

380659: Real Estate Practice

MGMT-X 475.2

Summer 2021 Section 1 5 Credits 06/21/2021 to 09/05/2021 Modified 05/27/2021

Meeting Times

Online Class:

Course week: begins Mondays at 12:00 am and ends Sundays at 11:59 pm

It is very important to keep pace with the course schedule, so be sure to complete each week's assignment on time.

Description

This course covers the elements of day-to-day real estate sales and brokerage practices, emphasizing the selling process and the handling of a real estate transaction from listing to closing escrow. Topics include securing and qualifying listings and prospects, advertising, financing, closing the sale, and expediting the escrow. Additionally, the course covers owning and operating a real estate business, managing salespeople and office personnel, budgeting, and developing and maintaining effective community relations.

Objectives

In this course you will:

- Learn about Real Estate Practice.
- Prepare for the CA Real Estate License examination.
- Gain insight on operating a successful real estate sales practice.
- Learn the fundamentals of obtaining and servicing a residential listing, preparing a Residential Purchase Agreement, and negotiating a sales transaction.

Outcomes

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

- Identify the steps required to list a real property for sale.
- Describe techniques for assisting buyers in purchasing real estate.
- Comply with ethical standards and practices
- List the steps in the real estate sales/escrow process.

Materials

California Real Estate Practice

Author: Kathryn Haupt and Megan Dorsey

Publisher: Rockwell Publishing Company

Edition: 8th

ISBN: 978-1939259-91-2

Online Resources

- <http://www.dre.ca.gov/publications/RealEstateLaw.html> (<http://www.dre.ca.gov/publications/RealEstateLaw.html>) CA Bureau of Real Estate, 2014 Real Estate Laws. This link contains all the California State laws pertaining to the practice of real estate. This resource is essential and will be used throughout your career when questions arise about the rights your clients have in a transaction or your duties as an agent.
- <http://www.dre.ca.gov/> (<http://www.dre.ca.gov/>) CA Bureau of Real Estate homepage. You will use this page on a monthly basis, among other resources this page has the licensee lookup function that permits you to lookup a name and determine if a person is licensed.
- <http://www.car.org/> (<http://www.car.org/>) CA Association of Realtors. You will use this site on a monthly basis as it is your membership in CAR that allows you free access to ZIPFORMS, which contains all the transactional forms approved for our state.
- <http://www.realtor.org/> (<http://www.realtor.org/>) National Association of Realtors. Only members of NAR are able to use the designation "realtor" on their business cards. The NAR website contains a wealth of information, including statistical data on home sales! NAR owns realtor.com the popular national database that many of your customers are using to search for properties, when searching on their own.
- <http://www.leginfo.ca.gov/> (<http://www.leginfo.ca.gov/>) contains links to legislative bills and amendments. Go here to research important legislature that affects property owners in California. Often CAR sends out a "call to action" and asks its membership to contact their legislators to promote legislation that benefits the CAR constituency.

✓ Evaluation

My approach to grading is flexible and I take into consideration progress throughout the course, class participation, and other relevant factors that show student's ability to understand and apply concepts covered.

Students are expected to:

- Follow course schedule
- Review all presentations
- Read all assigned materials
- Contribute questions and comments
- Complete all quizzes and tests

ALL COURSE GRADES ARE FINAL.

Criteria

Course grades will be based on participation and completion of assignments as follows:

Type	Weight	Topic	Notes
Participation	30%		Insightful questions and comments circulated to group or instructor throughout the course
Quizzes & Mid-Term Examination	30%		The quizzes and exams are a combination of both the chapter readings and lectures. Please make sure to study both.
Final Examination	40%		Final Examination covers content from previous weeks.

Breakdown

Grade:	Range:
A+	100 % to 97.0%
A	< 97.0 % to 94.0%
A-	< 94.0 % to 90.0%

Grade:	Range:	
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
F	< 70.0 %	to 0.0%

* Course Policies

As we get started in the course, please note the following:

- Please read all announcements, the course syllabus, and course content with the module sections.
- If you have questions, contact Tony Papillo at 310-497-4117.

Discussion Activities

- Posts should feature good written communication skills demonstrating proper spelling, grammar, and mechanics.
- Communication should be professional and respectful at all times.
- Responses should be relevant and reflective of your opinion and experience, drawing from course materials and other relevant sources.

