

SWEETWATER UNION HIGH SCHOOL DISTRICT  
DIVISION OF ADULT EDUCATION  
Career Technical Education

## **Real Estate Principles**

### **COURSE APPROVAL**

**Mission:** The Division of Adult Education, a community-focused organization, promotes and facilitates life-long learning for adults to meet the challenges of the 21<sup>st</sup> century.

### **Student Learning Outcomes**

- Students will establish personal, academic and/or workforce goals and demonstrate progress toward them
- Students will solve problems
- Students will communicate clearly and collaborate with others
- Students will use resources, including technology, to research, organize and communicate information

### **Course approved by the Sweetwater Board of Trustees**

May 16, 2007

### **Course Revision:**

May 11, 2009

May 17, 2011

October 31, 2011

October 15, 2012

July 21, 2014

June 27, 2016

# Real Estate Principles

## Basic Course Information

<b>Course Title:</b>	<b>Real Estate Principles</b>
<b>CTE Industry Sector:</b>	<b>Marketing, Sales, &amp; Sales</b>
<b>Career Pathway:</b>	<b>Professional Sales &amp; Marketing</b>

<b>Course Level:</b>	Introductory	x	Concentration	Capstone
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<b>Course Number:</b>	<b>2674</b>
<b>CBEDS Title:</b>	Professional Sales I
<b>CBEDS Number:</b>	4130

<b>Course Hours:</b>	<b>One Hundred and Thirty-One (131) hours</b>
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<b>Prerequisites:</b>	<b>None</b>
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<b>Evaluation:</b>	<p><b>1. One-fourth (25%) of student completion</b> is satisfactory participation in classroom activities, which includes no more than <u>4</u> absences.</p> <p><b>2. One-fourth (25%) of student completion</b> is successfully passing the class quizzes with a correct answer average of 70%.</p> <p><b>3. One-half (50%) of student completion</b> is demonstration of knowledge of real estate principles by passing an <b>open-book</b> final examination with 70% accuracy, covering the complete course under conditions as prescribed by the California Department of Real Estate.</p>
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<b>Conditions for Repetition:</b>	If student fails the final exam, he/she must repeat the course.
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<b>Articulation Information:</b>	NA
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<b>Articulation Credit:</b>	NA
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<b>High School elective Credit:</b>	This course is offered on a NON-CREDIT basis.
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<b>Advisory Committee Meetings:</b>	Annually
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## Course Description

This course is designed to provide in-service training for **Real Estate Principles** within California, as well as classroom training covering all matters related to the ownership and transfer of real property. This course is designed as a review and reference instruction for those students planning to take the California Real Estate License Examination.

## Instructional Strategies

Teacher lectures, demonstrations, presentations .....	50%
Student participation in resource and instructor prepared materials .....	38%
Evaluations .....	12%

**OUTLINE**

**Hours**

<b>1. Introduction to Real Estate.....</b>	<b>6</b>
A. 20 Question Quiz & Review.....	1
<b>2. Legal Descriptions, Titles, Deeds and Estates.....</b>	<b>6</b>
A. 20 Question Quiz & Review.....	1
<b>3. Encumbrances.....</b>	<b>6</b>
A. 20 Question Quiz & Review.....	1
<b>4. Agency and its Responsibilities.....</b>	<b>12</b>
A. 20 Question Quiz & Review.....	1
<b>5. Contracts.....</b>	<b>12</b>
A. 20 Question Quiz & Review.....	1
<b>6. Real Estate Math.....</b>	<b>8</b>
20 Question Quiz & Review.....	1
<b>7. Real Estate Finance.....</b>	<b>12</b>
A. 20 Question Quiz & Review.....	1
<b>8. Real Estate Lenders.....</b>	<b>8</b>
A. 20 Question Quiz & Review.....	1
<b>9. Appraisal.....</b>	<b>7</b>
A. 20 Question Quiz & Review.....	1
<b>10. Escrow and Title.....</b>	<b>3</b>
A. 20 Question Quiz & Review.....	1
<b>11. Landlord and Tenant.....</b>	<b>8</b>
A. 20 Question Quiz & Review.....	1
<b>12. Land-Use.....</b>	<b>7</b>
A. 20 Question Quiz & Review.....	1
<b>13. Taxation.....</b>	<b>7</b>
A. 20 Question Quiz & Review.....	1
<b>14. Single Family Homes and Mobile Homes.....</b>	<b>6</b>
A. 20 Question Quiz & Review.....	1
<b>15. Career in Real Estate.....</b>	<b>5</b>
A. 20 Question Quiz & Review.....	1
A. 100 Question <b>Final Exam</b> .....	3

**Total Outline Hours**

**131**

## Instructional Materials

Textbooks: California Real Estate Principles, Cengage; McKenzie-Brady-Estes, Jr.

