes**

After successful completion of this course, the student should be able to:

- 1.0 DEMONSTRATE KNOWLEDGE OF REAL PROPERTY CONCEPTS.**
  - 1.1 State several sources of law.
  - 1.2 Distinguish between land, real estate and real property.
  - 1.3 Distinguish between real property and personal property and fixtures.
  
- 2.0 DEMONSTRATE KNOWLEDGE OF THE REAL ESTATE MARKET.**
  - 2.1 Recognize the economic and physical characteristics of real estate.
  - 2.2 Define value and relate its benefits.
  - 2.3 Explain supply and demand and list the factors that affect each.
  - 2.4 List and describe the stages of a business cycle.
  
- 3.0 DEMONSTRATE PROFICIENCY REGARDING THE CONCEPTS OF HOME OWNERSHIP AND REAL ESTATE INVESTMENT.**
  - 3.1 List the tax benefits of home ownership and housing investments.
  - 3.2 Describe the types of insurance available to homeowners.
  - 3.3 Recognize the basic concepts of investment such as leverage, appreciation, depreciation, capital gains, 1031 exchanges, and REITS
  
- 4.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE FAIR HOUSING LAWS.**
  - 4.1 Discuss the scope and purpose of fair housing laws.
  - 4.2 Recognize advertising that violates and of the Fair Housing provisions.
  - 4.3 Explain block busting, steering and redlining.
  - 4.4 Discuss the provisions of the Community Reinvestment Act, the Home Mortgage Disclosure Act and the Equal Credit Opportunity Act.
  - 4.5 Explain the purpose and provisions of the Americans with Disabilities Act.

**5.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE REAL ESTATE LICENSE ACT.**

- 5.1 State the composition and purpose of TREC.
- 5.2 Recognize the activities requiring a real estate license and the exceptions thereto.
- 5.3 Explain the difference between a salesperson and a broker and an active or inactive license.
- 5.4 State the requirements for a salesperson's and a broker's license.
- 5.5 Explain how the Real Estate Recovery Fund works.
- 5.6 Recognize the reasons a license may be revoked.
- 5.7 Explain the procedure and penalties for disciplining a licensee, including subpoenas.

**6.0 DEMONSTRATE A WORKING KNOWLEDGE OF INTERESTS IN REAL ESTATE.**

- 6.1 List and explain the four powers of government.
- 6.2 Distinguish between a freehold estates, life estates and leasehold estates and recognize examples of each.
- 6.3 Discuss the Texas homestead law and explain its importance.
- 6.4 Recognize the difference between appurtenant easements and easements in gross.
- 6.5 Differentiate between riparian, littoral and prior appropriation water rights.

**7.0 DEMONSTRATE A WORKING KNOWLEDGE OF HOW OWNERSHIP MAY BE HELD.**

- 7.1 Distinguish between joint ownership and ownership in severalty.
- 7.2 Describe and recognize tenancy in common and joint tenancy.
- 7.3 Explain the Texas community property concept.

**8.0 DEMONSTRATE A WORKING KNOWLEDGE OF LEGAL DESCRIPTIONS.**

- 8.1 Explain and recognize what constitutes a legal description.
- 8.2 Discuss the three main methods for describing real estate.
- 8.3 State the values of the various units for land measurements.

**9.0 DEMONSTRATE A WORKING KNOWLEDGE OF REAL ESTATE TAXES AND LIENS.**

- 9.1 Define "lien" and give an example of the following liens: voluntary, involuntary, statutory, equitable, general and specific.
- 9.2 Describe the priority and foreclosure of liens.

**11.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO REAL ESTATE MATTERS.**

- 11.1 Locate information on the Texas Real Estate Commission web site.
- 11.2 Locate information on the Real Estate Center web site.
- 11.3 Locate and use various websites giving real estate information to the consumer.

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**Collin College Academic Policies:** “See the current *Collin Student Handbook*.”

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**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION

**Course Number:** RELE 1303

**Course Title:** Real Estate Appraisal

**Course Description:** A study of the central purposes and functions of an appraisal, social and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. 3 credit hours. (w)

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Student Learning Outcomes:** After successful completion of this course, the student should be able to pass an exam with 70 % accuracy.

- 1.0 DEMONSTRATE COMPETENCY REGARDING THE CONCEPTS AND PRINCIPLES OF REAL ESTATE APPRAISAL**
  - 1.1 Describe the purpose and use of an appraisal.
  - 1.2 Describe the different types of value which could be appraised.
  - 1.3 Describe the basic appraisal principles.
  - 1.4 List the three types of appraisal reports and state when they should be used
  - 1.5 Discuss the fundamental concepts of real estate such as estates and tenancies.
  
- 2.0 COMPLETE THE APPRAISAL FORMS NECESSARY TO APPRAISE A SINGLE FAMILY RESIDENCE.**
  - 2.1 Complete a residential appraisal.
  - 2.2 Draw a residential floor plan.
  - 2.3 Calculate the square footage from a residential floor plan.
  
- 3.0 DEMONSTRATE A KNOWLEDGE OF APPRAISAL DESIGNATIONS AND CERTIFICATIONS AND LICENSURE.**
  - 3.1 Describe the different designations and certification and licenses.
  
- 4.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE THREE TYPES OF APPRAISALS.**
  - 4.1 State the four forces that influence real property value.
  - 4.2 Differentiate between the different types of "value", "price" and "cost".
  - 4.3 List the three approaches to appraisal and explain each.
  - 4.4 Define "reconciliation."
  - 4.5 Discuss depreciation.
  - 4.6 Calculate the Gross Rent Multiplier for a property.
  - 4.7 Apply the capitalization rate to a property.
  
- 5.0 DEMONSTRATE COMPETENCY REGARDING THE STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE AND ETHICS OF APPRAISING.**
  - 5.1 Describe in general the Uniform Standards of Professional Practice.
  - 5.2 Discuss "FIRREA" (Federal Institutions Reform, Recovery, and Enforcement Act) and how this legislation relates to the appraiser.
  - 5.3 Describe the relationship between the appraiser and the client.
  
- 6.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO APPRAISAL MATTERS.**
  - 10.1 Locate information on the Appraisal Foundation web site.
  - 10.2 Locate information on the Central Appraisal District web site.

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**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION

**Course Number:** .RELE 1307

**Course Title:** Real Estate Investment

**Course Description:** Characteristics of real estate investment. Includes techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation and applications to property tax. 3 credit hours. (W)

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Student Learning Outcomes:** After successful completion of this course the student should be able to:

**1.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE BASICS OF INVESTING IN REAL ESTATE:**

- 1.1 Use and apply basic terminology such as yield, liquidity, leverage, and risk.
- 1.2 Compare real estate investments to other types of investments.
- 1.3 Describe the advantages and disadvantages of real estate investments.
- 1.4 Describe the different ways to invest in real estate.

**2.0 DEMONSTRATE A WORKING KNOWLEDGE OF INVESTMENT YIELD MEASUREMENT:**

- 2.1 Calculate and apply the capitalization rate.
- 2.2 Calculate cash flow.
- 2.3 Calculate Net Operating Income (NOI).
- 2.4 Discuss the applicable tax consequences to investing in real estate.

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**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION

**Course Number:** .RELE 1309

**Course Title:** Real Estate Law

**Course Description:** Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. 3 credit hours. (W)

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Student Learning Outcomes:** After successful completion of this course, the student should be able to, with 70% accuracy on an exam:

- 1.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE TEXAS LEGAL SYSTEM AND SOURCES OF LAW.**
  - 1.1 List and explain the sources that a person might use to determine the answer to a question regarding real estate law.
  - 1.2 Explain the concept of legal precedent.
  
- 2.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE CONCEPTS OF LAND.**
  - 2.1 Distinguish between property, real property and real estate.
  - 2.2 Describe water rights by the source of the water.
  - 2.3 Explain the basic rights associated with mineral ownership and how they may be separated from the surface.
  
- 3.0 DEMONSTRATE A WORKING KNOWLEDGE OF LAND DESCRIPTION METHODS AND HOW BOUNDARY DISPUTES ARE SETTLED.**
  - 3.1 Explain the basic requirements for a legally sufficient description of land
  - 3.2 List and explain the various methods of describing land.
  - 3.3 List and explain the various rules of construction for land disputes.
  
- 4.0 DEMONSTRATE COMPETENCY IN DISTINGUISHING REAL AND PERSONAL PROPERTY.**
  - 4.1 Explain the difference between real and personal property.
  - 4.2 Define trade fixture and explain the difference in legal treatment.

- 5.0 DEMONSTRATE COMPETENCY REGARDING THE CONCEPT OF THE ESTATES IN LAND.**
  - 5.1 Explain the difference between a fee, a defeasible and a life estate.
  - 5.2 Distinguish between a present and a future estate.
  - 5.3 Discuss the Texas homestead and the protection it is afforded.
  
