

Work/Life Experience Portfolio

Approved by: Richard Paur

Last updated: 9/29/2015

Real Estate Listing and Selling, RLEST-188, 3 cr

Work Life Experience Information

The Work and Life Experience Portfolio Evaluation lets students turn their real-world experience—whether from work, co-op education, or training—into college credit! Here are a few important things to keep in mind:

- Milwaukee Area Technical College will not award credit based solely on years of employment
- Experiences must be verifiable and demonstrate achievement of course competencies; determined by the Lead Faculty
- A [portfolio](#) must be submitted for each course you are requesting credit
- In addition to documentation, students may be asked to display specific skills and/or complete an interview to assess content knowledge

Steps for Students to Begin:

1. Select a [course \(see below\)](#) that matches your prior knowledge and skills
 2. Email cple@matc.edu to initiate the process with:
 - a. Name
 - b. Student ID#
 - c. Course information (e.g., ENG-201)
 3. A CPLE Specialist will notify the student when the fee is posted
 4. Pay the [nonrefundable fee](#) and obtain a receipt using one of the following methods:
 - a. In person at any MATC cashier's office
 - b. Online via [Self-Service](#)
 5. Submit the completed portfolio and any other documents required to cple@matc.edu
 6. CPLE Specialist reviews and submits the portfolio to lead faculty for evaluation
 7. After evaluation, the lead faculty will complete and submit the CPLE Request Form to cple@matc.edu, regardless of the outcome
 8. Next Steps:
 - **If the evaluation is approved**, credit(s) will be awarded, and the student's program plan will be updated
 - **If the evaluation is not approved**, students should consult their [Pathway Advisor](#) for further guidance
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Course Information

1. **Course title, number & credit value:**
 - a. Real Estate Listing and Selling, RLEST-188, 3 cr
2. **Course description:**
 - a. Broker/Salesperson relationships and office/listing procedures are studied. Client responsibility and property information disclosure are examined. Listing Contract, Offer To Purchase, advertising sales plans/presentation are, also reviewed. Current sales and marketing of real estate is reviewed.

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3. **Students must demonstrate the course competencies by submitting: A Portfolio and any other artifacts required found below. **Note for Resumes:* Lead faculty must verify the student's work history via a letterhead mail or phone interview.**
 - a. Provide a pre-listing presentation. Provide a comparative market analysis.
Provide a property listing agreement. Provide a marketing strategy. Provide a Real Estate Condition Report. Provide a closing statement.
4. **Course Competencies that must be demonstrated:**
 - a. Describe the role of the Salesperson.
 - b. List the Professional Affiliations available for Real Estate professionals.
 - c. Describe the Laws that govern Real Estate Professionals.
 - d. Describe the Real Estate Salesperson to Real Estate Broker Relationship.
 - e. Describe the Real Estate Salesperson to Buyer Relationship.
 - f. Describe the steps involved in Selling Real Estate.
 - g. Describe the Real Estate Advertising process.
 - h. Describe the Appraisal Process.