



Florida Post-Licensing for Sales Associates Syllabus

Course Hours: 45

Instructional Mode

Distance Education

Textbooks / Learning Resources

Florida Post-Licensing for Sales Associates,
online text

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

Course Description

This course is designed to teach you the practical, on-the-job skills that a real estate licensee needs to be successful. The course focuses on activities such as advertising, qualifying prospects, filling out loan applications and agency disclosure forms, and performing a competitive market analysis. Relevant forms, data charts, and illustrations are included within the units.

Course Objectives

After completing this course, you will be able to:

1. Recall aspects of beginning a real estate career, including types of employment opportunities, activities of new sales associates, interviewing and choosing a brokerage, and the basics of the industry.
2. Identify the characteristics of a successful sales associate, and recall the financial, technological, and professional tools needed by a new associate.
3. Recognize elements of productivity management, such as business plans, personal marketing plans, and time management plans, and identify factors related to each.
4. Differentiate between established and new neighborhoods, and classify property types and styles and elements that define them.
5. Specify disclosures sellers must receive (including agency disclosures), elements of a listing agreement, and forms/disclosures the seller must deliver to other parties.
6. Recall disclosures buyers must receive (including agency disclosure) and elements of the sale/purchase agreement.
7. Identify types of prospects, as well as prospecting methods and laws.
8. Recognize components of property marketing and advertising.
9. Classify elements of effective listing presentations (including preparation), types of listing agreements, and NAR guidelines regarding listings.
10. Indicate practices for servicing a listing, including the steps involved in staging the home, marketing the listing, and holding an open house.
11. Recall elements of working with buyers, such as representation, prospecting, and recognizing buying signs and closing the sale.
12. Indicate the stages of writing and presenting an offer, handling counteroffers, and offer acceptance.
13. Specify financing terms, distinguish among notes and instruments, recognize types of loans and aspects of the loan process, and recall consumer protection laws.



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Grading/Evaluation Policy

Performance is measured by successful completion of online lesson quizzes, unit exams, and the final exam. To successfully complete this course, students must complete: 13 units including all reading and exercises and successfully pass 13 unit exams, and a Final Exam. A minimum passing score of 75% or better is required on all assignments. Assignments with scores below 75% must be retaken until the score meets or exceeds 75%. If you do not pass the final exam, you are allowed to retake it.

Course Outline and Grading Criteria

<i>Unit Title</i>	<i>Hours</i>	<i>Assignment Title</i>	<i>Points Possible</i>	<i>Required to Pass</i>
1: Your Real Estate Career	3.50	Unit Exam	10	8
2: Prepare For Success	3.00	Unit Exam	10	8
3: Goal Setting & Productivity	2.25	Unit Exam	10	8
4: Product Knowledge	4.50	Unit Exam	7	6
5: Completing the Seller's Forms	3.00	Unit Exam	10	8
6: Completing the Buyer's Forms	2.25	Unit Exam	5	4
7: How Will You Get Your Business?	4.50	Unit Exam	10	8
8: Advertising & Marketing Listings	3.50	Unit Exam	10	8
9: The Listing Presentation	2.75	Unit Exam	10	8
10: Servicing the Listing	3.00	Unit Exam	10	8
11: Working with Buyers	3.00	Unit Exam	10	8
12: Writing & Presenting an Offer	2.00	Unit Exam	10	8
13: Financing the Purchase	4.75	Unit Exam	10	8
Final Exam	3.00	Multiple-Choice	100	75
Total	45.00		222	173

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.