

## RE 122: Real Estate Practice

### COURSE DESCRIPTION:

The day-to-day business of real estate including how to procure a listing, write a purchase contract, open an escrow, and obtain financing. This course is one of the required courses for a real estate license.

### COURSE OBJECTIVES:

At the completion of this course the student will learn the following:

- Getting Started in Real Estate
- Ethics, Fair Housing, Trust Funds, and Other Legal Issues
- Mandatory Disclosures
- Prospecting and Business Development
- Listing Presentation Package
- Listing Presentation
- Servicing the Listing
- Advertising
- The Buyer and the Property Showing
- Obtaining the Offer and Creating the Sales Agreement
- From Offering to Closing
- Real Estate Financing
- Escrow and Title Insurance
- Taxation
- Property Management and Leasing

### HOW TO LOG IN WEBCT

For information on how to log in to WebCT and other important resources please visit

[http://www2.ohlone.edu/instr/onlineeducation/students/login\\_info.htm](http://www2.ohlone.edu/instr/onlineeducation/students/login_info.htm)

### ONLINE STUDENT RESOURCES

<http://www2.ohlone.edu/instr/onlineeducation/students/index.htm>

### ONLINE HELP DESK

If you experience technical difficulties with WebCT please contact

<http://www2.ohlone.edu/instr/onlineeducation/aboutus/index.htm>

Phones: 510-742-3130 or 510-742-3129

### MINIMUM HARDWARE/SOFTWARE REQUIREMENTS

[http://www2.ohlone.edu/instr/onlineeducation/faculty/softwareHardware\\_req.htm](http://www2.ohlone.edu/instr/onlineeducation/faculty/softwareHardware_req.htm)

### BROWSER CHECK

The browser tune-up will ensure that you are using a supported browser. It includes step-by-step instructions to make sure your browser settings are optimized for the best possible WebCT experience

<http://www.webct.com/tuneup>

### DOWNLOADS

You will need to ensure you have installed the following software plug-ins into your system; WebCT maintains a site with links to all the plug-ins you will need. Visit

<http://tinyurl.com/77jndr>

### INTRODUCTIONS:

When you access this class via WebCT for the first time, please do the following:

- (1) on the left frame, under Course Tools, click the Discussions link;
- (2) click the Introductions link;
- (3) click the button Compose Message; the compose message window will open;

In the subject textbox, type in Your Last Name followed by the word Introduction. Introduce yourself: tell us about your educational background, work experience, reasons for taking this class and any other information that you'd like to share with us; when finished click the Post button.

Get to know your classmates; reply to your classmates' postings.

**PREREQUISITES OR COREQUISITES:**

Prerequisite: RE121

**COURSE REQUIREMENTS:**

1. A computer configured so that you can access documents and submit assignments via WebCT
2. MS Word
3. Participation in the WebCT Discussion Forum
4. Completion of assigned tasks and readings in the textbook.

**OUTSIDE CLASSROOM WORK:**

You should plan on spending a minimum of 18 hours a week preparing for this 6 weeks intensive summer class.

**TEXT/MATERIALS:**

\* You must have the latest edition the textbook (see below), Internet access, and MS Word.

-Pivar, Anderson, Otto. California Real Estate Practice, 7th Ed. Dearborn RE Education, ISBN 142779216X

For more information about the textbook visit <http://tinyurl.com/RE122-textbook>

**GRADING**

Your final grade is based on completion of the following tasks and activities:

Activity	Percent
Discussions	20%
Mini quizzes	20%
Essays	15%
Participation in the Ohlone RE Assessment	5%
Final (M/C questions) or Final term paper	40%

Range	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 68%	F

**READING ASSIGNMENTS:**

All students are expected to do the necessary reading assignments prior to class discussion of the material.

**DISCUSSIONS**

Discussion participation is a very important component of online learning. These graded discussions will encourage student participation and learning. The discussions will start on **Mondays at 8 am** and end on **Fridays at 11 pm**. You are required to post **two times** every week. Your first posting should answer the instructor's question/topic; this posting is due no later than **Wednesday at 11 pm**. Your second posting should answer one of your classmate's comments; this second posting is due no later than Friday **at 11 pm**. The instructor will provide a weekly summary of the main issues/topics that took place in the discussion forum.

Please use online etiquette and professionalism when posting. Each response will be graded based on the quality and relevance of the response.

