

Copper Mountain College Class Syllabus

Course Details:

Semester: Fall 2017

Course Number: REAL-081 SECTION 01, PRINCIPLES OF REAL ESTATE

Prerequisites: Math 057 or the equivalent

Course Description:

This course is a study of California real estate principles as applied to the following areas: land economics; interests in the uses of land; land transfers; buying and selling of real estate; contracts, liens, and encumbrances, real estate finance, and preparation of the student for the professional goal of salesperson. Students must take this class to be eligible for the California real estate salesperson exam.

Course Student Learning Outcomes (SLOs):

Upon completion of this course, students will be able to:

- a. Explain the requirements for obtaining and maintaining a real estate salesperson license.
- b. Articulate the real estate sale and acquisition process.
- c. Identify key legal and regulatory concepts relevant to the real estate process.
- d. Analyze history, structure, ethics and objectives of real estate.
- e. Demonstrate proficiency in the math functions and formulas used in real estate calculations.

Class Meetings: Online

Instructor: Melody Pike

Office Hours:

During the first week, students must schedule an appointment with the instructor on the calendar within Canvas. Each ten-minute meeting will be conducted using Zoom and you must schedule an appointment time before Monday August 28, 2017. Office hours will be on Monday online between 5:20 PM and 6:30 PM or by appointment. (Virtual Office) If you sign up late for the class please contact the instructor once you add.

Phone Number of Instructor: (760) 366-3791 x 0256 (on-campus), 626-869-7464 (cell)

E-mail of Instructor: mpike@cmccd.edu

Please Note:

There will be no office hours on September 4th and 11th 2017 and I will not be able to take calls or return calls from August 30 - September 18, 2017. I will be out of the country during this time. I will respond through email or Canvas email and may take up to 72 hours to respond due to traveling.

Textbook:

Brady, Estes & McKenzie; California Real Estate Principles 10th Edition (2015); OnCourse Learning.

Textbook Availability: The course textbook can be purchased at the bookstore and online, and is available in the library on reserve.

ISBN: 978-1-62980-005-9"

Supplementary Reading(s) and/or Materials: External links to supplemental information (videos and text) are available in each module and there may be handouts in Canvas. You must have access to a computer with reliable internet access, a Gmail account (not for emails), Zoom (free connect with instructor), and use additional resources.

Contacting Me:

The best way to contact me is through Canvas on the left side navigation panel (inbox, address teacher, click the "individually" box). You may also email me via my Campus email address above. I check email daily (except occasionally on Saturdays and never on Sundays), and will typically respond to most emails within 24-48 hours. If you do not receive a response from me within that timeframe, chances are I did not receive your message. Verify that the email address is correct, and resend. You can also call my cell phone between 10 AM and 9 PM. Please refrain from calls after 9 PM. When calling, if I do not answer the phone, I'm probably in a meeting or working with a client. Please leave a message with your name, reason for calling and preferred time to return your call, and I'll return your call as soon as I can; if possible, I will return your call during your specified timeframe.

Contacting Each Other:

Canvas allows you to send messages to other students in this class. This is a great feature for contacting group members, or offering peer support. Please be courteous and respectful when sending messages to one another.

Questions and Answers Forum:

If you have a question about the course, you are probably not the only one. Please post questions about assignments, due dates, Canvas, or information from the Modules in the Q & A forum. This way, your question may benefit your peers, and, your peers may actually know the answer and get back to you faster than I can! If you send me a private message or email with a course related question, before answering, I will ask you to post the question in the forum.

If, on the other hand, you have a personal question, such as a grade concern or a request for help, please feel free to email, or call.

Course Policies:

Attendance and Drops:

Unlike a face-to-face class, online classes do not have set times when you need to be logged in and working with your peers. Instead, attendance is monitored through the completion of deliverables and other online tasks. There are two important attendance markers for REAL 081, completion of deliverables, and regular contact. Please email me at mpike@cmccd.edu if you have problems logging in to Canvas.

