

# Real Estate Mississippi Curriculum Framework

Note: Community colleges considering offering this pathway are encouraged to notify the MS Board of Real Estate for acknowledgement and confirm the courses will qualify a student to take the exam PRIOR to enrolling students (pending completion of the process and meeting all criteria by the MS Board of Real Estate)

**Program CIP: 52.1501 – Real Estate Technology**

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## ADOPTION OF NATIONAL CERTIFICATION STANDARDS

Students will be assessed using the Mississippi real estate salesperson licensing examination.

Mississippi state laws stipulate that a person may not act as a real estate salesperson or broker without first obtaining a license issued by the Mississippi Real Estate Commission (MREC, 2012). To be licensed, candidates must pass an examination to confirm attainment of at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations relating to real estate. The MREC's *Real Estate Salesperson and Broker Examination Candidate Information Bulletin* provided information about the examination and was instrumental in developing the framework for this curriculum. The *National Association of Realtors* (NAR) was especially useful in providing insight into trends and issues in the field. Articles, books, Web sites, and other materials listed in Appendix A of the curriculum were also considered during the development process. In addition, industry leaders and college instructors throughout the state were asked to provide input related to the development of the curriculum framework.

# INDUSTRY JOB PROJECTION DATA

The Real Estate Technology (CIP: 52.1501) require Bachelor's Degree or Postsecondary Career and Technical Award or Work Experience in Related Field. There is expected to be a 4.27% increase at the state level. Median annual income for this occupation is \$38,300.85 at the state level. A summary of occupational data from the State Workforce Investment Board Data Center is displayed below:

**Table 1: Education Level**

Program Occupations	Education Level
Property, Real Estate, and Community Association Managers	Bachelor's Degree
Appraisers, Real Estate	Postsecondary Career and Technical Award
Real Estate Brokers	Work Experience in Related Field
Real Estate Sales Agents	Postsecondary Career and Technical Award

**Table 2: Occupational Overview**

	Region	State	United States
2016 Occupational Jobs	2,457	2,457	436,820
2026 Occupational Jobs	2,562	2,562	473,998
Total Change	105	105	37,178
Total % Change	4.27%	4.27%	8.51%
2016 Median Hourly Earnings	\$18.41	\$18.41	\$25.04
2016 Median Annual Earnings	\$38,300.85	\$38,300.85	\$52,078.18
Annual Openings	11	11	3,718

**Table 3: Occupational Breakdown**

Description	2016 Jobs	2026 Jobs	Annual Openings	2016 Hourly Earnings	2016 Annual Earnings 2,080 Work Hours
Property, Real Estate, and Community Association Managers	1,119	1,215	10	\$17.93	\$37,294.40
Appraisers, Real Estate	370	375	1	\$18.21	\$37,876.80
Real Estate Brokers	166	166	0	\$21.41	\$44,532.80
Real Estate Sales Agents	802	806	0	\$17.55	\$36,504.00

**Table 4: Occupational Change**

<b>Description</b>	<b>Regional Change</b>	<b>Regional % Change</b>	<b>State % Change</b>	<b>National % Change</b>
Property, Real Estate, and Community Association Managers	96	8.58%	8.58%	16.17%
Appraisers, Real Estate	5	1.35%	1.35%	4.06%
Real Estate Brokers	0	0.00%	0.00%	0.52%
Real Estate Sales Agents	4	0.50%	0.50%	3.19%

## ARTICULATION

Articulation credit from secondary Marketing to postsecondary Real Estate Technology will be awarded upon implementation of this curriculum by the college. Courses to be articulated with the stipulation of passing the MS-CPAS2 according to the Mississippi Community College Board (MCCB) guidelines will be incorporated after the Articulated Courses are validated by Postsecondary CTE.

Articulation credit from Secondary Marketing – Marketing Career Pathway to Postsecondary Real Estate Technology is available upon implementation of this curriculum by the college. Secondary students who have completed the articulated 2-year Secondary Marketing – Marketing Career Pathway Courses may be awarded articulated college credit according to Mississippi Community College Board (MCCB) guidelines.

Articulated Secondary Course	Articulated Postsecondary Course
[S]– Marketing (CIP: 52.1801)	To be incorporated after Articulated Courses are Validated by Postsecondary CTE.