Assignments

- All assignments should be submitted via Canvas.
- All work will be graded and feedback provided via the online grade book in Canvas; assignments are typically graded within three to five business days.

Deadlines & Late Work

- Please submit assignments by the posted due dates (dates noted in the Schedule section below)
- It is very important to keep pace with the course schedule, so be sure to complete each week's assignment on time.

Institutional Policies

Student Conduct

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the University; or theft or misuse of the intellectual property of others or violation of others' copyrights. Students are encouraged to familiarize themselves with policy provisions which proscribe these and other forms of misconduct at:

<https://www.uclaextension.edu/pages/str/studentConduct.jsp> (<https://www.uclaextension.edu/pages/str/studentConduct.jsp>)

Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include, but are not limited to, auxiliary aids/services such as sign language interpreters, assistive listening devices for hearing-impaired individuals, extended time for and proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation. Arrangements for auxiliary aids/services are available only through UCLA Extension's Service for Students with Disabilities Office at (310) 825-7851 or by

email at access@uclaextension.edu. For complete information see:
<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>
(<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>)

Incompletes

Your instructor may post the interim grade *Incomplete/I* if at the end of the class your overall work is of passing quality but a portion could not be submitted for understandable reasons (e.g. illness). It is your responsibility to petition your instructor for permission to submit work late and to provide an explanation, and it is his or her sole decision whether to accept the explanation. If permitted, the *Incomplete/I* grade will be posted and a time frame defined for you to submit the missing work, ranging from one to twelve weeks. *Incomplete/I* grades that remain unchanged after twelve weeks will lapse to *F*, *NP* or *U*. Receiving an *I* grade entitles you to submit only the missing work your instructor has agreed to accept late, and does not allow other work to be retaken or oblige UCLA Extension to provide continuing access to course materials via Canvas. The *Incomplete/I* grade is not an option for courses that do not bear credit, such as 700, 800, or 900-level courses. For complete information, see:

<https://www.uclaextension.edu/pages/str/grading.jsp> (<https://www.uclaextension.edu/pages/str/grading.jsp>)

All Grades are Final

No change of grade may be made by anyone other than the instructor, and then, only to correct clerical errors. No term grade except *Incomplete* may be revised by re-examination. The correction of a clerical error may be authorized only by the instructor of record communicating directly with personnel of Student and Alumni Services.

Sexual Harassment

The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates our policy.

All Extension students and instructors who believe they have been sexually harassed are encouraged to contact the Department of Student and Alumni Services for complaint resolution: UCLA Extension, 1145 Gayley Ave., Los Angeles, CA 90024; Voice/TTY: (310) 825-7031. View the University's full Policy on Sexual Harassment and Sexual Violence at <http://policy.ucop.edu/doc/4000385/SHSV> (<http://policy.ucop.edu/doc/4000385/SHSV>).

Additional Items

Protecting Privacy and Data During Live Instruction

Live meeting sessions for this class, when applicable, are being conducted over Zoom. As the host, the instructor may be recording live sessions. Only the host has the ability to record meetings, no recording by other means is permitted. Recorded sessions will be posted in the Videos area of this class unless otherwise notified. Due to privacy, recordings are not available for download and are only accessible via Canvas for the duration of the class. If you have privacy concerns and do not wish to appear in the recording, do not turn on your video and/or audio. If you also prefer to use a pseudonym instead of your name, please let the instructor know what name you will be using so that the instructor knows who you are during the session. To rename yourself during a Zoom meeting, click on Participants, click on your name, click on More, click on Rename. If you would like to ask a question, you may do so privately through the Zoom chat by addressing your chat question to the instructor only (and not to ""everyone""). Additionally, chat may be used and moderated for live questions, and saving of chats is enabled. If you have questions or concerns about this, please contact the instructor via Canvas Inbox.

Pursuant to the terms of the agreement between Zoom and UCLA Extension, the data is used solely for this purpose and Zoom is prohibited from re-disclosing this information. UCLA Extension also does not use the data for any other purpose. Recordings will be deleted when no longer necessary. However, recordings may become part of an administrative disciplinary record if misconduct occurs during a video conference.

Course and Instructor Evaluation

UCLA Extension values your feedback on course and instructor evaluations. We ask all students to take a few minutes to complete an end-of-course evaluation survey. Updates to the course and instruction are influenced by your feedback. Understanding your student experience is essential to ensure continuing excellence in the online classroom and is appreciated by your instructor and the UCLA Extension academic leadership.

