

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

BUSN 615

COURSE TITLE

BASICS OF LOAN PROCESSING

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

This course will provide students with basic competencies in the area of loan processing. The course includes entry-level skills in areas such as customer service, loan applications, finance calculations and the mortgage process. (FT)

LECTURE/LABORATORY HOURS

24

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

High school 9th/10th grade skill sets in reading and writing.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

The goal of this course is to equip students with the necessary skills/training/information to enter the job market of loan processing as an assistant. Students will learn to interpret technical terms used in loan processing and the loan file setup process.

COURSE OBJECTIVES

Upon successful completion of the course, the student will be able to:

1. Provide an overview of the mortgage industry.
2. Differentiate between the two basic types of financing and funding sources.
3. Explain the basic finance guidelines and procedures.
4. Develop and prepare a loan application/package.
5. Define the terms of loan processing and explain the process, and potential obstacles in the development of a loan.
6. Exhibit the basic principles of customer service and processing etiquette.

SECTION II

COURSE CONTENT AND SCOPE

1. Orientation to the Mortgage Industry
 - 1.1. Real estate, credit, loans
 - 1.2. Lexicon of loan processing
 - 1.3. Duties of an assistant/apprentice loan processor
2. Types of Loans
 - 2.1. Conventional loans
 - 2.2. Government loans; VA, FHA, CAL-VET
3. Types of Lenders
 - 3.1. Credit & interest: institutional, et al
4. Eligibility and Entitlement
 - 4.1. Introduction to loan file setup
5. Loan File Setup
 - 5.1. Documentation overview
 - 5.2. Application forms
 - 5.3. Loan analysis/calculations

COURSE CONTENT AND SCOPE (CONTINUED)

- 5.4. File submission/closing
- 6. Time Management
 - 6.1. Customer service

APPROPRIATE READINGS

NONE

WRITING ASSIGNMENTS

Writing assignments are tailored to the need for logical, critical thinking involved in loan processing. These assignments include, but are not limited to:

- 1. Case studies.
- 2. In-class problem solving exercises.
- 3. Student study guide assignments.
- 4. Loan applications; review and completion of basic forms.

OUTSIDE ASSIGNMENTS

Beyond the classroom students are expected to:

- 1. Solve student study guide exercises.
- 2. Keep current with his/her notations.
- 3. Practice loan calculations.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

In order to assess a student's developmental progress and critical thinking, he/she must be prepared to display competency in the following:

- 1. Successful completion of a front-to-back loan application.
- 2. In-class critique of loan rules, regulations, and guidelines.

A practical example of this level of self-assessment is the creation of a hypothetical "borrower business précis" for review by a senior loan administrator.

EVALUATION

Evaluation methods may include, but are not limited to: final exam, quizzes, loan application/calculations, attendance/participation and case studies.

METHOD OF INSTRUCTION

Methods of instruction will include, but not be limited to:

- 1. Lectures.

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2. Laboratory.
3. Class critiques.
4. Directed study, e.g. study guide assignments.
5. Case reviews.
6. Guest speaker.
7. Group discussions.
8. Role-playing exercises, e.g. customer service.
9. Field trips.

TEXTS AND SUPPLIES

Texts:

Essentials of Real Estate Financing, 10th ed., 2000; David Sirota, et al; Dearborn Financial Publishing, Inc
California Community College – Real Estate Finance Student Study Guide

Supplies:

Scientific calculator (provided free for use by students)

PREPARED BY: Dan Campagna DATE 3/02

REVISED BY: Instructional Services, SLOs added DATE March 3, 2017

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog