



California
Real Estate Practice
Syllabus

Course Hours: 45

Instructional Mode

Distance Education

Textbooks / Learning Resources

California Real Estate Practice, online text

Course Description

The California Real Estate Practice course is designed to teach you the practical, on-the-job skills that a real estate licensee needs to be successful. Additionally, the course walks you step-by-step through a real estate transaction with an emphasis on completing the sellers and buyers forms.

Course Objectives

After completing this course, you will be able to:

1. Specify the varied opportunities within the real estate industry.
2. Indicate the various costs, type of equipment, and personal attributes needed for a career in real estate.
3. Recognize and differentiate the activities used in productivity management and time management.
4. Recall building components and classify architectural styles.
5. Recognize the seller's forms and their use.
6. Recognize the buyer's forms and their use.
7. Identify types of prospects and prospecting methods.
8. Designate effective marketing strategies and advertising methods.
9. Name the key elements of effective listing presentations.
10. Recall the importance of servicing the listing, staging a home, and holding an open house.
11. Clarify types of buyer representation and techniques used when showing property to buyers.
12. Recall the steps of writing and presenting offers.
13. Recognize key finance terminology, types of loans, and the importance of financing in real estate transactions.
14. Recall the steps of closing a sale.
15. Recollect the various forms and disclosures that are required when working with sellers and buyers.

Grading/Evaluation Policy

Evaluation is linked directly to the course objectives. Performance is measured by an online final exam. To complete this course successfully, students must complete: 15 Units including all reading assignments and successfully pass a Final Exam. The final exam consists of 100 multiple-choice questions, and you have 3 hours to complete it. You must answer 70% of the questions correctly to pass the final exam. If you do not pass the final exam, you may retake it after an 18-day period.

Contact Information

Help Ticket: www.alliedschools.com/support.shtml

Instructional Support Toll Free: 888-751-2303

Student Services Toll Free: 888-925-4282

International: 949-707-5044

Fax: 800-898-9188

Hours: Monday - Friday, 7:00 a.m. to 6:00 p.m. PST



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Course Outline and Grading Criteria

Unit Title	Hours	Assignment Title	Points Possible	Required to Pass
1: Your Real Estate Career	2	Unit Quiz	10	<i>Optional</i>
2: Prepare For Success	3	Unit Quiz	10	<i>Optional</i>
3: Goal Setting and Productivity	3	Unit Quiz	10	<i>Optional</i>
4: Product Knowledge	3	Unit Quiz	10	<i>Optional</i>
5: Completing the Seller's Forms	3	Unit Quiz	10	<i>Optional</i>
6: Completing the Buyer's Forms	3	Unit Quiz	10	<i>Optional</i>
7: How Will You Get Your Business?	3	Unit Quiz	10	<i>Optional</i>
8: Advertising and Marketing Listings	3	Unit Quiz	10	<i>Optional</i>
9: The Listing Presentation	2	Unit Quiz	10	<i>Optional</i>
10: Servicing the Listing	3	Unit Quiz	10	<i>Optional</i>
11: Working with Buyers	3	Unit Quiz	10	<i>Optional</i>
12: Writing and Presenting an Offer	3	Unit Quiz	10	<i>Optional</i>
13: Financing the Purchase	2	Unit Quiz	10	<i>Optional</i>
14: From Acceptance to Close	3	Unit Quiz	10	<i>Optional</i>
15: Putting It All Together	3	Unit Quiz	10	<i>Optional</i>
Final Exam	3	Multiple-Choice	100	70
Total	45		100	70

Student Integrity and Academic Honesty Policy

Allied Schools strives to encourage a spirit of honesty and integrity. This policy was created to foster a climate that promotes the most stringent academic standards. Violations of this policy will be dealt with using fair and consistent methods. Committing one or more of the following actions is considered unacceptable and constitutes a violation of this policy:

- Intentionally using or attempting to use unauthorized materials in any academic exercise;
- Intentionally aiding or attempting to aid another student to commit any act of academic dishonesty;
- Bribing or attempting to bribe, or making threats against any individual, with the intention of affecting a grade or an evaluation of academic performance;
- Falsifying any documents;
- Accessing the institution's computer systems or files without proper authorization.