Your participation in a survey is voluntary, and your responses are confidential. After instructors submit grades, they will be given an evaluation report, but this report will not contain your name.

About Your Online Course Materials

Please note the following about online course components at UCLA Extension:

- Students must have basic computer skills, including the use of word processing software, email, and the ability to use internet browsers, such as Safari, Firefox, or Chrome.
- Students are responsible for meeting the technical requirements of Canvas and familiarizing themselves with the Canvas Learning Management System.
 - What are the basic computer specifications for Canvas? - <https://community.canvaslms.com/docs/DOC-10721>
 - Which browsers does Canvas support? - <https://community.canvaslms.com/docs/DOC-10720>
- Students are responsible for keeping a copy of all assignments and work submitted, and to be aware of all assignments, due dates, and course guidelines.
- Students are encouraged to keep and/or download a local copy of their assignment files, as access to the online environment of a specific course is limited to 30 days after the final course date, as listed in the course catalog.

If you need assistance downloading student materials from your course, please contact Canvas Support or the UCLA Extension Learning Support Team.

UCLA Extension Canvas and Learning Support

For immediate 24/7 Canvas technical support, including holidays, click on **Help** (located on the menu to the left) where you can call or chat live with a Canvas Support representative.

UCLA Extension Instructional Design and Learning Support

The UCLA Extension Learning Support staff assists both students and instructors with Canvas-related technical support, as well as general and administrative questions.

Learning Support staff is available Monday through Friday, from 8 AM to 5 PM (Pacific Time), except holidays:

- Email: support@unexonline.zendesk.com
- Website: <http://support.uclaextension.edu> (<http://support.uclaextension.edu/>)

Schedule

When	Module Title	Notes
Online Week 1 June 21 - June 27 Virtual	Introduction and Real Estate Agency Relationships	Module 1: Read Text Chapter 1 Watch Chapter 1 Lecture Video Group Discussion Ch. 1 Take Chapter 1 Quiz

When	Module Title	Notes
Online Week 2 June 28 – July 4 Virtual	Listing Agreements and Property Disclosures	Module 2: Read Text Chapter 2 Watch Chapter 2 Lecture Video Group Discussion Ch. 2 Take Chapter 2 Quiz
Online Week 3 July 5 – July 11 Virtual	Listing Regulations	Module 3: Read Text Chapter 3 Watch Chapter 3 Lecture Video Group Discussion Ch. 3 Take Chapter 3 Quiz
Online Week 4 July 12 -- July 18 Virtual	Evaluating and Pricing Property	Module 4: Read Text Chapter 4 Watch Chapter 4 Lecture Video Interview from the Field Group Discussion Ch. 4 Take Chapter 4 Quiz
Online Week 5 July 19 – July 25 Virtual	Sales Techniques and Practices, and Preparing and Negotiating Offers	Module 5: Read Text Chapters 5 & 6 Watch Chapters 5 & 6 Lecture Videos Assignment: View video by Chris Leader of Leader's Edge Training Take Chapters 5 & 6 Quiz
Online Week 6 July 26 – August 1 Virtual	First Half Course, Chapters 1-6 Review	Module 6: Mid-Term Examination
Online Week 7 August 2 – August 8 Virtual	Purchase Agreements	Module 7: Read Text Chapter 7 Watch Chapter 7 Lecture Video Group Discussion Ch. 7 Take Chapter 7 Quiz
Online Week 8 August 9 – August 15 Virtual	Contingent Transactions	Module 8: Read Text Chapter 8 Watch Chapter 8 Lecture Video Interview from the Field Take Chapter 8 Quiz

When	Module Title	Notes
Online Week 9 August 16 – August 22 Virtual	Loan Qualifying and Financing Programs	Module 9: Read Text Chapters 9 & 10 Watch Chapters 9 & 10 Lecture Video Take Chapters 9 & 10 Quiz
Online Week 10 August 23 – August 29 Virtual	Closing the Transaction	Module 10: Read Text Chapter 11 Watch Chapter 11 Lecture Video Group Discussion Ch. 11 Take Chapter 11 Quiz
Online Week 11 August 30 – September 5 Virtual	Entire Course, Chapters 1-11 Review	Module 11: Final Examination