## Career Plan: How this Course fits into the Course Sequence

Sequence of Courses	Course Level			Primary Funding Source		Perkins Funded	Total Duration	
	Name of Course	Intro.	Concentration	Capstone	District/COE	ROCP	Yes or No	(In hours)
Real Estate Practice	X				X		Yes	131
Real Estate Principles		X			X		Yes	131
Computer Applications in Real Estate		X	X		X		Yes	131

## Occupations for Identified Pathway

Pathway occupations organized by level of education and training required for workplace entry. (Asterisked occupations require certification or licensure.)	
Postsecondary Training (certification and/or AA degree)	College University (bachelor's degree or higher)
<ul style="list-style-type: none"> <li>• Licensed Real Estate Professional *</li> <li>• Sales Representative *</li> <li>• Market Research Analysts</li> </ul>	<ul style="list-style-type: none"> <li>• NA</li> </ul>

## Course Goals

1.	Be introduced to real estate.
2.	Acquire and demonstrate a working knowledge of Estates, Transfers, and Titles.
3.	Acquire and demonstrate a working knowledge of Encumbrances.
4.	Acquire and demonstrate a working knowledge of Agency and Its Responsibilities.
5.	Acquire and demonstrate a working knowledge of Contracts.
6.	Acquire and demonstrate a working knowledge of the relationship between Landlord and Tenant.
7.	Acquire and demonstrate a working knowledge of Escrows and Title Insurance.
8.	Acquire and demonstrate a working knowledge of Real Estate Finance.
9.	Acquire and demonstrate a working knowledge of Financial Institutions.
10.	Acquire and demonstrate a working knowledge of Appraisal Basics.
11.	Acquire and demonstrate a working knowledge of Appraisal Methods.
12.	Acquire and demonstrate a working knowledge of Subdivisions and Government Control.
13.	Acquire and demonstrate a working knowledge of Taxation of Real Estate.
14.	Acquire and demonstrate a working knowledge of Licensing, Education, and Associations.
15a.	Acquire and demonstrate a working knowledge of Real Estate Math.
15b.	Learn how to develop a career plan and complete documentation such as a job application resume, and cover letter.

## Instructional Module/Unit

<b>Unit 1</b>	<b>Introduction to Careers in Real Estate</b>	Class Hrs.	7	Lab Hrs.	
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### Description:

Students gain an introduction to the course and learn class expectations. They are introduced to the common traits exhibited by people successfully working in this field, personal qualifications, interests, aptitudes, and knowledge of skills necessary to succeed this career pathway. In this first chapter, the historical, legal, civic, and economical importance of real estate is stressed. Chapter 1 also highlights the characteristics of and differences between real and personal property and their effect on today's real estate market.

**Unit 1 Competency:** Upon Completion of this unit, the student is able to:

<b>1.</b> Identify the personal qualifications, interests, aptitudes, knowledge and skills of successful Real Estate Agents.
<b>2.</b> Demonstrate an understanding of personal, professional, and educational requirements of this career field.
<b>Anchor Standard: 3.1</b> Identify personal interests, aptitudes, information, and skills necessary for informed career decision making.
<b>Anchor Standard: 3.4</b> Research the scope of career opportunities available and the requirements for education, training, certification, and licensure.
<b>Anchor Standard: 3.9</b> Develop a career plan that reflects career interests, pathways, and postsecondary options.
<b>Anchor Standard: 10.12</b> Identify city, county, and state certificates and licensures required to conduct business.
<b>Pathway Standard: B1.1</b> Define the role of selling in the national economy.
<b>Pathway Standard: B1.3</b> Evaluate the impact of the international economic climate and international trade on selling.
<b>Pathway Standard: B4.1</b> Explain the main characteristics of a successful salesperson including; listening, verbal and written communication skills, product knowledge, customer connection, trust worthiness, and power of persuasion.
<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3</b>

<b>Unit 2</b>	<b>Legal Descriptions, Titles, Deeds &amp; Estates</b>	Class Hrs.	7	Lab Hrs.	
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### Description:

In this chapter you will study land descriptions, stressing the lot, block, and tract; metes and bounds; and U.S. government survey methods for describing and locating land. You will also explore five ways of acquiring title to real estate, including an explanation of deeds used in California.

