

**REAL ESTATE MORTGAGE LOAN BROKERING (RE 31)**  
ELCAMINO COLLEGE

Instructor: Dr. D. Grogan, MBA, GRI, CRS, CPM                      Phone: (310) 660-3593 x3786  
E-mail: [dgrogan@elcamino.edu](mailto:dgrogan@elcamino.edu)                      Office Hour: See Instructor homepage "Calendar"  
ElCamino: [www.elcamino.edu](http://www.elcamino.edu) "MyECC"                      Campus Office: Comm301J  
Homepage: <http://www.elcamino.edu/faculty/dgrogan>  
Email address AFTER the FIRST week of class: [MLBclass@gmail.com](mailto:MLBclass@gmail.com)

**Required Course Materials:** (Available through the El Camino Bookstore.)

- **California Mortgage Loan Brokering & Lending**: by Donna Grogan and Buzz Chambers (Newest edition).
- **Mortgage Loan Brokering & Lending – Student Study Guide**: newest version, published by California Community Colleges, Pirates Bookstore.
- **Real Estate Financial Calculator**:
  - <http://www.elcamino.edu/faculty/dgrogan/calc/calc.html>
  - Only the **Real Estate QUALIFIER (Plus)** calculator (or newer edition) is approved for the course, unless learner is already proficient with another real estate or financial calculator; however, no instructor help will be available for any other calculator.  
(Class demonstration found on Instructor homepage "Calendar")
- **# 882 Scantrons & #2 pencil**
- **Internet access:**
  - **College homepage:** <http://www.elcamino.edu/MyECC>
  - **Instructor homepage:** <http://www.elcamino.edu/faculty/dgrogan/>
    - Instructor homepage "Calendar" – assignment due dates
    - Instructor homepage "[name of class]" syllabus
    - Instructor homepage "Real Estate Project"

**Course Description:** (3 Unit, college-level semester course)

This course introduces the student to the principles and operations of the mortgage loan brokering field. The emphasis is on the lending rules for residential property. Students learn lending laws of Regulation Z, usury laws, disclosures, maximum fees and charged, agency relationships, advertising laws, HUD/RESPA calculations and the loan process. This course partially satisfies the California requirements for the Real Estate Salesperson and California Real Estate Broker's license.

*Note: The California Department of Real Estate (DRE) has approved this course for the salesperson license that must be completed prior to taking the real estate exam, in addition to the required Real Estate Principles RE11 course, and Real Estate Practice RE13, as the third college-level approved course. It also applies as one of the eight educational course requirements for the DRE broker's examination as an elective basic education course. (See DRE site [www.ca.gov.dre](http://www.ca.gov.dre) for current educational requirements.)*

**Prerequisites:**

Recommended preparation: Real Estate 11(Principles), Real Estate 14A (Finance), Business 15 (Business Math), or California Department of Real Estate (DRE) license or equivalent mortgage loan experience.

**Content:**

The course will focus upon the Student Learning Objectives (SLOs) (outlined below & at the beginning of each chapter in the student study guide, & the course outline & department & instructor, & on college website.) Activities will include note taking, class discussion, quizzes and tests, plus an individual student project completed outside of class demonstrating college-level writing and math skills. All tests materials are taken from the required materials: Some are completed online; some placed on #882 Scantron scoring sheet. Please refer to the instructor home page and review "**Calendar**" for each month, which also shows when assignments are due. (You may wish to **print the monthly "calendar" and the "syllabus."**)

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**Course Objectives**

1. Computerized uses in mortgage brokerage (loan documents, amortization) Credit (Reports: Types, laws, reading reports.)
2. Prequalification, Self-Employment
3. Escrow (Certified instructions, amendments, Recordation, closing)
4. HUD/RESPA (Calculating closing costs, prorations, APR, comparing loans)
5. Lenders (Brokers getting established with lender, wholesale rates, portfolio lender)
6. Legal Aspects (Usury laws, Regulation Z, Advertising Disclosures, Agency, Loan Broker Law, Referral fees, commissions, Discrepancies)
7. Loan Application (Completion, supporting data, verifying, signatures)
8. Loan Documents (getting approval, documents wrong, expire, signature, funding)
9. Loan Types (jumbo, conforming, rate sheets)
10. Packaging and selling loans (calculating yields, discounting, transfer forms)
11. Ratios (top, bottom, loan type)
12. Secondary Money Market
13. Money Sources (private lenders, D paper)
14. Problem solving (rising rates, bad credit)
15. Working conditions, (license laws, work ethic, independent contractor)
16. Underwriting guidelines
17. Verifications (wages, rental income)
18. Problems (Bankruptcy, foreclosure)