- 6.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE PRINCIPLES OF OWNERSHIP.**
  - 6.1 Explain the difference between tenancy in common and joint tenancy.
  - 6.2 Define and discuss separate and community property.
  - 6.3 Discuss the various forms of business ownership of property.
  
- 7.0 DEMONSTRATE A WORKING KNOWLEDGE OF HOW TITLE IS TRANSFERRED.**
  - 7.1 Discuss the differences between a general warranty deed, a special warranty deed, a quitclaim deed, and a deed without warranty.
  - 7.2 List and explain the essential elements of a deed.
  - 7.3 Discuss title transfer by death, including testate and intestate transfers.
  - 7.4 Explain adverse possession.
  - 7.5 Explain eminent domain.
  - 7.6 Explain the concept of escheat.
  
- 8.0 DEMONSTRATE A WORKING KNOWLEDGE OF TITLE ASSURANCE.**
  - 8.1 Distinguish between actual notice, implied notice and constructive notice.
  - 8.2 Explain the purpose of the recording statutes.
  - 8.3 Explain the benefits and limitations of title insurance.
  - 8.4 Distinguish between chain of title, abstract of title, an attorney's opinion of title and title insurance.
  
- 9.0 DEMONSTRATE A WORKING KNOWLEDGE OF MORTGAGES AND OTHER LIENS.**
  - 9.1 Explain the effect of a lien on title.
  - 9.2 Describe how liens are foreclosed.
  - 9.3 Discuss the priority of liens.
  
- 10.0 DEMONSTRATE A WORKING KNOWLEDGE OF HOW A REAL ESTATE TRANSACTION IS CLOSED.**
  - 10.1 Describe the role of the broker, title company, and attorney at a closing.
  - 10.2 Discuss the requirements imposed by the Real Estate Settlement Procedures Act.
  
- 11.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO REAL ESTATE MATTERS:**
  - 11.1 Locate information on the Texas Real Estate Commission web site.
  - 11.2 Locate statutes on the capitol web site.

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**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION

**Course Number:** RELE 1311

**Course Title:** Law of Contracts

**Course Description:** Elements of a contract, offer and acceptance, the statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, owner disclosure requirements. 3 credit hours. (W)

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Student Learning Outcomes:** After successful completion of this course, the student should be able to, with 70% accuracy on an exam:

- 1.0 **DEMONSTRATE A BASIC WORKING KNOWLEDGE OF REAL ESTATE CONTRACTS.**
  - 1.1 Recognize the elements necessary to create a valid contract.
  - 1.2 Differentiate between an express and an implied contract.
  - 1.3 Differentiate between a unilateral and a bilateral contract.
  - 1.4 Differentiate between an executory and an executed contract.
  - 1.5 Explain the legal effects of valid, void, voidable and unenforceable contract.
  - 1.6 Differentiate between assignment and novation.
  - 1.7 Explain the requirements of the Statute of Frauds.
  
- 2.0 **DEMONSTRATE COMPETENCY REGARDING HOW A CONTRACT IS FORMED.**
  - 2.1 Describe the offer/counter-offer and acceptance process.
  - 2.2 State how and when an offer may be revoked.
  - 2.2 Describe how a contract is amended.
  - 2.3 State the purpose of earnest money to the contract.
  
- 3.0 **DEMONSTRATE A WORKING KNOWLEDGE OF THE PURPOSE AND FUNCTION OF THE BROKER-LAWYER COMMITTEE.**
  - 3.1 State the composition of the Broker-Lawyer Committee.
  - 3.2 Differentiate between a TREC promulgated and an approved form.
  
- 4.0 **DEMONSTRATE A WORKING KNOWLEDGE OF WHAT ACTIONS CONSTITUTE THE UNAUTHORIZED PRACTICE OF LAW.**
  - 4.1 Recognize what constitutes the unauthorized practice of law by a licensee.

4.2 List the documents in which the licensee may fill in the blanks.

**6.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE USE OF THE TREC RESIDENTIAL CONTRACTS.**

6.1 List the TREC Residential Contracts and describe when each is used.

6.2 State the major differences between the contracts

6.3 Recognize when the Addenda should be used.

6.4 Complete a Residential Contract.

**8.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO REAL ESTATE MATTERS.**

8.1 Locate information on the Texas Real Estate Commission web site.

8.2 Locate specific contracts and addenda on the TREC web site.

8.3 Locate information on the Real Estate Center web site.

8.4 Locate and use various web sites giving real estate information to the consumer.

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**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION
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**Course Number:** RELE 1315

**Course Title:** Property Management

**Course Description:** A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, and tenant relations, maintenance, reports, habitability laws and the Fair Housing Act. 3 credit hours.  
(W)

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Student Learning Outcomes:** After successful completion of this course, the student should be able to, with 70% accuracy on an exam:

- 1.0 **DEMONSTRATE A WORKING KNOWLEDGE OF BASIC PROPERTY MANAGEMENT SKILLS.**
  - 1.1 Describe the role, duties and skill requirements of the property manager.
  - 1.2 Identify property manager's professional organizations and designations.
  - 1.3 Explain the role of the government and the economy in the operation of a property.
  - 1.4 Create a simply budget for a property.
  - 1.5 Compute NOI and ROI. .
  - 1.6 Describe a market survey.
  - 1.7 Compute rental rates on both commercial and residential properties on a square foot basis.
  
- 2.0 **DEMONSTRATE A WORKING KNOWLEDGE OF LANDLORD AND TENANT RIGHTS.**
  - 2.1 Discuss provisions of a Lease Agreement such as default, services, rules and regulations, rent adjustments, insurance, habitability, subletting, bankruptcy and non-disturbance by lender.
  - 2.2 State the important Logs.
  - 2.3 Discuss policies relating to collections, tenant billings, lease administration, payroll, hiring, training, firing, life/safety, keys, signage and parking.
  
- 3.0 **DEMONSTRATE A WORKING KNOWLEDGE OF COMMERCIAL PROPERTY MANAGEMENT.**
  - 3.1 Recognize the important elements of Bid Specs.
  - 3.2 Discuss successful vendor relations.



- 3.3 Define FAS and EMS.
- 3.4 Differentiate the terms of an office, commercial and residential lease
- 3.5 Describe the concept of Tenant Mix.
- 3.6 Identify Anchor Tenants and Anchor Centers.

#### **4.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO REAL ESTATE MATTERS.**

- 4.1 Locate information on the Texas Real Estate Commission web site.
- 4.2 Locate information on the Real Estate Center web site.
- 4.3 Locate and use various websites giving real estate information to the consumer.
- 4.4 Locate and use various real estate management companies web sites.

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**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION

**Course Number:** RELE 1319

**Course Title:** Finance

**Course Description:** An overview of the U.S. monetary system, 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. 3 credit hours. (W)

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Student Learning Outcomes:** After successful completion of this course, the student should be able to, with 70% accuracy on an exam:

**1.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE GOVERNMENT INFLUENCES ON FINANCING.**

- 1.1 Define primary and secondary market.
- 1.2 Discuss the Federal Reserve and its control of monetary policy.
- 1.3 Discuss the U.S. Treasury and its role of fiscal policy.

**2.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE TYPES OF LENDERS AND THE TYPES OF LOANS THEY PROVIDE.**

- 2.1 List the types of lenders and explain the types of loans they provide.
- 2.2 Explain loan servicing.
- 2.3 Explain loan origination.
- 2.4 Explain the difference between a mortgage banker and a mortgage broker.

**3.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE INSTRUMENTS OF FINANCE.**

- 3.1 Explain the difference between a debt and a security instrument.
- 3.2 Differentiate between a mortgage, lien and deed of trust.

**4.0 DEMONSTRATE A WORKING KNOWLEDGE OF HOW TO QUALIFY THE BUYER FOR A LOAN.**

- 4.1 Discuss how a lender evaluates the buyer.
- 4.2 Explain the purpose of an appraisal.
- 4.3 Explain qualifying ratios.

- 5.0 DEMONSTRATE A WORKING KNOWLEDGE OF CONVENTIONAL FINANCING.**
  - 5.1 Define a conventional loan.
  - 5.2 Differentiate between a conforming and a non-conforming loan.
  - 5.3 Explain the purpose of private mortgage insurance.
  
- 6.0 DEMONSTRATE A WORKING KNOWLEDGE OF ALTERNATIVE NOTE PAYMENT METHODS.**
  - 6.1 Explain adjustable rate mortgages, margin, index, and caps.
  - 6.2 Discuss seller financing.
  