**Unit 2 Competency:** Upon Completion of this unit, the student is able to:

<b>1.</b> Define the Historical Importance.
<b>2.</b> Define Property Rights.
<b>3.</b> Define Real and Personal Property.
<b>4.</b> Describe Fixtures.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.

<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Anchor Standard: 8.3</b> Demonstrate ethical and legal practices consistent with Marketing, Sales, and Services sector workplace standards.
<b>Anchor Standard: 10.2</b> Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.
<b>Pathway Standard: B3.6</b> Determine what additional information and/or research is required to deepen the investigation or complete the task.
<b>Pathway Standard: B8.3</b> Analyze and use data to identify potential customers and locations for business expansion.
<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9 S-IC 6</b>

<b>Unit 3</b>	<b>Encumbrances, Liens, &amp; Homesteads</b>	Class Hrs.	7	Lab Hrs.	
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Description:

In this chapter, you will study money and non-money encumbrances. The discussion of non-money encumbrances centers on easements, encroachments, and private and public restrictions. Money encumbrances are defined as liens, tax liens, special assessments liens, attachments, and judgment liens. In addition, the California homestead law is presented, illustrating how homeowners can protect their homes against a forced sale by certain types of creditors.

**Unit 3 Competency:** Upon Completion of this unit, the student is able to:

1. Explain Land Descriptions.
2. Identify Methods of Acquiring Title.
3. Describe Instruments used in the Transfer of Real Property.
4. Explain the Recording System.
5. Describe Estates.
6. Identify Methods of Holding Title.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Anchor Standard: 8.2</b> Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the Marketing, Sales and Services industry sector.
<b>Anchor Standard: 10.2</b> Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.
<b>Pathway Standard: B2.4</b> Analyze ethical responsibilities in relationships with sales personnel, customer/clients, competitors, and vendors.
<b>Pathway Standard: B3.6</b> Determine what additional information and/or research is required to deepen the investigation or complete the task.
<b>Pathway Standard: B4.6</b> Obtain and analyze product and service information to facilitate the selling process.
<b>Pathway Standard: B8.5</b> Research customers' needs and wants to identify product/service gaps and to develop, maintain, and improve, products and services.
<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9 S-IC 6</b>

<b>Unit 4</b>	<b>Agency and its Responsibilities</b>	Class Hrs.	13	Lab Hrs.	
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Description

In recent years, the law regarding a real estate agent's duties have changed drastically. This chapter defines the term "agency", discusses the creation of agencies, and analyzes the duties and responsibilities of real estate agents.

**Unit 4 Competency:** Upon Completion of this unit, the student is able to:

<b>1.</b> Describe Encumbrances.
<b>2.</b> Define Liens.
<b>3.</b> Explain Homestead Law.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Anchor Standard: 7.7</b> Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession.
<b>Anchor Standard: 8.2</b> Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the Marketing, Sales, and Services industry sector.
<b>Anchor Standard: 10.2</b> Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.
<b>Pathway Standard: B1.1</b> Define the role of selling in the national economy.
<b>Pathway Standard: B2.4</b> Analyze ethical responsibilities in relationships with sales personnel, customer/clients, competitors, and vendors.
<b>Pathway Standard: B3.3</b> Explain the importance of customer service and explain communication techniques.
<b>Pathway Standard: B4.1</b> Explain the main characteristics of a successful salesperson including; listening, verbal and written communication skills, product knowledge, customer connection, trust worthiness, and power of persuasion.
<b>Pathway Standard: B4.6</b> Obtain and analyze product and service information to facilitate the selling process.
<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9</b>

<b>Unit 5</b>	<b>Contracts and Mandated Disclosures</b>	Class Hrs.	13	Lab Hrs.	
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Description

This chapter presents the legal requirements for an enforceable real estate contract. The chapter includes a definition of a contract, outlines the essential elements of a valid contract, and discusses how contracts are terminated. Two important real estate contract, the authorization to sell listing agreement and the purchase agreement are discussed. Copies of these and other contracts are used in a typical residential sale are presented in the chapter appendix.

**Unit 5 Competency:** Upon Completion of this unit, the student is able to:

<b>1.</b> Define Agency.
<b>2.</b> Explain Agency Violations.
<b>3.</b> Describe Regulation of Brokers and Salespeople.

