

Date approved or revised 10/22/18

**Angelina College  
Business Division  
RELE 1200 – Contract Forms & Addenda  
Instructional Syllabus**

**I. BASIC COURSE INFORMATION**

- A. Course Description: Promulgated Contract Forms, shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use forms and case studies involving use of forms.
- B. Intended Audience:  
This course is intended for students interested in Real Estate procedures both professionally and personally. Also, intended for person seeking licensure as required by the state of Texas.
- C. Instructor:  
Name: Aimee Slusher  
Office Location:  
Office Hours: By Appointment  
Phone:  
E-mail Address: aslusher@angelina.edu

**II. INTENDED STUDENT OUTCOMES:**

**A. Core Objectives Required for this Course**

1. **Critical Thinking:** To include creative thinking, innovation, inquiry, and analysis evaluation and synthesis of information.
2. **Teamwork:** To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
3. **Personal Responsibility:** To include the ability to connect choices, actions and consequences to ethical decision making.

**B. Course Learning Outcomes for All Sections**

1. Demonstrate a comprehensive working knowledge of contracts & forms.
2. Know the process and forms necessary for Real Estate licensure in the State of Texas.
3. Identify the pertinent parts of The Texas Real Estate License Act as pertains to the legalities of the Real Estate Industry in Texas.

### III. ASSESSMENT MEASURES

#### A. Assessments for the Core Objectives:

1. **Critical Thinking:** Critical thinking skills will be taught and utilized in subtle as well as objective techniques. Specifically, this will occur by lecture, discussion, and question and answer sessions and studying. Critical thinking will be achieved by reading, asking questions, analyzing and synthesizing information and reaching final conclusions. Their ability of accomplishing this will be demonstrated by applying these skills in the execution of exams.
2. **Teamwork:** Teamwork skills are utilized in the real estate industry on a daily basis, both within a company and also with affiliate real estate professions that participate in the real estate closing process. Consequently, students preparing for a career in real estate will initiate, embellish and/or refine their skills of working as a team by participating as a member of classroom assigned teams. Upon completion of a team-assigned project on the Texas Real Estate License Act., they will be assessed on their interaction, contribution and participation on the group project as assessed by the instructor. .
3. **Personal Responsibility:** Students will become more acclimated to their role in college and as a present or future participant in the real estate industry. They will acquire the sense of individual/personal. Responsibility of their ethical decisions, actions and subsequent consequences as they affect their behavior in the classroom. The behavior includes their readiness for class discussion, responsiveness to issues and/or concerns, and objectively demonstrated by their adequacy of correct responses measured by exam questions.

#### B. Assessments for Course Learning Outcomes

1. The student will demonstrate knowledge of contracts and addendum by acquiring a minimum of 70% on an evaluation instrument.
2. The student will know the process and forms necessary for licensure by the Texas Real Estate Commission by acquiring a minimum of 70% on an evaluation instrument.
3. The student will identify the parts of the Texas Real Estate License Act specifically dealing with law and regulations relating to salesperson licensure and activities in the Real Estate profession by acquiring a minimum of 70% on an evaluation instrument.

### IV. INSTRUCTIONAL PROCEDURES:

#### A. Methodologies common to all sections – N/A

- #### B. Methodologies determined by the instructor – Methodologies used on this course include lecture, class discussion, demonstration and Real Estate related hand-outs.

V. **COURSE REQUIREMENTS AND POLICIES:**

- A. **Required Textbooks, Materials, and Equipment** – Texas Promulgated Forms, 2<sup>nd</sup> Edition, Kaplan, Inc. Paper, Pens/Pencils.
- B. **Assignments** – See Instructor's attached schedule for course assignments & dates.
- C. **Course Policies** – (This course conforms to the policies of Angelina College as stated in the in the **Angelina College Handbook.**)

**Academic Assistance** –If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see Mr. Steve Hudman, Dean of Student Affairs, in Student Center, Room 101. At a post-secondary institution, you must self-identify as a person with a disability; Mr. Hudman will assist you with the necessary information to do so. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Student Center, Room 101, [\(936\) 633-5292](tel:9366335292) or by email [shudman@angelina.edu](mailto:shudman@angelina.edu).

**Discrimination-** Angelina College admits students without regard for race, color, creed, sex, national origin, age, religion, or disability. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Student Center, Room 101 936.633-5292 or by email [shudman@angelina.edu](mailto:shudman@angelina.edu)

**Attendance** - You are expected to attend class regularly. According to Angelina College's policy, an instructor may drop a student after 2 consecutive or 2 accumulative absences, and if the student wishes to be readmitted, the approval must come from the Dean of Instruction.

**Additional Policies Established by the Individual Instructor** – Make-up-exam – If you miss an exam, the make-up must be taken at a special time and day as determined by the instructor. Only one test can be made-up and 20 points will be deducted at the discretion of the instructor. It is not recommended that you do this. A zero (0) will be recorded if an exam is not made-up and for other exams not taken as scheduled. There is no make-up for the final exam.

Cell phones must be turned off in the classroom other than for emergency situations. Those are to be cleared with the instructor.

All students should be in class punctually at 6:00. An excess of 2 tardies will result in a 10 point grade reduction at the discretion of the instructor.

**VI COURSE OUTLINE:**

<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>SUBJECT/ACTIVITY</u></b>
Monday	October 22, 2018	Chapter 1-2
Tuesday	October 23, 2018	Chapter 3-4
Wednesday	October 24, 2018	Chapter 5, review 1-5
Thursday	October 25, 2018	Exam Chapters 1-5
Monday	October 29, 2018	Chapter 6
Tuesday	October 30, 2018	Chapters 7-8
Wednesday	October 31, 2018	Chapter 9 Mock Transaction
Thursday	November 1, 2018	Final

**A. Required Content/Topics –**

1. Elements of Contracts
2. Offer and Acceptance
3. Statute of Frauds
4. Remedies for Breach
5. Specific Performance
6. Unauthorized Practice of Law
7. Rules of the Commission on Forms
8. Owners Disclosures
9. Deceptive Trade Practices Act Analysis

**B. Additional Content**

We will review the process and forms required for licensure in the State of Texas.

**VII EVALUATION AND GRADING:**

**A. Grading Criteria**

Exams 50%

Final Exam – 50%

**B. Determination of Grade**

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Below 60 = F

**VIII. SYLLABUS MODIFICATION:**

The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.