## TECHNICAL SKILLS ASSESSMENT

Colleges should report the following for students who complete the program with a career certificate, technical certificate, or an Associate of Applied Science Degrees for technical skills attainment. To use the approved Alternate Assessment for the following programs of study, colleges should provide a Letter of Notification to the Director of Career Technical Education at the MS Community College Board. Please see the following link for further instructions: <http://www.mccb.edu/wkfEdu/CTDefault.aspx>.

CIP Code	Program of Study	
52.1501	Real Estate Technology	
Level	Standard Assessment	Alternate Assessment
Career		
Level	Standard Assessment	Alternate Assessment
Technical/AAS	Mississippi Real Estate Commission Real Estate Salesperson and Broker Examination	

## ONLINE AND BLENDED LEARNING OPPORTUNITIES

Course content includes lecture and laboratory semester credit hours. Faculty members are encouraged to present lecture related content to students in an online or blended learning environment. Training related to online and blended learning will be available to faculty members through the MS Community College Board.



## RESEARCH ABSTRACT

In the spring of 2019, the Office of Curriculum and Instruction (OCI) met with the different industry members who made up the advisory committees for the Real Estate Technology program. An industry questionnaire was used to gather feedback concerning the trends and needs, both current and future, of their field. Program faculty, administrators, and industry members were consulted regarding industry workforce needs and trends. Industry advisory team members from the college involved with this program were asked to give input related to changes to be made to the curriculum framework.

## REVISION HISTORY:

2012 Research and Curriculum Unit, Mississippi State University  
2020 Mississippi Community College Board

## PROGRAM DESCRIPTION

Real Estate Technology is a program of study designed to provide specialized occupational instruction in all phases of real estate in order to prepare students for careers as real estate agents and brokers. A combination of classwork and practical experience is emphasized.

Note: Community colleges considering offering this pathway are encourage to notify the MS Board of Real Estate for acknowledgement and confirm the courses will quality a student to take the exam PRIOR to enrolling students ( pending completion of the process and meeting all criteria by the MS Board of Real Estate.) Real Estate Technology Accelerated Pathway Credential/15 hour certificate, Career certificate, Technical certificate and/or an Associate of Applied Science Degree.

## SUGGESTED COURSE SEQUENCE

### 15-Hour College Credit Certificate (Economic Development)

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
RET 2213	Principles of Economic and Community Development	3						*
RET 2313	Leadership Roles of Economic Development	3						
RET 2413	Land Use Planning in Economic Development	3						
RET 2513	Business Retention and Expansion	3						
RET 2613	Credit Analysis	3						
	Total	15						

\*This certificate meets the requirements to register for national certifications or advanced degrees in economic development

### 15-Hour Accelerated Pathway Certificate (Real Estate and Property Management)

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
RET 2713	Principles of Real Estate	3						**Mississippi Real Estate Examinations
RET 2733	Real Estate Sales	3						
RET 2723	Real Estate Law	3						
RET 2743	Real Estate Appraisal	3						
RET 2783	Residential Mortgage Lending	3						
	Total	15						

\*\*After students complete a minimum 6 hours of RET classes (recommended courses 2713, 2733, **and/or** 2723), they are eligible to take the MS Real Estate Sales Person exam (other MS Board of Real Estate Commission requirements may be required to complete the MS Board of Real Estate Commission process).

\*\*After students complete a minimum 12 hours of RET classes (recommend classes 2743 , 2783 **and/or** 2723) they are eligible to take the MS Real Estate Broker exam (other MS Board of Real Estate Commission requirements may be required to complete the MS Board of Real Estate Broker process).

Note: Community colleges considering offering this pathway are encourage to notify the MS Real Estate Commission for acknowledgement and confirm the courses will quality a student to take the exam PRIOR to enrolling students (pending completion of the process and meeting all criteria by the MS Real Estate Commission

**Career Certificate Required Courses (Real Estate and Property Management)**

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
MMT 1113	Principles of Marketing	3	3					**Mississippi Real Estate Examinations
MMT 2213	Principles of Management	3	3					
MMT 1313	Selling	3						
MMT 1323	Advertising	3						
RET 2713	Principles of Real Estate	3						
RET 2733	Real Estate Sales	3						
BAD 2413	Legal Environment of Business	3						
RET 2723	Real Estate Law	3						
	Instructor Approved Electives*	6						
	<b>TOTAL</b>	<b>30</b>						

\*For Property Management Emphasis, see elective list for details

\*\*After students complete a minimum 6 hours of RET classes (recommended courses 2713, 2733, **and/or** 2723), they are eligible to take the MS Real Estate Sales Person exam (other MS Board of Real Estate Commission requirements may be required to complete the MS Board of Real Estate Commission process).