First Log In:

If you do not log in to the course site by Sunday 8/27/17 at 11:00 PM, read and acknowledge the syllabus, complete the practice quiz, and introduce yourself in Discussion #1, you may be dropped from the course for non-attendance.

Regular Contact:

In addition, in order to learn the required material, you should be participating on a regular basis in the online activities, especially discussions, quizzes and tests. Real estate is best studied by reading and looking over the PowerPoints, videos and extra resources. The online discussions require interaction on a weekly basis. In fact, if you have high goals for this class, I strongly suggest you plan to work ahead, especially with the weekly terms and definitions, discussion forums and quizzes. Students who go longer than 7 days without logging into the course site will receive a gentle warning from me that their participation needs improvement. If you need to be away from the class for a period of time, please work ahead and let me know through Canvas email that you will not be logging in during a particular week. This may count as one dropped weekly discussion. (see number of discussions you may drop elsewhere in the syllabus).

Dropping the Course:

If you do not complete the week 1 assignments by Friday of the first week then you may be dropped from the course. If you go more than 10 days without logging into the course without notifying me, you risk being dropped for non-attendance. If, however, you decide to drop the course, it is your responsibility to do so. Students who stop attending without initiating a drop or withdrawal run the risk of receiving an F in the course.

If you feel you cannot successfully complete the course, I strongly urge you to consult with me before dropping. I am here to help you succeed!

Class Conversations are Theoretical:

Note that, in this class none, of my comments or conversations should be construed as real estate advice. Our conversations, lessons, videos, office hours, and other interactions are strictly for educational benefit and not advice on any specific real estate transaction or opportunity. Please do not ask for real estate advice during this class. All conversations are educational discussions only; this includes guest speakers and videos.

Class Participation:

Attendance is required and taken through participation in course activities and completing the majority of work each week in Canvas. Participation will include pop quizzes, presentations, questions and answers, engaging with speakers, group discussions, office hours, papers, supplemental readings, etc. You must complete the reading or video materials assigned each week (including learning objectives, PowerPoints, videos, computer research, polls, forms, computer assignments, group work, project work etc.) in preparation to participate in Canvas discussions.

Group work must be completed and submitted on time and will not be accepted late unless there is a verifiable excused event that precluded the group from completing work by the deadline. It is important to connect with your group members early on shared work and ensure that you complete and submit the work on time.

Class Participation will be Assessed or Graded: Class participation is crucial to your understanding of the material. (See Class Participation above)

Assessment:

Exams: Exams are completed individually in Canvas without collaboration; some exams may require an approved proctor. If you receive accommodations for exams, you must inform me and arrange the accommodations at least two weeks prior to exams.

Quizzes: Quizzes are completed individually without collaboration or interaction with others. However, you are free to use your notes and other course resources when taking quizzes.

Missed Exams/Make-Up Exams: Students are expected to take exams at the scheduled time except for verifiable illness, accident or exceptional circumstances. Contact the instructor as soon as possible to request accommodations if you know you will miss a scheduled exam.

Helpful hint: Do not wait until the last day the exam is open to take the exam in case you have problems. Be proactive!

Missed Assignments/Make-Up Assignments: Assignments may be turned in late, provided they are all turned in no later than Dec 3, 2017 before 11PM. A 50% deduction will apply to work submitted late provided it is submitted no later than Dec 3, 2017 before 11PM. Quizzes must be taken at the time administered and there are no makeup opportunities except for verifiable illness, accident or exceptional circumstances. The lowest three quiz scores will be dropped from the grade book. Discussions must be completed at the time administered and there are no makeup opportunities. (see online discussions section)

Grading: The grading scale below will be used. Grades near the next higher grade level may be rounded up at instructor's discretion. For example, a 79.5% may be rounded to an 80%.

90-100 = A

80-89 = B

70-79 = C

60-69 = D

BELOW 59 = F

Point Schema: Assignments and Exams will be given points according to the following scale:

Graded Item	Points
Exams	700
Discussions	100
Projects	150
Quizzes	120
Participation	300
Vocabulary	100
Math Review	30
Total	1500

Grade Monitoring: Students are responsible for regularly checking grades in Canvas and must inform the instructor of any concerns or perceived errors or discrepancies of grades within one week of grade posting.