- 7.0 DEMONSTRATE A WORKING KNOWLEDGE OF FHA LOANS.**
  - 7.1 Define an FHA loan.
  - 7.2 Explain the MIP and how it is paid.
  - 7.3 Calculate the FHA down payment.
  
- 8.0 DEMONSTRATE A WORKING KNOWLEDGE OF VA LOANS.**
  - 8.1 Define a VA loan.
  - 8.2 Explain the VA funding fee, its cost, and how it is paid.
  - 8.3 Recognize who is an eligible veteran.
  - 8.4 Explain the amount of the VA guarantee
  
- 9.0 DEMONSTRATE A WORKING KNOWLEDGE OF CREDIT LAWS.**
  - 9.1 Discuss the Equal Credit Opportunity Act.
  - 9.2 Explain the Truth in Lending disclosures.
  - 9.3 Discuss the Fair Credit Reporting Act.
  
- 10.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO REAL ESTATE MATTERS.**
  - 10.1 Locate information on the Texas Real Estate Commission web site.
  - 10.2 Locate information on the Real Estate Center web site.
  - 10.3 Locate and use various websites giving real estate financing information to the consumer.
  - 10.4 Locate and use various real estate mortgage companies web sites.

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**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION
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**Course Number:** RELE 1321

**Course Title:** Real Estate Sales & Marketing

**Course Description:** A study of real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the Deceptive Trade Practices -Consumer Protection Act. 3 credit hours. (W)

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Student Learning Outcomes:** After successful completion of this course, the student should be able to, with 70% accuracy on an exam:

**1.0 DEMONSTRATE A WORKING KNOWLEDGE MARKETING A HOME.**

- 1.1 Explain the different types of listing agreements.
- 1.2 Describe how to prepare a comparative market analysis.
- 1.3 Discuss a listing presentation.
- 1.4 Discuss the Seller's Disclosure of Property Condition
- 1.5 Demonstrate proper advertising techniques for home
- 1.6 Discuss internet advertising.
- 1.7. Discuss the purposes and methods of holding an open house.
- 1.8 Discuss the different closing techniques.
- 1.9 Differentiate between sales and marketing.
- 1.10 Discuss the role of technology in sales and marketing.
- 1.11 Describe how to develop a prospecting system.

**2.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE CHARACTERISTICS OF A SUCCESSFUL REAL ESTATE SALESPERSON.**

- 2.1 List several characteristics of a successful real estate salesperson.
- 2.2 Discuss time management and its importance.
- 2.3 Discuss pricing your services.

**3.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO REAL ESTATE SALES AND MARKETING**

- 3.1 Locate information and the advertising rules on the Texas Real Estate Commission web site.
- 3.2 Locate and use various real estate brokerage and individual sites.

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**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION
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**Course Number:** RELE 1325

**Course Title:** Real Estate Mathematics

**Course Description:** Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement.  
3 credit hours. (W)

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Student Learning Outcomes:** After successful completion of this course, the student should be able to, with 70% accuracy on an exam:

**1.0 DEMONSTRATE COMPETENCY IN BASIC MATHEMATICS.**

- 1.2 Perform addition of whole and decimal numbers.
- 1.3 Convert fractions to decimal numbers.
- 1.4 Convert decimal number to fractions.
- 1.5 Reduce fractions to the lowest common denominator.
- 1.6 Perform the mathematical functions of addition, subtraction, multiplication and division with fractions.
- 1.7 Perform the above mathematical functions with decimal numbers
- 1.8 Define the terms: product, sum, difference, quotient, divisor, dividend.

**2.0 DEMONSTRATE PROFICIENCY IN CALCULATING THE AREA AND VOLUME OF COMMON BUILDING SHAPES.**

- 2.1 Convert measurements from one unit of measurement to another.
- 2.2 Demonstrate the use of the mathematical formulas to solve these area, volume and linear problems.
- 2.3 Recognize the different geometric shapes needed in order to reach problem solutions.
- 2.4 Calculate the square footage of rectangular and square shapes and/or actual floor plans.

**3.0 DEMONSTRATE PROFICIENCY CALCULATING REAL ESATATE RELATED PROBLEMS.**

- 3.1 Calculate commission.
- 3.2 Calculate the sales, list and net price problems.
- 3.3 Calculate depreciation.
- 3.4 Calculate the value of a property using the cost approach.
- 3.5 Determine real property value using the income approach formula.

**4.0 DEMONSTRATE A WORKING KNOWLEDGE OF BASIC REALS ESTATE FINANCE CALCULATIONS.**

- 4.1 Calculate loan to value ratios.
- 4.2 Define the following terms: interest, discount points, yield, amortization payment schedules.
- 4.3 Calculate a monthly payment on an amortized loan when given the loan amount, the interest rate, and the term of the loan.

**5.0 DEMONSTRATE PROFICIENCY COMPUTING AD VALOREM AND PROPERTY TRANSFER TAXES.**

- 5.1 Calculate tax rates from tax amounts and property value.
- 5.2 Calculate property value from tax rates and tax amounts.

**6.0 DEMONSTRATE A WORKING KNOWLEDGE OF REAL PROPERTY DESCRIPTIONS.**

- 6.1 Calculate property dimensions and size using the rectangular survey.
- 6.2 Calculate property size by using the metes and bounds description.

**7.0 DEMONSTRATE A WORKING KNOWLEDGE OF PRORATED INCOME AND EXPENSES.**

- 7.1 Calculate the pro-rations for different charge and show a credit or debit.
- 7.2 Explain the difference in a “banker’s year” and a calendar year.

**8.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO REAL ESTATE MATTERS.**

- 8.1 Locate information on the Texas Real Estate Commission web site.
- 8.2 Locate information on the Real Estate Center web site.
- 8.3 Locate various “loan calculator” web sites.

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**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION
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**Course Number:** RELE 1338.

**Course Title:** Principles of Real Estate II

**Course Description:** A continuing overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instructions for salesperson license. 3 credit hours. (W)

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Student Learning Outcomes:** After successful completion of this course, the student should be able to, with 70% accuracy on a test:

**1.0 DEMONSTRATE A WORKING KNOWLEDGE OF REAL ESTATE APPRAISALS.**

- 1.1 Discuss the characteristics and principles of value in the real estate market,
- 1.2 Describe and apply the different approaches (cost, market & income) to value.
- 1.3 Discuss and apply the principles of depreciation.
- 1.4 Describe the appraisal and reconciliation process.

**2.0 DEMONSTRATE COMPETENCY REGARDING THE METHODS OF TRANSFER OF TITLE.**

- 3.1 List some methods of title transfer used in Texas.
- 3.2 List the requirements for a valid conveyance.
- 3.3 Differentiate between a General Warranty, Special Warranty, and Quit Claim deed.

**3.0 DEMONSTRATE COMPETENCY REGARDING THE CONCEPTS OF TITLE RECORDS.**

- 4.1 Discuss priority as it relates to title recordation and liens.
- 4.2 Distinguish between "chain of title", "abstract of title", and "title opinion".



- 4.3 Discuss title insurance.
- 4.0 DEMONSTRATE A WORKING KNOWLEDGE OF BASIC REAL ESTATE MATH.**
  - 5.1 Calculate commissions and net pricing.
  - 5.2 Calculate amortization payments.
  - 5.3 Calculate loan discount fees.
  - 5.4 Calculate areas of simple two-dimensional figures.
  - 5.5 Calculate volumes of simple three-dimensional objects.
- 5.0 DEMONSTRATE COMPETENCY REGARDING THE PROCESS OF CLOSING THE REAL ESTATE TRANSACTION.**
  - 6.1 Discuss a real estate closing.
  - 6.2 Discuss the requirements of RESPA .
  - 6.3 Discuss the requirements of Regulation Z.
  - 6.4 Solve proration problems.
- 6.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE APPLICATION OF FAIR HOUSING LAWS AND ETHICAL PRACTICES.**
  - 7.1 Describe the scope and purpose of the fair housing laws.
  - 7.2 Differentiate between "blockbusting", "steering" and "redlining".
  - 7.3 Compare the Texas fair housing laws to the U. S. laws.
  - 7.4 Discuss the provisions of the Community Reinvestment Act.
  - 7.5 Discuss the provisions of the Home Mortgage Disclosure Act.
  - 7.6 Discuss the provisions of the Equal Credit Opportunity Act.
- 7.0 DEMONSTRATE COMPETENCY REGARDING THE BASICS OF LEASES AND PROPERTY MANAGEMENT.**
  - 8.1 Describe the effect of the Statute of Frauds on an oral lease.
  - 8.2 List and illustrate the four leasehold estates.
  - 8.4 Describe the essential elements of a valid lease.
  - 8.5 Discuss the role of a property manager.
- 8.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE PRINCIPLES OF CONTROL OF LAND USE.**
  - 9.1 List and describe the methods by which the use of land is controlled.
- 9.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO REAL ESTATE MATTERS.**
  - 10.1 Locate information on the Texas Real Estate Commission web site.
  - 10.2 Locate information on the Real Estate Center web site.
  - 10.3 Locate and use various websites giving real estate information to the consumer.

