

**REAL ESTATE PRACTICE (RE13)**  
EL CAMINO COLLEGE

Instructor: Dr. D. Grogan, MBA, GRI, CRS, CPM                      Phone: (310) 660-3593 x3786  
E-mail: [dgrogan@elcamino.edu](mailto:dgrogan@elcamino.edu)                      Office Hour: See Instructor homepage "Calendar"  
ElCamino: [www.elcamino.edu](http://www.elcamino.edu) "MyECC"                      Campus Office: Comm301J  
Homepage: <http://www.elcamino.edu/faculty/dgrogan>  
Email address AFTER the FIRST week of class: [REPractice@gmail.com](mailto:REPractice@gmail.com)

**Required Course Materials:** (Available through the El Camino Bookstore.)

- **Text: California Real Estate Practice**, (Rockwell), newest edition.
- **Real Estate Practice – Student Study Guide**, newest version, published by California Community Colleges, Pirates Bookstore.
- **Realty Blue Book**, 30th or later, by Dearborn publishing (NOT "Financial Tables")
- **Instructor Home Page:** <http://www.elcamino.edu/faculty/dgrogan>
- **#882 Scantrons & #2 pencil**
- **Real Estate Financial Calculator:**
  - <http://www.elcamino.edu/faculty/dgrogan/calc/calc.html>  
Calculated Industries Qualifier Plus (from bookstore)
  - **Only the Real Estate QUALIFIER (Plus) calculator** (or newer edition) is approved for the course, unless learner is already proficient with another real estate or financial calculator; however, no instructor help will be available for any other calculator.  
(Class demonstration found on Instructor homepage "Calendar")
- **Internet access:**
  - **College homepage:** <http://www.elcamino.edu/MyECC>
  - **Instructor homepage:** <http://www.elcamino.edu/faculty/dgrogan/>
    - Instructor homepage "Calendar" – assignment due dates
    - Instructor homepage "[name of class]" syllabus
    - Instructor homepage "Real Estate Project"
  - **Publisher homepage:** [www.rockwelleducation.com/cc](http://www.rockwelleducation.com/cc)

**Course Description:** (3 Unit, college-level semester course):

This course presents common industry residential forms and provides instruction on the techniques necessary to close a residential real estate transaction. Emphasis is placed on the advertising, listing, financing appraisal, escrow and taxation aspects of real estate.

*Note: The California Department of Real Estate (DRE) has approved this course for the salesperson license that must be completed prior to taking the real estate exam, in addition to the required Real Estate Principles RE11 course, plus a third college-level approved course. This course is statutorily required for the DRE broker's license. (See DRE site [www.ca.gov/dre](http://www.ca.gov/dre) for current educational requirements.)*

**Prerequisites:**

Recommended Preparation: Real Estate 11 or current enrollment or California Department of Real Estate (DRE) license or equivalent real estate sales experience.

**Content:**

The course will focus upon the Student Learning Objectives (SLOs) (outlined below & at the beginning of each chapter in the student study guide, & the course outline & department & instructor, & on college website.) Activities will include note taking, class discussion, quizzes and tests, plus an individual student project completed outside of class demonstrating college-level writing and math skills. All tests materials are taken from the required materials: Some are completed online; some placed on #882 Scantron scoring sheet. Please refer to the instructor home page and review "**Calendar**" for each month, which also shows when assignments are due. (You may wish to **print the monthly "calendar" and the "syllabus."**)

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**Course Objectives:**

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

1. Describe the history and growth of real estate licensing and controls.
2. Identify the key elements of opening and managing an office, the types of ownership, and how to select an office location.
3. Describe the types of listings, how to complete them, and methods of servicing listings.
4. Identify the different forms in real estate contracts, their contents, and how to complete them.
5. Practice real estate advertising principles: write ads and describe checking results.
6. Evaluate methods of securing and analyzing prospects.
7. Describe techniques for selling real estate.
8. Explain how to finance a sale, source of funds, and how to comply with loan disclosure laws.
9. Calculate the Truth-in-Lending (HUD-1) closing costs.
10. List the steps of closing a sale, from writing the offer to purchase and deposit receipt, to presenting the offer, and dealing with counter offers and multi offers.
11. Analyze the elements of escrow, including how to interpret closing statements and types of title insurance.
12. Explain the principles and theory of prorations, taxation and exchanges and how to structure each.