## **DIRECTIONS FOR ACCESSING THE DISCUSSION BOARD**

You can access the Discussion Board as follows:

- 1- On the left frame, under Course Tools, click the Discussions link
- 2- Click the appropriate Discussion link

Instructor Participation/Responses Discussion:

The instructor will check in the Discussion Board at least twice a day on Mondays through Fridays. The instructor will read all discussion postings. To encourage students' participation, the instructor will refrain from answering every single posting; the instructor, however, will respond when it is appropriate. The instructor will respond with helpful comments and advice at appropriate times.

## **DIRECTIONS FOR SUBMITTING ASSESSMENTS (Chapter quizzes, and final exam):**

Quizzes are based on the text book, class discussions, and some **outside** research

There are 10 multiple choice questions per quiz and 20 minutes to complete each one electronically.

- 1- Click on [Assessments] then choose a particular quiz
- 2- Click on the particular quiz
- 3- Click Ok to begin the quiz]; (or cancel to return if you are not ready).
- 4- Answer and [SAVE] EACH QUESTION (use scroll bar) until you answer all of the questions.
- 5- When finished, click [SAVE], then the [SUBMIT] button.
- 6- Results will be posted AFTER the window period has elapsed.

## **DIRECTIONS FOR SUBMITTING Essays and Research paper**

Your essay must be composed in MS Word.

Step 1

Course Tools > Assignments > Inbox > [assignment to be submitted]

Step 2

Click the button "Add Attachments." The Get Files window opens up

Step 3

Click the icon labeled "My Computer" If your system displays a red X instead of the "My Computer" icon, click on the red X; the "Upload files from your computer" window opens; select "click here to select files individually"

If you're still not able to attach your files contact [onlineeducation@ohlone.edu](mailto:onlineeducation@ohlone.edu) or 510-742-3129 or 510-742-3130

Step 4

Browse to locate the [assignment to be submitted] Attach the assignment

Step 5

The submission window displays your attached file

Click the Submit button

## **RESEARCH PAPER IN LIEU OF FINAL EXAM**

Instead of taking the final multiple choice exam, you may write a research paper about any one of the topics below. This research paper, composed in Microsoft Word, must be double-spaced, contain at least five pages of content and contain at least three current references.

Before you start writing your research report you are required to submit a **research proposal** indicating the topic you have chosen and references to be used; this proposal is **due not later than two weeks before the semester ends**.

1. Short Sales: Pros and Cons
2. Loan Modification: Pros and Cons

3. The Foreclosure Process
4. Credit reports: Udall amendment
5. The new Good Faith Estimate (GFE): Pros and Cons
6. Reverse Mortgages: Pros and Cons
7. First-time buyer programs
8. FHA 203k loan program
9. 1031 Tax exchange
10. Marketing real estate on Facebook and other social networks
11. A topic of your choice (obtain instructor's approval)

Format:

Page 1: Cover Sheet: Class, Date, Name

Page 2: Table of Contents.

Page 3 – 7: Introduction, Body, and Conclusion.

Page 8 ... Any appendix (charts, graphs, pictures, etc.)

Last Page: Works Cited (or bibliography)

### **EMAIL**

If you need to communicate with the instructor about an issue that is not suitable for posting on the Discussion Forum please use the WebCT email tool.

The instructor does not check his other emails as often as he checks the WebCT email. The instructor responds **ONLY** to questions/issues/comments posted in the WebCT email.

The instructor will respond to email requests within 24 hours during the work week (Monday through Friday) Assignments submitted via email will receive no credit.

### **NETTIQUETTE**

Although the tone of your discussion board postings can be informal, your instructor will expect them to be on a professional level. Please use online etiquette and professionalism when placing comments.

Any comments unrelated to the discussion forums and/or that do not meet online etiquette and professionalism will be deleted.

For more info please visit <http://www.learnthenet.com/english/html/09netiq.htm>

### **FINAL**

The final consists of the completion of a final research paper or the completion a multiple choice test

Option 1: Multiple choice test

The final multiple choice test is given online and lasts at the most two hours. The final includes topics from the weekly discussion sessions as well as readings from chapters 1 through 15 in the textbook.

The online test will be given on the day/time as specified in the schedule; see schedule at the end of this document.

Make the appropriate arrangements to be available to take the online test on the day/time specified since the test will not be given any other day/time.