**S.L.O. (Student Learning Outcomes:**

1. Calculate typical real estate math computations :  
<http://www.elcamino.edu/faculty/dgrogan/ALLCLASSES/SLO/CALCSLO.pdf>
2. Complete Forms  
<http://www.elcamino.edu/faculty/dgrogan/ALLCLASSES/SLO/CMPLFORMSLO.pdf>

**Accessing Your Course: You will use several elements for this course: Remember to mark add each site to your favorites or to bookmark the site.**

1. El Camino College (ECC): You will need an ECC Student ID Number and use “MyECC” for your personal access. Make sure you are officially enrolled. If you do not pay by the deadline, the college automatically deletes you from this class and may drop you from all courses for this semester until financial obligations are met. It is the student’s responsibility to drop this course if you do not want to receive a grade of “F” for not attending. It is not the instructor’s responsibility to drop any student who stops attending the course. Go to the Instructor Home Page to access the course information. ([www.elcamino.edu/faculty/dgrogan](http://www.elcamino.edu/faculty/dgrogan)) The syllabus, text & materials, tests, projects and similar are located on this site.
2. Instructor Home page: [www.elcamino.edu/faculty/dgrogan](http://www.elcamino.edu/faculty/dgrogan) for instructor materials.
3. Email:
  - (i.) Course email: Do NOT use [dgrogan@elcamino.edu](mailto:dgrogan@elcamino.edu) AFTER the FIRST week of class, instead use [MLBclass@gmail.com](mailto:MLBclass@gmail.com) . Make sure the subject line states RE 31. Before you ask questions, please make sure you have read the FAQs (Frequently Asked Questions) on the instructor home page, or you may be expected to be referred to FAQs.
  - (ii.) Student email: El Camino has assigned each student a free email to use for school activities. Your email address is the first initial of your first name, your last name, @elcamino.edu. ([John\\_Doe@elcamino.edu](mailto:John_Doe@elcamino.edu) ). Do not feel that have to give the other students your private email address. When you are not enrolled at ECC your email address goes away.

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**Course Activities:**

- Please refer to the instructor home page and review “**Calendar**” for each month, which also shows when assignments are due. (You may wish to **print the calendar and the syllabus**.)
- ALL work due in class is DUE no later than the first class meeting of each week. All work is recorded as half credit for your points if received “late” (defined: past calendar due date). No extra credit is given for work turned in ahead of due date.

SAMPLE ASSIGNMENT: Students will calculate the down payment for different loan types (two conventional, FHA & VA & Cal Vet). Students must then be able to explain the pros and cons for each before indicating the ONE you select that you would use to advise the borrower to chose.

**Course Time and Work Information:**

The course content will focus upon the objectives as outlined above, taken from the official course outline of record. Coursework activities include:

- Reading: a high level of reading skills are used, including online Internet search reading and research of information used to keep the mortgage loan broker current.
- Name Card: On the instructor homepage, left sidebar, center section, you will find the name card. Print the ONE name you wished to be called in the class and bring it to every class meeting. Substitute ones are NOT counted for points. Fold it where it shows to do so. Make the letters for your name as large as possible so that your name is clear and easily visible from the front of the room to the back of the room. Use a wide tip marker.
- Student Biography: Complete this (found on the instructor home page, left side bar) and bring it to class or email to your instructor by the 3<sup>rd</sup> week of class for 5 points extra credit. If enrolled in more than one class, use a separate one for each course.
- Study Guide Chapter Quiz:
  - You are to read the text book chapter, then try to complete the fill-in-the-blanks in the student study guide. Class presentation will include PowerPoint slides that show the fill-in-the-blank answers that you will need to answer for each study guide chapter quiz. Class attendance, lecture and discussion are part of the study guide work.
  - Use ONLY ONE side for each chapter. Do not turn in two chapters, front-to-back, using both sides ungraded. Only ONE side is graded each week; after one side has received a score, the unused side may be used for a chapter quiz. Erasures marked wrong will not be changed.
  - Each chapter has a 10 question, multiple-choice (a, b, c, or d) quiz. Use a #882 Scantron and #2 a pencil to mark your scoring sheet. Turn one Scantron in for every week. You may use the back side of a Scantron, which also contains 50 spots for answers. Thus, you may put Chapter 3 chapter quiz answers on the back of an already graded chapter 1 quiz Scantron, starting with item # 51 for answer #2; #52 for #2, etc. If the Scantron grading machine marks a question wrong due to a poor erasure, your score will not be changed—just like the state exam scoring. It may be wise to use a new Scantron that has no erasure. Late work counts as one-half credit.
- Midterm Exam: A closed-book, comprehensive midterm will be given in class on week 9. You need to have a clear Scantron #882 and a #2 pencil to take the test. A R.E.financial calculator is allowed.
- Real Estate Project: The Project is to comply with required college-level writing skills, critical thinking and materials, competencies.
- Industry meeting: The instructions are found on the instructor web page, along with suggested and approved events that you may attend. Any event posted on the web page, or any event sent to you in an email from the instructor is automatically approved. Mark your name, list all real estate classes for which you want credit (ONE report may be used for multiple classes), using college-level writing skills, grammar check and spell check. This 20 point assignment is due no later than week 13.

