**Real Estate Practice RE 105**

***COURSE DETAILS***

**Instructor:** Dr. Mike Shaffer

**Email:** emshaffer@ccp.edu

**Office Hours:** By appointment

**CRN:** TBD

**Format:** Online

**Semester:** Fall 2019

**Credit Hours:** 3

**Textbook:**  Modern Real Estate Practice in Pennsylvania 13th Ed. Dearborn Publishers You may purchase either the hard copy or the online version. The 12th edition will not work.

**Catalog Description:** Introduction to all facets of the real estate business, including a survey of fields of specialization. Emphasis will be on the role of a real estate agent in the field of residential brokerage. This course will acquaint the student with the basic techniques, procedures, regulations and ethics involved in a real estate transaction along with a working knowledge of the forms and documents used, including the related mathematics. This course, together with RE 101 (Real Estate Fundamentals).

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| **Learning Outcomes (LO):** |
| * Identify the basic techniques, procedures, regulations and ethics involved in a residential real estate transaction; * Demonstrate an understanding of the forms and documents used in real estate transactions and complete the required documents; and * Describe and explain the basic concepts of real estate practices in Pennsylvania, including fair housing, listing, settlement and surveys. |

***COURSE SCHEDULE***

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| --- | --- | --- |
| Week 1 | **Unit 1: The Real Estate Business** | See respective Canvas Module for specific learning activities. |
| Week 2 | **Unit 2: Real Estate Brokerage** | See respective Canvas Module for specific learning activities. |
| Week 3 | **Unit 3: Agency in Real Estate** | See respective Canvas Module for specific learning activities. |
| Week 4 | **Unit 4: Ethical Practices in Fair Housing** | See respective Canvas Module for specific learning activities. |
| Week 5 | **Unit 5: Listing and Buyer Agreements** | See respective Canvas Module for specific learning activities. |
| Week 6 | **Unit 6: Sales Contracts** | See respective Canvas Module for specific learning activities. |
| Week 7 | **Unit 7: Financing the Real Estate transaction** | See respective Canvas Module for specific learning activities. |
| Week 8 | **Unit 8: Appraising Real Estate** | See respective Canvas Module for specific learning activities. |
| Week 9 | **Unit 9: Closing the Real Estate Transaction** | See respective Canvas Module for specific learning activities. |
| Week 10 | **Unit 10: Property Management** | See respective Canvas Module for specific learning activities. |
| Week 11 | **Unit 11: National Exam Preparation** | See respective Canvas Module for specific learning activities. |
| Week 12 | **Unit 12: PA-State Specific Exam Preparation** | See respective Canvas Module for specific learning activities. |
| Week 13 | **Unit 13: PA State Licensing** | See respective Canvas Module for specific learning activities. |
| Week 14 | **Final Examination** |  |

***GRADING CRITERIA***

**A = 90-100**

**B = 80-89**

**C = 70-79**

**D = 60-69**

**F = 59 and below**

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| Learning Activity | Point Value |
| Practice Quiz exercises (13 total @ 2 each) | 26 |
| Discussion Board Participation (13 total @ 4 each) | 52 |
| Self-Assessment Reflection (13 total @ 5 each | 65 |
| Mid-term Exam | 40 |
| Final Exam | 40 |
| Total | 223 |

**Grade Scale**

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| Grade | points |
| A | 201-223 |
| B | 178-200 |
| C | 156-177 |
| D | 133-155 |
| F | 0-132 |

***OFFICIAL POLICIES***

**Attendance Policy:**Community College of Philadelphia Official Policy requires instructors to take attendance. A student who does not actively participate in an Online Class **will be dropped**. Active participation is defined as logging in to the course and completing the work assigned in each Module.

*Makeup Policy:* Students may be provided extensions or offered a modification to the class schedule for missed class time or coursework; documentation is expected and is at the sole approval of the instructor.

**To Student Receiving Title IV Financial Aid Funds:** Effective Fall 2000, students who receive Title IV financial aid funds and who withdraw from ALL their classes before completion of 60% of the term, i.e., the 10th week (or its equivalent for summer terms) may be required to return all or a portion of their financial aid award. If it is determined that funds must be returned to the financial aid programs, students must make satisfactory payment arrangements within 45 days of notification or they become ineligible for further financial aid.

**Community College of Philadelphia's Early Alert Initiative**: The system positively intervenes in Community College of Philadelphia's students' academic paths early and appropriately by effectively communicating current performance and supplying information beneficial to academic success. Faculty members have the opportunity to complete Early Alert reports at 20% and 50% reporting periods during the semester. Students will be assessed on the following items: attendance, punctuality, meeting assignment deadlines, classroom behavior, classroom participation and other factors pivotal to student success. Should you receive an Early Alert letter, you should follow up on the suggested intervention strategy as soon as possible.

**Classroom Conduct**: It is expected that students will conduct themselves according to the guidelines found in the CCP College Policies and Procedures Article IV, 5. *(Retrieved from College website:* http://www.ccp.edu/site/prospective/orientation/orientation\_faq.php)

**Academic Honesty:** Except when permitted by your instructor, all work is expected to reflect an individual effort. Attribution should be given when appropriate. All students are expected to understand what constitutes cheating and plagiarism as described in College Policies and Procedures Memorandum #3 (P&P #3). If a violation of P&P#3 is found or suspected, a formal judicial process will be conducted to investigate the violation and the consequences will range from an F for the assignment to an F for the course. ***Plagiarism, cheating or any other form of Academic Dishonesty will result in the immediate withdrawal from the class and a report will be filed with Academic Affairs.***

**Center on Disability:** Students who believe they may need an accommodation based on the impact of a disability should contact me privately to discuss their accommodation form and specific needs as soon as possible, but preferably within the first week of class. If you need to request reasonable accommodations, but do not have an accommodation form, please contact the Center on Disability, room BG-39, phone number 215-751-8050. ***Students who are registered with the Center on Disability must inform the instructor by the end of the first week of classes if special accommodations are requested.***

**College Closing Policy**

The number for the cancellation of evening or weekend classes is #2238. Radio station KYW-AM 1060 will announce the College’s closing number. You are encouraged to sign up for “e2 Campus” which is an emergency notification system. Go to the MyCCP Home page to sign up for the notification system.



***The instructor reserves the right to change the syllabus at any time.***

***Students will be notified of any changes.***