**S.L.O. (Student Learning Outcomes):**

1. Calculate typical real estate math computations :  
<http://www.elcamino.edu/faculty/dgrogan/ALLCLASSES/SLO/CALCSLO.pdf>
2. Identify the Vesting and Method of Holding Title to real property in a typical Real Estate Transaction :  
<http://www.elcamino.edu/faculty/dgrogan/ALLCLASSES/SLO/VESTHOLDRE.pdf>
3. Complete Forms  
<http://www.elcamino.edu/faculty/dgrogan/ALLCLASSES/SLO/CMPLFORMSLO.pdf>

**Accessing Your Course: You will use several elements for this course: Remember to mark add each site to your favorites or to bookmark the site.**

1. El Camino College (ECC): You will need an ECC Student ID Number and use “MyECC” for your personal access. Make sure you are officially enrolled. If you do not pay by the deadline, the college automatically deletes you from this class and may drop you from all courses for this semester until financial obligations are met. It is the student’s responsibility to drop this course if you do not want to receive a grade of “F” for not attending. It is not the instructor’s responsibility to drop any student who stops attending the course. Go to the Instructor Home Page to access the course information. ([www.elcamino.edu/faculty/dgrogan](http://www.elcamino.edu/faculty/dgrogan)) The syllabus, text & materials, tests, projects and similar are located on this site.
2. Instructor Home page: [www.elcamino.edu/faculty/dgrogan](http://www.elcamino.edu/faculty/dgrogan) for instructor materials.
3. Email:
  - (i.) Course email: Do NOT use [dgrogan@elcamino.edu](mailto:dgrogan@elcamino.edu) AFTER the FIRST week of class, instead use [REPractice@gmail.com](mailto:REPractice@gmail.com). Make sure the subject line states RE 31. Before you ask questions, please make sure you have read the FAQs (Frequently Asked Questions) on the instructor home page, or you may be expected to be referred to FAQs).
  - (ii.) Student email: El Camino has assigned each student a free email to use for school activities. Your email address is the first initial of your first name, your last name, @elcamino.edu. ( [John\\_Doe@elcamino.edu](mailto:John_Doe@elcamino.edu) ). Do not feel that have

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to give the other students your private email address. When you are not enrolled at ECC your email address goes away.

4. Publisher Web Site:

A. To access the course, you will need an El Camino Student ID Number, a unique User ID and Password. Log onto ([www.rockwelleducation.com/cc](http://www.rockwelleducation.com/cc)) and enter the Key Code (located on the direction card in the Rockwell “Bundled” TEXTBOOK student guide). You must complete the course information in the corresponding fields, including your course ECC Student ID #. Review the information carefully before you click the “Submit” button. Make sure you clicked the correct class Section. You will thereafter be assigned a User ID and Password. This information will allow you to log into your account and begin your course.

*Note: If you lose your ID access, expect to be required to purchase another access code directly from the Rockwell Publisher-Contact them by email or phone.*

B. **PRINT AND SAVE THE USER ID & PASSWORD** FOR FUTURE COURSE ACCESS.

C. Chapter quizzes and the final exam are located on this site.

**Course Activities:**

- Please refer to the instructor home page and review **“Calendar” for each month**, which also shows when assignments are due. (You may wish to **print the calendar and the syllabus**.)
- ALL work due in class is DUE no later than the first class meeting of each week. All work performed online (such as the publisher chapter quiz or exam) is due by at 9:00 AM on Monday of each week. At 9:01AM on each Monday. All work is recorded as half credit for your points if received “late” (defined: past calendar due date). No extra credit is given for work turned in ahead of due date.
- **SAMPLE ASSIGNMENT:** Complete buyer forms and seller forms used in typical residential real estate transactions.

**Course Time and Work Information:**

The course content will focus upon the objectives as outlined above, taken from the official course outline of record. Coursework activities include:

- **Reading:** a high level of reading skills is used.
  - **Online:** Your online work requires focus & concentration, where you cannot multi-task. When doing online materials (you have to go through and read each screen & complete the reading before you have access to the test materials). Online takes MORE, not less, time. Plan accordingly.
  - **Live Class:** In a live class you often multi-task to listen to discussion, skim the chapter and mark your chapter quiz Scantron score sheet.
- **Pre Test (Online publisher):** Allow up to 2 ½ hours to complete the pretest to see where your knowledge level begins. This will be compared to your final exam to measure your improved progress. The Pre Test score is NOT calculated in your grade, but you cannot access your online chapter quizzes which do count for your point score, until completing the pretest.
- **Challenge Exercises(Online publisher):** You must complete the 6 – 12 questions in the various section modules in each chapter before you may take the Chapter/Cumulative Quiz to move forward. These consist of multi-choice, fill-in-the-blank, etc. This is practice. These are not included in your grade points.
- **Chapter/Cumulative Quizzes(Online publisher):** Allow 1 hour to complete each chapter. You must complete the 20 questions for the current chapter before you may move forward to the next chapter. YOU ARE allowed several attempts to aid on your