Some Graded Areas:

- a. Lecture
- b. Small group activities
- c. Multimedia presentations
- d. Class and online discussion
- e. Class Projects.

Grade Appeals Procedures:

See Copper Mountain College catalog for grade appeal procedures.

Instructional Methodology:

- a. Textbook and supplemental readings.
- b. Small group assignments.
- c. Essay responses to real estate issues (typed with cited sources)
- d. Short Research and report on current real estate (topic/s assigned)
- e. Prepare for media presentation
- f. Video instructions and supplemental materials

Technology Knowledge:

The learning environment goes beyond the walls of our campus and Canvas. New technologies are emerging and real estate requires you to keep up with the use of technology in the field. For example, videos, social media, websites, virtual modeling, ZipForms, video conferencing, virtual live house tours, etc. are part of a Realtor's arsenal of tools. You do not need to know all these types of technology personally; being aware of these technologies and mastering some of them, is important. We will use some of these technologies in our class.

Online Discussions:

Online discussions will be an important part of your success in this class. You are encouraged to participate in the online discussions each week and full credit requires participation in discussions in at least ten weeks. You may participate in all thirteen discussions, however, you will only receive credit for ten "complete" discussions. The discussion each week must include an original post related to the weekly prompt and then a response of at least three to four sentences each, to more than one of your colleagues' posts. In your reply to the post, include why you agree, or disagree, and/or recommend an addition or alteration to their post. Each discussion must be complete (original post and follow-up to the posts of at least two peers) to receive credit. Discussions must be completed at the time administered and there are no makeup opportunities. No credit will be provided for partial or incomplete discussions.

Netiquette:

Netiquette refers to the behavior that you are expected to follow when communicating online. It covers both common courtesy in an online environment and the informal “ground rules” for navigating in cyberspace. For this course, you are asked to follow these basic guidelines:

- When writing an email to your instructor, include the class name and section, along with a description, in the subject line. For example: REAL-081-01. Use a signature with your full name at the end of your emails.
- Remember that slang can be misunderstood or misinterpreted – use your “academic” voice. pls dnt use txt lang when sending messages 2 me.
- Be aware of your tone and avoid sentences typed in all caps – it implies online “screaming” or “shouting.”
- Do not send angry messages known as “flaming.”
- Do not use offensive language.
- Be sensitive to those with differing cultural and/or linguistic backgrounds, as well as different political and religious beliefs.
- Respect different views and opinions.
- Provide constructive feedback and use good judgment when composing responses to your classmates.
- Be professional and use good grammar and spelling. Consider writing your discussion posts, assignments, and online correspondence in a text editor to check for spelling and grammar before pasting it into an online submission.

Comprehensive and Cumulative Quizzes and Exams:

One of the purposes of this course is to prepare for the California Real Estate exam. In light of this objective, we will have external readings from sources such as the California Bureau of Real Estate along with videos and other materials in each module. Quizzes and exams will cover the totality of this information and will also be cumulative. Information from chapter/module1 may show up in a quiz in chapter/module 2. This is necessary both to continually reinforce key topics and also because the breakdown of materials into chapters sometimes breaks apart topics that are actually linked together in practice. We need to explore and reinforce such linkages.

Turnitin.com:

We may use turnitin.com when submitting written papers (not discussions) in this class. Turnitin.com provides a report that indicates the extent to which a paper plagiarizes past written work. For example, if you include a citation from another paper but forget to place quotes around the cited text and include a reference at the end of the paper, the software will flag this as plagiarism. The software provides a “score” that denotes the extent of plagiarism and shows the reason for the

score. A perfect score would be a “0” but this is typically not attainable, as our work always resembles previous work to some extent.