4. Describe process for Termination of a Real Estate Agency.
5. Describe how a Brokerage Must be Run Like a Business.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Anchor Standard: 8.2</b> Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the Marketing, Sales, and Services industry sector.
<b>Anchor Standard: 8.3</b> Demonstrate ethical and legal practices consistent with Marketing, Sales, and Services sector workplace standards.
<b>Anchor Standard: 10.2</b> Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.
<b>Pathway Standard: B2.1</b> Identify legal aspects of sales contracts and warranties.
<b>Pathway Standard: B3.2</b> Differentiate between each stage of the customer buying process.
<b>Pathway Standard: B4.1</b> Explain the main characteristics of a successful salesperson including; listening, verbal and written communication skills, product knowledge, customer connection, trustworthiness, and power of persuasion.
<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9 S-IC 6</b>

<b>Unit 6</b>	<b>Practical Real Estate Mathematics</b>	<b>Class Hrs.</b>	9	<b>Lab Hrs.</b>	
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Description

This chapter will help you to understand the fundamentals of mathematics as they apply to real estate. Basic concepts of addition, subtraction, multiplication, division, fractions, and decimals are briefly reviewed to set a solid foundation for more complicated real estate computations.

**Unit 6 Competency:** Upon Completion of this unit, the student is able to:

1. Explain Fundamentals.
2. Describe Variables.
3. Explain Square Footage and Area Calculation.
4. Define Proration.
5. Explain Documentary Transfer Tax.
6. Describe Use of Financial Tables.
7. The California Escrow Association.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Pathway Standard: B7.3</b> Track Sales figures, and prepare sales reports to analyze sales in relation to a sales plan.

**Academic standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9**

<b>Unit 7</b>	<b>Real Estate Finance</b>	<b>Class Hrs.</b>	13	<b>Lab Hrs.</b>	
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Description

This chapter stresses the legal aspects of real estate finance.

**Unit 7 Competency:** Upon Completion of this unit, the student is able to:

<b>1.</b> Explain Legal Requirements for Enforceable Contracts.
<b>2.</b> Define Authorization to Sell.
<b>3.</b> Explain Purchase Agreement and Disclosure Rules.
<b>4.</b> Identify Sample Contracts.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Anchor Standard: 8.2</b> Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the Marketing, Sales, and Services industry sector.
<b>Anchor Standard: 8.3</b> Demonstrate ethical and legal practices consistent with Marketing, Sales, and Services sector workplace standards.
<b>Anchor Standard: 10.2</b> Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.
<b>Pathway Standard: B.1</b> Identify legal aspects of sales contracts and warranties.
<b>Pathway Standard: B2.4</b> Analyze ethical responsibilities in relationships with sales personnel, customer/clients, competitors, and vendors.
<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9 S-IC 6</b>

<b>Unit 8</b>	<b>Real Estate Lenders</b>	<b>Class Hrs.</b>	9	<b>Lab Hrs.</b>	
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Description

This chapter is divided into two parts. Part 1 covers the main types of real estate lenders found in California. Part 2 discusses government's role in real estate financing, stressing the main points of the Federal Housing Administration (FHA), Department of Veterans Affairs (VA), and California Department of Veterans Affairs (Cal-Vet) programs.

**Unit 8 Competency:** Upon Completion of this unit, the student is able to:

<b>1.</b> Identify Real Estate Financing Instruments.
<b>2.</b> Explain Foreclosure Process.
<b>3.</b> Describe Truth-in-Lending and Equal Credit Opportunity.
<b>4.</b> Explain Real Property Loan Law.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.

<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Anchor Standard: 7.1</b> Recognize how financial management impacts the economy, workforce, and community.
<b>Anchor Standard: 7.6</b> Demonstrate knowledge and practice of responsible financial management.
<b>Anchor Standard: 8.2</b> Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the Marketing, Sales, and Services industry sector.
<b>Anchor Standard: 8.3</b> Demonstrate ethical and legal practices consistent with Marketing, Sales and Services sector workplace standards.
<b>Anchor Standard: 10.2</b> Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.
<b>Pathway Standard: B.1</b> Identify legal aspects of sales contracts and warranties.
<b>Pathway Standard: B2.4</b> Analyze ethical responsibilities in relationships with sales personnel, customer/clients, competitors, and vendors.
<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9 S-IC 6</b>

<b>Unit 9</b>	<b>Appraisal</b>	<b>Class Hrs.</b>	<b>8</b>	<b>Lab Hrs.</b>	
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Description

An appraisal is an essential part of a real estate transaction. Many times, the decision to buy, sell, or grant a loan on real estate hinges on a real estate appraiser's estimate of a property's value.