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**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION

**Course Number:** RELE 2301

**Course Title:** Law of Agency

**Course Description:** A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of an agency. 3 credit hours. (W)

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Student Learning Outcomes:** After successful completion of this course, the student should be able to, with 70% accuracy on an exam:

**1.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE PRINCIPLES OF AGENCY.**

- 1.1 Define the term "agent" and describe the nature of the relationship between the agent and the principal.
- 1.2 List and describe the parties to an agency agreement.
- 1.3 Explain how the agency relationship can be created and terminated.
- 1.4 Explain the duties owed by the agent to the principal.
- 1.5 Explain the duties owed by the agent to third parties.
- 1.6 State the minimum level of service that may be offered by an agent in Texas.

**2.0 DEMONSTRATE A WORKING KNOWLEDGE OF AGENCY RELATIONSHIPS IN A REAL ESTATE TRANSACTION.**

- 2.1 Define and explain the differences between single agency, and intermediary status and the level of service given.
- 2.2 State the requirements to create the Intermediary relationship.
- 2.3 State the current status of dual agency in a real estate transaction.
- 2.4 Discuss sub agency and how it works and the liability of the principal for the agent and the subagent.

**3.0 DEMONSTRATE A WORKING KNOWLEDGE OF LISTING AGREEMENTS.**

- 3.1 Distinguish between an open listing, an exclusive agency listing and an exclusive right to sell listing.
- 3.2 Discuss the hazards of a net listing.
- 3.4 State the TRELA requirements for collecting a commission.
- 3.4 State the TRELA requirement for the termination date of a representation agreement.

**4.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE RELATIONSHIP BETWEEN A BROKER AND A SALESPERSON.**

- 4.1 Explain the difference between a broker and a salesperson.
- 4.2 Distinguish between an employee and an independent contractor.
- 4.3 Explain who may receive a commission in Texas and with whom a licensee may split a commission.
- 4.4 Recognize advertising that complies with the TREC rules.

**5.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE PROPERTY CONDITION DISCLOSURE REQUIREMENTS AND THE TEXAS DECEPTIVE TRADE PRACTICES ACT.**

- 5.1 Distinguish between misrepresentation and fraud.
- 5.2 Explain what constitutes a violation of the Texas Deceptive Trade Practices Act and give examples of violations.
- 5.3 State when the Seller's Disclosure of Property Condition must be used in a real estate transaction and the exceptions to its use.
- 5.4 Explain the consequences for failure to provide the Seller's Disclosure of Property Condition when it is required.

**6.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE PROPER DISCLOSURE OF REPRESENTATION AND OF THE USE OF THE INFORMATION ABOUT BROKERS SERVICES.**

- 6.1 Discuss when, what and how a licensee should disclose his/her representation in a real estate transaction.
- 6.2 Describe the purpose and use of the Information About Brokers Services.

**7.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO REAL ESTATE MATTERS.**

- 7.1 Locate information on the Texas Real Estate Commission web site.
- 7.2 Locate information on the Real Estate Center web site.
- 7.3 Locate and use various websites giving real estate information to the consumer.

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**COLLIN COLLEGE SYLLABUS  
BUSINESS & COMPUTER SYSTEMS  
REAL ESTATE DEPARTMENT**

COURSE INFORMATION
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**Course Number:** RELE 2331

**Course Title:** Brokerage

**Course Description:** A study of the law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. 3 credit hours.  
(W)

**Course Credit Hours:** 3 hours  
Lecture Hours: 3 hours

**Student Learning Outcomes:** After successful completion of this course, the student should be able to, with 70% accuracy on an exam:

- 1.0 DEMONSTRATE A KNOWLEDGE OF HOW THE CONSUMER DIRECTS THE NEW MARKETPLACE AND HOW COMPANIES MUST ADJUST.**
  - 1.1 Describe how the internet has changed the way Real Estate companies do business.
  - 1.2 Identify safety and security issues pertaining to global marketing.
  - 1.3 Discuss the changes managers are facing due to new technology.
  
- 2.0 DEMONSTRATE KNOWLEDGE OF LEADERSHIP QUALITIES AS THEY PERTAIN TO REAL ESTATE MANAGERS EFFECTIVENESS.**
  - 2.1 List and describe effective leadership skills.
  - 2.2 Define various management styles.
  - 2.3 Distinguish between a manager and a leader.
  - 2.4 Discuss people's perception of human behavior and how a manager can use these things to her advantage and manage people.
  - 2.5 Explain how communication skills affect those managing an office and list ways to be a good sender/receiver.
  - 2.6 Identify four categories of decision making and how to implement decisions correctly.
  
- 3.0 DEMONSTRATE HOW TO ANALYZE THE MARKET WHICH CURRENTLY EXISTS, CONSIDERING ECONOMICS AND POLITICS OF THE DAY.**
  - 3.1 Define target markets to identify the company's customers.
  - 3.2 Summarize importance of monitoring what competitors do.
  - 3.3 Recognize the value of designing a company business plan to address market concerns.
  - 3.4 Describe components of a business plan.

- 4.0 DEMONSTRATE KNOWLEDGE OF HOW TO STRUCTURE A REAL ESTATE COMPANY**
  - 4.1 Identify types of legal business ownerships, especially those types most often used for Real Estate firms.
  - 4.2 Identify strategies on how to create a business, including acquisitions and mergers.
  - 4.3 Review organizational structures of a sample Real Estate firm.
  
- 5.0 DEMONSTRATE KNOWLEDGE OF ORGANIZING FINANCIAL RESOURCES FOR SETTING UP A COMPANY BUDGET AND FINANCIAL PLAN.**
  - 5.1 Identify capital needs to start a firm.
  - 5.2 Discuss how to develop an income and loss budget.
  - 5.3 Demonstrate knowledge of how to read a profit and loss statement.
  - 5.4 Discuss marketing cost related to dollars versus effectiveness
  
- 6.0 DEMONSTRATE KNOWLEDGE OF HOW TO DESIGN A POLICY AND PROCEDURES PLAN FOR BUSINESS CONDUCT.**
  - 6.1 Recognize importance of setting up a company code of ethics and philosophy guidelines
  - 6.2 Discuss sample policies and procedures of Real Estate firms.
  - 6.3 Identify specific policies for independent contractors, employees and how they differ
  
- 7.0 DEMONSTRATE A KNOWLEDGE OF THE IMPORTANCE OF THE “BRAND” IN MARKETING AND ADVERTISING THE FIRM**
  - 7.1 Discuss the use of slogans, logo’s and promotional identify ideas.
  - 7.2 Identify tools and strategies for companies to promote itself and listings.
  
- 8.0 DEMONSTRATE A KNOWLEDGE OF RECURITING AND HIRING TECHNIQUES AND THEIR LEGAL REALITIES**
  - 8.1 Define job descriptions of staff versus independent contractors
  - 8.2 Explain the purpose of recruiting and describe the selection process.
  - 8.3 Discuss advantages and disadvantages of hiring full-time versus part-time employees, seasoned versus new agents
  - 8.4 Discuss different ways a company can compensate its workers
  - 8.5 Know the laws that affect hiring and termination
  
- 9.0 DEMONSTRATE A KNOWLEDGE OF HOW A COMPANY EDUCATES AND TRAINS ITS STAFF, MANAGERS, AND INDEPENDENT CONTRACTORS**
  - 9.1 Discuss Real Estate firms orientation programs and staff development techniques
  - 9.2 Discuss the elements needed for a good sales meeting
  - 9.3 Discuss how the manager recruits, trains and retains staff
  - 9.4 Identify ways to problem solve office dilemmas
  - 9.5 Explain ways a manager can evaluate peoples performances

## 10.0 DEMONSTRATE KNOWLEDGE OF WAYS TO MANAGE A COMPANY'S BUSINESS RISK

- 10.1 Identify potential risks in a Real Estate firm
- 10.2 Discuss proactive and reactive responses to risk
- 10.3 Describe steps a firm can take to minimize financial risks

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## Advisory Committee Meeting Minutes SPRING 2011

CHAIRPERSON: Barbara Trumbull		
MEETING DATE: April 21, 2011	MEETING TIME: 1:00 pm	MEETING PLACE: PRC H 208
RECORDER: Richard Helgeson		PREVIOUS MEETING: Oct. 7, 2010

### MEMBERS PRESENT:

### OTHERS PRESENT:

Name and Title		Name and Title		Name and Title	
x	Diane Aylward Premier Properties		Betty Misko Ebby Halliday Realtors	x	Mary Milford Dept. Chair
	Sharon Borgne ReMax Premier Properties		Terri Macaluso Ebby Halliday Realtors	x	Dick Helgeson Professor of Real Estate
x	Roy Roberts Broker	x	Meg Titus Keller Williams Realtors		
x	Hazel Edwards Buyer's Realty	x	Barbara Trumbull Keller Williams Realtors		
x	Ivy boland REMAX Dallas Suburbs		Stacy Buettner Premier Properties		
x	Bill Kukla Bill Kukla Realty				
x	Cristina Botero Broker				

Agenda Item	Action Discussion Information	Responsibility
Old Business:		
Minutes of the previous meeting	Motion was made, seconded and unanimously passed to approve and minutes of the previous meeting	
Continuing Business:		
Enrollment Report	Enrollment continues to increase slowly. Spring 2011 duplicated enrollment was 400. Spring 2009 was 368	
TREC Pass Rates	TREC was supposed to update the pass rate on a quarterly basis but has not done so.	