\*\*After students complete a minimum 12 hours of RET classes (recommend classes 2743, 2783 **and/or** 2723) they are eligible to take the MS Real Estate Broker exam (other MS Board of Real Estate Commission requirements may be required to complete the MS Board of Real Estate Broker process).

Note: Community colleges considering offering this pathway are encouraged to notify the MS Real Estate Board MS Real Estate Commission for acknowledgement and confirm the courses will qualify a student to take the exam PRIOR to enrolling students (pending completion of the process and meeting all criteria by the MS Board of Real Estate) MS Real Estate Commission.

**Technical Certificate Required Courses (Real Estate and Property Management)**

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
ECO 2113	Principles of Macroeconomics	3						**Mississippi Real Estate Examinations
MMT 2233	Human Resource Management	3						
RET 2743	Real Estate Appraisal	3						
RET 2783	Residential Mortgage Lending	3						
	<b>TOTAL</b>	15						

\*\*After students complete a minimum 6 hours of RET classes (recommended courses 2713, 2733, **and/or** 2723), they are eligible to take the MS Real Estate Sales Person exam (other MS Board of Real Estate Commission requirements may be required to complete the MS Board of Real Estate Commission process).

\*\*After students complete a minimum 12 hours of RET classes (recommend classes 2743 ,2783 **and/or** 2723) they are eligible to take the MS Real Estate Broker exam (other MS Board of Real Estate Commission requirements may be required to complete the MS Board of Real Estate Broker process).

Note: Community colleges considering offering this pathway are encourage to notify the MS Real Estate Commission for acknowledgement and confirm the courses will quality a student to take the exam PRIOR to enrolling students ( pending completion of the process and meeting all criteria by MS Real Estate Commission.

## General Education Core Courses

To receive the Associate of Applied Science degree, a student must complete all of the required coursework found in the Career Certificate option, Technical certificate option, and a minimum of 15 semester hours of General Education core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or provided primarily within the last semester. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science degree at their college. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Section 9 Standard 3 of the *Principles of Accreditation: Foundations for Quality Enhancement*<sup>1</sup> describes the general education core.

Section 9 Standard 3:

3. The institution requires the successful completion of a general education component at the undergraduate level that
  - a) is based on a coherent rationale.
  - b) is a substantial component of each undergraduate degree program. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours of the equivalent; for baccalaureate programs, a minimum of 30 semester hours or the equivalent.
  - c) ensures breadth of knowledge. These credit hours include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. These courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.

<<<Add any additional general education standards as required for programmatic accreditation here and footnote below.>>>

## General Education Courses

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
	Humanities/Fine Arts	3						
	Social/Behavioral Sciences	3						
	Math/Science	3						
	Academic electives	6						
	<b>TOTAL</b>	<b>15</b>						

<sup>1</sup> Southern Association of Colleges and Schools Commission on Colleges. (2017). *The Principles of Accreditation: Foundations for Quality Enhancement*. Retrieved from <http://www.sacscoc.org/2017ProposedPrinc/Proposed%20Principles%20Adopted%20by%20BOT.pdf>

**Electives**

**Property Management**

			SCH Breakdown				Contact Hour Breakdown		
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Externship	Total Contact Hours	Lecture	Lab	Externship
<b>*For Real Estate Property Management Emphasis</b>									<b>3</b>
*RET 2413	Land Use Planning and Economic Development								
*RET 2813	Real Estate Property Management								
	All other electives approved by instructor per local community college policy								



# REAL ESTATE TECHNOLOGY COURSES

**Course Number and Name:**        **RET 2713**        **Principles of Real Estate**

**Description:**                                This course is designed to provide the student with an understanding of the basic principles and business fundamentals of real estate. The student will gain a working knowledge of real estate terminology and concepts in preparation for passing the licensing exam and /or for use in personal business.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

1. Explore the fundamentals of the real estate occupation
  - a. Describe the various occupations available in the real estate industry.
  - b. Identify real estate trade groups and organizations.
  - c. Discuss the role of ethics I the practice of real estate.
2. Explain licensing requirement and maintenance.
  - a. Discuss the role of the Mississippi Real Estate Commission.
  - b. Explain Mississippi state laws pertaining to acting as a real estate salesperson or broker.
  - c. Recall the examination and application process for obtaining a real estate license in the State of Mississippi.
  - d. Recognize topics that are on the Mississippi real estate broker and salesperson licensing exams.
  - e. Locate examination study materials.
3. Explore the nature of property acquisition and management.
  - a. Differentiate between real property and personal property.
  - b. Discuss real estate contracts and agreements of sale.
  - c. Explain methods of transfer.
  - d. Discuss the methods of estimating value and the appraisal process.

