



Real Estate 1 Real Estate Principles  
West Los Angeles College  
**Section 8139 ONLINE**  
Sixteen week session beginning September 2nd, 2014  
Ending December 21, 2014

Instructor: L. Jan Howell  
Email address: [instructorhowell@yahoo.com](mailto:instructorhowell@yahoo.com).

**All students are required to have and use an Email address and use ETUDES to maintain effective communication with the instructor.**

**Some mobile devices and tablets do not interface well with ETUDES use them at your own risk.**

**This is a "GREEN" class. The students and the instructor will not exchange ANY communications using paper!**

Changes in the syllabus may be made at the instructor's discretion.

Course Requirements and Outline

**1. Text:** There is NO REQUIRED Textbook. California Real Estate Principles by Stapleton and Williams, Eighth Edition OR Ninth Edition is recommended

isbn13: 9781427731456

isbn10: 1427731454

You can buy this book where ever textbooks are sold. The WLAC bookstore should have the textbook. Other places to check are [www.amazon.com](http://www.amazon.com) [www.allbookstores.com](http://www.allbookstores.com) [www.alibris.com](http://www.alibris.com) . Any current California Real Estate Principles textbook can be used. However using the textbook outlined above will make things easier.

**YOU DO NOT NEED ANY TEXTBOOK TO COMPLETE THE FIRST ASSIGNMENT OR THE FIRST QUIZ.**

**I do NOT REQUIRE any textbook.** Although I have yet to have a student who was able to pass the class without SOME textbook, if you can pass the quizzes, tests and assignments without one - GREAT.

None of the questions on the quizzes or tests are specific to the textbook, they are specific to Real Estate. However, as laws and requirements change so do textbooks. Outdated information can cost you points.

**2. Course Materials:** Students should view the video "Online Student Success Video" located at [www.wlac.edu/online/index.asp](http://www.wlac.edu/online/index.asp)

Students should READ ALL material posted in the various tabs in the ETUDES site before class begins. EXCEPT the chapter outlines

**The first Quiz covers this material. This Quiz should be taken as soon as possible. No textbook is required for this Quiz.**

Students ARE **required** to read the **BUSINESS, Finance & Real Estate section** of the Sunday Los Angeles Times newspaper every week. There is no longer a separate Real Estate section. This section can be accessed online on Sunday only!

**3. Goals & Objectives:** Develop real estate knowledge sufficient to pass the State of California Department of Real Estate Agent Licensing examination, create a foundation for additional real estate study and personal development. *Provide practice within the WLAC Student Learning Outcomes.*

**4. Assignments:** Please read all assignment directions carefully, please read the assignment directions completely, please follow directions. The students must read and learn the material in the Modules tab. The students must read and learn the required material in the chapters in the text, study the vocabulary carefully and take the **self-achievement** test at the end of the each chapter and grade themselves.

*The student must complete three Student Learning Outcome (SLO) assignments in ETUDES. These include the*

*Communications: Profile & Introductions - Assignment A*

*Quantitative: Computation Assignment B*

*Ethics: Board of Realtors Ethics Assignment C*

**All Assignments are found in the TAB: Assignments, Tests and Surveys.**

Work not completed by the "Accept until" No Credit date will result in the student receiving a grade of **zero (0)** for that assignment.

**AGAIN:** Please read assignment directions carefully, please read the directions completely. Please FOLLOW the directions carefully.

**5. Quizzes and Tests:** ALL quizzes and tests are taken online in ETUDES - see the Assignments, Tests and Surveys TAB. Failure to complete a quiz or test by the "Accept until" No Credit date will result in the student receiving a grade of zero (0) for that quiz or test. There is an orientation quiz, a quiz for each chapter, a Midterm and a Final Exam **all** in ETUDES. If you complete them BEFORE the "Accept until" date, you will receive **full** credit. If you complete them AFTER the "Accept Until" Date, you will receive **NO CREDIT**.

**The DUE Date is a guideline.** If you use the DUE date as your target, you will not have any problems.

**6. Class Participation - Discussions:** Students **are required** to participate in the Discussion and Questions sections in ETUDES. This is your opportunity to interact with your fellow students and instructor and enhance your learning. ALL discussion comments should be **meaningful, cognitive and add value**. Detailed discussion requirements are provided in the Modules Tab. Simple comments like "I hope you do well", "very interesting" and

"thank you" are not counted as discussion items in ETUDES and will be removed by the instructor. PLEASE do not clutter discussions with these. Failure to participate actively can have a dramatic negative impact on your grade.

**7. Attendance:** No class attendance is required. This class is strictly online. **You will not be required to be online at specific dates or times.** Although you can work "pretty much" at your own pace, you will lose points if you fail to meet the ACCEPT UNTIL - NO Credit dates.

**8. Values:** The various assignments, discussions, quizzes and test will be accorded the following weights:

Intro & Chapter Quizzes	165 points
ETUDES Assignments A & B & C	100 points
ETUDES <b>Discussion Participation</b>	115 points
LACCD Survey	10 points
CLASS Exit Survey	10 points
ETUDES Mid Term Exam	200 points
FINAL EXAMINATION	400 points

TOTAL 1000 points

**9. Grading: GRADING SCALE**

The grade in the course will be based upon the following:

- 900 points and over will earn a grade of A,
- 800 to 899 points will earn a grade of B,
- 700 to 799 points will earn a grade of C,
- 600 to 699 points will earn a grade of D,
- 599 points and below will earn a grade of F.

**10. Withdrawal/DROP:** Any student intending to withdraw from the course must follow the proper procedures, in accordance with the college catalog and the registrar. The instructor must be notified in writing **after** this is complete, if the student hopes to avoid receiving an "F" as the final grade. Students that do not participate and fail to properly withdraw will receive a grade of "F" if their name appears on the instructor's final grade roster!

**11. Student Conduct:** The WLAC Standards of Student Conduct found in the WLAC Catalog and schedule of classes will be enforced. The college policy on plagiarism, classroom behavior and exam conduct will be enforced. **Plagiarism will NOT be tolerated and students risk receiving a grade of "F" in the course for committing this infraction.**

**12. Accommodations:** Students with disabilities can contact the DSP&S office to discuss receiving their assistance by calling 310-287-4450 or stop by HLRC 123, Monday-Thursday, 9AM to 6 PM.

**13. Assistance:** Any student requesting assistance is welcome to send the instructor a private message via ETUDES at any time. The instructor usually responds to ETUDES private messages within thirty-six hours.

**14. Contacts:** **The best way to contact your instructor is via ETUDES private messages.** When you must send an email to your instructor (because you can not access ETUDES to send a private message), indicate **your section number** in the subject area! The instructor's email address is: [instructorhowell@yahoo.com](mailto:instructorhowell@yahoo.com) The final and least the least effective contact method is via voicemail at 323 300-8789