

Policies of the Instructor:

Entry level skills:

It is assumed that college-level grammar, spelling, punctuation and math skills are already attained by the student, in addition to competence in Internet usage and the ability to keyboard, using a computer with software such as the Microsoft® Office suite.

Materials:

1. Financial calculator <http://www.elcamino.edu/faculty/dgrogan/calc/calc.html>.
2. Textbook & bookstore materials.

Grading Policy:

Late work accepted only according to school policy. All late work, if accepted, will count at the rate of ½, or 50%, of the original points. No extra credit given for early work. You must complete the project(s) and final exam to receive a grade.

Enrollment/Attendance:

It is the student's responsibility to pay for and be properly enrolled in the course to obtain a grade and credit for completion. The instructor may drop any student after the 3rd homework assignment is missed, but is not obligated to do so. School insurance and state funding are dependent upon property enrollment.

Due Dates: The syllabus indicates the due dates and late work receives ½ credit.

Late Work Policy: All assignments and course work is due as stated, or at 9:00 A.M. before the new week begins for work due for the preceding week. Work turned in after the due date will be at the rate of 50% of the original points. Do not ask for permission to submit late work. You are responsible for managing your course load and turning in all assignments in a timely manner. No extra points given for work received early

Time Expectation: For each one hour of scheduled class time, it is expected that the student will spend 2 hours of non-class time on projects, homework, reading, meeting with groups to complete activities, attending industry meetings, interviewing licensees, etc. The course length is usually about 54 hours per semester, without holidays. OREA does not count the final exam, and thus gives 51 hours for most college courses.

Technology skills: Internet, Microsoft Office suite and financial calculator required.

Competence. Points will be taken off for errors in math, formulas, spelling, punctuation, grammar, sentence structure and similar, such as not following directions.

Discrimination: None will be tolerated. All Fair Housing laws will be applied.

Flexibility: The instructor reserves the right to alter any course content, dates, assignments or materials, based on current events, industry changes, health or other conditions.

E-mail policy: Emails are limited to 5 emails per term of the class for Classroom students and 10 emails per term for Online students, after the 2nd week of class. not including specific assignments directed for email delivery. Use each contact wisely. Please review the FAQs (Frequently Asked Questions) online information that may answer your question. E-mail responses may be sent to you at any time but do not expect an email of phone response other

than during scheduled college office hours. You may receive an e-mail from your instructor to remind you for a due date or notify you of an approve Industry Meeting Event.

Online Assignments:

You must label the "Subject" line of each email with the class name and assignment name, such as "RE 11- RE Project". Send only ONE assignment per email.

Computer Support:

You will need to have available to you a PC with full support. The publisher, college and instructor will not support any assistance on to any Internet access or computer operation. The college and the publisher may provide limited support for their own system. Check with your computer technician for the version of your software and the reliability of your operating system and peripherals. It is your responsibility to be able to operate your computer, printer, Internet access, cables, modem or similar items. As when performing a real estate transaction with an Internet client, when using technology, you may need to maintain an ongoing basis with computer technician support to perform the duties for which you are expected to be able to complete.

Enrollment Policy

By the end of the second week, according to the school policy, you must be officially enrolled in the course with your college ID number.

New students: You must be obtain a student ID (www.elcamino.edu) click on apply online and complete the registration application. Note: If you attend the college using another name (married/maiden) you must make sure the transcript reflects the name you will use for DRE Real Estate Licensing,

Instructor Drop, the instructor may drop all students beginning the 3rd week of the semester IF (1) you do not have an official ID number, (2) you are not officially enrolled in the course, (3) you have not completed chapters 1 and 2 of the quizzes due. Your spot will be given to those on the "wait list," if any.

Student Drop: It is the student's responsibility to officially drop / withdraw from the course through the records office. If you do not drop yourself, expect a letter grade. Matters concerning "W" and a refund are handled by the college and not the instructor.

Repetition: A student may repeat this course if they received a "D" or "F" letter grade and cannot repeat if a "C" or better was received.

Confidentiality and Broker Disclaimer

Dr. Donna Grogan is a California licensed Broker with several industry professional designations maintained outside the realm of the college including affiliation with the Association of Realtors® and Multiple Listing Service (MLS). Because of the Code of Ethics and DRE License law, no adverse or personal transactions, or any transactions involving another licensed agent may be given to a student.