**Unit 9 Competency:** Upon Completion of this unit, the student is able to:

<b>1.</b> Describe how to Qualify for A Loan.
<b>2.</b> Identify Institutional Lenders.
<b>3.</b> Identify Non-Institutional Lenders.
<b>4.</b> Explain Private Mortgage Insurance.
<b>5.</b> Define Government Role in Real Estate Financing.
<b>6.</b> Describe the California Housing Finance Agency.
<b>7.</b> Explain the Secondary Mortgage Market.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Anchor Standard: 8.2</b> Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the Marketing, Sales, and Services industry sector.
<b>Anchor Standard: 8.3</b> Demonstrate ethical and legal practices consistent with Marketing, Sales and Services sector workplace standards.
<b>Anchor Standard: 10.2</b> Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.
<b>Pathway Standard: B.1</b> Identify legal aspects of sales contracts and warranties.
<b>Pathway Standard: B2.4</b> Analyze ethical responsibilities in relationships with sales personnel, customer/clients, competitors, and vendors.

<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9 S-IC 6</b>
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<b>Unit 10</b>	<b>Escrow and Title</b>	<b>Class Hrs.</b>	4	<b>Lab Hrs.</b>	
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Description

Closing a real estate transaction is a highly technical process. Escrow and title insurance companies provide valuable service that help consumers and real estate agents smoothly and efficiently close a real estate transaction.

**Unit 10 Competency:** Upon Completion of this unit, the student is able to:

<b>1.</b> Explain Appraisal Concepts.
<b>2.</b> Define Depreciation.
<b>3.</b> Describe Appraisal Methods.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Anchor Standard: 8.3</b> Demonstrate ethical and legal practices consistent with Marketing, Sales and Services sector workplace standards.
<b>Anchor Standard: 10.2</b> Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.
<b>Pathway Standard: B.1</b> Identify legal aspects of sales contracts and warranties.
<b>Pathway Standard: B2.4</b> Analyze ethical responsibilities in relationships with sales personnel, customer/clients, competitors, and vendors.
<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9 S-IC 6</b>

<b>Unit 11</b>	<b>Landlord and Tenant</b>	<b>Class Hrs.</b>	9	<b>Lab Hrs.</b>	
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Description

The relationship between landlord and tenants can be calm and enjoyable, or it can be turbulent, with frustrations and confusion on both sides. The California legislature is constantly passing laws related to landlords and tenants. Many problems between landlords and tenants are caused by a lack of understanding of the legal rights and duties of each party.

**Unit 11 Competency:** Upon Completion of this unit, the student is able to:

<b>1.</b> Define Escrow.
<b>2.</b> Define Title Insurance.
<b>3.</b> Explain Closing Costs.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Pathway Standard: B.1</b> Identify legal aspects of sales contracts and warranties.

**Pathway Standard: B2.4** Analyze ethical responsibilities in relationships with sales personnel, customer/clients, competitors, and vendors.

**Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9 S-IC 6**

<b>Unit 12</b>	<b>Land Use</b>	<b>Class Hrs.</b>	8	<b>Lab Hrs.</b>	
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Description

This chapter highlights the principles of government land-use planning and stresses zoning and subdivision regulations. Condominiums, planned unit development and the selling of undivided interest are also discussed. This chapter concludes with an explanation of fair housing laws.

**Unit 12 Competency:** Upon Completion of this unit, the student is able to:

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|---|
| 1. Identify Leases.   |
| 2. Describe Duties and Responsibilities of Landlords and Tenants.   |
| 3. Explain Evictions.   |
| 4. Define Property Management.  |
| <b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.  |
| <b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.  |
| <b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.                         |
| <b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.                   |
| <b>Anchor Standard: 10.2</b> Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.    |
| <b>Pathway Standard: B.1</b> Identify legal aspects of sales contracts and warranties.  |
| <b>Pathway Standard: B2.4</b> Analyze ethical responsibilities in relationships with sales personnel, customer/clients, competitors, and vendors. |
| <b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9 S-IC 6</b>   |

<b>Unit 13</b>	<b>Taxation</b>	<b>Class Hrs.</b>	8	<b>Lab Hrs.</b>	
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Description

Government levies taxes to generate revenue to help pay for government expenditures. This chapter presents the principles of real property and income taxation, two forms of taxation that have a direct impact on real estate ownership.