New Business:		
Curriculum Decisions		
Addition of new Promulgated Forms course	The Board voted unanimously to add Promulgated Forms to the curriculum and to make Law of Contracts a pre-require to the course	Real Estate Dept: Mary Milford
Continue offering program	The Board voted unanimously to continue offering the real estate program with its current curriculum.	
Other: Meeting Adjourned	The meeting was adjourned and the next meeting will be scheduled for Fall 2011.	Mary Milford

Key Discussion Points	Discussion
Old Business:	
Continuing Business:	
New Business:	
Curriculum Decisions:	
Addition of Promulgated Forms to the curriculum.	<p>The Committee discussed TREC’s proposed legislation (which has passed the Senate at this point) requiring the addition of two core courses to the pre-licensure requirements. Finance and Promulgated Forms will be added. The Committee chose to deal with this issue at this time on the strong probability that the bill will pass in its present form and the college should not wait to start work on this course. The Committee discussed the proposed content of this course and the content of the Law of Contracts course and voted to make the Law of Contracts a pre-require to the Promulgated Forms course. The Promulgated Forms course will have the content set out in the TREC regulations and have several application exercises</p>
Other:	

CHAIRPERSON SIGNATURE:	DATE: 4/21/2011	NEXT MEETING: Fall 2011
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## Advisory Committee Meeting Minutes FALL 2011

CHAIRPERSON: Stacy Buettner		
MEETING DATE: 9/15/2011	MEETING TIME: 1:00 pm	MEETING PLACE: PRC H 208
RECORDER: Mary Milford		PREVIOUS MEETING: April 21, 2011

### MEMBERS PRESENT:

### OTHERS PRESENT:

	Name and Title		Name and Title		Name and Title
xx	Diane Aylward Premier Properties		Betty Misko Ebby Halliday Realtors	x	Mary Milford Dept. Chair
	Sharon Borgne ReMax Premier Properties	xx	Terri Macaluso Ebby Halliday Realtors		Dick Helgeson Professor of Real Estate
x	Roy Roberts Broker		Meg Titus Keller Williams Realtors	X0	Bill Blitt
xx	Hazel Edwards Buyer's Realty		Barbara Trumbull Keller Williams Realtors		
xx	Ivy boland REMAX Dallas Suburbs	X	Stacy Buettner Premier Properties		
xx	Bill Kukla Bill Kukla Realty				
x	Cristina Botero Broker				

Agenda Item	Action Discussion Information	Responsibility
Old Business:		
Minutes of the previous meeting	Motion was made, seconded and unanimously passed to approve and minutes of the previous meeting	
Continuing Business:		
Enrollment Report	Enrollment has remained constant	
New Promulgated Forms	The new course was approved by the THECB and will be submitted to CAB	

New Business:		
Those members designated by XX cast their votes electronically and were all in favor of renaming the certificate as the Salesperson's Certificate and they were also in favor of continuing the program with its current curriculum.		
Fall Schedule	The new fall schedule and rotation of the six mandatory courses was presented to the Board.	
Bacterial Meningitis shot	Mary Milford advised the Board of the new state requirement for students to have a bacterial meningitis shot.	
Curriculum Decisions		
Basic Certificate	The Board voted unanimously to rename it to Salesperson's Certificate and to require the 6 required pre-licensure courses	Real Estate Dept: Mary Milford
Continue offering program	The Board voted unanimously to continue offering the real estate program with its current curriculum.	
Other: Meeting Adjourned	The meeting was adjourned and the next meeting will be scheduled for Spring 2012	Mary Milford

Key Discussion Points	Discussion
Old Business:	
Promulgated Forms course	The course was approved by the THECB and will be submitted to the college CAB committee for approval. The instructors who will teach the Contracts and Forms courses will get together as a group to flesh out the course, the exercises, etc. It will be very hand on.
Continuing Business:	
New Business:	
Bacterial Meningitis shot	The Board discussed the probable impact on the program enrollment of requiring students under 30 to have a bacterial meningitis shot.
Curriculum Decisions:	
Basic Certificate	At present the program offers a Basic Certificate that requires only 4 courses and is intended to be reflective of the licensure requirements. Mary Milford suggested renaming the certificate the Salesperson Certificate to let a student know that the certificate would satisfy the licensure requirements. The Board agreed and also agreed that the certificate should be changed to require the 6 mandatory pre-licensure courses
Continue program	The Board discussed continuation of the program and voted for it.
Other:	

CHAIRPERSON SIGNATURE:	DATE: 9/15/2011	NEXT MEETING: Spring 2012
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## Advisory Committee Meeting Minutes SPRING 2012

CHAIRPERSON: Sharon Borgne		
MEETING DATE: April 12, 2012	MEETING TIME: 1:00 pm	MEETING PLACE: PRC H 208
RECORDER: Mary Milford		PREVIOUS MEETING: Sept. 15, 2011

**MEMBERS PRESENT:**

**OTHERS PRESENT:**

Name and Title		Name and Title		Name and Title	
X	Diane Aylward Premier Properties		Betty Misko Ebby Halliday Realtors	X	Mary Milford Dept. Chair
X	Sharon Borgne ReMax Premier Properties		Terri Macaluso Ebby Halliday Realtors	X	Dick Helgeson Professor of Real Estate
X	Roy Roberts Broker	X	Meg Titus Keller Williams Realtors		Bill Blitt
X	Hazel Edwards Buyer's Realty	X	Barbara Trumbull Keller Williams Realtors		
	Ivy boland REMAX Dallas Suburbs	X	Stacy Buettner Premier Properties		
X	Bill Kukla Bill Kukla Realty				
X	Cristina Botero Broker				

Agenda Item	Action Discussion Information	Responsibility
Old Business:		
Minutes of the previous meeting	Motion was made, seconded and unanimously passed to approve and minutes of the previous meeting	
Continuing Business:		
Enrollment Report	Enrollment seems to have picked up a little. Spring 2012 enrollment 440 – Fall was 404	
New Promulgated Forms	The new course was submitted to and approved by CAB	
	Both Certificates were	

Certificate Revisions	Submitted to and approved by CAB	
New Business:		
Fall Schedule	The new fall schedule and rotation of the six mandatory courses was presented to the Board.	
Employer Satisfaction Survey	The Employer Satisfaction Survey was presented to the Board. Mary Milford will provide the list of employers to the Dean.	Mary Milford
Bacterial Meningitis shot	Mary Milford advised the Board of the new state requirement for students to have a bacterial meningitis shot has not impacted enrollment	
Curriculum Decisions		
Teaching of TRELA	The Board had an extensive discussion of the problems involved with teaching TRELA and its importance. Also, the pass rates of different schools were viewed and discussed.	
Continue offering program	The Board voted unanimously to continue offering the real estate program with its current curriculum.	
Other: Meeting Adjourned	The meeting was adjourned and the next meeting will be scheduled for Fall 2012	Mary Milford



Key Discussion Points	Discussion
Old Business:	
Promulgated Forms course	The basic curriculum for the course was approved by CAB. I meeting was held in March with Bob Baker, Terri Macaluso, James McLeod, Mary Milford, Richard Helgeson and Bill Kukla to discuss the specific content of the course . Teaching of this course will be by active agents whenever possible. The course will concentrate heavily on exercises involving completion of the forms.
Continuing Business:	
Fall Schedule	The new fall/spring schedule involving the 6 mandatory courses was discussed. Completion of these courses can still be completed in one semester by the day students, but will probably take two semesters for the evening students. The addition of two courses will increase the cost of the license and might impact enrollment. Offerings of additional courses will be very limited since students completing the six courses will also have completed their SAE requirements. Also, the increased requirements for a broker's license will have some negative impact on enrollment.
Summer Schedule	Every effort will be made to get the students through with their requirements in time for them to meet the current licensure requirements.
New Business:	
Employer Satisfaction	The importance Employer Satisfaction survey was discussed. The Board will advise their managers to look out for and reply to the survey. The Board felt that Q3 was confusing in that it reads as if employment of current, rather than former Collin students was being surveyed. They suggested a rewording to: "Please rate your impressions of students from Collin as employees".
Curriculum Decisions:	
Continue program	The Board discussed continuation of the program and voted for it.
Other:	

