

**COMMON COURSE OUTLINE**  
102  
**PRACTICES AND PRINCIPLES FOR REAL ESTATE BROKERS**  
3 CREDITS

**The Community College of Baltimore County**

**Description**

Practices and Principles for Real Estate Brokers

Concentrates on real estate transactions and managerial practices for brokers and associate brokers. Course is useful in preparing the applicant to apply for a real estate brokers license.

Prerequisites: RLES 101 or Maryland Real Estat Salesperson License, or permission of program coordinator. 45 hours.

**Overall Course Objectives**

Upon completion of this course the student will be able to:

1. Know specific Maryland law affecting real estate brokers.
2. Learn appropriate supervisory skills.
3. Know the role of the Maryland Real Estate Commission.
4. Be aware of the role of local, state and national real estate organizations.
5. Be familiar with laws regarding interviewing, hiring and recruiting.
6. Be aware of needs for insurance for employees and agents.
7. Learn to track real estate transactions and identify potential problems.
8. Learn which records must be maintained and education for agents.

**Course Requirements**

Grading/exams: Grading procedures will be determined by the individual faculty member. Attendance for the 45 hours of class time is essential for full credit.

**Common Course Outline**  
**RLES 111**  
**Principles and Practices of Real Estate Appraisal**  
**3 CREDITS**

**The Community College of Baltimore County**

**Description**

Surveys all aspects of real estate appraising. Case studies and various approaches to appraising real property are reviewed. Completion of RLES 101 or permission of coordinator is required.

**Overall Course Objectives**

Upon completion of this course, the student will be able to  
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1. Understand the basic approaches to appraising real property.
2. Become familiar with the appraisal profession and career opportunities.
3. Apply the principles of appraising residential property to specific types of residences.
4. Become familiar with the Standards of Conduct and Ethics for Appraisers
5. Discuss Legal Descriptions
6. Discuss Transfer of Title
7. Define rights, interests, and forms of property ownership
8. Apply highest and best use analysis
9. Describe factors in real estate markets and analysis
10. List and discuss types of land value

**Course Requirements**

Grading procedures will be determined by faculty member. Visits to specific sites may be required. Attendance for 45 hours is required for full credit.

**Common Course Outline**  
**RLES 171**  
**Principles of Title and Settlement**  
**3 CREDITS**

## **The Community College of Baltimore County**

### **Description**

This course familiarizes the student with land title in the real estate industry and settlement process for the transfer of title.

### **Overall Course Objectives:**

Upon completion of the course, the student should be able to:

1. Understand all types of ownership in real estate
2. Understand how title to land is researched
3. Be able to read and prepare a title abstract
4. Understand the tax requirements of various jurisdictions
5. Be familiar with the recording of liens on real estate
6. Be able to understand the HUD 1 settlement form
7. Understand the nature and purpose of title insurance
8. Learn the elements of a deed and how it is prepared
9. Be familiar with Deeds of Trust, Notes and the recording process
10. Become familiar with laws of local jurisdictions that affect the settlement process

### **Course Requirements**

RLES 101, or permission of coordinator.

Grading procedures are determined by the individual faculty member. However, title research at the Land Records Office of a specific county will be required. Familiarity with local laws and real estate transactions will result from visits to land Records Offices.