Option 2: Research Paper

The requirements and information to complete this option are found above in the section labeled: **RESEARCH PAPER IN LIEU OF FINAL EXAM**

### **LATENESS POLICY:**

All assignments, projects and final are due on the due dates as stated. No credit will be given for assignments projects and final submitted after the due dates. All assignments are to be submitted via the Assignment tool; assignments submitted via email will not be accepted.

The WebCT Server may occasionally experience technical difficulties; so please plan accordingly and submit your assignments promptly.

**ACADEMIC HONESTY POLICY:**

Please read the following document regarding academic honesty policies:

<http://www.ohlone.edu/org/board/policy/chapter7reg.htm#r7.8.4>

**WITHDRAWALS/DROPS:**

A student will be dropped from class if s/he has not checked in the Discussion Forum at least once during a week (M-F) or has not submitted assignments during a one week period.

Students are responsible for the proper revision of their class schedules. Students who stop attending this class are responsible to verify the drop through WebAdvisor. If this is not done, the student may be carried in the class to the end of the semester and receive an "F" grade

Last day to drop this class and be eligible for a refund: Wednesday, June 23

Last day to drop this class without a W grade: Sunday, June 27

Last day to drop this class with a W grade: Tuesday, July 20

Grades available via WebAdvisor: Friday, August 6

For more information visit

<http://www.ohlone.edu/org/admissions/summeracademiccalendar.html>

**FINAL GRADE POSTING:**

The final grades will be available via WebAdvisor on Friday, August 6, 2010. The instructor will not issue final grades to individual students.

**SCHEDULE:**

<b>Week</b>	<b>Start date</b>	<b>Topics/Readings/Assignments/Due Dates</b>
1	6/21-6/25	Introduction to course Ch 1: Getting Started in Real Estate Ch 2: Ethics, Fair Housing, Trust Funds, and Other Legal Issues  <b>Student Introductory Assignment due on or before 6/25</b> A student who does not introduce himself/herself by 6/25 will be dropped from the class  <b>Discussion 1:</b> <b>First comment due on or before Wednesday 6/23</b> <b>Second comment due on or before Friday 6/25</b>
2	6/28-7/2	Ch 3: Mandatory Disclosures Ch 4: Prospecting and Business Development Ch 5: Listing Presentation Package  <b>Discussion 2:</b> <b>First comment due on or before Wednesday 6/30</b> <b>Second comment due on or before Friday 7/2</b>
3	7/6-7/9	Ch 6: Listing Presentation Ch 7: Servicing the Listing Ch 8: Advertising  <b>Mini quizzes chapters 6, 7 and 8 due on or before 7/9</b>
4	7/12-7/16	Ch 9: The Buyer and the Property Showing Ch 10: Obtaining the Offer and Creating the Sales Agreement Ch 11: From Offering to Closing  <b>Mini quizzes chapters 8, 9 and 10 due on or before 7/16</b>  <b>Research paper proposal due on or before 7/16 (if you decided to write a research paper instead of taking the final exam)</b>

5	7/19-7/23	Ch 12: Real Estate Financing Ch 13: Escrow and Title Insurance  <b>Essay 1: chapters 12 and 13 due on or before 7/23</b>
6	7/26-7/29	Ch 14: Taxation Ch 15: Property Management and Leasing  <b>Essay 2: chapters 13 and 14 due on or before 7/29</b>
	7/29	<b>Option 1: FINAL ONLINE: Thursday 7/29</b> 8:00 am - 9:00 pm Final emailed to the students' WebCT inbox on 7/29 at 8:00 am The final test can be taken in any two-hour block of your choice on Thursday, July 29 from 8:00 am to 9:00 pm  <b>Option 2: Research Paper: due Thursday 7/29</b>  If you decided to write a research paper instead of taking the final exam online, the research paper is due on or before Thursday, July 29.

#### Syllabus assessment

The first day of class you'll be asked to complete via WebCT the following syllabus assessment:

1. When or how often does this class meet?

- (a) Saturdays
- (b) Saturday morning
- (c) Monday - Friday
- (d) Sundays

2. A student will be dropped from this class if he/she fails to introduce him/her self during

- (a) the second week of class
- (b) the first week of class
- (c) the third day of class
- (d) the first day of class

3. Course requirements include, but are not limited, to which of the following:

- (a) Participate in weekly discussions
- (b) Complete quizzes, essay questions
- (c) Complete final exam or research paper
- (d) All of the above.

