==COB 397.01W Basic Concepts of Real Estate Licensing==

COURSE SYLLABUS: ==Sp 2025==

INSTRUCTOR INFORMATION

Instructor: Dr. Scott M. Sewell, Senior Lecturer
Office Location: BA 314E
Office Hours: By Appointment
MKT Office Phone: 903-886-5692
Office Fax: 903-86-5693
University Email Address: Scott.Sewell@tamuc.edu
Office Hours: Tuesday and Thursday 8:00 am – 10:30 am and by appointment or zoom as needed.
Preferred Form of Communication and Communication Response Time:
For personal concerns or questions, email is the best way to contact me. I generally check my email each day and you can expect a response within 24 hours (except for weekends). My replies will be sent to your MyLeo email address. **ALL EMAILS MUST BE PREFACED WITH THE COURSE AND SECTION NUMBER FOLLOWED BY THE SUBJECT (*EXAMPLE: MKT 306.01E: Exam 2*).**

Always check your home page for Announcements when you login. **I expect that students will check their email daily and log in at least 3 times per week...daily is recommended.** If you don't respond to emails or login over a prolonged period (5 days) then I will assume you intend to drop the course.

Welcome.

==This course is a fully Online course (01W), all assignments and exams will be online, and no in-class participation is required except for the live zoom guest speakers which will be announced in advance and your attendance will count towards the participation portion of your final grade.==

==Each week will consist of completing the assigned modules and appropriate quizzes and some combination of live instruction, pre-recorded supplemental information or a live guest speaker. All sessions will be recorded for those who are unable to attend.==

== For the quiz assignments, you will need a 100% score in on all Unit quizzes in order to take the final exam. You can take the unit quizzes as many times as need to accomplish the 100% score. You will then need to upload==

The *syllabus/schedule are subject to change.*

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

This course is being sponsored by Keller Williams Realty our of Rockwall, Texas. They are who have paid the $495 registration fee for your Kaplan licensing preparation modules. Additional material will be provided as supplemental learning tools throughout the semester.

Course Description
The *syllabus/schedule are subject to change.*

This course is an introduction to the concepts, principles, problems and applications of real estate. We will emphasize all functional areas and institutions of real estate principles and practices with real world applications.

Student Learning Outcomes

At the end of the course, the student will be able to:

1. Understand the basic concepts, principles, problems and applications of real estate
2. Understand the nature of real estate markets
3. Understand the legal concepts in real estate, including property rights, deeds, and leases, etc.
4. Understand different channels of home mortgage lending, major participants, and methods of funding

COURSE REQUIREMENTS

Instructional Methods

The course includes the basic real estate principles 1 and 2 necessary for the student to sit for those 2 sections of the Texas Real Estate Licensing Exam.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

Weights for Assessment	
Keller Williams Modules 1 & 2	5%
Unit Quizzes	40% Combined
Participation	15%
Kaplan module 1 Final Exam Kaplan module 2 Final Exam Kaplan module 3 Final Exam	40% Combined
Total	100%

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Guest Speakers (TBD)

Quizzes

At the end of each unit of Principles of Real Estate in Texas I, Principles of Real Estate in Texas II and the Law of Agency modules, there will be a Final Exam for a total of 45% of the final grade. Each week the students are required to complete 2-3 quizzes according to the schedule. Each quiz will contribute towards a total of 40% of the overall grade. The students are required to upload a screenshot of each completed quiz showing the score obtained and the name of the student to receive the grade. Missing the deadline will receive an automatic grade of zero unless you contact me with a valid reason.

Class Participation:

There will be several live Zoom evening speakers throughout the semester. Every Student is required to attend at least 3 of the 4 guest speaker events to earn full credit for class participation points. The **tentative schedule** for the guest speaker will be announced in advance.

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COURSE OUTLINE AND SCHEDULE

Week		To Do This Week:	Deadline for Quizzes
Week 1		Syllabus, K-W modules completion, K-1 (Unit 1)	01/19/2025
Week 2		K-1 (Unit 2, Unit 3 & Unit 4)	01/26/2025
Week 3		K-1 (Unit 5 & Unit 6)	02/02/2025
Week 4		K-1 (Unit 7, Unit 8 & Unit 9)	02/09/2025
Week 5		K-1 (Unit 10, Unit 11 & Unit 12)	02/16/2025
Week 6		**K-1 Final Exam**	02/23/2025

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Week 7		K-2 (Unit 1, Unit 2 & Unit 3)	03/02/2025
Week 8		K-2 (Unit 4, Unit 5 & Unit 6)	03/09/2025
Week 9		Spring Break	03/10 - 16, 2025
Week 10		K-2 (Unit 7 Unit 8 & Unit 9)	03/23/2025
Week 11		K-2 (Unit 10), **K-2 Final Exam**	03/30/2025
Week 12		K-3 (Unit 1, Unit 2 & Unit 3)	04/06/2024
Week 13		K-3 (Unit 4 & Unit 5)	04/13/2025
Week 14		K-3 (Unit 6, Unit 7 & Unit 8)	04/20/2025
Week 15		K-3 (Unit 9 & Unit 10)	04/27/2025
Week 16		K-3 (Unit 11 & Unit 12)	05/04/2025
Week 17		K-3 Final Exam	05/09/2025
		Guest Speaker Dates TBD	

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounterany issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receivesupport for issues. For an optimal experience, D2L recommends using

supported browsers with D2L products.

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Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receivesupport for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser,Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest

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Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major versionof iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.

Chrome: Latest version for the iOS browser. |
| Windows | Windows 10 | Edge, Chrome, Firefox | Latest of all browsers, and Firefox ESR. |

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- You will need regular access to a computer with a broadband Internet connection.The minimum computer requirements are:
    - 512 MB of RAM, 1 GB or more preferred
    - Broadband connection required courses are heavily video intensive
    - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - Sound card, which is usually integrated into your desktop or laptop computer
    - Speakers or headphones.
    - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
> Pop-ups   are
> allowed. JavaScript
> is enabled. Cookies
> are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
    - Adobe Reader https://get.adobe.com/reader/
    - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - Adobe Shockwave Player   https://get.adobe.com/shockwave/
    - Apple Quick Time   http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is

    the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. Ifyou do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here" to submit an issue via email.

System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Interaction with Instructor Statement

*Email is the preferred method of communication.

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, maymake it necessary for the instructor to modify the syllabus during the semester. Anychanges made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.as px

Students should also consult the Rules of Netiquette for more information regardinghow to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

University's Pandemic Response

 For more information about the university's pandemic response, please visit thefollowing link.

https://new.tamuc.edu/wp-content/uploads/2020/07/20092-Fall-2020-Return-Plan-for-Students-Faculty-and-Staff-RTV.pdf

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpageand Procedure 13.99.99.R0.01. http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

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Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standardsof integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Ifyou have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-
CommerceGee Library- Room
162
Phone (903) 886-5930
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: http://inside.tamuc.edu/campuslife/campusServices/StudentDisabilityServices/default.aspx

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses,with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information orveteran status. Further, an environment free from discrimination on the basis of sexualorientation, gender

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identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons whohave been issued and are in possession of a Texas License to Carry a Handgun.
Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so.
Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may notcarry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) document and/or consult your event organizer.

Web url: http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Important Information about Counseling Center

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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