COLLIN COUNTY COMMUNITY COLLEGE DISTRICT  
DIVISION OF BUSINESS, INFORMATION & ENGINEERING TECHNOLOGIES  

COURSE SYLLABUS  

COURSE NUMBER:    RELE 2301  
SECTION:          
COURSE TITLE:     LAW OF AGENCY  
CREDIT HOURS:    3  LECTURE HOURS:  3  
PREREQUISITES:   NONE  
COREQUISITES:    NONE  
COURSE DELIVERY METHOD:  Lecture  

INSTRUCTOR INFORMATION:  
Instructor:  
Office:  
Office hours:  
Phone:  
E-mail:  
Other contact information:  Always try to contact your instructor first.  
Department Chair:  972 985-3709  
Division Office:  972 377-1731  

CLASS INFORMATION:  
Meeting times:  
Location:  
Last day to withdraw:  

TEXTBOOK:  

SUPPLIES:  
Note taking material  
Calculator (The instructor will teach from a Texas Instruments Business Analyst II)
MEASURABLE STUDENT LEARNING OUTCOMES:

After successful completion of this course, the student should be able to:

1.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE PRINCIPLES OF AGENCY.
   1.1 Define the term “agent” and describe the nature of the relationship between the agent and the principal.
   1.2 List and describe the parties to an agency agreement.
   1.3 Distinguish between express and implied authority.
   1.4 Explain how the agency relationship can be created.
   1.5 Distinguish between universal, general and special agency.
   1.6 Explain the duties owed by the agent to the principal.
   1.7 Explain the duties owed by the agent to third parties.
   1.8 List the ways in which the agency relationship can be terminated.
   1.9 Discuss the assignability of agency.
   1.10 Distinguish between “renunciation” and “revocation” of authority.
   1.11 State the minimum level of service that may be offered by an agent in Texas.

2.0 DEMONSTRATE A WORKING KNOWLEDGE OF AGENCY RELATIONSHIPS IN A REAL ESTATE TRANSACTION.
   2.1 Define and explain the differences between single agency, dual agency, and intermediary status.
   2.2 State the requirements to create the Intermediary relationship.
   2.3 Describe and distinguish the level of service that a licensee should give to a principal and to a customer and in an intermediary situation, with and without appointments.
   2.4 State the current status of dual agency in a real estate transaction.
   2.5 Discuss sub agency and how it works and the liability of the principal for the agent and the subagent.

3.0 DEMONSTRATE A WORKING KNOWLEDGE OF LISTING AGREEMENTS.
   3.1 Distinguish between an open listing, an exclusive agency listing and an exclusive right to sell listing.
   3.2 Discuss the hazards of a net listing.
   3.3 Discuss the elements of a listing agreement.
   3.4 State the TRELA requirements for collecting a commission.
   3.5 Distinguish between when a commission is earned and when it is payable.

4.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE RELATIONSHIP BETWEEN A BROKER AND A SALESPERSON.
   4.1 Explain the difference between a broker and a salesperson.
   4.2 Distinguish between an employee and an independent contractor.
4.3 Explain who may receive a commission in Texas and with whom a licensee may split a commission.
4.4 Recognize advertising that complies with the TREC rules.

5.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE PROPERTY CONDITION DISCLOSURE REQUIREMENTS AND THE TEXAS DECEPTIVE TRADE PRACTICES ACT.
5.1 Distinguish between misrepresentation and fraud.
5.2 Define a “latent” defect and a “patent” defect.
5.3 Explain what constitutes a violation of the Texas Deceptive Trade Practices Act and give examples of violations.
5.4 Discuss the remedies for violation of the DTPA.
5.5 State the TRELA requirements in regard to fraud and misrepresentation.
5.6 Discuss the agent’s professional opinion exception to the DTPA.
5.7 State when the Seller’s Disclosure of Property Condition must be used in a real estate transaction and the exceptions to its use.
5.8 Explain the consequences for failure to provide the Seller’s Disclosure of Property Condition when it is required.

6.0 DEMONSTRATE A WORKING KNOWLEDGE OF THE PROPER DISCLOSURE OF REPRESENTATION AND OF THE USE OF THE INFORMATION ABOUT BROKERS SERVICES.
6.1 Discuss when, what and how a licensee should disclose his/her representation in a real estate transaction.
6.2 State the purpose of the Information About Brokers Services.
6.3 State when the IBS should be given and how it should be given.
6.4 State the exceptions to having to give the IBS.

7.0 DEMONSTRATE A WORKING KNOWLEDGE OF TECHNOLOGY APPLICABLE TO REAL ESTATE MATTERS.
7.1 Locate information on the Texas Real Estate Commission web site.
7.2 Locate information on the Real Estate Center web site.
7.3 Locate and use various websites giving real estate information to the consumer.
7.4 Locate and use various real estate brokerage companies web sites.

COURSE REQUIREMENTS:

In order to receive a passing grade you must do all of the following:
1. Take final exam and achieve a minimum grade of 420 points.
2. Complete attendance requirements.
3. Achieve a minimum of 600 points.
METHOD OF EVALUATION:

The grading scale is based on the total points earned.