**Unit 13 Competency:** Upon Completion of this unit, the student is able to:

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| 1. Define Government Land-Use Planning.  |
| 2. Describe Subdivisions.  |
| 3. Define Common Interest Development.   |
| 4. Define Housing and Construction Laws.   |
| 5. Define Fair Housing Laws.   |
| <b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.   |
| <b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately. |

<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Anchor Standard: 10.2</b> Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.
<b>Pathway Standard: B.1</b> Identify legal aspects of sales contracts and warranties.
<b>Pathway Standard: B2.4</b> Analyze ethical responsibilities in relationships with sales personnel, customer/clients, competitors, and vendors.
<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9 S-IC 6</b>

<b>Unit 14</b>	<b>Single Family Homes and Mobile Homes</b>	Class Hrs.	7	Lab Hrs.	
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Description

This chapter explores the characteristics of a house, including construction details, roof styles, and architectural designs. Mobile homes, condominiums, and vacation or second homes are also discussed.

**Unit 14 Competency:** Upon Completion of this unit, the student is able to:

1. Explain Real Property Taxes.
2. Explain Income Taxes.
3. Describe other Taxes.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Pathway Standard: B2.2</b> Recognize legal aspects of standardization, grading, and labeling options.
<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3 WS 11-12.9</b>

<b>Unit 15a</b>	<b>Career in Real Estate and Licensing</b>	Class Hrs.	6	Lab Hrs.	
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Description

A career in real estate can be an exciting opportunity for certain people. The various of types of job opportunities within the real estate industry may offer greater potential for movement and advancement than other areas of employment. The real estate business is a people-oriented industry. Real estate professionals help or assist customers and clients to achieve their housing, financial, and investment goals. Thus, a career in real estate can lead to a wide range of employment activities from the entry-level position of sales agent to the sophisticated role of the real estate counselor. However, there are pitfalls to consider. Not everyone can succeed in real estate. It is not to be viewed as a get rich quick scheme. Success takes dedication and hard-work.

**Unit 15a Competency:** Upon Completion of this unit, the student is able to:

1. Describe the Structure of the Real Estate Industry.
2. Explain License Requirements and Competition.

3. Describe Personal Preparation to Enter the Industry.
4. Identify Selling Business Opportunities.
5. Explain License Examination.
6. Take a Comprehensive Real Estate Principles Practice Examination.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Anchor Standard: 7.7</b> Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession.
<b>Anchor Standard: 10.2</b> Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.
<b>Pathway Standard: B1.1</b> Define the role of selling in the national economy.
<b>Pathway Standard: B2.4</b> Analyze ethical responsibilities in relationships with sales personnel, customer/clients, competitors, and vendors.
<b>Pathway Standard: B4.1</b> Explain the main characteristics of a successful salesperson including; listening, verbal and written communication skills, product knowledge, customer connection, trustworthiness, and power of persuasion.
<b>Pathway Standard: B8.3</b> Analyze and use data to identify potential customers and locations for business expansion.
<b>Academic Standards: LS 11-12.1, 11-12.2, 11-12.3, WS 11-12.9,</b>

<b>Unit 15b</b>	<b>Job Career Planning</b>	<b>Class Hrs.</b>	3	<b>Lab Hrs.</b>	
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Description:

Students create a sample cover letter, personal resume, completed job application, thank you letter, and list of personal references. They develop their personal career portfolio that contains documents for getting a job as well as a career plan and selected work samples. Students practice appropriate interviewing techniques.

**Unit 15b Competency:** Upon Completion of this unit, the student is able to:

1. Demonstrate the ability to write a cover letter.
2. Demonstrate the ability to complete a job application.
3. Demonstrate the ability to write a resume.
4. Demonstrate successful job interview skills.
5. Successfully assemble a personal career portfolio.
<b>Anchor Standard: 2.1</b> Recognize the elements of communication using a sender-receiver model.
<b>Anchor Standard: 2.3</b> Interpret verbal and nonverbal communications and respond appropriately.
<b>Anchor Standard: 5.1</b> Identify and ask significant questions that clarify various points of view to solve problems.
<b>Anchor Standard: 5.4</b> Interpret information and draw conclusions, based on the best analysis, to make informed decisions.
<b>Anchor Standard: 7.7</b> Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession.

