

REAL ESTATE 3 (CSU) – REAL ESTATE PRACTICE

WEST LOS ANGELES COLLEGE

Section 8138, Spring 2015 (4/13-6/7/15), ONLINE – 3 units

Professor Nicole D. Webster

1. **Text (Required):** **California Real Estate Practice,**
by Walt Huber, 7th Edition, 2013,
ISBN: 9780916772864
Published by Educational Textbook Company.

You will need this book in order to begin the course. Our mandatory course text is available through the WLAC bookstore both on campus and online. (Additionally, there are two copies on reserve at our WLAC library. However, do not rely upon them, as they may be in use by other students.)

Recommended Materials: The following books are optional—simply for your own use and edification:

. Webster's New World College Dictionary or American Heritage College Dictionary and

. American Heritage College Thesaurus or Roget's Thesaurus.

2. **Course Description:** **This course covers the day-to-day activities of the real estate brokerage business from the viewpoint of both the business owner and the sales staff. It gives practical training in such topics as: time management, human relations, client psychology, financing, leasing, appraising and property management. The course is required for those seeking the California broker's license.**

All students who are interested in Real Estate are welcome in this course!

Please begin by reading the Week One Announcement (& reading the site materials within the menu on the left of this website, including this Syllabus and the Announcements). Then, you can get started on your initial course work and assignments! Enjoy!

3. **Class Format:** **This course will take place entirely online. Because this course contains weekly deadlines, students should be especially sure to stay on track each week with studying and the assignments.**

As a basic guideline, students will need to devote at least 6 hours each week to this course (and likely more to study for the mid-term and final examinations). The amount of time a student spends on the course each week naturally will vary from student to student. The outlines of major topics within each chapter, in the Modules link, on the left of our website, will help to give a framework to students' study preparations.

Students will login to the Etudes site on the first day of the course and throughout each week to receive new important Announcements and messages (including in the "Private Messages" portion of the "Discussion and Private Messages" link), take the required Weekly Quizzes, complete the Introductory Discussion Assignment (required), two Required Discussion Assignments and two optional Extra Credit Assignments, take the required Mid-term Exam and required Final Exam and engage in all other course participation. Generally, all ASSIGNMENTS, QUIZZES AND EXAMS are DUE on the WEDNESDAY of each week, at 11:59 p.m. If any are due at other times, it will be stated clearly.

The amount of time in which students must take each quiz or exam is continuous--all at once, in one sitting (i.e., the system does not "pause" in calculating the time after students begin an exam or quiz if, for example, a student takes a break or if the computer is off; and, students cannot click on "continue later"). Students have only one opportunity to take each quiz or exam and to turn in each assignment, on time. Be sure to read all of the information within the links on the left of this website page, including the "Announcements," "Assignments" this "Syllabus" and all of the information in those links!

Remember to review the college information on computer requirements for the Etudes classes. To find this, visit the WLAC website (www.wlac.edu) and click on "Online/Hybrid Classes," then click on "Course Login info" then scroll down to "System Requirement for Etudes" and click on that. If you need assistance with this, you may contact the WLAC Distance Learning office (whose contact information is at the bottom of this Syllabus and on our college website). You will need reliable computer access, with appropriate settings, for this class.

4. **Assignments:** Students are expected to read and study the assigned textbook chapters *before* proceeding with the quizzes, the required discussion assignments and the mid-term and final exams. Students are required to complete the Weekly Quizzes, Introductory Discussion Assignment (required) two Required Discussion Assignments, required Mid-term Examination and required Final Examination. Students may complete the Extra Credit Assignments. Other class participation may be assigned. *Students must complete all assignments, on time.*

A student's answers to the assignments, and all participation in this course, should reflect that the student has studied the materials. They should demonstrate an understanding of the course materials. The exams, quizzes and discussion assignments all are "open book." *All work is due on time.*

For all of the course work—including the Quizzes, Discussion Assignments, Mid-term and Final Examinations—only students' first attempts will count as the score and go toward the overall course score. Thus, students only have one opportunity to take each quiz and exam and turn in each assignment.

