

**Saddleback College**  
**Business Science Division**  
**Course Syllabus**  
**RE 172**  
**Real Estate Practice**  
**HYBRID: Live at ATEP plus INTERNET**

**Instructors: Martin Welc**  
**Voicemail: (949) 582-4410**  
**Email: [mwelc@saddleback.edu](mailto:mwelc@saddleback.edu)**  
**and Barbara Cox**  
**Voicemail: (949) 582-4818**  
**[bcox@saddleback.edu](mailto:bcox@saddleback.edu)**

### **Course Description**

Day-to-day operations in real estate roles in sales and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow and ethics.

Applies towards State's educational requirements for 18-month completion of the real estate salesperson license.

Applies toward State's core educational requirements for the broker's examination.

Applies toward DRE (Department of Real Estate) continuing education hours and/or basic education.

### **Course Objectives**

Upon completion of this course, the student will be able to:

1. Describe the major aspects of agency relationships in real estate.
2. Identify types of list agreements and list their main elements.
3. List the important elements of property disclosures.
4. Discuss listing regulations, including listing ownership, antidiscrimination, antitrust laws, and environmental issues.
5. Evaluate and price properties using a competitive market analysis.
6. Prepare an offer.
7. Describe the negotiation process.
8. Prepare valid deposit receipts.
9. Name types of contingencies and explain how contingencies work.
10. Describe the loan qualification process.
11. List the basic features of a loan.
12. Name government-sponsored loan programs and differentiate among them.
13. Describe the steps of the closing process.
14. Estimate buyer's net cost and seller's net proceeds.
15. List the main features of RESPA.
16. List and describe the main functions of property management.

## Textbooks

**Required** materials for this course include the following:

- Textbook: *California Real Estate Practice*, 4e. Author: Haupt. Publisher: Rockwell. ISBN 978-1-887051-576
- Student Guide with Online access code
- The quizzes and final exams found online. This means that you must have access to a computer with a reliable, stable Internet connection.

## Optional References

*The Plain Language Dictionary of Real Estate*. Bella Vista Publishing Company, Inc. (c) 2004. ISBN: 0-9718225-0-6 **Available in the bookstore.**

*Real Estate Law; California Department of Real Estate (latest edition)*. NOTE: This book is FREE online in Adobe Acrobat format. Get it at <http://www.dre.ca.gov/relaw.htm>

*Reference Book: A Real Estate Guide; California Department of Real Estate; 0-916478-02-5 (or latest edition)* NOTE: This book is FREE online in Adobe Acrobat format. Get it at <http://www.dre.ca.gov/refoc.htm>

The telephone number for the **Saddleback College Bookstore** is 949/582-4715.

## Due Dates

All online course work (**quizzes and final exam**) must be completed online by 5:00 pm of the last day of the course as listed in the class schedule. You do NOT need to click on the "submit" button in the online course to receive credit.

The **required essay** may be submitted in person or by mail addressed to Martin Welc, Real Estate, BGS 202, Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692. It may also be submitted by email to [mwelc@saddleback.edu](mailto:mwelc@saddleback.edu). The essay is due no later than 5:00 pm of the last **weekday** of the course as listed in the class schedule.

To obtain a completed **course verification form**, follow these instructions exactly and do so before the end of the course or within one week of course end:

1. Complete ALL work for the course.
2. Deliver to Professor Welc in person or send by postal mail your essay **together with** the course verification form **and** a self-addressed stamped envelope.

## 1. Course Requirements and Grading

1. You must attend the scheduled classes at the ATEP campus.
2. Complete the required reading, that is, the textbook chapters and the online material.
3. Complete the self-assessments, activities, reviews, exercises, case studies, quizzes, etc., in the text and online. All of these will help clarify your understanding of the concepts and

- calculations, reinforce learning, and enhance mastery.  
Read all announcements and updates provided in the online course materials.
4. **Complete all quizzes and Final Exam Sections online. These are the scores that count toward your grade!**
  5. Write a 500-word Essay on a topic of your own choosing related to the course content.

IMPORTANT: The short essay MUST be submitted. It is a requirement. It is graded as satisfactory or not satisfactory.

Your grade will be based on your online quiz scores, your total score on the final exam sections, and your essay.

The Final Exam will count for 75 percent of your grade. The quizzes will count for 20 percent of your grade. The essay will count for 5 percent of your grade.

### About the Online Course

Note: We do **not** use Blackboard for this course! We use ROCKWELL.