<table>
<thead>
<tr>
<th>POINTS REQUIRED FOR GRADE</th>
<th>TOTAL POSSIBLE POINTS</th>
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</thead>
<tbody>
<tr>
<td>A  =90% = 900-1000</td>
<td>Quizzes 400</td>
</tr>
<tr>
<td>B  =80% = 800-899</td>
<td>Final Exam 600</td>
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<tr>
<td>C  =70% = 700-799</td>
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</tr>
<tr>
<td>D  =60% = 600-699</td>
<td>Total 1000</td>
</tr>
</tbody>
</table>

1000 points will be used for the base.

QUIZZES:

Four quizzes worth 100 points each will be given. **THERE WILL BE NO MAKEUP QUIZZES.** Instructors may, at their option, give a 5th quiz and allow the student to drop their lowest grade.

FINAL EXAM:

The final exam will be comprehensive in nature. The final exam will be a major factor in the student's grade and will be worth a maximum of 600 points. **The student must receive a minimum of 420 points on the final in order to pass the course, regardless of the total points earned.**

RESEARCH PROJECT:

A written or oral research project may receive up to a maximum of 100 points of extra credit. The project and method of presentation must be approved by the instructor. The project must include at least three sources (printed, interview, video, etc.) for the information presented and must be in addition to the required textbook. These sources must be identified (on a separate page from the report) in such a manner that the instructor can readily locate the source. For example a newspaper source should listed as the paper, section, page and date; an interview should give the person's name, position or occupation, company, address and telephone number; a book should be listed by the title, publisher, date, chapter and page.

A written project must be typed, double spaced, and be no less than 3 full pages of substantive material exclusive of title pages, bibliography, indexes, etc. An oral project should be a presentation between ten to twenty minutes in length and must include a written, one-page outline of the material and a list of the material and a list of the sources as set forth above. The same project may not be used for more than one class. This is to be your original work; plagiarism / copying is not acceptable. Failure to adhere to these requirements will result in less full credit or no credit for the project.
ATTENDANCE POLICY:

A maximum of two class sessions (cumulative maximum of 8 hours) may be missed. Arriving late or leaving early will be counted against the allowable 8 hours. If you have missed more than 2 class sessions or 8 hours total you will receive a failing grade for the course.

You are responsible for finding out the materials missed and you must select a classmate to advise you of the materials you missed, any changes in schedule and to collect materials for you for the days that you are late or absent.

Withdrawing from a course is a formal procedure which must be done by the date stated on the first page. This must be done by the student. The instructor cannot do it for you. If you simply stop attending you will receive a failing grade for the course.

The last day to withdraw from this course is stated on the front page. Religious Holy Days: please refer to the current Collin Student Handbook.

ADA STATEMENT:

It is the policy of Collin County Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD:972.881.5950) in a timely manner to arrange for appropriate accommodations.

ACADEMIC ETHICS:

The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one’s own work material that is not one’s own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher’s editions, and/or falsifying academic records.

Plagiarism is the use of an author’s words or ideas as if they were one’s own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else’s work for assignments as if it were one’s own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student;
providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

CLASSROOM CONDUCT:

Any form of disruptive behavior or scholastic dishonesty, will not be tolerated and may result in loss of credit or further appropriate action. Cellular phones and pagers are to be in silent mode during class and their use is not permitted while class is in session.

NOTE: A generic copy of this syllabus is available in the division office and on the college web site at: http://iws.ccccd.edu/syllabus
## AGENCY – FIVE WEEK SCHEDULE
### TENTATIVE OUTLINE, SCHEDULE & QUizzes

<table>
<thead>
<tr>
<th>SESSION</th>
<th>CHAPTER</th>
<th>SUBJECT</th>
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</table>
| 1       |         | Introduction to Course  
Syllabus Review |
| 2       | 1       | Agency Concepts  
2       | Basic Agency Relationships & Duties |
| 3       | 4       | Creation & Termination of Agency |
| 4       | 8 & App. B | Representing More Than One Party  
9       | Single Agency |
| 5       | 10 & App. B | Clarifying Agency Relationships  
11       | Employment Issues |
| 6       | 5       | Seller Agency (Listings)  
6       | Buyer Agency  
7       | Sub-Agency |
| 7       | 3       | Disclosure & Duties to Third Parties |
| 8       | 12      | Texas Deceptive Trade Practices Act  
13       | Putting it All Together |
| 9       |         | Open session – as per class needs |
| 10      |         | Final Exam |

The quizzes cover the assigned Chapter(s), designated lecture material, and any class handouts.

The schedule denotes the sequence in which materials will be presented and the **approximate** sessions in which they will be presented. The instructor may modify this schedule to meet class needs. **You must select a class mate to keep you advised of any changes and to collect materials for you for the days your are late or absent from class.**
# AGENCY – WEEKEND SCHEDULE

**TENTATIVE OUTLINE, SCHEDULE & QUIZZES**

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<td><strong>Introduction to Course</strong>&lt;br&gt;Syllabus Review</td>
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<td>13</td>
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</tbody>
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**QUIZ 5**

**PAPERS OR OUTLINES DUE**

<table>
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<tr>
<th>9</th>
<th>Review</th>
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<tr>
<td></td>
<td><strong>FINAL EXAM</strong></td>
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