In some classes this tool may be used to “catch” plagiarism. However, I believe that most plagiarism is the result of errors in citation and other common writing mistakes as opposed to an intent to copy the work of others. As a result, for some submissions I may ask that each of you submit your papers to turnitin.com and assess your own work. This requirement will be noted in the directions for such submissions. Read the report noting citation errors or other mistakes and correct the errors yourselves. Submit a final draft to me with a score below “30”.

Helpful Links, Videos, Outside Materials:

Outside links, videos and materials are available for general information and context for the field only. These materials are not intended to promote any service, person or other. If there are any differences in explanations between any outside information or links and the official course materials, please let me know. Always refer to the class textbook and/or the California Bureau of Real Estate (BRE) for “correct” answers.

Academic Dishonesty – Cheating and Plagiarism:

Student academic dishonesty consists of the following:

1. Cheating. Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise, copying another person’s work, with or without their permission.
2. Fabrication. Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Facilitating Academic Dishonesty. Intentionally or knowingly helping or attempting to help another student to violate any provision of this code.
4. Plagiarism. Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise.

Plagiarism, from the Latin plagiarium (kidnapper), refers to the “unacknowledged” use of another person’s words, ideas, or information. Rewriting, paraphrasing, summarizing, putting a passage into one’s own words without recognizing the original source are still plagiarism: credit must be given to the author or creator. Plagiarism can carry serious consequences, resulting in course failure and/or expulsion. Please refer to the “Student Rights and Responsibilities” section of the Copper Mountain College Catalog. The following are some examples of plagiarism:

- A. Copying and pasting text from CD ROMS.
- B. Copying and pasting text from web sites.
- C. Transcribing text from printed material, such as books, magazines, encyclopedias or newspapers.
- D. Modifying or scanning any text.

- E. Replacing words in the text using a thesaurus.
- F. Using copyrights, trademarks, patents, speeches, and artistic creations without permission or acknowledgment.
- G. Using photographs, images, video, or audio without permission or acknowledgment.
- H. Using another student's work and claiming it as your own (even with permission).
- I. Translating texts from a foreign language does not constitute original work and falls under the guidelines for quotations, summaries, and paraphrasing.

Grade Notifications: Grades will be posted and available only via Canvas.

Students with Disabilities:

Students with disabilities, whether physical, learning or psychological, who believe that they may need accommodations in this class, are encouraged to contact ACCESS as soon as possible to ensure that such accommodations are implemented in a timely fashion. Please work with ACCESS staff to verify your eligibility for any accommodations and for academic assistance related to your disability. ACCESS is located in the Student Services building, in Phase III of the main college campus. ACCESS can also be contacted via the web at: <https://www.cmccd.edu/admissions/access/>

Equal Opportunity Statement:

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct or communication constituting sexual harassment.

Important Dates:

Date	Class Deadlines
AUGUST 21, 2017	CLASS BEGINS
AUGUST 27, 2017	<p>You must complete substantive work in your online class no later than 11:00pm on Sunday, 08/27/17 or you may be dropped from the class for nonattendance.</p> <ul style="list-style-type: none"> • If a student is dropped as a "no-show", it is the student's responsibility to reregister into the class in the Office of Student Services or online through MyCMC portal.

Date	Class Deadlines
	<ul style="list-style-type: none"> • There is no priority placement.
DECEMBER 3, 2017	All late work must be turned in and completed no later than 11:00PM through Canvas to receive up to 50% credit. If you have issues you must email instructor through Canvas (preferred) or Campus email before 11:00 PM 12/3/17
DECEMBER 7, 2017 TEST OPENS AT 8:00AM AND TEST CLOSES AT 11:00 PM DECEMBER 13, 2017	FINAL for CLASS is ONLINE in CANVAS under EXAMS MODULE
Date	College Deadlines
August 31, 2017	Last day to add a full semester class; last day for students to drop a course with a refund.
September 12, 2017	Last day for students to drop a full-term course, and avoid a transcript record.
November 13, 2017	Last day to drop with a grade of "W"
December 16	Last day of Fall semester

Note: This syllabus is subject to change without advanced notice.