



**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of Business**

<b>COURSE OUTLINE FOR:</b> <b>MKTG 4330 – Real Estate Practice</b>	<b>DATE: January 4, 2000</b>
<b>TAUGHT BY: Marketing Management</b>	
<b>TAUGHT TO: Second Year</b> <b>Program: Marketing Management</b> <b>Option: Commercial Real Estate</b>	

<b>Hours/Week:</b>	<b>2</b>	<b>Total Hours:</b>	<b>40</b>	<b>Term/Level:</b>	<b>4</b>
Lecture:					
Lab:	2				
Other:		<b>Total Weeks:</b>	20	<b>Credits:</b>	<b>2.5</b>

Instructor: Dave Westcott	
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Office Hours: <b>AS POSTED</b>	

**Pre-requisites:** Successful completion of all Term 3 courses.

**Course Description and Goals:** This is a "lab" course which provides the student with skills in analyzing title documents, legal documents, and in writing contracts. Basic blueprint reading is covered as well as an introduction to commercial leases. Students carry out a "title-searching" project to demonstrate their proficiencies.

<b>Final Examination</b>	<b>35</b>	<b>%</b>
<b>Project</b>	<b>25</b>	<b>%</b>
<b>Midterm Test</b>	<b>25</b>	<b>%</b>
<b>Quiz</b>	<b>10</b>	<b>%</b>
<b>Other</b>	<b>5</b>	<b>%</b>
<b>Total</b>	<b>100</b>	<b>%</b>

**Required text:**

Prepared Lab Text, documents and forms provided by Instructor - Cost - \$15.00



### Course Learning Outcomes

**At the end of this course, the student will be able to:**

1. Describe the B.C. Land Titles system and its usage
2. Perform a search for a certificate of title and analyze all related documents
3. Interpret various legal documents relating to land, including restrictive covenants, building schemes, easements, mortgages, liens, etc.
4. Write enforceable real estate contracts, including listing contracts, and Contracts of Purchase and Sale
5. Utilize standard phrases and clauses in contract writing
6. Manage the contract from initiation to closing, including counter-offers, subject removals, and co-ordination of actions required by both parties to fulfill the contract, prior to completion
7. Interpret basic construction drawings
8. Interpret a commercial offer-to-lease and lease agreement.

### Course Notes (Policies and Procedures)

- **Attendance:** The attendance policy as outlined in the current BCIT Calendar will be enforced.
- **Course Outline Changes:** The material specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.
- **Ethics:** BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.
- **Illness:** A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects or exams. At the discretion of the instructor, you may complete the work missed or have the work prorated (i.e. an average is given according to your performance throughout the course).
- **Makeup Tests, Exams or Quizzes:** There will be no makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for documented medical reasons or extenuating circumstances.
- **Labs:** Lab attendance is mandatory.

### Course Record:

Developed by: Dave Westcott  
Instructor



\* This schedule is subject to change at the discretion of the instructor.

DATE	LABS – TUESDAY	Chapter
Jan. 4	Introduction	
Jan. 11	Legal Descriptions of Land	1
	Maps	
Jan. 18	Blueprints	2
Jan. 25	Title Search - C of T's	3
Feb. 1	Restrictive Covenants	4
	Building Schemes	
	Easements	
Feb. 8	Quiz	
	Easements, Builders Lien Act	
Feb. 15	Mortgages	5
	Mortgage Transfer	
	Lis Pendens	
Feb. 22	Misc. Documents, Builders Lien	6
Feb. 29	Exercise	7
Mar. 7	Mid-Term	
Mar. 14	SPRING BREAK	
Mar. 21	Listing Contracts, Agency	8
Mar. 28	Listing Contracts, Agency	
	MLS Forms, Contract of Purchase and Sale	
Apr. 4	Cash Offer	
Apr. 11	Phrases and Clauses Manual	
	Subject Offer	
Apr. 18	Offers/Counter-offers	
	Purchaser's Cash-Flow Req'ts, GST	
Apr. 25	Internet Real Estate	
May. 2	Directed Studies Presentations	
May 4	Project Due	
May. 9	Commercial Leases and Offers	
May. 16	Review	
	Final Exam	