



TREC Broker Responsibility Syllabus

Course Hours: 6

Instructional Mode

Distance Education

Textbooks / Learning Resources

TREC Broker Responsibility 3.0, Texas A&M University Real Estate Center

Course Description

Laws and rules discussed in the textbook have been excerpted, summarized, or abbreviated. For a complete understanding and discussion, consult a full version of any pertinent law. Information in this textbook can change periodically and is presented with the understanding that the authors and instructors are not engaged in rendering legal, accounting, or other professional advice. The services of a competent professional with suitable expertise should be sought.

Grading/Evaluation Policy

Performance is measured by successful completion of online lesson exercises, quizzes, and examinations. To successfully complete this course, students must complete: 4 units including all reading and exercises, and successfully participate in 4 discussion boards, pass 4 unit exams and a Final Exam. A minimum passing score of 70% or better is required on all assignments. Assignments with scores below 70% must be retaken until the score meets or exceeds 70%. If you do not pass the final exam, you are allowed to retake it.

Course Outline and Grading Criteria

Chapter Title	Minutes	Assignment Title	Points Possible	Required to Pass
1: Introduction and Scope of Activities and Authorization	115	Exam	10	7
		Discussion	10	7
2: Fiduciary Responsibility and Trust Funds	65	Exam	10	7
		Discussion	10	7
3: Property Management, Licensed Supervisor, Advertising, and Recording Keeping Requirements	60	Exam	10	7
		Discussion	10	7
4: Written Policies, Broker's Duties, Business Entity Requirements, and Complaints	60	Exam	10	7
		Discussion	10	7
Final Exam		Multiple-Choice	24	17
Total	300		64	45

Student Integrity and Academic Honesty Policy

Allied Schools strives to encourage a spirit of honesty and integrity. This policy was created to foster a climate that promotes the most stringent academic standards. Violations of this policy will be dealt with using fair and consistent methods. Committing one or more of the following actions is considered unacceptable and constitutes a violation of this policy:

- Intentionally using or attempting to use unauthorized materials in any academic exercise;
- Intentionally aiding or attempting to aid another student to commit any act of academic dishonesty;
- Bribing or attempting to bribe, or making threats against any individual, with the intention of affecting a grade or an evaluation of academic performance;
- Falsifying any documents;
- Accessing the institution's computer systems or files without proper authorization.

Contact Information

Help Ticket: www.alliedschools.com/support.shtml

Instructional Support Toll Free: 888-751-2303

Student Services Toll Free: 888-925-4282

International: 949-707-5044

Fax: 800-898-9188

Hours: Monday - Friday, 7:00 a.m. to 6:00 p.m. PST



TREC Broker Responsibility **Syllabus**

Course Objectives

After completing this course, you will be able to:

1. Understand purpose of course.
2. Recall sources for broker regulations and standards.
3. Outline TREC Rules §535.2 Broker Responsibility.
4. Create written scope of authorized activities for sponsored salespersons.
5. Advise sponsored salespersons of scope of authorized activities.
6. Assure sponsored salespersons are competent to conduct authorized activities.
7. Recall definitions of common real estate terms.
8. Outline agent's duties to the principal.
9. Recall grounds for suspension or revocation of a license.
10. Recall definitions for "trust money" and "trust account."
11. Describe correct procedure for acceptance of trust money.
12. Explain trust account requirements.
13. Summarize correct procedures for disbursement of trust money.
14. Differentiate leasing agent and property management responsibilities.
15. Paraphrase landlord requirements under property code.
16. Compare responsibility of licensed supervisor to sponsoring broker.
17. Create user account and explore relationship management tool.
18. Demonstrate correct use of relationship management tool.
19. Define "advertisement."
20. Apply advertising rules to current practice.
21. Evaluate sample ads for advertising rules violations.
22. Recall categories of records to be maintained for 4 years.
23. Distinguish personal information for record keeping purposes.
24. Appraise current policy to ensure it meets requirements discussed in chapter.
25. Recall written policies and procedures required by TREC rules.
26. Create a written policy that complies with TREC rules.
27. Select optional policies that might enhance the broker's policies based on that broker's specific practice.
28. Explain and justify a response policy to a sponsored salesperson.
29. Recall minimum services requirements.
30. Define "designated broker" and "business entity."
31. Choose correctly who can be a designated broker for a business entity.
32. Determine need for E&O policy.
33. Recall TREC rules for assumed names.
34. Recall types of complaints handled by TREC.
35. Summarize types and number of TREC complaints.