Real Estate Principles (RE103)

Course Syllabus

Fall 2003 (September 4–December 11)
Cheyenne Campus (Thursdays 6:00-8:50 p.m.)

Instructor: Peggy M. Proestos
Home: 702-631-6332
Work: 702-633-2069
Cell: 702-281-7873 (Off from 9:00 PM – 6:00 AM)
Fax: 702-642-1511
E-mail: peggymarie@aol.com

Course Description
An in-depth real estate course that covers most of the subjects required for successful passing of the state real estate examination, including rules and regulations of the Nevada Real Estate Commission, mathematics, listing procedures, contracts, closing statements and office procedures. Satisfies (with RE 104) the requirement of the Nevada Real Estate Commission to take the Salesman’s examination and is also required among other courses in order to take the Broker’s examination.

Course Materials


Course Outcomes: - Specific

1. Review land economic principles as they relate to real estate values.
2. Identify all mathematical problems required to complete effective real estate transactions.
3. Discuss the aspects of city planning and zoning and real estate values.
4. Review real estate mortgage financing and property management operations.

Grading Criteria

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
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<tr>
<td>A-</td>
<td>90 – 92</td>
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<tr>
<td>B+</td>
<td>87 – 89</td>
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<tr>
<td>B</td>
<td>83 – 86</td>
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<td>C</td>
<td>77 – 79</td>
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<tr>
<td>C-</td>
<td>73 – 76</td>
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<tr>
<td>D+</td>
<td>67 - 69</td>
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<tr>
<td>D</td>
<td>63 - 66</td>
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<tr>
<td>D-</td>
<td>60 - 62</td>
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<tr>
<td>F</td>
<td>below 60</td>
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<td>Grade Breakdown</td>
<td>Total Points Each</td>
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<tr>
<td>Grade</td>
<td></td>
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<tr>
<td>Attendance</td>
<td>1 points per class</td>
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<tr>
<td>Class Participation</td>
<td>1 point per class</td>
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<tr>
<td>Quiz 1, 2, 3, &amp; 4</td>
<td>5 points each</td>
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<td>Oral Reports 1, 2, 3, &amp; 4</td>
<td>3 points each</td>
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<tr>
<td>Papers 1, 2, &amp; 3</td>
<td>5 points each</td>
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<tr>
<td>Project</td>
<td>15 points</td>
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<tr>
<td>Final Exam</td>
<td>20 points</td>
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<tr>
<td><strong>FINAL GRADE</strong></td>
<td><strong>100 points total</strong></td>
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**Optional Alternative/Enhancement Assignment**

*This optional assignment is worth 5-10 extra points and is due at the November 20 class.*

The Optional Alternative/Enhancement Assignment will be presented and discussed during the first class on September 4. This is not mandatory and is provided for students who want to earn extra points.

**Project**

The project will be discussed during the first class on September 4. Each student may select his/her project from the options.

**Course Progression**

**September 4**

Class: Review Chapters 1, 2, & 3: Introduction to Real Estate, Real Property and the Law, and Concepts of Home Ownership

**September 11**

Assignment: Read Chapters 4 and 5: Introduction to Real Estate Agency & Real Estate Brokerage

Class: Review and Discussion of Chapters 4 and 5

Quiz – Chapters 1 - 5

**September 18**

Assignment: Read Chapters 6 and 7: Listing Agents and Buyer Representatives & Interest in Real Estate

Class: Review and Discussion of Chapters 6 and 7

Find an article either on the Internet, in the newspaper, or in a magazine, about a current issue regarding a real estate issue. Bring the article to class and be prepared to discuss it - Oral Report 1.

**September 25**

Assignment: Read Chapters 8 and 9: Forms of Real Estate Ownership & Legal Descriptions
Class: Review and Discussion of Chapters 8 and 9
Bring a printed example of an Assessors Parcel Number (APN) to class and be prepared to discuss it - Oral Report 2.

October 2
Assignment: Read Chapters 10 and 11: Real Estate Taxes and Other Liens & Real Estate Contracts
Class: Review and Discussion of Chapters 10 and 11
Quiz 2 – Chapters 6 - 11

October 9
Assignment: Read Chapters 12 and 13: Transfer of Title and Title Records
Class: Review and Discussion of Chapters 12 and 13
Write a 2-3 page paper regarding a real estate issue of which you are aware – Paper 1.

