

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: NOTA 7010

Course Title: Notary Professional

Course Description: A dual course for Notary Professionals. Learn Texas Notary Law and Procedures and become specifically trained to facilitate mortgage closings. Upon completion you will be able to apply to the state to become licensed as a Notary Public as well as a Notary Signing Agent. A Notary Signing Agent is a Notary specifically trained to facilitate mortgage closings.

Suggested Course Prerequisite(s): n/a

Course Resources: Book included with tuition

Student Learning Outcomes:

1. Learn about notarial acts in accordance with local laws.
2. Study how to handle the signing and notarization of mortgage oan documents.
3. Discover what lenders and borrowers expect
4. Become responsible and ethical while safeguarding consumer privacy as required by the Gramm-Leach-Bliley Act and FTC Safeguards Rule.169

Certification Notes:

Refund Policy: Please refer to www.collin.edu/ce/info REGISTRAR.html for our refund policy. No refunds after the start time of the first class.

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-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.