Remember to do your written work (the discussion assignments) first outside of the website (for example, on Word) and then transfer it online to the appropriate posting place. That is so that you can save your work while you are writing. *Do not upload files containing your assignments to our course website. You must post your assignments directly to our course website, in the appropriate, designated places.*

Also, please recall that, for the quizzes and exams, the system will NOT "pause" in the middle. Students will need to take all quizzes and exams all at once--in one sitting. So, for example, if a quiz allows one hour, there is only one *continuous* hour in which to take the quiz.

5. **Attendance:** Students are expected to "attend" (do the work for) the entire course. This means that students must participate in all aspects of the course, and complete all assignments (on time). *Any student who misses one week of assignments is subject to being dropped from the course or receiving an "F" for an overall course grade. Further, any student who does not login and participate by Wednesday, September 22nd, may be dropped and not reinstated.* (However, students are responsible for dropping courses themselves.)

Any student intending to withdraw from the course must follow the proper procedures, in accordance with college policies (as set forth in the college catalog and elsewhere), guidelines and timelines. And, the instructor must be notified in writing for the student to avoid receiving an "F" as the final grade.

6. **Schedule for the Course:** The instructor may change the schedule at any time, due to occurrences which may affect the timing of the course, or for other reasons as needed. Students would be notified on the course online site of any changes.

Generally, each week's assignments will be due by the WEDNESDAY of that week, at 11:59p.m. This can change, based on the needs of the semester and students would be notified. *All work must be completed on time.*

The deadlines are firm and all work is due by the course deadlines. Students may work ahead, in order to complete their assignments. Students also may take the mid-term and final exams early, if they wish, and they must be completed by the due dates. However, the mid-term exam is only to be taken after completing all of the chapter assignments for chapters 1-7. And, the final examination is only to be taken after completing all of the assignments for all of the chapters (chapters 1-15).

It is in your best interest to work on assignments, and take the examinations, well before the due dates. Thus, in the event it takes you longer than anticipated, or you run into obstacles, you still will have time remaining in which to meet the course deadlines. When taking the examinations, be sure to set aside the necessary uninterrupted time.

Week One: (due by Wednesday, April 15th, 11:59 p.m.):

- Familiarize yourself with our course website
- Read all course documents and materials within our course website

-Introductory Discussion Assignment Due

Week Two: **Chapters 1, 2 & 3**

(all assignments due by Wednesday, April 22nd, 11:59p.m.):

- . The Salesperson
- . Prospecting
- . The Listing Agreement

-Week Two Quiz Due

-First Required Discussion Assignment Due

Week Three: **Chapters 4, 5 & 6**

(all assignments due by Wednesday, April 29th, 11:59p.m.):

- . Breakdown of the Listing Agreement
- . Selling
- . The Purchase Offer

-Week Three Quiz Due

-First Extra Credit Assignment (optional) Due

Week Four: **Chapters 7, 8 & 9**

(all assignments due by Wednesday, May 6th, 11:59p.m.):

- . Additional Forms for the Purchase Contract
- . Finance
- . Escrow

-Week Four Quiz Due

-Second Required Discussion Assignment Due

-Study for Mid-term Exam!!!

Week Five:

MID-TERM EXAMINATION,

Mid-term Exam due completed online by Wednesday, May 13th, 11:59p.m.

The Mid-Term examination will be available for students to take only until May 13th.

(Covering Chapters 1-7, 25 multiple-choice Questions, 1 Hour all at one time.)

Week Six:

Chapters 10, 11 & 12:

(all assignments due by Wednesday, May 20th, 11:59p.m.):

- . Taxation
- . Investing
- . Sale of a Business

-Week Six Quiz Due

-Second Extra Credit Assignment (optional) Due

Week Seven:

Chapters 13, 14 & 15:

(all assignments due by Wednesday, May 27th, 11:59p.m.):

- . Property Management
- . Real Estate Assistants
- . Licensing, Ethics and Associations

-Week Seven Quiz Due

-Study for Final Exam!!!

Week Eight:

FINAL EXAMINATION,

Final Exam due completed online by Wednesday, June 3rd, 11:59p.m.

The Final examination will be available for students to take only until

WEDNESDAY, June 3rd, at 11:59p.m.

(Covering Chapters 1-15, 100 multiple-choice Questions, 4 Hours all at one time.)