**Anchor Standard: 10.2** Comply with the rules, regulations, and expectations of all aspects of the Marketing, Sales, and Services sector.

**Pathway Standard: B4.1** Explain the main characteristics of a successful salesperson including; listening, verbal and written communication skills, product knowledge, customer connection, trustworthiness, and power of persuasion.

**Academic Standards: LS 11-12.1, 11-12.2, 11-12.3, 11-12.6, WS 11-12.4, 11-12.5,**

<b>Totals</b>	<b>Theory Hrs.</b>	<b>131</b>	<b>Lab Hrs.</b>	<b>0</b>	<b>Total Hrs.</b>	<b>131</b>
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**APPENDIX A:**

**MATRIX FOR ALL ASPECTS OF THE INDUSTRY**

All Aspects of the Industry is a key element of the Carl D. Perkins Vocational and Applied Technology Education Act and the School-to Work Opportunities Act. Both acts emphasize giving students a comprehensive perspective and range of skills across an industry. The Perkins Act requires programs to “provide students with strong experience in and understanding of all aspects of the industry students are preparing to enter”. The Act identifies eight aspects in particular, which are common to any business or industry. Programs receiving Perkins funds are required to include the teaching of these concepts to provide students with the skills necessary to be successful in their employment.

**STRATEGIES**

Below is a matrix showing the components of “All Aspects of the Industry for the *name of Course.*” A list of strategies is provided for each component.

ASPECTS	SEQUENCE OF COURSES		
	<b>Course 1: Real Estate Principles</b>	<b>Course 2: Real Estate Practices</b>	<b>Course 3: Computer Applications in Real Estate</b>
<b>Planning</b>	Cite procedures for property listing and selling. Cite proper procedure for completing a Real Estate transaction.	Cite procedures for improving productivity and efficiency as a contemporary Cyber Professional in Real Estate.	Cite proper procedure for implementation of Computer Applications in Real Estate.
<b>Management</b>	Demonstrate how Real Estate is dependent on the National economy. Show an example of how a Real Estate company is dependent upon the local economy.	Demonstrate how Real Estate is dependent on The Computer and World Wide Web.	Show an examples and various applications of how a Real Estate company is dependent on the Computer & Internet.
<b>Finance</b>	Describe ways in which a business obtains capital. Demonstrate the importance of accounting accurately when calculating taxes. Cite capital gains and losses in the sale of real property.	Describe ways in which to grow your business by making the computer a tool of the trade.	Demonstrate the importance of Computer Applications to the economic growth of Real Estate.
<b>Technical &amp; Production Skills</b>	Demonstrate the use of basic math ability as it relates to Real Estate. Analyze and use data for identifying potential customers.	Demonstrate the use of basic abilities to choose a computer package and operating systems (OS), as it relates to Real Estate. List computer functions for a Real Estate Agent. Analyze and use computer data for identifying potential customers.	Demonstrate the use of basic abilities to choose a computer package and operating systems (OS), as it relates to Real Estate. List computer functions for a Real Estate Agent. Analyze and use computer data for identifying potential customers.
<b>Underlying Principles Of Technology</b>	Identify the principle characteristics of the technology used in your industry. Illustrate the necessity of continuously upgrading one’s job skills.	Identify the principle characteristics of the technology used in your industry.	Illustrate the necessity of continuously upgrading one’s computer skills.

<b>Labor Issues</b>	List advantages/disadvantages of hourly, commission, and salaried pay. List differences between being a self-employed worker and a worker employed by a company.	List advantages/ disadvantages of the electronic world vs. the paper world.	List issues that are different from Broker to Broker from using technology and the internet to grow your business.
<b>Community Issues</b>	Describe the importance of community contribution. Identify key ways a community helps itself.	Describe the importance of community contribution. Identify key ways the Real Estate Industry can help its community.	Describe the importance of community contribution. Identify key ways the Real Estate Industry can help its community.
<b>Health, Safety, &amp; Environmental Issues</b>	Describe the importance of complying with State and Federal agency Real Estate regulations. Describe the importance of handling stress effectively.	Describe the importance of complying with State and Federal agency Real Estate regulations. Describe the importance of handling stress effectively	Describe the importance of complying with State and Federal Agency Real Estate regulations. Describe the importance of handling stress effectively