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learning, but **ONLY the FIRST attempt score is used for your grade.** These are due weekly; late work is one-half credit. The Rockwell online Quiz scores are not posted on the "MyECC" grade page until all have been completed, at the end of the semester

- **Name Card:** On the instructor homepage, left sidebar, center section, you will find the name card. Print the ONE name you wished to be called in the class and bring it to every class meeting. Substitute ones are NOT counted for points. Fold it where it shows to do so. Make the letters for your name as large as possible so that your name is clear and easily visible from the front of the room to the back of the room. Use a wide tip marker.
- **Student Biography** Complete this (found on the instructor home page, left side bar) and bring it to class or email to your instructor by the 3<sup>rd</sup> week of class for 5 points extra credit. If enrolled in more than one class, use a separate one for each course.
- **Study Guide Chapter Quiz:** You are to read the text book chapter then try to complete the fill-in-the-blanks in the student study guide. Class presentation will include PowerPoint slides that show the fill-in-the-blank answers that you will need to answer for each study guide chapter quiz. Class attendance, lecture and discussion are part of the study guide work. Place your answers to each chapter quiz on a #882 Scantron using a #2 pencil. Use **ONLY ONE** side for each chapter. Do not turn in two chapters, front-to-back, using both sides ungraded. Only ONE side is graded each week; after one side has received a score, the unused side may be used for a chapter quiz. Erasures marked wrong will not be changed.
- **Mid Term Exam:** Each semester the instructor makes the option of giving an in-class midterm exam, or using the online publisher midterm. Students do not have the choice of which is selected to be used for the current semester.
  - **If** the online midterm is not used it may be taken as practice for the in-class midterm chapters 1-8 of the bundled Principles textbook and cannot be taken until after you complete the Chapter 8 Chapter/Cumulative Quiz. The online textbook midterm is not part of your final score, but excellent practice. A closed-book, comprehensive midterm will be given in class on week 9. You need to have a clear Scantron #882 and a #2 pencil to take the test. A financial calculator is allowed.
  - **If** the online midterm is used, you **MUST** complete Chapters 1 through 8 **BEFORE** you may take the midterm or check with the publisher to make sure you may access the midterm. Past students who rush through Ch 8, then immediately take the midterm do poorly. Allow time to go back and review. Study for the midterm prior to taking it. Additional attempts are allowed for your practice purposes, but are not scored for your grade. **Only your FIRST attempt is used for your score.**
- **Real Estate Projects:** The projects are designed to comply with required college-level writing skills, critical thinking and competencies and adhere to legislature mandated student learning objectives (SLOs). There are five parts to this project. They include:
  1. Re Office Personality Types
  2. Buy Condo
  3. List Condo
  4. Buy House
  5. Sell Condo
- **Industry meeting:** The instructions are found on the instructor web page, along with suggested and approved events that you may attend. Any event posted on the web page, or any event sent to you in an email from the instructor is automatically approved. Mark your name, list all real estate classes for which you want credit (ONE

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report may be used for multiple classes), using college-level writing skills, grammar check and spell check. This 20 point assignment is due no later than week 13.

- **Final Exam:** No matter how many points you have acquired from the course work, you must complete the final for the current semester to receive a passing grade for the class. See calendar for schedule.
- **Final Exam:** You must complete this no later than the 15<sup>th</sup> week for the current semester to receive a grade for the class. See calendar for schedule.
- No make-up on any assignment, except according to school mandated policy.
- Late work points, if accepted, will receive one-half credit.
- You **must** take the final exam and complete the real estate project(s) to receive a passing grade for this course.
- The class motto is same as for the real estate business: Time is of the essence. If you do not complete the work as per the required timeline, your escrow falls out, you do not get paid, and you may lose the client or your hoped-for home. All that work for nothing! The time and date of completion of an email, test or postmark will be a critical part of the class grade. Pace yourself and use your time wisely to close that escrow and finish the course by completing work on time. Half credit for late work most likely means not receiving a passing grade for the course and poor business practices the necessary for a successful career in real estate.