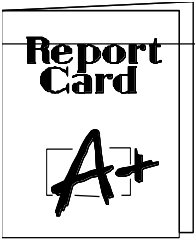
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- **Final Exam:** No matter how many points you have acquired from the course work, you must complete the final for the current semester to receive a passing grade for the class. See calendar for schedule.
- No make-up on any assignment, except according to school mandated policy.
- Late work points, if accepted, will receive one-half credit.
- You **must** take the final exam and complete the real estate project(s) to receive a passing grade for this course.
- The class motto is same as for the real estate business: Time is of the essence. If you do not complete the work as per the required timeline, your escrow falls out, you do not get paid, and you may lose the client or your hoped-for home. All that work for nothing! The time and date of completion of an email, test or postmark will be a critical part of the class grade. Pace yourself and use your time wisely to close that escrow and finish the course by completing work on time. Half credit for late work most likely means not receiving a passing grade for the course and poor business practices the necessary for a successful career in real estate.

Week #	Chapter #	Topic	Points Possible Exercise	Points Possible
1		Introduction		
1	1	Scope of Mortgage Loan Brokerage	4	Q10
2	2	Sources of Business	3	Q10
3	3	<b>Name Card (5) &amp; Student Bio (5)</b> Loans: Conventional	3	10 Q10
4	4	Government & Other	6	Q10
5	5	Disclosure & Compliance	3	Q10
5		<b>Current Event Article</b>		25
6	6	Processing: Pre-Qualification & Application	3	Q10
7	7	Credit & Disclosures	3	Q10
7		<b>RE Project I: Loan Shopping</b>		50
8	8	Verifications & Stacking Order	3	Q10
8		<b>RE Project 2: Loan Package</b>		62
9	9	Appraisal, Title & Settlement	3	Q10
9		<b>Mid-Term</b>		50
10	10	Underwriting & Quality Control	3	Q10
11	11	Documents, Funding & Closing	3	Q10
11		<b>RE Project 3: Financial Analysis</b>		30
12	12	Shipping & Servicing	3	Q10
12		<b>APR Calculation</b>		9
13	13	<b>Industry Meeting</b> Business Operation: Supervision & Agency	3	20 Q10
14	14	<b>Student Learning Outcome (SLO) survey</b> State Licensing Agencies	3	10 Q10
15	15	Trust Fund Handling	3	Q10
16		<b>Final Exam (1<sup>st</sup> class meeting of the last week.)</b>		100
		<b>Total Points Possible</b>	<b>49</b>	<b>516</b>

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See instructor homepage calendar for assignment due dates.



**Grading**

A= 100%-90% B= 89%-80% C = 79%-70% D= 69%-60% F= Below 60%

<b>Grading Breakdown</b>	<b><u>Points</u></b>	<b><u>Due Date (**)</u></b>
**Student Bio (5) & Name Card (5)	10	
***Student Study Guide Quizzes	150	<b>Due Weekly</b>
*Student Study Guide Exercises	49	<b>Due Weekly</b>
**Current Event Article	25	
**Projects	142	See
Midterm	50	
**APR Calculation	9	Instructor
Industry Meeting	20	
Student Learning Objective (SLO) Survey	10	
Final Exam	<u>100</u>	Calendar
<b>Total Points</b>	<b>565</b>	

\*Textbook

(\*\*)Assignments and the due dates are as per the "Calendar" found at <http://elcamino.edu/faculty/dgrogan> on the left sidebar.