4. In regards to outside classroom work, you should spend a minimum of \_\_\_ hours a week preparing for this class

- (a) 0
- (b) 1/2
- (c) 18
- (d) 100

5. Which textbook edition is required for this class?

- (a) any edition
- (b) 5th edition
- (c) 6th edition
- (d) 7th edition

6. What grading percentage amount is allocated for weekly discussions?

- (a) 0%
- (b) 5%
- (c) 20%
- (d) none of the above

7. Your final grade is calculated by using your grades in the following:

- (a) only the final or final research paper
- (b) only Discussions and Mini quizzes
- (c) discussions, mini quizzes, essays, Ohlone RE Assessment, and final exam or research paper
- (d) none of the above

8. All students are expected to do the necessary reading assignments

- (a) during the class discussion of the material
- (b) after class discussion of the material
- (c) prior to class discussion of the material
- (d) none of the above

9. The weekly discussions will start every Monday morning and end on Friday at 11 PM. A student is required to post at a minimum \_\_\_\_\_ time(s) every week.

- (a) one
- (b) two
- (c) three
- (d) five

10. In regards to weekly discussions, the first posting is to answer the Professor's question/topic, due NO later than \_\_\_\_\_ by 11 PM, every week.

- (a) Monday
- (b) Tuesday
- (c) Wednesday
- (d) Sunday

11. In regards to weekly discussions, the second posting is to answer your classmate's comments, due NO later than \_\_\_\_\_ by 11 PM, every week.

- (a) Friday
- (b) Tuesday
- (c) Wednesday
- (d) Sunday

12. Unacceptable ways to submit assessments or assignments include which of the following:

- (a) e-mail
- (b) fax
- (c) phone
- (d) all of the above

13. Your participation in the discussion forum is

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- (a) graded at all times
- (b) not graded
- (c) graded sometimes
- (d) None of the above

14. The instructor will check in the Discussion Board at least twice a day on

- (a) Tuesdays through Sundays
- (b) Saturdays and Sundays only
- (c) Mondays through Fridays
- (d) Mondays and Fridays only

15. If you experience technical difficulties with WebCT contact

- (a) the instructor
- (b) Ohlone College librarian
- (c) Office of Admissions and Records
- (d) online education help desk

16. Instructions on how to submit the assessments, essays and research paper are posted in

- (a) the Ohlone College library
- (b) the class syllabus
- (c) the Ohlone College schedule of classes
- (d) none of the above

17. If you decide to write a research paper in lieu of the multiple choice final exam

- (a) your topic must be approved by the instructor two weeks prior to the last day of class
- (b) your topic does not need to be approved by the instructor
- (c) your topic must be approved by the instructor two days prior to the last day of class
- (d) none of the above

18. You may communicate with the instructor via WebCT email ONLY

- (a) to post an issue that is personal
- (b) all the time
- (c) to post an issue that is not suitable for posting on the Discussion Forum
- (d) (a) and (c)

19. The instructor responds ONLY to personal questions/issues/comments posted in his

- (a) WebCT email account
- (b) Ohlone College email account
- (c) Yahoo email account
- (d) Google email account

20. Any comments unrelated to the discussion forum topic and/or that do not meet online etiquette and professionalism will be

- (a) tolerated
- (b) deleted
- (c) accepted
- (d) none of the above

21 Assessments, essays and research paper

- (a) that are submitted late receive no credit
- (b) that are submitted late receive partial credit
- (c) that are submitted via email will not be accepted
- (d) (a) and (c)

22. A student will be dropped from class if the student has not

- (a) checked in the Discussion Forum at least once during a week (M-F)
- (b) completed the required assignments during a one week period (M-F)
- (c) introduced him/her self during the first week (M-F) of instruction
- (d) all of the above

23. If necessary, who is responsible to "drop" (or take a "W") for a class prior to academic deadlines?

- (a) registrar
- (b) classmate
- (c) instructor
- (d) Student

24. Who issues the semester final grade to students in this class?

- (a) the instructor issues the final semester grades to students the day after the final exam
- (b) the instructor issues the final semester grades to students two days after the final exam
- (c) the instructor issues the final semester grades to students three days after the final exam
- (d) Ohlone College WebAdvisor issues the final semester grades to students.

25. Where is this class held in?

- (a) Fremont campus, room 3201
- (b) Newark Memorial High School, room 338
- (c) Newark campus, room 2119
- (d) This is an online class