CHAIRPERSON SIGNATURE:	DATE: 4/12/2012	NEXT MEETING: Fall 2012
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## Advisory Committee Meeting Minutes FALL 2012

CHAIRPERSON: Sharon Borgne		
MEETING DATE: 10/7/2012	MEETING TIME: 1:00 pm	MEETING PLACE: PRC H 208
RECORDER: Dick Helgeson		PREVIOUS MEETING: 4/12/2012

### MEMBERS PRESENT:

### OTHERS PRESENT:

Name and Title		Name and Title		Name and Title	
X	Diane Aylward Associate Premier Properties	X	Betty Misko Vice President Ebby Halliday Realtors	X	Mary Milford Dept. Chair
X	Sharon Borgne Associate ReMax Premier Properties	X	Terri Macaluso Broker - Manager Ebby Halliday Realtors	X	Dick Helgeson Professor of Real Estate
X	Roy Roberts Broker Roberts Real Estate	X	Meg Titus Broker	X	Bill Blitt Dean BEIT
X	Hazel Edwards Broker Buyer's Realty	X	Barbara Trumbull Team Leader Keller Williams Realtors		
X	Ivy Boland Broker REMAX Dallas Suburbs		Stacy Buettner Broker Premier Properties		
X	Bill Kukla Broker Bill Kukla Realty	X	Pam Fernando Principal Pro Title Solutions LLC		
X	Cristina Botero Broker Botero-Miller Realty				

Agenda Item	Action Discussion Information	Responsibility
<b>Old Business:</b>		
Minutes of the previous meeting	Action	Board
<b>Continuing Business:</b>		
Enrollment Report	Information - Discussion	Mary Milford

Schedule Rotation - Fall	Information - Discussion	Mary Milford
Certificate Re-structure	Information - Discussion	Mary Milford
TREC Sept. pass rate	Information - Discussion	Mary Milford
New Board Member Pam Fernando	Introduction	Mary Milford
Math Text 8 <sup>th</sup> ed. Bill Kukla congratulations	Discussion	Bill Blit
Improvement in TRELA	Report - Discussion	Mary Milford & Board
Industry Calculator	Discussion & Recommendation	Board
Curriculum Decisions		
Continue offering program	Action	
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	
Minutes of the previous meeting	Motion was made, seconded and unanimously passed to approve the minutes of the previous meeting.
Continuing Business:	
Enrollment Report	Mary Milford reported that the enrollment for this fall was approximately 412 students which indicted a continued rise in enrollment. Last fall was 404. The meningitis shot impact did not reduce the overall enrollment, however the CE enrollment continues to be slightly higher than previous to the shot requirement. Additionally the enhanced requirements did not seem to impact enrollment. The Board discussed the length of time that it would take a student to complete the requirements, both during the day and during the evening. Ivy Boland commented that it is more important for the students to be well trained than to get through early. The day students will still finish in one semester. The evening students will be impacted by the new requirements and will take longer to finish.
Fall Schedule - rotation	The fall schedule was distributed along with a proposed two year schedule rotation. The enhanced requirements will impact the offering of elective courses. At present only one evening electives and one or two weekend electives will be offered. This will be increased based on demand. The rotation schedule will allow an evening student to finish in one semester should that student choose to do so.
Teaching TREL A	At the last meeting there was a substantial discussion of the problems involved in teaching TREL A. Cristina Botero reported on personal experience involving tutoring a student for the TREC exam and their confusion over TREL A. Mary Milford informed board of the improvements made in teaching TREL A by the addition of voice over Camtasia power points. Bill Kukla related his experience with the series and believes that it is not only good for the online courses but serves as an excellent reinforcement for the classroom lectures.
TREC pass rate	The new quarterly pass rate figures were posted in Sept. and Showed a continued improvement at 76.92 % (previously 76.44%).
New Business:	
Pam Fernando	Pam Fernando has joined the Board. She has been President of a title company and currently has a consulting business to title

	companies. Her title company experience fills a previous void in this business on the Board. She has also been a real estate student at CCCC.
Bill Kukla - Math text	Dean Blitt congratulated Bill Kukla on completing his work as a contributing author to Mastering Real Estate Math 8 <sup>th</sup> ed. (Dearborn) This text is on the TREC approved list and has been used by Collin since the inception of the program
Classroom Calculator	At present the college is teaching math from a TI BA II calculator. the college was concerned that a purchase of this calculator be usable by the student later on. Barbara Trumbull noted that she still has hers; however, this is really not an issue since the advent of Iphone /Ipad use with financial apps. Collin will continue use of The BAI
Curriculum Decisions:	
Program and Curriculum	The Board voted unanimously to continue offering the program with its present curriculum based on the quality of the program and the industry demand. The Board noted that the Plano market has really picked up and Diana Aylward mentioned that membership at CCAR has picked up.
Other:	Pam Fernando brought of the issue of the community not being aware of the excellence of the Collin program and the Board members agreed and made multiple suggestions for publicizing the program. Barbara Trumbull suggested advertising in Plano Profile. Ivy Boland discussed the problems of advertising through CCAR. An e-mail flyer to the designated brokers was suggested. A real estate section on the college's Facebook page was also suggested.

CHAIRPERSON SIGNATURE:	DATE: 10/7/2012	NEXT MEETING: Spring 2012
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## TREC-Accredited School Exam Passage Rates (exam date range from 12/1/2007 to 11/30/2012)

Pursuant to Texas Occupations Code Chapter 1101, Section 1101.301 (3) (c) the Texas Real Estate Commission adopted 22 T.A.C. 535.63(b) which provides that for the programs of proprietary schools which are accredited by the Commission, at least 55% of a program's graduates must pass a Commission licensing exam the first time the exam is taken by its graduates in order for a school to renew its program accreditation. The data is collected, analyzed and published in accord with Section 1101.304. After 9/1/10, for certain courses offered by proprietary schools in association with an accredited college or university, the results for graduates of such a program will be attributed to both programs.

As a service to prospective students for comparison purposes, equivalent data is also published in this table for certain accredited colleges and universities and also for out-of-state schools (as a group), though these institutions are not subject to [22 T.A.C. §535.63\(b\)](#).

To assist schools with ongoing program curriculum improvement efforts, an [exam topic report](#) is available for review each quarter which groups the various topic areas covered in each program exam and displays the success rates for each group of exam questions.

**WARNING: For purposes of regulation and enforcement, TREC will consider any advertisement by an Education Provider to be MISLEADING if it contains the percentage results shown below but does not also contain the number of exams taken and passed as also shown below, in the same type size and prominence in the advertisement. Penalties may apply to any such MISLEADING advertisements.**

**School Type Key: REPS = "TREC Approved Proprietary School", USCH = "Unregulated by TREC", SOS = "Schools Out of State"**

School Type	TREC-Accredited School Name	Overall Pass Rate	Total Salespers on Exams	Salespers on Exams Passed	Salesp. Pass Rate	Total Broker Exams	Broker Exams Passed	Broker Pass Rate	Total Inspector Exams	Inspector Exams Passed	Inspector Pass Rate
REPS	ABSOLUTE CE	33.33%	4	2	50.00%	17	5	29.41%	0	0	n/a
REPS	ACADEMY OF REAL ESTATE OF EL PASO	34.63%	386	131	33.94%	24	11	45.83%	0	0	n/a
REPS	ACCELERATED PROFESSIONAL EDUCATION	47.06%	50	23	46.00%	1	1	100.00%	0	0	n/a
REPS	ALLIED BUSINESS	61.70%	2351	1454	61.85%	54	30	55.56%	0	0	n/a