**\* Students are encouraged to go online and download the free MS RE Law book to cover more Real Estate Law as it relates to Mississippi.**

**Course Number and Name:**        **RET 2723**        **Real Estate Law**

**Description:**                                This course is designed to give students a general background in the laws of real property and real estate brokerage. .

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3		

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

1. Discuss financing and credit laws.
  - a. Explain the purpose of the following:
    - b. Truth in Lending Act
    - c. Real Estate Settlement Procedures Act (RESPA)
    - d. Equal Credit Opportunity
    - e. Mortgage Loan Disclosure
    - f. Seller Financing Disclosure
2. Discuss laws of agency.
  - a. Explain laws of agency.
  - b. Define terms associated with laws of agency.
  - c. Identify the possible agency relationships in a single transaction.
  - d. Identify responsibilities of agents.
  - e. Discuss creation and disclosure of agency and agency agreements.
  - f. Discuss termination of agency.
  - g. Identify material facts related to public controls, statutes, or public utilities.
3. Discuss contract law.
  - a. Identify requirements for validity.
  - b. Identify types of invalid contracts.
  - c. Differentiate between preformed and discharged contracts.
  - d. Define assignment and novation.
  - e. Explain breach of contract and remedies for breach.
  - f. Identify the types of contract clauses.
4. Discuss fair housing laws.
  - a. Identify protected classes.
  - b. Explain covered transactions.
  - c. Describe specific laws and their effects.
  - d. Identify exceptions.
  - e. Explain compliance.
  - f. Describe types of violations and enforcement.
  - g. Identify fair housing issues in advertising.
5. Discuss antitrust laws.
  - a. Identify antitrust laws.
  - b. Explain the purpose of antitrust laws.

**\*Students are encouraged to go online and download the free MS RE Law book to cover more Real Estate Law as it relates to Mississippi.**

**Course Number and Name:**        **RET 2783     Residential Mortgage Lending**

**Description:**                        This course provides an up-to-date survey of the rapidly changing field of residential mortgage lending.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3		

**Prerequisite:**                        Instructor approved

**Student Learning Outcomes:**

1. Discuss the mortgage loan origination process.
  - a. Explain documents used in each step of the mortgage loan origination process.
  - b. Define terms used in the mortgage loan origination process.
2. Discuss government regulations and compliance issues associated with residential mortgage lending.
  - a. Identify government regulations and compliance issues associated with residential mortgage lending.
  - b. Discuss government regulations and compliance issues as they pertain to lending personnel.
  - c. Discuss USDA Rural Housing
3. Discuss construction financing for residential properties and land development loans.
  - a. Explain the pros and cons of residential construction loans.
4. Demonstrate basic formulas used in real estate investment analysis.
  - a. Calculate basic formulas used in real estate investment analysis.

**Course Number and Name:** RET 2733 Real Estate Sales

**Description:** A study of the methods and techniques employed by real estate salespersons and brokers in the sale and promotion of real estate.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3		

**Prerequisite:** Instructor approved

**Student Learning Outcomes:**

1. Discuss the professional responsibilities and ethical standards that real estate brokers and salespersons are expected to uphold.
  - a. Indicate the broker/salesperson’s duty to clients and customers, the public, and other realtors.
  - b. Interpret consumer protection laws.
  - c. Identify and understand property disclosure documents.
2. Discuss characteristics of the real estate business.
  - a. Identify potential areas of specialization with the real estate industry.
  - b. Analyze factors and trends that influence real estate markets.
3. Discuss real estate marketing.
  - a. Identify the four P’s of marketing.
  - b. Develop a marketing strategy.
  - c. Prepare a budget for a marketing strategy.
  - d. Design effective marketing material.
  - e. Categorize prospects based on buying potential.
  - f. Identify legal issues in social media.
  - g. Identify the various types of buyers.
  - h. Identify trends in marketing strategies using existing and emerging technology.
4. Discuss sales techniques for real estate brokers and salespersons.
  - a. Identify ways to retain clients.
  - b. Identify ways to increase sales.
  - c. Distinguish between residential and commercial real estate sales techniques.
5. Discuss the client/agent broker relationship.
  - a. Distinguish between client and customer relationships.
  - b. Differentiate between puffing, negative, misrepresentation, intentional, misrepresentation, and intentional nondisclosure.
  - c. Interpret real estate commission rules and regulations regarding client/agent broker relationships.

