

Spring 2024
Online

I. CATALOG COURSE DESCRIPTION

CODE 5813 Real Estate II. (3-0) Credit 3 semester hours. This course will introduce students to the basic principles of the real estate profession. Course contents include Mortgage Transactions, Financing, Closing Process, Appraisals, Leasing, Contracts, Property Management and Inspections. This course will also provide students with a basic understanding of the real estate industry and the profession. This course satisfies one of the core course requirements to apply for a State of Texas Real Estate License.

Prerequisites: None.

II. FACULTY INFORMATION

Instructors: Courtney Johnson Rose

Telephone: 832-309-7003

E-mail: cjrose@pvamu.edu

courtney@cejproperties.com

III. COURSE TEXTS & READING MATERIALS

Required Text(s): Texas Real Estate, -10th or newer (any version after the 10th addition) By: Jacobus, ISBN: 0324237138

IV. CD 5813 COURSE OBJECTIVES and OUTCOMES

The goal is for the students to learn about the financing, closing, appraisal and leasing processes involved in a real estate transaction and to become knowledgeable of the real estate industry. Course Contents include:

- Mortgage Transactions
- Financing
- Closing
- Appraisals
- Leasing
- Contracts
- Property Management
- Inspections

The students will be exposed to Empirical Reasoning, Entrepreneurship and Social and Economic Concepts in this course.

V. WEBSITES:

www.trec.state.tx.us – Texas Real Estate Commission Website

VI. GRADING

Evaluation for Assignments

Table No. 1

Performance Measures	Points	%	Comments
<i>Evaluation for Online assignments & reports</i>	12.5	12.5%	
<i>Evaluation for Online Attendance</i>	12.5	12.5%	

Evaluation for MID-TERM 1 and MID-TERM 2	25	25%	Average of Two Grades
Evaluation for Final Exam	25	25%	
Evaluation for Research Project and Presentation	25	25%	
Total Grade	100	100%	

GRADE	%
A	100-90 %
B	89-80%
C	79-70%
D	69-60%
F	59% and below

VII. ATTENDANCE AND PARTICIPATION POLICY

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during the semester. The university's attendance policy is provided in the Graduate Catalogue 2019-2020.

Excused Absences

Absences due to illness, attendance at university approved activities, and family or other emergencies constitute excused absences and must be supported by documentation presented to the instructor prior to or immediately upon the student's return to class. Students are always responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, presentation, and reports).

Excessive Absences

Accumulation of one week of unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student's absence is unexcused.

Absences on Religious Holy Days

In accordance with Texas Education Code, Section 51.925, subchapter (Z), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has

notified the instructor of the planned absence in writing and receipt of the notice has been acknowledged by the instructor in writing. "A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20."

Instructor's Policy and Recordation of Class Attendance

The class meets online. Participation and absences are accumulated beginning with the first day of class on January 16th, 2024. If you do not come to class, you may assume that you have received zero (0) points for the class period unless you have a university-approved excuse in one of the following classifications:

1. Participation in an activity appearing on the University authorized activity list.
2. Death or major illness in a student's immediate family.
3. Illness of a dependent family member.
4. Participation in legal proceedings that requires a student's presence.
5. Religious holy day.
6. Confinement because of illness.
7. Required participation in military duties.

VIII. STUDENT ACADEMIC APPEALS PROCESS

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty (30) days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

IX. ADA STATEMENT

Students with disabilities, including learning disabilities, who wish to request accommodations in their classes, should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator. Please refer to the Student Handbook.

X. ACADEMIC HONESTY POLICY

Prairie View A&M University is dedicated to a high standard of academic integrity among its faculty and students. In becoming part of the Prairie View A&M University academic community, students are responsible for honesty and independent effort. Disciplinary action will be taken against any student who alone or with others engages in any act of fraud or deceit. Scholastic dishonesty will not be tolerated and will be pursued to the fullest extent allowed by university regulation. The instructor supports the university's policies on sexual harassment and equal opportunity for all people. You should acquaint yourself with your protections and responsibilities under these policies.

Academic freedom is the privilege to discuss and debate with discretion any subject matter directly related to the curricula during a scheduled period of instruction. This is a precious freedom that must be guarded. Each of us must temper our comments with good judgment

to avoid remarks that might be harmful to others or might be construed as being irresponsible. Discretion and common courtesy are to be your guidelines in this regard.

UNIVERSITY POLICY on ACADEMIC HONESTY

Course credit, degrees, and certificates are to be earned by students and may not be obtained through acts of dishonesty. Students are prohibited from participation in acts of academic dishonesty including tampering with records or falsifying admissions or other information. Disciplinary action will be taken against any student who alone or with others engages in any act of academic fraud or deceit. The university's policies on misconduct are stated below:

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

XI. PERSONAL CONDUCT

Students and faculty are expected to conduct themselves in ways that support individual learning and the learning of others. To that end members of the classroom community will conduct themselves in a professional and ethical manner to achieve these objectives. Any conduct construed to interfere with the learning opportunities of members of the class may result in the removal of the student from the class for that day. Repeated inappropriate conduct will result in permanent removal from the class.