	SCHOOLS INC										
REPS	AMERICAN COLLEGE OF REAL ESTATE	22.73%	83	18	21.69%	5	2	40.00%	0	0	n/a
REPS	AMERICAN HOME INSPECTORS TRAINING INSTIT	25.58%	1	0	0.00%	0	0	n/a	42	11	26.19%
REPS	AMERICAN SCHOOL OF REAL ESTATE EXPRESS,	87.23%	135	119	88.15%	6	4	66.67%	0	0	n/a
REPS	AUSTIN INSTITUTE OF REAL ESTATE	72.90%	1195	874	73.14%	163	116	71.17%	0	0	n/a
REPS	BOB BROOKS SCHOOL OF RE AND INSURANCE, I	75.00%	10	7	70.00%	2	2	100.00%	0	0	n/a
REPS	BUILDER'S ACADEMY INC	50.00%	8	6	75.00%	0	0	n/a	28	12	42.86%
REPS	CAPITAL REAL ESTATE TRAINING CENTER	100.00%	0	0	n/a	1	1	100.00%	0	0	n/a
REPS	CAREER WEBSCHOOL	66.38%	450	299	66.44%	5	5	100.00%	15	8	53.33%
REPS	CE NETWORK INC	100.00%	1	1	100.00%	1	1	100.00%	0	0	n/a
REPS	CENTRAL TEXAS SCHOOL OF REAL ESTATE	48.39%	26	14	53.85%	5	1	20.00%	0	0	n/a
REPS	CHAMPIONS SCHOOL OF REAL ESTATE, LTD	69.77%	1448	1029	71.06%	291	190	65.29%	31	16	51.61%
REPS	CLICKCE LLC	72.88%	51	40	78.43%	6	3	50.00%	2	0	0.00%
REPS	DFW REAL ESTATE ACADEMY	75.86%	29	22	75.86%	0	0	n/a	0	0	n/a
REPS	GULF COAST REAL ESTATE SCHOOL	66.67%	3	2	66.67%	0	0	n/a	0	0	n/a
REPS	HALL REAL ESTATE	44.44%	54	24	44.44%	0	0	n/a	0	0	n/a

	INSTITUTE										
REPS	INSPIRED SUCCESS	50.00%	2	1	50.00%	0	0	n/a	0	0	n/a
REPS	KAPLAN PROFESSIONAL SCHOOLS	70.85%	150	109	72.67%	45	32	71.11%	4	0	0.00%
REPS	LEARN TEXAS REAL ESTATE ONLINE	85.22%	102	89	87.25%	13	9	69.23%	0	0	n/a
REPS	LEGENDS REAL ESTATE SCHOOL, LLC	47.09%	140	65	46.43%	6	5	83.33%	43	19	44.19%
REPS	MCKISSOCK'S 100% EDUCATION	100.00%	1	1	100.00%	0	0	n/a	0	0	n/a
REPS	METROTEX ASSOCIATION OF REALTORS	55.56%	0	0	n/a	9	5	55.56%	0	0	n/a
REPS	PURVIS REAL ESTATE TRAINING INSTITUTE	59.87%	438	260	59.36%	13	10	76.92%	0	0	n/a
REPS	REAL ESTATE CAREER TRAINING	51.43%	34	17	50.00%	1	1	100.00%	0	0	n/a
REPS	REAL ESTATE INSTITUTE OF CORPUS CHRISTI	57.49%	198	112	56.57%	9	7	77.78%	0	0	n/a
REPS	REAL ESTATE TRAINING AND TECHNOLOGY LICE	70.77%	54	38	70.37%	11	8	72.73%	0	0	n/a
REPS	REAL ESTATE TRAINING SYSTEMS LLC	33.33%	0	0	n/a	0	0	n/a	3	1	33.33%
REPS	RECAMPUS.COM	33.33%	5	2	40.00%	1	0	0.00%	0	0	n/a
REPS	SAN ANTONIO BOARD OF REALTORS	59.12%	799	464	58.07%	84	58	69.05%	0	0	n/a
REPS	SOUTHWEST COLLEGE OF REAL ESTATE	59.18%	196	116	59.18%	0	0	n/a	0	0	n/a
REPS	SPENCER TRAINING AND TESTING DEVELOPMEN	48.47%	154	77	50.00%	9	2	22.22%	0	0	n/a



	T											
REPS	TEXAS ASSOCIATION OF REALTORS	68.61%	44	31	70.45%	230	157	68.26%	0	0	n/a	
REPS	TEXAS PREMIER REAL ESTATE SCHOOL INC	60.00%	3	1	33.33%	2	2	100.00%	0	0	n/a	
REPS	TEXAS STATE ONLINE REAL ESTATE, LLC	66.67%	15	10	66.67%	0	0	n/a	0	0	n/a	
REPS	TRAIN AGENTS, INC	69.79%	1103	774	70.17%	155	104	67.10%	0	0	n/a	
REPS	USA TRAINING COMPANY, INC.	55.46%	109	58	53.21%	10	8	80.00%	0	0	n/a	
REPS	VAN EDUCATION CENTER	57.91%	258	148	57.36%	20	13	65.00%	0	0	n/a	
<b>All TREC-Accredited School Exam Counts</b>			<b>10090</b>	<b>6438</b>		<b>1199</b>	<b>793</b>		<b>168</b>	<b>67</b>		
School Type	Non-TREC-Accredited School Name	Overall Pass Rate	Total Salespers on Exams	Salespers on Exams Passed	Salesp. Pass Rate	Total Broker Exams	Broker Exams Passed	Broker Pass Rate	Total Inspector Exams	Inspector Exams Passed	Inspector Pass Rate	
SOS	ALL OUT OF STATE SCHOOLS	64.80%	110	71	64.55%	11	8	72.73%	4	2	50.00%	
USCH	ABILENE CHRISTIAN UNIVERSITY	75.00%	28	20	71.43%	8	7	87.50%	0	0	n/a	
USCH	ALVIN COMMUNITY COLLEGE	37.93%	3	0	0.00%	0	0	n/a	26	11	42.31%	
USCH	AMARILLO COLLEGE	65.91%	129	85	65.89%	3	2	66.67%	0	0	n/a	
USCH	ANGELINA COLLEGE	35.56%	45	16	35.56%	0	0	n/a	0	0	n/a	
USCH	ANGELO STATE UNIVERSITY	53.85%	13	7	53.85%	0	0	n/a	0	0	n/a	
USCH	APPRAISERS INSTITUTE	33.33%	1	0	0.00%	2	1	50.00%	0	0	n/a	
USCH	AUSTIN COMMUNITY COLLEGE	66.16%	315	207	65.71%	16	12	75.00%	0	0	n/a	

USCH	BAYLOR UNIVERSITY	64.00%	130	84	64.62%	20	12	60.00%	0	0	n/a
USCH	BLINN COLLEGE	40.32%	61	25	40.98%	1	0	0.00%	0	0	n/a
USCH	BROOKHAVEN COLLEGE	46.15%	12	5	41.67%	1	1	100.00%	0	0	n/a
USCH	CEDAR VALLEY COLLEGE	46.85%	138	62	44.93%	5	5	100.00%	0	0	n/a
USCH	CENTRAL TEXAS COLLEGE	33.33%	36	12	33.33%	0	0	n/a	0	0	n/a
USCH	CISCO JUNIOR COLLEGE	15.00%	20	3	15.00%	0	0	n/a	0	0	n/a
USCH	COLLEGE OF THE MAINLAND	51.60%	188	97	51.60%	0	0	n/a	0	0	n/a
USCH	COLLIN COUNTY COMMUNITY COLLEGE DIST.	77.25%	394	304	77.16%	6	5	83.33%	0	0	n/a
USCH	COMMERCIAL INVESTMENT REAL ESTATE INSTIT	72.00%	11	9	81.82%	39	27	69.23%	0	0	n/a
USCH	CREDIT PREVIOUSLY GRANTED	75.00%	4	3	75.00%	0	0	n/a	0	0	n/a
USCH	DEL MAR COLLEGE	45.61%	106	50	47.17%	7	2	28.57%	1	0	0.00%
USCH	EL CENTRO COLLEGE	100.00%	1	1	100.00%	0	0	n/a	0	0	n/a
USCH	EL PASO COMMUNITY COLLEGE RIO GRANDE C	34.62%	26	9	34.62%	0	0	n/a	0	0	n/a
USCH	EL PASO COMMUNITY COLLEGE TRANS MT.	11.11%	9	1	11.11%	0	0	n/a	0	0	n/a
USCH	EL PASO COMMUNITY COLLEGE VALLE VERDE	100.00%	1	1	100.00%	0	0	n/a	0	0	n/a
USCH	GALVESTON COLLEGE	66.67%	3	2	66.67%	0	0	n/a	0	0	n/a
USCH	HOUSTON	48.98%	221	109	49.32%	20	11	55.00%	4	0	0.00%