**Grading**

<b>Grading Breakdown:</b>	<b>Points</b>	<b>Due Date(**)</b>
**Student Biography (5 points) + Name Card (5 points)	10	
*Pre-Test (online with Rockwell Publisher)	30	See
***Student Study Quizzes (15 chapters at 10 points each)	150	
Ethics Test	20	Online
**Industry Meeting	20	
**Real Estate Projects:(#1-125)(#2-170)(#3-50)(#4-120)(#5-105)	580	Calendar
*Rockwell online Chapter Quizzes (12 chapters@15ea)	180	
Midterm (online with Rockwell Publisher) OR (in-class Scantron)	75	
Role Play (Week 16 – in class exercise)	20	
Student Learning Outcome (SLO) survey	10	
*Final Exam (online Rockwell-no later than week 15)	<u>100</u>	
Total	1195	

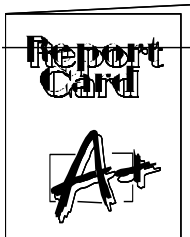
\* Publisher website ([www.rockwelleducation.com/cc](http://www.rockwelleducation.com/cc) )

(\*\*)Assignments and the due dates are as per the “Calendar” found at <http://elcamino.edu/faculty/dgrogan> on the left sidebar. The calendar will prevail over any date shown in the syllabus.

\*\*Instructor Homepage: <http://elcamino.edu/faculty/dgrogan>

\*\*\*Student Study Guide

- Total number of forms in the Real Estate Project subject to change:  
Exact forms to be used are announced in-class, when groups assigned.



<b>Grading</b>				
A=100% - 90%	B=89% - 80%	C=79% - 70%	D= 69% - 60%	F=Below 60%

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Due Week#	Study Guide	Topic/Subjects	Textbook Chapter #	Study Guide Quiz	My Score
2	1	Introduction & the RE Industry	15, 14	10	
3	2	Ethics, bus practices & planning	1, 15	10	
3	3	Agency & other disclosures	7	10	
3		Rockwell Online Pre-Test		15	
		<b>Student Biography(5)/Name Card(5)</b>		10	
4	4	Communications	5	10	
4		<b>Ethics test</b>		<b>20</b>	
5		<b>Project #1 RE Business Office</b>		<b>125</b>	
5	5	Prospecting	2	10	
6	6	Listing property	3, 4	10	
7	7	Servicing & marketing		10	
8		<b>Project #2: Buy Condo</b>		<b>170</b>	
8	8	Buyers: Qualifying & showing property	5	10	
9	9	The deposit receipt & purchase agreement	6,7	10	
9		<b>Midterm</b>		75	
9		<b>Project #3: List Condo</b>		<b>50</b>	
10	10	Presenting the offer to purchase	6, 7	10	
11	11	Counter-offer contingencies & multiple offers	6, 7	10	
11		<b>Project #4: Buy House</b>		<b>120</b>	
12	12	Escrow & title insurance	9, 12	10	
13		<b>Industry Meeting Report</b>		20	
13		<b>Project #5: Sell Condo</b>		<b>105</b>	
14	13	Financing the property & appraisal	8	10	
		Business Opportunity, Property Management Securities, Probate, Mobile Manufactured Homes	12, 13		
14	14	RE taxation & exchanging Student Learning Outcome(SLO) survey	10	10 10	
14	15	Investment overview & specialized operations	11	10	
15		<b>Final Exam (Ch 1-15)</b> 6:30-8:30 PM		100	
16	16	<b>Role Playing</b>		20	
		<b>Total Points</b>		1195	

\*See Instructor Homepage Calendar for due dates

**General Instructions:**

**A. Instructor Information**

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1. Emails: After the course begins, send all emails to [REPractice@gmail.com](mailto:REPractice@gmail.com). Email your name, address and phone number to this email address. The instructor will use your El Camino email address to send you APPROVED Industry Meetings (see instructor homepage for directions). Please check this email address regularly.
2. Name Card: Print from sidebar of instructor homepage and bring to each on- campus class for 1 point credit for each class where the Instructor Name Card is displayed
3. Welcome Letter: Please read this on the instructor home page.
4. Instructor Policy: Found on the instructor home page, this is incorporated and included as part of the syllabus. Read it at least once.
5. Answer Sheet Instructions: If an assignment requires use of a Scantron scoring sheet, look on the instructor homepage, left side bar for instructions.
6. Student Biography: Complete this (found on the instructor home page, left side bar) and bring it to class or email to your instructor by the 3<sup>rd</sup> week of class for 1 point extra credit.
7. Course Evaluation: This form is to be completed and received by your instructor no later than the 14<sup>th</sup> week of class and always prior to the final exam or 5 points will be reduced from your score.