Based upon the fact that this call is to prepare you for professional employment, you are expected to adhere to the following specific guidelines:

1. During regular class periods all students are expected to dress appropriately in accordance with university regulations so that no disruptions in the learning experience will occur.
2. No hats or caps will be allowed to be worn in the classroom during class sessions. If you elect to wear a hat or cap during the lectures or class discussion, your decision will be respected. However, you should also respect the instructor's decision to not award you daily participation points based upon that decision.
3. Dress Code for Presentations: Professional dress is expected for all design and technical presentations in class. Failure to adhere to the guidelines posted by the instructor will result in a deduction of ten percent (10%) from your final presentation score.
4. No food or drink is allowed in the classroom at any time.
5. Cellular telephones are to be turned off or put on silent ring tone during the class period. No "ear phone" units will be allowed. If your cell phone rings during the lecture you are subject to losing all participation point for that class period.
6. Laptops must emit no noise. Make sure your laptop is warmed up and your battery charged before class starts. Checking email, playing games, messaging and other non-class related activities are not allowed.
7. Harassment of your fellow students of any kind will not be tolerated.
8. No children, friends, family members or guests are allowed in the class without prior approval. Failure to adhere to this rule will result in a "0" for that class period.

XII. CONDUCT OF THE CLASS AND CARE OF THE FACILITY

Please note the following rules for the conduct of the class.

1. Class will begin at the appointed time.
2. Class is dismissed when so indicated by the instructor. **Students are expected to be on time and stay** throughout the entire class period. Leaving the classroom before the class is dismissed without prior approval from the instructor will result in a loss of participation for that class.
3. All class members are required to keep the classroom in a clean and orderly manner to facilitate the number of students using it each day. Failure to maintain the classroom as requested by the instructor will result in a deduction in participation points for all class members for that date of instruction.
4. Lecture Notes and Handouts will be posted on the university's "ecourse" program. Handouts distributed during a class period will not be distributed at any other time. It is the student's responsibility to get a copy from another student or source.
5. Assignments are due at the start of the class session. No late work will be accepted without proper documentation as noted in Section VII.

IX. COURSE OUTLINE: ASSIGNMENT SCHEDULE (change the date to match your schedule)

This schedule is subject to change as the semester proceeds in order to cover the most important material in the time allotted for the semester. Any revisions will be duly noted and announced via eCourse.

Week #	Dates: 2024	Lecture Topics, Projects & Reading Assignments
Week #1	1/16/2024	Course intro/review of the syllabus/grading and overview assignments
Week #2	1/20/2024	Mortgage Transactions
Week #3	1/27/2024	Mortgage Transactions Current Event Article and Report Due
Week #4	2/3/2024	Financing
Week #5	2/10/2024	Financing
Week #6	2/17/2024	Closing Current Event Article and Report Due
Week #7	2/24/2024	Midterm 1 Preparation and Review
Week #8	3/2/2024	Midterm 1 Due
Week #9	3/11/2024	Spring Break
Week #10	3/16/2024	Appraisals
Week #9	3/23/2024	Commercial Real Estate Current Event Article and Report Due
Week #10	3/30/2024	Leasing
Week #9	4/6/2024	Property Management/Inspection
Week #10	4/13/2024	Midterm 2 Review
Week #11	4/20/2024	Midterm 2 Due
Week #12	4/27/2024	Final Exam Due ONLINE
	5/5/2024	Masters of Community Development Presentations

Technical Considerations for Online and Web-Assist Courses

Minimum Hardware and Software Requirements:

- Pentium with Windows XP or PowerMac with OS 10
- 56K modem or network access
- Internet provider with SLIP or PPP
- 16X CD-ROM
- 500MB RAM
- Hard drive with 40MB available space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins
- Participants should have a basic proficiency of the following computer skills:
 - Sending and receiving email
 - A working knowledge of the Internet
 - Proficiency in Microsoft Word
 - Proficiency in the Acrobat PDF Reader
 - Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette): students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.

Technical Support: Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 day a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

Communication Expectations and Standards:

All emails or discussion postings will receive a response from the instructor within 48 hours. Feedback on completed discussion activities, quizzes and grades will be received from the instructor within 48 hours following the closure of the assessment portal. You can send email anytime that is convenient to you, but I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will respond to email messages during the work-week by the close of business (5:00 pm) on the day following ***my receipt*** of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

Submission of Assignments:

Assignments, Papers, Exercises, and Projects will be distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

Late Assignments: Assignment submitted past the due date without any valid excuse will be docked 10 points if submitted within the first two days past submission due date. No further assignment submissions will be accepted if submitted more than two days past the submission due date.

Discussion Requirement:

Because this is an online course, there will be no required face to face meetings on campus. However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board.

Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions.

When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

STATEMENT OF AGREEMENT

I have read the Course Syllabus for CODE 5813 for the Spring Semester 2020, including the Class Lecture and Event Schedule, and agree to abide by the conditions for the class as spelled out in this document. My signature indicates my personal commitment to meeting the course objectives and succeeding in this educational endeavor.

Signature

Student name (Please print neatly)

Student ID #

Date

Signature

Instructors name

Date

RETURN THIS PAGE FROM THE SYLLABUS TO THE INSTRUCTOR TO COMPLETE YOUR ENROLLMENT IN THIS COURSE.

RECEIVED WITH STUDENT'S SIGNATURE: _____

ENTERED INTO GRADE BOOK: _____
