# Course Syllabus

## Real Estate Computer Applications

**Course Information**

- **Course Code**: RELE 1323
- **Semester**: Fall 2016
- **CRN**: 18567
- **Instructor**: Jessica M. Rocha
  - Phone: (832) 860-9626
  - Email: Jessica.Rocha@hccs.edu
  - Note: It is best to text the number listed above.
- **Office Hours**: By Appointment

## Course Details

- **Online Course**: Yes
- **Credit Hours**: 3
  - Lecture Hours: 3
  - Laboratory Hours: 0
- **Total Course Contact Hours**: 48.00
- **Course Length**: 4 weeks
- **Type of Instruction**: Online

## Course Description

A study of the current technology available to real estate practitioners and its ability to assist them in becoming more productive.

## Course Prerequisites

- None

## Academic Discipline/CTE Program

**Learning Outcomes**

- Research software and technology available to real estate practitioners.
- Create a database files that can be utilized and referenced for future use.
- Design promotion materials
- Create marketing materials

**Program Learning Outcomes (PLO):**

- Explain the Articles of the Texas Real Estate commission’s “Canons of Professional Ethics”.
- Analyze the DTPA and other disclosure requirements.
- Develop real estate marketing materials.
- Become familiar with websites commonly used by real estate professionals.
- Describe the real estate/transaction process.

## Course Student Learning Outcomes (SLO):

- The student will exhibit knowledge of real estate computer applications by creating several projects based on content covered during the course.
- Students will assemble work that would be using in marketing real estate.
- Students will demonstrate an understanding of real estate computer applications by preparing and assembling a presentation from the applications covered in this course.
- Students will discuss case studies dealing with possible real world issues.
**Student Assignments:** Students will complete online computer projects.

**Student Assessments:** Students will be graded on the projects they complete.

**Instructor’s Requirements:**

**Projects and Assignments:**
The projects are due by the given date. Your grade drops one letter grade if they are submitted after the due date and two letter grades if more than 10 days late. All projects should be sent to me as an E-Mail attachment in Eagle Online.

- Fax Coversheet with a Watermark - Prepare a fax coversheet with a watermark. Use your name, address, etc. and a different picture than in the demo.
- Calendar Project - Prepare a calendar for March with at least 6 events and 4 examples of clip-art different than the demo or practice calendar.
- Excel Project - Create an Excel spreadsheet with MLS data provided. Add the sales column, and average the listing column.
- Brochure Project - Prepare a personal brochure about yourself using MS Word Brochure template. This is a 2 page document.
- Interest - Complete a web assignment computing interest and payments.
- Internet Project - Research and discuss disciplinary actions taken by the Texas Real Estate Commission against licensed individuals.
- WebQuest - Answer the questions on the Internet worksheet by viewing the listed websites.
- Contract Case Study - Complete the contract and addenda with the information in the case study.
- Real Estate Math Problems - Calculating commissions, taxes and closing prorations.
- Final Project - Prepare a PowerPoint presentation of 12-15 slides including animation and clipart and sound.

The subject of your presentation can be:

- A listing presentation to a prospective Seller.
- A presentation to a first-time home buyer about a particular neighborhood and it amenities.
- A presentation to an out-of-town buyer coming to Houston for the first time.

**Program/Discipline Requirements:** n/a

**HCC Grading Scale:**

- A = 100 – 90
- B = 89 – 80
- C = 79 – 70
- D = 69 – 60
- 59 and below = F

W (Withdrawn) You must withdraw prior to week three to avoid an F.

I (Incomplete) You must have completed 75% of the course and have a documented dire emergency.

**Instructor Grading Criteria**

Projects are all worth the same: 1/10 (10%) of your course average
**Access Student Services**

**Policies on their Web site:**

http://hccs.edu/student-rights

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**EGLS3 – Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of term, you will be asked to answer a short online survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community college Student System online near the end of the term.

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**Distance Education and/or Continuing Education Policies**

**Access DE Policies on their Web site:**

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_syllabus.pdf

**Access CE Policies on their Web site:**

http://hccs.edu/CE.student-guidelines