**B. ECC Policies**

**1. Cheating or Plagiarism**

Cheating violates Section 1.B 1 of El Camino College's Board Policy 5138, Standard's of Student Conduct.

The El Camino College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate academic dishonesty. To uphold the academic integrity of the institution, all members of the academic community, faculty and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. The following statement is part of Board Policy 5138, Standards of Conduct: "Dishonesty, including but not limited to cheating, plagiarism, or knowingly furnishing false information to the college," When there is evidence of cheating or plagiarism in classroom work, students may receive an F for that piece of work or may be suspended from all classes for that term and the following term if deemed appropriate.

Examples of Cheating or Plagiarism are:

- Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies;
- Copying or allowing another student to copy from one's paper or answer sheet during an examination;
- Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following: testing, field trips or attendance;
- Falsifying or attempting to falsify attendance records and/or grade rosters;
- Changing answers on a previously scored test, assignment or experiment with the intent to defraud;
- Inventing data for the purpose of completing a laboratory experiment or case study analysis with the intent of defraud;

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- Giving and/or taking information during an examination by any means such as sign language, hand signals or secret codes;
- Obtaining copies of notes, exams or exam questions by any means other than distribution from the instructor. (This includes copying and removing exam questions from the classroom for any purpose.);
- Using study aids such as calculators, tape recorders or notes that have been specifically prohibited by the instructor.

**2. Responsibility of El Camino College Students:**

It is the responsibility of each student to conduct him/herself in a manner which encourages learning and promotes honesty; and to act with fairness toward other students in the classroom. This incorporates the notion that students should not seek an unfair advantage over other students when completing an assignment, taking an examination or engaging in any other kind of academic activity.

It is the responsibility of the student to (1) pay required fees to the college or expect to be dropped and not receive a course grade. (2) To handle “add” procedures according to the college policy in order to be enrolled and receive a grade. (3) A student may not “audit” the course, nor attend class if not officially enroller. (4) Handle “drop” procedures by college policy or expect to receive an “F” for the course on the official college transcript. (5) Understand the instructor policies, including that no “incomplete” grade will be given, only letter grades, based upon points earned.

**3. Enrollment Policy:**

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

For **New** Students, you must obtain a student ID number, go to [www.elcamino.edu](http://www.elcamino.edu) – click apply online and complete the registration application. (Note: If you attended the college under another name (married/maiden, etc) make sure the transcript will reflect the name you wish to submit to the state license agency, DRE or OREA).

**4. Instructor Drop:**

- A. The instructor may drop all students at the beginning of the 3<sup>rd</sup> week: (a) If you are able to access the course material but do not log on with the publisher ID & Password; and (b) You do not log on with the instructor with the college ID number, and (c) You do not complete the chapter 1 & 2 Challenge Exercises and Chapter Quiz at the end of Chapter 1. You may expect to be dropped from the roster and your place in this limited enrollment class may be given to a student on the “wait list.”
- B. You may expect to be dropped on the college mandated “No Show” report if you do not attend or sign in for any scheduled class meeting for the first two weeks. Once dropped, an individual on the “Wait List” will be given your class space. If you added the course thru the college and are on the first day, first roster or second roster (even if you never came to class), it is the students’ responsibility to drop or expect to receive an “F” for the course.

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**5. Student Withdrawal:**

It is the student's responsibility or they may expect to receive a letter grade. At the end of the course, if a student is enrolled they receive a letter grade as no "Incomplete" is used. Students who receive a "W" and have officially withdrawn from the course are permitted to re-enroll a second time. To receive a refund of any fee, you must follow the college process, as defined in the college *Schedule of Classes*. **Repetition:** Students may repeat a course in which they have received a D or F letter grade only once with the college. Students may not repeat the course in which they have earned a grade of A, B or C. Upon completion of the repeated course, the previous grade is disregarded and the new grade substituted in computing the grade point average (GPA).

**6. Students with Disabilities**

Please refer to ECC website, <http://www.elcamino.edu/academics/src> for information.