7. **Examinations:** There will be one mid-term examination (covering chapters 1-7), and one final examination (covering chapters 1-15). The mid-term exam will contain 25 multiple-choice questions. The final exam will contain 100 multiple-choice questions. They both are open book. Students will have one (1) hour, all at once (in one sitting) to complete the mid-term examination and four (4) hours, all at once (in one sitting) for the final examination. Students will login to this Etudes website to take both the mid-term and the final examinations and to take all of the quizzes.

The mid-term examination may only be taken until, and is due by, Wednesday, May 13th (at 11:59 p.m.). The final exam may only be taken until, and is due by, Wednesday, June 3rd, (at 11:59 p.m.). Only first attempts will count towards grades, for all exams, quizzes and assignments. Given the amount of time during which students can take the examinations, make-up examinations will not be permitted.

Students should not wait until the last minute to take these quizzes and exams and complete the assignments. Students must finish within the allotted time and period.

Students will need to study for the mid-term exam (chapters 1-7) throughout the first weeks of the course. It is critical to success in the exam that students not wait until just before the exam to begin studying. Students will need to study for the final exam (chapters 1-15) throughout the session, as there is a great deal of material in those chapters on which to be tested. It is imperative that students have studied the materials well before taking the exams.

8. **Grading:** Grading will be on the point system. The final grade will be based upon the total points received during the course, including from the exams, quizzes, class “discussions,” assignments, “attendance,” and other possible items as determined by the instructor. *All work is due on time.*

Generally, approximately 40% of the student’s overall course grade will comprise the final examination (800 points), 10% the mid-term examination (200 points), 30% the weekly quizzes (600 points; 120 points each x 5 quizzes) and 20% the two required discussion assignments (400 points; 200 points each x 2 assignments). Students’ quizzes and examinations will be graded according to the number of questions answered correctly. Points may be deducted from a student’s overall course grade for poor behavior in this online class, for lack of online “attendance,” or for other relevant reasons, as determined by the instructor.

The quizzes, the mid-term exam and the final exam will be graded according to the number of questions answered correctly. The required discussion assignments will be graded according to the correctness of information included and the thoughtfulness and thoroughness of the answer, along with other relevant factors. Other exams or quizzes may be administered and assignments given, as determined by the instructor during the semester. Again, all work is due on time. For the Quizzes, the Mid-Term and the Final exam, and all of your assignments, *only your first attempt will count as your score.*

A standard 4.0 grading system will be used according to the following breakdowns: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=59% & below. Students whose total points for the course are extremely close to—on the cusp of—the next grade higher may possibly receive the higher grade by their having completed the extra credit opportunities (see below) and the assignments on time and in a very satisfactory manner, regular online “attendance” (doing all the course work) in class *and* appropriate and contributing behavior in the class, all at the discretion of the instructor, taking in all factors relevant to the class.

A student’s answers to the assignments, and all participation in this course, should demonstrate an understanding of the course materials and that the student has studied the materials. The student’s

participation also should demonstrate respect and consideration for fellow classmates and the instructor.

Use complete sentences and appropriate grammar and punctuation in all course work. Proofread your work in advance of submitting it. *Do not upload files containing your work. Your work must be submitted directly onto our Etudes class website, in the appropriate, designated places.*

Each student is to do his or her own work. The instructor, and the college, will not accept plagiarism, or cheating of any kind. Any such work will be given zero points, the student will receive an "F" grade for the overall course and other appropriate action will be taken.

9. **Extra Credit:** Two extra credit opportunities will be given. You will find the two extra credit assignments in the "Discussion and Private Messages" link on this Etudes site. The first is due by the third week of class (by April 29th, 11:59 pm). The second is due by the sixth week of class (by May 20th, 11:59pm).

Again, students whose total points for the course are on the cusp of—extremely close to—the next grade higher may possibly receive the higher grade by their having completed the extra credit opportunities and all of the course assignments on time and in a very satisfactory manner, regular online "attendance" (doing all the course work) in class *and* appropriate and contributing behavior in the class, all at the discretion of the instructor, taking in to account all factors relevant to the class.

