

RE250 : Escrow I

General Information

Author:	<ul style="list-style-type: none">Michael ScottTaber, ColleenHuber, Walter
Attachments:	DE Addendum_RE_250 COR_10_24_2020 CoDE_09_26_2023.pdf
Course Code (CB01) :	RE250
Course Title (CB02) :	Escrow I
Department:	RE
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0511.10) Escrow
CIP Code:	(52.1501) Real Estate.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000312667
Curriculum Committee Approval Date:	06/12/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	06/12/2024
Course Description and Course Note:	RE 250 is an introduction to the terminology, legal aspects, and process in the escrow function (taking, processing, and closing of escrow) in real estate transactions.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Credit
Mode of Delivery:	
Author:	Taber, Colleen Huber, Walter
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Real Estate
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grading Basis
Course is not a basic skills course.	Course is not a special class.	<ul style="list-style-type: none">Grade with Pass / No-Pass Option

Allow Students to Gain Credit by Exam/Challenge

Pre-Collegiate Level (CB21)

Not applicable.

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0
Total	54
Course Out-of-Class Hours	
Lecture	108

Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

RE101 - Real Estate Principles (in-development)

Objectives

- Differentiate between various methods of holding title to real property.
- Recognize the laws of contracts and agency as they relate to the real estate profession.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction

Demonstrations

Methods of Instruction

Laboratory

Methods of Instruction

Lecture

Methods of Instruction

Guest Speakers

Out of Class Assignments

None

Methods of Evaluation

Rationale

Exam/Quiz/Test

Chapter quizzes

Project/Portfolio

Projects (e.g. completion of Title/Escrow Settlement Sheet-Exchange, Grant Deeds, Title Orders, and other escrow forms)

Activity (answering journal prompt, group activity)

Online activities (e.g. discussion boards, research on required insurance and filed liens, real estate organization Web sites, etc.)

Exam/Quiz/Test

Midterm examination (multiple choice, true-false, short answer fill-ins)

Exam/Quiz/Test

Final examination (multiple choice, short essay, form completions)

Textbook Rationale

No Value

Textbooks

Author

Title

Publisher

Date

ISBN

Huber, Walter R

Escrow I An Introduction

Covina:
Educational
Textbook
Company

2020

978-1626-844-37-
7

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Explain the benefits of using the services of a transaction coordinator in the escrow process.

Describe the differences between escrow holders' relationship with principals vs. agents

Identify the different types of property ownership.

Define the duties of the beneficiary, trustor and trustee.

SLOs

Explain the function of escrow companies.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
<i>RE</i> Real Estate Broker - A.S. Degree Major	Develop a clear action plan to launch a successful real estate career upon graduation. Meet the requirements necessary to take and pass the California Department of Real Estate Broker's licensing exam.
<i>RE</i> Real Estate Broker - Certificate	Develop a clear action plan to launch a successful real estate career upon graduation. Meet the requirements necessary to take and pass the California Department of Real Estate Broker's licensing exam.
<i>RE</i> Real Estate Appraisal - A.S. Degree Major	apply the basic principles and procedures used in valuing residential properties. They will be able to choose the appropriate method to determine value for a specific property, estimate gross income and calculate expenses for income producing property and meet Appraisal Qualifications Board (AQB) licensing requirements for filling out forms and completing the URAR form.
<i>RE</i> Real Estate Appraisal - Certificate	apply the basic principles and procedures used in valuing residential properties. They will be able to choose the appropriate method to determine value for a specific property, estimate gross income and calculate expenses for income producing property and meet Appraisal Qualifications Board (AQB) licensing requirements for filling out forms and completing the URAR form.

Describe and successfully execute the different stages of the escrow process.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

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Explain in general terms the parties to an escrow and what should be expected of them. Expected Outcome Performance: 70.0

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Illustrate in general terms what monies are involved in a cash sale of real estate with an assumed loan. Expected Outcome Performance: 70.0

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Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Introduction to Escrow (3 hours)

Role of the Escrow (6 hours)

Opening and Taking an Escrow (6 hours)

Processing the Escrow (18 hours)

Closing the Escrow (9 hours)

Sale Escrow – Cash Sale with Loan Assume (9 hours)

Sale Escrow – Trust Deed Back to Seller (3 hours)

Total hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value