

ITT Technical Institute

PL105

Real Estate Law

Onsite Course

SYLLABUS

Credit hours: 4

Contact/Instructional hours: 40 (40 Theory Hours)

Prerequisite(s) and/or Corequisite(s):

Prerequisite: PL103 Technology in the Law Office

Course Description:

This course covers the legal concepts and specialized terminology related to real property law, title examination, title insurance, and transfer of interests in real property.

Students review title examination and title searches, as well as the procedures and documents used in real estate closings.

Syllabus: Real Estate Law

Instructor:	_____
Office hours:	_____
Class hours:	_____

Major Instructional Areas

1. Real property law specialized terminology and legal concepts
2. Types of real property ownership and the transfer of ownership interests, including title searches and title insurance
3. Procedures and documents used in real estate transactions and closings
4. Ethical dilemmas that a paralegal may contend with in real estate transactions

Course Objectives

1. Investigate real estate principles.
2. Prepare a real estate listing agreement.
3. Prepare a real estate sales agreement.
4. Draft an addendum to a real estate sales agreement.
5. Prepare documents associated with title.
6. Prepare deed documents.
7. Prepare mortgage documents.
8. Prepare documents associated with closing a real estate deal.
9. Prepare documents associated with lease agreements.
10. Prepare documents associated with foreclosures.
11. Research real estate issues.
12. Examine ethical issues in real estate.

SCANS Objectives

SCANS is an acronym for Secretary's Commission on Achieving Necessary Skills. The committee, created by the National Secretary of Labor in the early 1990s, created a list of skills and competencies that the committee feels are necessary for employees to function in a high-tech job market.

1. Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
2. Communicate thoughts, ideas, information, and messages in writing.
3. Create documents such as letters, directions, manuals, reports, graphs, and flow charts.
4. Recognize problems and devises and implement plan of action.
5. Choose ethical courses of action.
6. Work toward agreements involving exchange of resources; resolve divergent interests.
7. Function effectively as a contributing member of a team.
8. Acquire, evaluate, organize, and maintain information.
9. Interpret and communicate information.
10. Use computers to process information.

Course Outline

Note: All graded activities are listed below in the pattern of <Unit Number>.<Assignment Number>. For example, Assignments: 3.1 refers to the 1st assignment in Unit 3.

Unit	Activities
1— Real Estate Practice	<ul style="list-style-type: none"> • Content Covered: <i>Reality of Real Estate:</i> <ul style="list-style-type: none"> ○ Chapter 1, “The Reality of Real Estate” • Written Assignments: 1.1, 1.2 • Research Assignments: 1.1
2— Listings and Listing Agreements	<ul style="list-style-type: none"> • Read from <i>Reality of Real Estate:</i> <ul style="list-style-type: none"> ○ Chapter 2, “The Real Estate Transaction: Listings, Disclosure, and Agency,” pp. 38-57 • Quizzes: 2.1 • Paralegal Student Portfolio Project: Part 1
3— Elements and Components of the Sales Agreement	<ul style="list-style-type: none"> • Read from <i>Reality of Real Estate:</i> <ul style="list-style-type: none"> ○ Chapter 3, “Agreements of Sale,” pp. 92-139 • Written Assignments: 3.1 • Paralegal Student Portfolio Project: Part 2 • Paralegal Student Portfolio Project: Part 3
4— Conditions, Contingencies, and Other Qualifications to Agreements of Sale	<ul style="list-style-type: none"> • Read from <i>Reality of Real Estate:</i> <ul style="list-style-type: none"> ○ Chapter 4, “Conditions, Contingencies, and Other Qualifications” • Quizzes: 4.1 • Written Assignments: 4.1, 4.2 • Paralegal Student Portfolio Project: Part 4
5— Title Searches and Insurance	<ul style="list-style-type: none"> • Read from <i>Reality of Real Estate:</i> <ul style="list-style-type: none"> ○ Chapter 5, “Title Abstraction” • Quizzes: 5.1 • Written Assignments: 5.1 • Paralegal Student Portfolio Project: Part 5 • Paralegal Student Portfolio Project: Part 6
6— Deeds	<ul style="list-style-type: none"> • Read from <i>Reality of Real Estate:</i> <ul style="list-style-type: none"> ○ Chapter 6, “Nature of a Deed” • Written Assignments: 6.1 • Research Assignments: 6.1 • Paralegal Student Portfolio Project: Part 7
7— Mortgages	<ul style="list-style-type: none"> • Read from <i>Reality of Real Estate:</i> <ul style="list-style-type: none"> ○ Chapter 7, “Mortgages” • Written Assignments: 7.1 • Student Paralegal Portfolio Project: Part 8 • Student Paralegal Portfolio Project: Part 9
8— Closing Preparations, Documentation, and Procedures	<ul style="list-style-type: none"> • Read from <i>Reality of Real Estate:</i> <ul style="list-style-type: none"> ○ Chapter 8, “Closing and Settlement” • Written Assignments: 8.1 • Research Assignments: 8.1 • Paralegal Student Portfolio Project: Part 10
9— Leases	<ul style="list-style-type: none"> • Read from <i>Reality of Real Estate:</i> <ul style="list-style-type: none"> ○ Chapter 9, “Leases in the Real Estate Transaction” • Quizzes: 9.1 • Written Assignments: 9.1, 9.2 • Research Assignments: 9.1