**Course Number and Name:**      **RET 2743**              **Principals of Real Estate Appraisal**

**Description:**                      A study of the methods, procedures, and evaluation techniques of appraising commercial and residential property under various conditions.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

**Prerequisite:**                      Instructor approved

**Student Learning Outcomes:**

1. Discuss value as it applies to the appraisal process.
  - a. Differentiate between market value and market price.
  - b. Indicate the characteristics of value.
  - c. Interpret the principles of value.
  - d. Identify factors affecting property value.
  - e. Discuss the subjectivity of the appraisal.
  - f. Discuss the emergent of new technology and techniques being used by financial institutions.
2. Discuss methods of estimating value in the appraisal process.
  - a. Estimate the value of the property using the following approaches:
    - Markey or sales comparison approach
    - Income approach
  - b. Define basic appraisal terminology
  - c. Determine when a certified appraisal is required.
  - d. Discuss and analyze the best appraisal and evaluation practice based on customer and lender needs.
3. Discuss competitive and comparative market analysis.
  - a. Select and adjust comparable.
  - b. Recognize factors to consider in a CMA
  - c. Contrast CMA and Broker Opinion of Value (BOV)
  - d. Calculate price per square foot.
  - e. Apply gross rent and gross income multipliers.
4. Discuss the various laws of real estate appraisal.

**Course Number and Name:**        **RET 2213**        **Principles of Economic and Community Development**

**Description:**                                This course focuses on the fundamental concepts, tools and practices needed to be successful in today’s complex economic environment.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

1. What is economic development
  - a. Economic development concepts and techniques
  - b. What is the difference between economic development and community development
2. Examining community needs from an economic development perspective
  - a. Economic development marketing techniques
  - b. Community long-term and short-term planning for communities
  - c. What are business retention and expansion programs
  - d. What economic development global and recruitment programs
3. Economically developing various communities
  - a. Economic development strategies/techniques for rural communities
  - b. Economic development strategies/techniques for metropolitan communities

**Course Number and Name:**        **RET 2313**        **Leadership Roles of Economic Development**

**Description:**                                This course examines the role of community leaders and stakeholders who participate in the process of economic development at local, state, and federal levels.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

1. Leadership techniques for economic developers
  - a. Understanding the political hierarchy within a community
  - b. Knowing how leadership roles in economic development differ in rural and metropolitan communities
  - c. Staff management techniques for economic development directors
  - d. How to manage a budget
2. Understanding social organization and changes in the community
  - a. Using sociological principles in the analysis of community problems
  - b. Understanding the interaction of population characteristics within a community
  - c. How to identify/interact with different personalities of leaders / stakeholders in ac community with the aid of DISC profiling

**Course Number and Name:**        **RET 2413**        **Land Use Planning in Economic Development**

**Description:**                                The course provides the student with instruction in concepts and practices associated with real estate, planning, and law in economic development.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

1. Basic Real Estate Development Process
  - a. Market analysis, financial analysis, political feasibility study for residential and commercial real estate developments
  - b. Occupancy management and rate of real estate consumption analysis
2. What are the four primary types of residential and commercial development
  - a. Build to suit
  - b. Speculative development
  - c. Greenfield development
  - d. Redevelopment and reuse
3. Real estate development for residential and commercial real estate
  - a. History and implementation of New Market Tax Credits
  - b. History and Implementation of Historical Tax Credits
  - c. History and Implementation of Opportunity Zones
  - d. What are brownfield developments
  - e. Discuss what are mixed use residential and commercial development
  - f. What are zoning phases for residential and commercial real estate
4. Methods for structuring a deal
  - a. Front end assistance without government grants and financing options
  - b. Front end assistance with government grants and financing options



**Course Number and Name:**        **RET 2513**        **Business Retention and Expansion**

**Description:**                                This course covers the concepts and practices associated with and business retention and expansion, as well as identifying and development of workforce needs.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

