



Certificate Level 1

Real Estate Sales Agent

18 Total Credit Hours

First Semester

RELE	1301	Principles of Real Estate I
RELE	1338	Principles of Real Estate II
RELE	2301	Law of Agency

Second Semester

RELE	1311	Law of Contracts
RELE	1300	Contract Forms and Addenda
RELE	1319	Real Estate Finance

RELE 1301: Principles of Real Estate I	3 credit hours (W)
A beginning overview of licensing as a real estate broker and sales agent. 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 instruction for sales agent license.	
RELE 1338: Principles of Real Estate II	3 credit hours (W)
A continuing overview of licensing as a broker or sales agent. 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 instruction for sales agent license.	
RELE 2301: Law of Agency	3 credit hours (W)
Law of agency including principal-agent 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.	
RELE 1311: Law of Contracts	3 credit hours (W)
Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements.	
RELE 1300: Contract Forms and Addenda	3 credit hours (W)
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. Prerequisite / Concurrent enrollment: RELE 1311.	
RELE 1319: Real Estate Finance	3 credit hours (W)
Monetary systems, 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.	

REAL ESTATE MANAGEMENT MARKETABLE SKILLS

- Prepare real estate documentation based on the transaction type and the terms negotiated between the seller / landlord and buyer / tenant.
- Represent clients' interests in accordance with the Real Estate License Act, real estate regulations, and other Federal and State laws.
- Demonstrate competency in real estate fundamentals so as to provide superior service to clients.
- Explain the process of transferring title to real estate from one party to another.
- Describe the four immutable governmental interests in real estate.
- Compare and contrast real property and personal property.
- Describe various financing programs available to purchasers of real estate.
- Communicate effectively and professionally with clients, customers, peers, managers, and other stakeholders
- Engage effectively, professionally and respectfully with various real estate stakeholders from many disciplines and perspectives.