- Getting Started. To access your course you will need a User ID and Password. Log onto [www.rockwelleducation.com/cc](http://www.rockwelleducation.com/cc) and enter the key code (found on the cardboard backing of the student guide) and course information in the corresponding fields and selecting the appropriate roster. After click the "Submit" button you will be assigned a User ID and Password. Save this information as it will allow you to log into your account and begin your course.
2. You are allowed as many hours as you need for completing the course.

### More How-To

- You will need the textbook, the online access code, and a user name and password. **The information for setting up the access to the online course is included with the Student Guide and online access code. Follow those instructions carefully. You cannot enter the online course without this information!**
- Remember, you will need the textbook, the online access code (called **a keycode**), and a user name and password. The information for setting up the access to the online course is included with the Student Guide and online access code. Follow those instructions carefully. You cannot enter the online course without this information!  
NOTE: You cannot share the keycode with another learner. The keycode is tied to your work in the course, so sharing will not work.  
ANOTHER NOTE: You need a different keycode for each Rockwell course you use. If you are taking four classes that use the Rockwell system, you will need four different, separate keycodes.
- To use the online course, after you have received your password, go to <http://www.rockwelleducation.com/> and log on by entering your User ID and password.
- The Pre-test does not count toward your grade. It will be used to help you judge your starting knowledge ... and it will help us monitor the effectiveness of the online course. Please complete the Pre-test as soon as you access the online course.
- Recommendation: Work through the course by reading a chapter of the text and doing the exercises. Try to do this BEFORE the live class. Then do the chapter work online. This will reinforce your learning.
- **If you experience any difficulties during the online registration process, please contact Rockwell at 1-800-221-9347.**

- And ... Get started right away. Work in small chunks. Take breaks. Do not procrastinate. And if you need help, send email to [bcox@saddleback.edu](mailto:bcox@saddleback.edu) and/or [mwelc@saddleback.edu](mailto:mwelc@saddleback.edu).

## About the Final

- Your final exam will be administered online, inside the Rockwell course. You have **two** hours to take the Final. The online system will give you five hours, but your professor allows you only two hours. Your professors can see all your work and time spent.
- The Final has 100 multiple choice questions.
- Also, please complete the Final exam in *one sitting*, just as you would in a live class. This does not mean you cannot take a break for a few minutes. You may exit the Final if you wish to take a break. The system will remember your answers and you can pick up where you left off.
- The system will allow you three attempts on the Final. **ONLY THE FIRST ATTEMPT COUNTS TOWARD YOUR GRADE!**

## About the Essay

- The essay should be between 500 and 600 words. This is about a page and a half.
- Write on a topic of your own choosing, as long as it is *related to course content!*
- The **required essay** may be submitted in person or by mail addressed to Martin Welc, Real Estate, BGS 202, Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692. It may also be submitted by email to [mwelc@saddleback.edu](mailto:mwelc@saddleback.edu). The essay is due no later than 5:00 pm of the last **weekday** of the course as listed in the class schedule.

## Grade Computation

Your grade will be based on your classroom attendance and participation, quizzes and Final Exam scores, and your essay. The Progress Test ("midterm") does NOT count toward your grade. Your grade will be computed according to the percentage correct/possible of all questions and the essay. The Final exam is 55 percent of your grade. The challenge exercises are worth 25 percent of your grade. The essay is worth 5 percent of your grade. NOTE: The essay is required.

### GRADE WEIGHTING

First Final Exam Attempt	75%
Average quiz score	20%
Essay	5%
Total	100%

### GRADE COMPUTATION

90-100% = A  
 80-89% = B  
 70-79% = C

60-69% = D  
< 59% = F

**\*\*\*IMPORTANT GRADE INFORMATION\*\*\***

The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please **do not call for grade information**. Your performance score/grade will be mailed to you if you provide your instructor with a self-addressed, stamped envelope or postcard at the Final Exams, or you may go to <http://www.socccd.org/grades>.

If you decide to drop this course, **you must** go to the Office of Admissions and Records in the Student Services Building.

**If you fail to officially drop** and do not complete the course, **you will receive an "F" on your permanent record. This is a College rule. Your instructor cannot change it.**

### **Disability Accommodations**

If you have specific disabilities and require accommodations, please let me know early in the semester, so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Special Services Office in Student Services Center, Room 113.

Students with disabilities, including non-visible disabilities such as chronic diseases, learning disabilities, head injury and attention deficit disorder, are encouraged to contact the instructor to discuss appropriate accommodations that might be helpful to them.

Students with disabilities who may need academic accommodations should discuss options with their professors during the first two weeks of class.

Any student with a documented disability needing academic adjustments or accommodations is requested to speak with the instructor. All discussions are and will remain confidential.