1. What is Business Retention and Expansion (B R & E)
  - a. What are the impacts on the community – Business relocation, closing, and expansion
  - b. Stakeholders role in business retention and expansion
  - c. Economic developer’s practitioner’s role
  - d. Utility companies’ roles in business retention and expansion
  - e. Educational entities (community colleges) role in business retention and expansion
2. Creating a business B R & E program
  - a. Assessing a community through a SWOT analysis
  - b. Creating site opportunities – Up value and improved neighborhoods
  - c. Workforce development resources
  - d. Marketing strategies for business retention and expansion
3. Factors for a successful B R & E program
  - a. Community industry knowledge
  - b. Long-term planning and how to measure/success of a business retention program
  - c. Involvement of local government (public sector) and private sector involvement
4. Business visitation and surveying the needs of existing companies in a community
  - a. Models: Mail surveys and site visits
  - b. Using volunteers and using staff
  - c. Selecting when and how implement business need surveys

**Course Number and Name:**        **RET 2613**        **Credit Analysis**

**Description:**                                Topics include developing industrial sites, land use planning, financing tools such as tax increment financing and payments in-lieu of taxes (PILOTs), and incentives and resources to support real estate development.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

1. Business financing and finding new capital for businesses
  - a. Working Capital and how it is used
  - b. Fixed assets and how it is used
  - c. What is equity financing, venture capitalists, and traditional lenders
2. Financial statements examination
  - a. Analysis of balance sheets and income statements
  - b. What are liquidity ratios, debt ratios, measures of profitability, and forecast/pro-forma statements
  - c. Risk factor analysis – credit analysis and the security of those investments
3. What is the lending process
  - a. Structuring of a loan
  - b. Loan documentation and servicing
  - c. Evaluation techniques for lenders & economic development practitioners
4. Financing Development programs
  - a. Private development finance resources
  - b. Local & state financing tools
  - c. State financing programs – tax credits, foreign trade zone, Freeport, export loans/grants, and tech commercialization
  - d. Federal financing programs – SBA, EDA, HUD, and USDA
  - e. Community development financial institutions

**Course Number and Name:** WBL 191 (1-3) Work-Based Learning I

**Description:** A structured work-site learning experience in which the student, program area, teacher, work-based learning coordinator, and work-site supervisor or mentor develop and implement an educational training agreement. Designed to integrate the student's academic and technical skills in to a work environment. May include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Externship	Contact Hours
1-3		3-9	

**Prerequisite:** Instructor approved

**Student Learning Outcomes:**

1. Apply technical skills and related academic knowledge needed to be a viable member of the workforce.
  - a. Demonstrate technical skills necessary to complete job requirements.
  - b. Demonstrate academic skills necessary to complete job requirements.
  - c. Perform tasks detailed in an educational training agreement at the work setting.
2. Apply general workplace skills to include positive work habits necessary for successful employment.
  - a. Demonstrate appropriate human relationship skills in the work setting, including conflict resolution.
  - b. Utilize time, materials, and resource management skills.
  - c. Use critical thinking skills such as problem solving, decision making, and reasoning.
  - d. Acquire, evaluate, organize, maintain, interpret, and communicate information.

**Course Number and Name:**        **WBL 192 (1-3)    Work-Based Learning II**

**Description:**                                A structured work-site learning experience in which the student, program area, teacher, work-based learning coordinator, and work-site supervisor or mentor develop and implement an educational training agreement. Designed to integrate the student’s academic and technical skills in to a work environment. May include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Externship	Contact Hours
1-3		3-9	120

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

1. Apply technical skills and related academic knowledge needed to be a viable member of the workforce.
  - a. Demonstrate technical skills necessary to complete job requirements.
  - b. Demonstrate academic skills necessary to complete job requirements.
  - c. Perform tasks detailed in an educational training agreement at the work setting.
2. Apply general workplace skills to include positive work habits necessary for successful employment.
  - a. Demonstrate appropriate human relationship skills in the work setting, including conflict resolution.
  - b. Utilize time, materials, and resource management skills.
  - c. Use critical thinking skills such as problem solving, decision making, and reasoning.
  - d. Acquire, evaluate, organize, maintain, interpret, and communicate information.