October 16
Assignment: Read Chapters 14 and 15: Financing Principles and Financing Practice
Class: Review and Discussion of Chapters 14 and 15
Find an article either on the Internet, in the newspaper, or in a magazine, about a current issue regarding a real estate issue. Bring the article to class and be prepared to discuss it - Oral Report 3.

October 23
Assignment: Read Chapter 16: Leases
Class: Review and Discussion of Chapter 16
Write a 2-3 page paper regarding a real estate issue of which you are aware – Paper 2.

October 30
Assignment: Read Chapter 17: Property Management
Class: Review and Discussion of Chapter 17
Quiz 3 – Chapters 12-17

November 6
Assignment: Read Chapter 18: Real Estate Appraisal
Class: Review and Discussion of Chapter 18
Find an article either on the Internet, in the newspaper, or in a magazine, about a current issue regarding a real estate issue. Bring the article to class and be prepared to discuss it - Oral Report 4

November 13
Assignment: Read Chapter 19: Land Use Controls and Development
Class: Review and Discussion of Chapter 19
Write a 2-3 page paper regarding a real estate issue of which you are aware – Paper 3.

November 20
Assignment: Read Chapter 20: Fair Housing and Ethical Practices
Class: Review and Discussion of Chapter 20
Quiz 4– Chapters 18-20

November 27 No Class

December 4
Assignment: Read Chapter 21: Environmental Issues and the Deal
Class: Review and Discussion of Chapter 21
Project Due

December 11
Assignment: Read Chapter 22: Closing the Real Estate Deal
Class: Review and Discussion of Chapter 22
Final Exam

Late Work
All papers are due on the night specified in the Syllabus. If a paper is not turned on the night due or emailed to the facilitator by the night due, it will automatically be lowered one grade.

Tardiness
All classes begin at 6:00 P.M. Only three late arrivals (arrival after 6:15) will be allowed during the 15-week period. If a student arrives after 6:15 more than three times, 5 points will be deducted from his/her total grade for each additional time.

Papers
Papers will be graded on the following criteria:
Content 60%
Organization 20%
Style, Grammar, Usage 20%

All writing will be graded on the APA Documentation and Format. Photocopies of pages 392 – 414 of The Little, Brown Compact Handbook, Fourth Edition by Jane E. Aaron, will be provided during the first class.

Safety Procedures:
Approved classroom safety procedures are posted in each classroom and are to be followed.
Americans With Disability Act (ADA) Statement:
Any student with a disability requiring special accommodations for this class should see me after class or call for an appointment. All information will remain confidential.

Section 504 – Rehabilitation Act of 1973
If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center (DRC) located in the Student Service Center on each campus. The DRC can be contacted at the following numbers: Cheyenne Campus 651-4045, Henderson 651-3086, and West Charleston 651-5089.

Attendance
Attendance is critical to a student’s success in an educational program. Students are expected to make every effort to attend all scheduled classes, actively participate in class discussion and group presentations, complete assigned readings, and submit written assignments on due dates. If a student is unable to attend a class meeting, I must be notified in advance. Attendance and participation represent a portion of the point total for this course, and students will lose points for missing and/or being late to class. Any student who misses more than three classes should strongly consider withdrawing from the course. Students who miss a class meeting should contact a fellow student to obtain notes/class assignments, etc.

Academic Honesty
Plagiarism is defined as presenting as one’s own, the ideas, words, or product of another. When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references (this includes copying and pasting from online media or from any web site). By placing one’s name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

Sanctions for plagiarism may include:
- a failing grade on the assignment,
- failure of the course,
- and/or expulsion of the student from the course or the department (degree program)

Grade of Incomplete
As a last resort for work outstanding, a grade of Incomplete denotes that the required work for the course is incomplete due to unforeseen circumstances. A grade of Incomplete is awarded at the discretion of the instructor and the academic advisor. “Unforeseen circumstance” means, for example, that an accident, an illness, a death, or a major life transition has occurred in the student’s life. Whatever grade that student has earned up to that point will accompany the “I” (i.e. I/B, I/C, I/D, I/F) on the official grade sheet. Whatever grade that student has earned up to that point will accompany the “I” (i.e. I/B, I/C, I/D, I/F) on the official grade sheet.

A student must submit a Request for Incomplete form to the academic advisor for approval and signature. The instructor determines the timeline and remaining requirements for course completion. Once the coursework has been successfully completed within the guidelines of the incomplete contract, then a Change of Grade form is submitted to the academic advisor by the instructor.