Unit	Activities
10— Foreclosure	<ul style="list-style-type: none"> • Read from <i>Reality of Real Estate</i>: <ul style="list-style-type: none"> ○ Chapter 11, “Foreclosure” • Quizzes: 10.1 • Written Assignments: 10.1 • Research Assignments: 10.1
11— Course Review and Final Exam	<ul style="list-style-type: none"> • Final Exam

Instructional Methods

The Real Estate Law course incorporates a variety of teaching methods designed to prepare you to successfully meet the course objectives defined in this course. Various methods used to enhance the learning process include lectures, collaborative learning options, media, traditional and Internet legal research, and document study and preparation. Your progress will be regularly assessed using assignments, quizzes, document production, and legal research papers, as well as a final exam. In addition, throughout the quarter you will work on a project to add to your Paralegal Student Portfolio.

Instructional Materials and References

Student Textbook Package

Nemeth, C. P. (2011). *Reality of real estate* (3rd ed.). Upper Saddle River, NJ: Prentice Hall.

References

ITT Tech Virtual Library

Log on to the ITT Tech Virtual Library at <http://www.library.itt-tech.edu/> to access online books, journals, and other reference resources selected to support ITT Tech curricula.

Books

You may click “Books” or use the Library Catalog on the home page to find the following book.

- NetLibrary
Elias, Steven, and Susan Levinkind, *How to Find and Understand the Law*. 14th ed. Berkley, CA: Nolo, 2007.

Periodicals

You may click “Periodicals” or use the E-Journal Lookup on the home page to find the following periodical.

- LexisNexis Academic
Organized into five categories, this extensive legal database includes legal cases, articles from legal newspapers, and magazines, and Shepard’s citation tool. This site also includes the Uniform Probate Code (UPC).

School of Study

You may click on School of Study> School of Criminal Justice> Recommended Links to find the following Web resources.

- Law> American Law Sources Online
This site contains a compilation of links to freely accessible online sources of law for the United States, Canada, and Mexico.
- Law> FindLaw
This site provides a comprehensive set of legal resources for professionals, businesses, and individuals. These resources include Web search utilities, cases, and codes, legal news, informational articles, and more.
- Law> Legal Information Institute
Maintained by the Cornell Law School, this site provides information on legal topics and links to state and federal law and court decisions.
- Paralegal> Harvard Law School: Research Guides
This site is prepared by the Harvard Law School Library and provides guides on a variety of legal topics.
- Paralegal>LLRX.com
This site offers articles about research as well as a database of state and federal court rules, forms, and dockets.

Other References

The following resources may be found **outside** of the ITT Tech Virtual Library.

Web sites

- U.S. Department of Housing and Urban Development
http://portal.hud.gov/portal/page/portal/HUD/program_offices/fair_housing_equal_opp (accessed 4/12/10)
This site contains federal government reports and information on housing policy and programs, building technology, economic development, and urban planning.
- U.S. Department of Housing and Urban Development
<http://portal.hud.gov/portal/page/portal/HUD/states> (accessed 4/12/10)
This is the portal for state-specific information for the U.S. Department of Housing and Urban Development.

All links to Web references outside of the ITT Tech Virtual Library are always subject to change without prior notice.

Course Evaluation and Grading

Evaluation Criteria Table

The final grades will be based on the following categories:

CATEGORY	WEIGHT
Quizzes	10%
Research Assignments	20%
Written Assignments	20%
Paralegal Student Portfolio Project	25%
Final Exam	25%
Total	100%

Note: Students are responsible for abiding by the Plagiarism Policy.

Grade Conversion Table

The final grades will be calculated from the percentages earned in the course, as follows:

A	90–100%	4.0
B+	85–89%	3.5
B	80–84%	3.0
C+	75–79%	2.5
C	70–74%	2.0
D+	65–69%	1.5
D	60–64%	1.0
F	<60%	0.0

(End of Syllabus)