**Course Number and Name:**        **WBL 193 (1-3)    Work-Based Learning III**

**Description:**                                A structured work-site learning experience in which the student, program area, teacher, work-based learning coordinator, and work-site supervisor or mentor develop and implement an educational training agreement. Designed to integrate the student’s academic and technical skills in to a work environment. May include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Externship	Contact Hours
1-3		3-9	120

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

1. Apply technical skills and related academic knowledge needed to be a viable member of the workforce.
  - a. Demonstrate technical skills necessary to complete job requirements.
  - b. Demonstrate academic skills necessary to complete job requirements.
  - c. Perform tasks detailed in an educational training agreement at the work setting.
2. Apply general workplace skills to include positive work habits necessary for successful employment.
  - a. Demonstrate appropriate human relationship skills in the work setting, including conflict resolution.
  - b. Utilize time, materials, and resource management skills.
  - c. Use critical thinking skills such as problem solving, decision making, and reasoning.
  - d. Acquire, evaluate, organize, maintain, interpret, and communicate information.

**Course Number and Name:**        **WBL 291 (1-3)    Work-Based Learning V**

**Description:**                                A structured work-site learning experience in which the student, program area, teacher, work-based learning coordinator, and work-site supervisor or mentor develop and implement an educational training agreement. Designed to integrate the student’s academic and technical skills in to a work environment. May include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Externship	Contact Hours
1-3		3-9	120

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

1. Apply technical skills and related academic knowledge needed to be a viable member of the workforce.
  - a. Demonstrate technical skills necessary to complete job requirements.
  - b. Demonstrate academic skills necessary to complete job requirements.
  - c. Perform tasks detailed in an educational training agreement at the work setting.
2. Apply general workplace skills to include positive work habits necessary for successful employment.
  - a. Demonstrate appropriate human relationship skills in the work setting, including conflict resolution.
  - b. Utilize time, materials, and resource management skills.
  - c. Use critical thinking skills such as problem solving, decision making, and reasoning.
  - d. Acquire, evaluate, organize, maintain, interpret, and communicate information.

**Course Number and Name:**        **WBL 292 (1-3)    Work-Based Learning V**

**Description:**                                A structured work-site learning experience in which the student, program area, teacher, work-based learning coordinator, and work-site supervisor or mentor develop and implement an educational training agreement. Designed to integrate the student’s academic and technical skills in to a work environment. May include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Externship	Contact Hours
1-3		3-9	120

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

1. Apply technical skills and related academic knowledge needed to be a viable member of the workforce.
  - a. Demonstrate technical skills necessary to complete job requirements.
  - b. Demonstrate academic skills necessary to complete job requirements.
  - c. Perform tasks detailed in an educational training agreement at the work setting.
2. Apply general workplace skills to include positive work habits necessary for successful employment.
  - a. Demonstrate appropriate human relationship skills in the work setting, including conflict resolution.
  - b. Utilize time, materials, and resource management skills.
  - c. Use critical thinking skills such as problem solving, decision making, and reasoning.
  - d. Acquire, evaluate, organize, maintain, interpret, and communicate information.

**Course Number and Name:**        **WBL 293 (1-3)    Work-Based Learning VI**

**Description:**                                A structured work-site learning experience in which the student, program area, teacher, work-based learning coordinator, and work-site supervisor or mentor develop and implement an educational training agreement. Designed to integrate the student’s academic and technical skills in to a work environment. May include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Externship	Contact Hours
1-3		3-9	120

**Prerequisite:**                                Instructor approved

**Student Learning Outcomes:**

- 3. Apply technical skills and related academic knowledge needed to be a viable member of the workforce.
  - d. Demonstrate technical skills necessary to complete job requirements.
  - e. Demonstrate academic skills necessary to complete job requirements.
  - f. Perform tasks detailed in an educational training agreement at the work setting.
- 4. Apply general workplace skills to include positive work habits necessary for successful employment.
  - e. Demonstrate appropriate human relationship skills in the work setting, including conflict resolution.
  - f. Utilize time, materials, and resource management skills.
  - g. Use critical thinking skills such as problem solving, decision making, and reasoning.
  - h. Acquire, evaluate, organize, maintain, interpret, and communicate information.