\*\*Instructor Homepage: <http://elcamino.edu/faculty/dgrogan>

\*\*\*Student Study Guide

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**General Instructions:**

1. Emails: After the course begins, send all emails to [MLBclass@gmail.com](mailto:MLBclass@gmail.com). Email your name, address and phone number to this email address. The instructor will use your El Camino email address to send you APPROVED Industry Meetings (see instructor homepage for directions). Please check this email address regularly.
2. Industry Report: See instructions for the on the left sidebar, center section of the instructor homepage. This assignment is optional.
3. Name Card: Print from sidebar of instructor homepage <http://www.elcamino.edu/faculty/dgrogan/> and bring to each on- campus class for 1 point credit for each class where the Instructor Name Card is displayed
4. Welcome Letter: Please read this on the instructor home page.
5. Instructor Policy: Found on the instructor home page, this is incorporated and included as part of the syllabus. Read it at least once.
6. Answer Sheet Instructions: If an assignment requires use of a Scantron scoring sheet, look on the instructor homepage, left side bar for instructions.
7. Student Biography: Complete this (found on the instructor home page, <http://www.elcamino.edu/faculty/dgrogan/> left side bar) and bring it to class or email to your instructor by the 3<sup>rd</sup> week of class for 1 point extra credit. Please turn in a bio for each course you are enrolled in, You may make copies.
8. Course Evaluation: This form is to be completed and received by your instructor no later than the 14<sup>th</sup> week of class and always prior to the final exam or 5 points will be reduced from your score.

**Cheating or Plagiarism**

Cheating violates Section 1.B 1 of El Camino College's Board Policy 5138, Standard's of Student Conduct. The El Camino College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate academic dishonesty. To uphold the academic integrity of the institution, all members of the academic community, faculty and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. The following statement is part of Board Policy 5138, Standards of Conduct: "Dishonesty, including but not limited to cheating, plagiarism, or knowingly furnishing false information to the college." When there is evidence of cheating or plagiarism in classroom work, students may receive an F for that piece of work or may be suspended from all classes for that term and the following term if deemed appropriate."

Examples of Cheating or Plagiarism are:

- Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies;
- Copying or allowing another student to copy from one's paper or answer sheet during an examination;
- Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following: testing, field trips or attendance;

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- Falsifying or attempting to falsify attendance records and/or grade rosters;
- Changing answers on a previously scored test, assignment or experiment with the intent to defraud;
- Inventing data for the purpose of completing a laboratory experiment or case study analysis with the intent of defraud;
- Giving and/or taking information during an examination by any means such as sign language, hand signals or secret codes;
- Obtaining copies of notes, exams or exam questions by any means other than distribution from the instructor. (This includes copying and removing exam questions from the classroom for any purpose.);
- Using study aids such as calculators, tape recorders or notes that have been specifically prohibited by the instructor.

**Responsibility of El Camino College Students:**

It is the responsibility of each student to conduct him/herself in a manner which encourages learning and promotes honesty; and to act with fairness toward other students in the classroom. This incorporates the notion that students should not seek an unfair advantage over other students when completing an assignment, taking an examination or engaging in any other kind of academic activity.

It is the responsibility of the student to: (1) pay required fees to the college or expect to be dropped and not receive a course grade. (2) To handle “add” procedures according to the college policy in order to be enrolled and receive a grade. (3) A student may not “audit” the course, nor attend class if not officially enroller. (4) Handle “drop” procedures by college policy or expect to receive an “F” for the course on the official college transcript. (5) Understand the instructor policies, including that no “incomplete” grade will be given, only letter grades, based upon points earned.

**Enrollment Policy:**

By the end of the second week, according to school policy, you must be officially enrolled in the course with the college student ID number assigned.

For **New** Students, you must obtain a student ID number, go to [www.elcamino.edu](http://www.elcamino.edu) – click apply online and complete the registration application. (Note: If you attended the college under another name (married/maiden, etc) make sure the transcript will reflect the name you wish to submit to the state license agency, DRE or OREA).

**Instructor Drop:**

The instructor will drop all students at the beginning of the 3<sup>rd</sup> week: (1) If you are able to access the course material and syllabus, and (2) You do not log on with the college ID number or you do not officially register for the course with the college, and (3) You do not complete the chapter 1 & 2 Study Guide exercises and take the Chapter quiz when given during class. You may expect to be dropped from the roster and your place in this limited enrollment class may be given to a student on the “wait list.”

**Student Withdrawal:**

It is the student’s responsibility or they may expect to receive a letter grade. At the end of the course, if a student is enrolled they receive a letter grade as no “Incomplete” is used. Students who receive a “W” and have officially withdrawn from the course are permitted to re-enroll a second time. To receive a refund of any fee, you must follow the college process, as defined in the college *Schedule of Classes*. **Repetition:** Students may repeat a course in which they have received a D or F letter grade only once with the college. Students may not repeat the course in which they have earned a grade of A, B or C. Upon completion of the repeated course, the previous grade is disregarded and the new grade substituted in computing the grade point average (GPA).