	COMMUNITY COLLEGE SYSTEM										
USCH	KAPLAN UNIVERSITY	72.53%	2497	1825	73.09%	362	263	72.65%	90	51	56.67%
USCH	KILGORE COLLEGE	53.85%	32	16	50.00%	2	2	100.00%	5	3	60.00%
USCH	LAMAR INSTITUTE OF TECHNOLOGY	57.62%	429	253	58.97%	76	38	50.00%	0	0	n/a
USCH	LAMAR UNIVERSITY	57.30%	1991	1143	57.41%	58	31	53.45%	0	0	n/a
USCH	LAMAR UNIVERSITY AT ORANGE	100.00%	1	1	100.00%	0	0	n/a	0	0	n/a
USCH	LAREDO JUNIOR COLLEGE	23.53%	80	19	23.75%	5	1	20.00%	0	0	n/a
USCH	LEE COLLEGE	33.33%	3	1	33.33%	0	0	n/a	0	0	n/a
USCH	LON MORRIS COLLEGE	48.42%	197	96	48.73%	66	35	53.03%	22	7	31.82%
USCH	LONE STAR COLLEGE TOMBALL	66.24%	17662	11720	66.36%	4299	2840	66.06%	376	236	62.77%
USCH	LUBBOCK CHRISTIAN COLLEGE	46.51%	43	20	46.51%	0	0	n/a	0	0	n/a
USCH	MCLENNAN COMMUNITY COLLEGE	55.41%	73	41	56.16%	1	0	0.00%	0	0	n/a
USCH	MIDLAND COLLEGE	36.17%	47	17	36.17%	0	0	n/a	0	0	n/a
USCH	MIDWESTERN STATE UNIVERSITY	53.84%	579	309	53.37%	304	168	55.26%	3	0	0.00%
USCH	MOUNTAIN VIEW COLLEGE	64.00%	0	0	n/a	0	0	n/a	25	16	64.00%
USCH	NATIONAL AMERICAN UNIVERSITY	60.38%	210	126	60.00%	2	2	100.00%	0	0	n/a
USCH	NAVARRO COLLEGE	33.33%	6	2	33.33%	0	0	n/a	0	0	n/a
USCH	NORTH HARRIS COUNTY COLLEGE	43.75%	40	20	50.00%	0	0	n/a	8	1	12.50%

USCH	NORTH LAKE COLLEGE	59.18%	93	56	60.22%	5	2	40.00%	0	0	n/a
USCH	OTHER ACCREDITED CORE REAL ESTATE INSPEC	43.59%	0	0	n/a	0	0	n/a	39	17	43.59%
USCH	PAN AMERICAN UNIVERSITY AT BROWNSVILLE	12.50%	8	1	12.50%	0	0	n/a	0	0	n/a
USCH	PANOLA JUNIOR COLLEGE	100.00%	1	1	100.00%	0	0	n/a	1	1	100.00%
USCH	PRAIRIE VIEW A & M UNIVERSITY	50.00%	2	1	50.00%	0	0	n/a	0	0	n/a
USCH	RICHLAND COLLEGE	57.33%	68	39	57.35%	4	2	50.00%	3	2	66.67%
USCH	SAM HOUSTON STATE UNIVERSITY	64.21%	246	161	65.45%	39	22	56.41%	0	0	n/a
USCH	SAN ANTONIO COLLEGE	47.20%	88	45	51.14%	4	3	75.00%	33	11	33.33%
USCH	SAN JACINTO COLLEGE CENTRAL CAMPUS	50.00%	106	53	50.00%	4	2	50.00%	0	0	n/a
USCH	SAN JACINTO COLLEGE NORTH CAMPUS	18.18%	11	2	18.18%	0	0	n/a	0	0	n/a
USCH	SAN JACINTO COLLEGE SOUTH CAMPUS	36.36%	10	4	40.00%	1	0	0.00%	0	0	n/a
USCH	SOUTH PLAINS COLLEGE	46.88%	30	14	46.67%	2	1	50.00%	0	0	n/a
USCH	SOUTH TEXAS COLLEGE OF LAW	42.86%	13	5	38.46%	1	1	100.00%	0	0	n/a
USCH	ST EDWARDS UNIVERSITY	65.47%	828	545	65.82%	151	96	63.58%	0	0	n/a
USCH	ST MARYS UNIVERSITY	100.00%	1	1	100.00%	0	0	n/a	0	0	n/a
USCH	ST PHILIPS	42.86%	7	3	42.86%	0	0	n/a	0	0	n/a

	COLLEGE										
USCH	TARLETON STATE UNIVERSITY	50.00%	8	4	50.00%	2	1	50.00%	0	0	n/a
USCH	TARRANT COUNTY JUNIOR COLLEGE N W CAMPUS	100.00%	0	0	n/a	1	1	100.00%	0	0	n/a
USCH	TARRANT COUNTY JUNIOR COLLEGE N.E.CAMPUS	52.86%	70	37	52.86%	0	0	n/a	0	0	n/a
USCH	TEMPLE JUNIOR COLLEGE	59.09%	22	13	59.09%	0	0	n/a	0	0	n/a
USCH	TEX STATE TECHNICAL INSTITUTE RIO GRANDE	28.83%	108	29	26.85%	3	3	100.00%	0	0	n/a
USCH	TEXARKANA COMMUNITY COLLEGE	46.15%	13	6	46.15%	0	0	n/a	0	0	n/a
USCH	TEXAS A & M UNIVERSITY	72.73%	8	6	75.00%	3	2	66.67%	0	0	n/a
USCH	TEXAS A & M UNIVERSITY-COMMERCE	59.79%	1557	918	58.96%	745	481	64.56%	63	15	23.81%
USCH	TEXAS CHRISTIAN UNIVERSITY	75.00%	4	3	75.00%	0	0	n/a	0	0	n/a
USCH	TEXAS LUTHERAN COLLEGE	42.31%	26	11	42.31%	0	0	n/a	0	0	n/a
USCH	TEXAS SOUTHERN UNIVERSITY	20.00%	4	1	25.00%	1	0	0.00%	0	0	n/a
USCH	TEXAS SOUTHMOST COLLEGE	75.00%	4	3	75.00%	0	0	n/a	0	0	n/a
USCH	TEXAS STATE TECHNICAL INSTITUTE CENTRAL	12.50%	16	2	12.50%	0	0	n/a	0	0	n/a
USCH	TEXAS STATE UNIVERSITY SAN MARCOS	65.41%	1212	821	67.74%	88	65	73.86%	105	33	31.43%

USCH	TEXAS TECH UNIVERSITY	59.86%	909	523	57.54%	336	222	66.07%	3	2	66.67%
USCH	TEXAS WESLEYAN SCHOOL OF LAW	100.00%	1	1	100.00%	0	0	n/a	0	0	n/a
USCH	TRINITY VALLEY COMMUNITY COLLEGE	66.67%	3	2	66.67%	0	0	n/a	0	0	n/a
USCH	TYLER JUNIOR COLLEGE	54.29%	105	57	54.29%	0	0	n/a	0	0	n/a
USCH	UNIVERSITY OF HOUSTON AT CLEAR LAKE	78.26%	16	14	87.50%	7	4	57.14%	0	0	n/a
USCH	UNIVERSITY OF HOUSTON CENTRAL CAMPUS	82.76%	20	18	90.00%	9	6	66.67%	0	0	n/a
USCH	UNIVERSITY OF NORTH TEXAS	66.67%	44	29	65.91%	1	1	100.00%	0	0	n/a
USCH	UNIVERSITY OF TEXAS AT ARLINGTON	53.89%	821	497	60.54%	24	19	79.17%	248	73	29.44%
USCH	UNIVERSITY OF TEXAS AT AUSTIN	83.48%	111	92	82.88%	4	4	100.00%	0	0	n/a
USCH	UNIVERSITY OF TEXAS AT EL PASO	100.00%	1	1	100.00%	0	0	n/a	0	0	n/a
USCH	UNIVERSITY OF TEXAS PERMIAN BASIN	100.00%	1	1	100.00%	0	0	n/a	0	0	n/a
USCH	UNIVERSITY OF TEXAS SAN ANTONIO	40.00%	4	1	25.00%	1	1	100.00%	0	0	n/a
USCH	UTA CONTINUING ED DIVISION	45.95%	0	0	n/a	0	0	n/a	185	85	45.95%
USCH	VERNON REGIONAL JUNIOR COLLEGE	56.52%	21	11	52.38%	2	2	100.00%	0	0	n/a
USCH	VICTORIA COLLEGE	33.33%	3	1	33.33%	0	0	n/a	0	0	n/a

USCH	WAYLAND BAPTIST COLLEGE	100.00 %	0	0	n/a	1	1	100.00 %	0	0	n/a
USCH	WEATHERFORD COLLEGE	25.00%	4	1	25.00%	0	0	n/a	0	0	n/a
USCH	WHARTON COUNTY JUNIOR COLLEGE	20.00%	5	1	20.00%	0	0	n/a	0	0	n/a
<b>All non-TREC Accredited Schools Exam Counts</b>			<b>32529</b>	<b>20828</b>		<b>6753</b>	<b>4415</b>		<b>1244</b>	<b>566</b>	
<b>Total for all Schools Exam Counts</b>			<b>42619</b>	<b>27266</b>		<b>7952</b>	<b>5208</b>		<b>1412</b>	<b>633</b>	

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