## **Appendix A: RECOMMENDED TOOLS AND EQUIPMENT**

### **CAPITALIZED ITEMS**

### **NON-CAPITALIZED ITEMS**

### **RECOMMENDED INSTRUCTIONAL AIDS**

1. DVD player and data projector
2. Computer with internet connection
3. Printer
4. Digital camera with movie capability

## Appendix B: Curriculum Definitions and Terms

- Course Name – A common name that will be used by all community colleges in reporting students
- Course Abbreviation – A common abbreviation that will be used by all community and junior colleges in reporting students
- Classification – Courses may be classified as the following:
  - Career Certificate Required Course – A required course for all students completing a career certificate.
  - Technical Certificate Required Course – A required course for all students completing a technical certificate.
  - Technical Elective – Elective courses that are available for colleges to offer to students.
- Description – A short narrative that includes the major purpose(s) of the course
- Prerequisites – A listing of any courses that must be taken prior to or on enrollment in the course
- Corequisites – A listing of courses that may be taken while enrolled in the course
- Student Learning Outcomes – A listing of the student outcomes (major concepts and performances) that will enable students to demonstrate mastery of these competencies

The following guidelines were used in developing the program(s) in this document and should be considered in compiling and revising course syllabi and daily lesson plans at the local level:

- The content of the courses in this document reflects approximately 75% of the time allocated to each course. The remaining 25% of each course should be developed at the local district level and may reflect the following:
  - Additional competencies and objectives within the course related to topics not found in the state framework, including activities related to specific needs of industries in the community college district
  - Activities that develop a higher level of mastery on the existing competencies and suggested objectives
  - Activities and instruction related to new technologies and concepts that were not prevalent at the time the current framework was developed or revised
  - Activities that include integration of academic and career–technical skills and course work, school-to-work transition activities, and articulation of secondary and postsecondary career–technical programs
  - Individualized learning activities, including work-site learning activities, to better prepare individuals in the courses for their chosen occupational areas
- Sequencing of the course within a program is left to the discretion of the local college. Naturally, foundation courses related to topics such as safety, tool and equipment usage, and other fundamental skills should be taught first. Other courses related to specific skill areas and related academics, however, may be sequenced to take advantage of seasonal and climatic conditions, resources located outside of the school, and other factors. Programs that offer an Associate of Applied Science Degree must include all of the required Career Certificate courses, Technical Certificate courses **AND** a minimum of 15 semester hours of General Education Core Courses. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester. Each community college specifies the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college.

- In order to provide flexibility within the districts, individual courses within a framework may be customized by doing the following:
  - Adding new student learning outcomes to complement the existing competencies and suggested objectives in the program framework
  - Revising or extending the student learning outcomes
  - Adjusting the semester credit hours of a course to be up 1 hour or down 1 hour (after informing the Mississippi Community College Board [MCCB] of the change)

**Appendix C: Textbook List**

<b>Recommended Electrical Technology Text Book List CIP: 52.1501- Real Estate Technology</b>		
<b>Book Title</b>	<b>Author (s)</b>	<b>ISBN</b>
MS RE Law online book		

**Appendix D: COURSE CROSSWALK**

<b>Course Crosswalk</b>					
<b>Real Estate Technology</b>					
<b>CIP 52.1501 - Real Estate Technology</b>					
<i>Note: Courses that have been added or changed in the 2017 curriculum are highlighted.</i>					
<b>Existing</b>			<b>Revised</b>		
<b>2012 MS Curriculum Framework</b>			<b>2019 MS Curriculum Framework</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Hours</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Hours</b>
BAD 2413	Legal Environment Business	3	BAD 2413	Legal Environment Business	3
ECO 2113	Principles of Macroeconomics	3	ECO 2113	Principles of Macroeconomics	3
MMT 1113	Principles of Marketing	3	MMT 1113	Principles of Marketing	3
MMT 2213	Principles of Management	3	MMT 2213	Principles of Management	3
MMT 1323	Advertising	3	MMT 1323	Advertising	3
MMT 2233	Human Resource Management	3	MMT 2233	Human Resource Management	3
RET 2713	Principles of Real Estate	3	RET 2713	Principles of Real Estate	3
RET 2723	Real Estate Law	3	RET 2723	Real Estate Law	3
RET 2733	Real Estate Sales	3	RET 2733	Real Estate Sales	3
RET 2743	Real Estate Appraisal	3	RET 2743	Real Estate Appraisal	3
RET 2783	Residential Mortgage Lending	3	RET 2783	Residential Mortgage Lending	3
			RET ****	Principles of Economic and Community Development	3
			RET ****	Leadership Roles of Economic Development	3
			RET ****	Land Use Planning in Economic Development	3
			RET ****	Business Retention and Expansion	3
			RET ****	Credit Analysis	3
			*RET #####	Land Use Planning and Economic Development	3
			*RET #####	Economic Development	3
				All other electives approved by instructor per local community college policy	