10. **Learning Outcomes:** This course will help students achieve the following student learning outcomes:

- . To describe the concept of a marketing niche and to explain how this is essential to start a career in real estate.
- . To apply the principles for prospecting to the real estate market.
- . To apply real estate laws and regulations to documents necessary to sell and purchase a house.

11. **Learning Objectives:** This course will help students achieve the following student learning objectives:

- . To analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- . To communicate thought effectively in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- . To practice and demonstrate standards of personal and professional integrity, honesty and fairness and to apply ethical principles in submission of all college work.

12. **Academic Integrity and Class Behavior:** Students' participation in this course shall demonstrate respect and consideration for fellow classmates, the instructor, this course, WLAC and higher learning. Each student is to do his or her own work. The instructor, and the college, will not accept plagiarism, or cheating of any kind. Students' behavior must comport with the college and district policies as set forth in the WLAC catalog and elsewhere.

Examples of Forms of Behavior that Violate Academic Integrity:

- . **Cheating** - Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, copying content from the Web, textbooks or other sources, buying content, reusing materials produced in other courses, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- . **Collaboration** - Working together on projects, papers, exams or other forms of assessment which are to be completed individually.

. **Plagiarism** - Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. Please refer to the Schedule of Classes.

As many of you already espouse, remember that each of you is an ambassador for this college, yourself, your family or community and, indeed, humanity. Furthering one's education includes the understanding that we can use our abilities for not only our own but also others' benefit.

13. **Disabled Student Services:** If you know or think that you have learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services Office (DSPS) in the Student Services Building room 320 at (310) 287-4450. The DSPS then will contact your instructor with notification of needed accommodations. If this is the case, please kindly, additionally, inform me right away.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The DSPS has been established to provide support services for all verified disabled students pursuing a college education. DSPS students may qualify for many opportunities such as the following: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (see the WLAC College Catalog).

14. **Assistance:** If you need *technical assistance* with the WLAC Etudes site, you may click on the Technical Requirements link at <http://www.wlac.edu/online> to access the Student Help Desk forum, where your issue may be addressed in the Frequently Asked Questions section. If it is not, then scroll down to the WEST ~ WLAC section and you may post a message there explaining the problem. Or, you may contact the WLAC Distance Learning Program Office at (310) 287-4305 or via email at ichone@wlab.edu. This office is *not* open on the weekends.

I am only an email away! I am happy to answer your questions about this course. You may reach me by leaving me a private message for me on the Discussion and Private Messages page of this course website or at WebsterProfN@aol.com. I will answer your question as soon as possible and normally within twenty-four hours, Monday through Friday.

Other campus resources include the following college entities:

. *Instructional Support (Tutoring) & Learning Skills Center*, located in HLRC, (310) 287-4486. There, students can improve in reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Students further can sign up for tutoring in various college subjects (found in the WLAC College Catalog) to increase their knowledge and learning success.

. *Library Services*, located in HLRC, (310) 287-4269 & (310) 287-4486. The WLAC Library provides instruction on how to use the online catalog and periodical and research databases. In addition to a large collection of books, periodicals and videos, the WLAC Library holds course textbooks (two on reserve for our class) which students may use while in the library. Web access and meeting rooms are available in LIRL.

. For assistance with course essays, papers and other writing assignments, please utilize the online Writing Lab, <http://www.wlab.edu/online/owl.asp>

. For Online Tutoring, assistance, please see <http://www.wlab.edu/online/tutoring.asp>

. For additional information students may refer to the below link:

http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Services.pdf

You may ask other college-related questions of the appropriate WLAC offices. You can search the WLAC website index and directories to find contact information for college offices, at www.WLAC.edu.

14. **Further Tips for Success:** Especially if this is your first online course, and even if not, you may benefit from looking at the online section of the WLAC website, where there is information, including tips and computer requirements, for online courses.

Be sure to begin your assignments each week early on, to ensure that you complete your assignments on time. Also, study the materials each week (rather than just breezing through) and in this way, you will help to increase your learning and your success on the quiz, exam and other assignment grades.

Be diligent in the amount of time that you spend on the course. Students will want to stay on track in this class, as assignments are due each week!

* **Syllabus Change Policy** – This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester.

I wish you all the very best in this course! It will be a terrific semester!!!

With Best Regards,

Professor Webster