Instructor: Leslie Beau, MBA & Licensed Real Estate Broker  
Email: Lbeau@occ.cccd.edu – I respond to email quickly  

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The Syllabus is an outline for the class. For this online class, make sure you refer to the “Learning Modules” on the left hand menu for weekly assignments, due dates, etc.

Some of the chapters in our text are short – only 10-15 pages. Working through the challenge exercises and quizzes online will help you remember the things you need to know.

What are the “rules” for this course?

Late Work

One of Murphy’s laws says “if something can go wrong, it will”. Try to keep that in mind as you plan your coursework. The network may be down, you might have difficulty with one chapter over another, and yes,
your dog might even eat your homework. Since all these things can happen, you need to emulate the Boy Scouts, and “be prepared”. The best preparation is to do your work early, not late. I will not accept late work, period. Make sure you complete required work by the deadline each week.

Attendance and Withdrawal

Participation is an important part of this course, and missing weekly lectures, discussions will cause you to fall behind quickly. Don’t assume you will be automatically dropped if you fail to complete the material. It is your responsibility to withdraw from any class. If you stop completing work, yet fail to withdraw, I still have to give you a grade.

Logging into the course on a regular basis counts as “attendance”.

Discussion Forum

There will be “Discussion Forum” posted for each student to respond to. Responses like “yeah”, “ditto”, “I agree” are not discussion and won’t count towards points. Discussion is your opportunity to introduce yourself, share your opinion on the topic posted. Discussion Topics are worth 10 points each.

Discussion is also a way to connect with other students in the class and ask for help if you don’t understand any of the information being covered in the class.

Disruptive Behavior

You are entitled to an environment that encourages learning, as are all your fellow students. You should not behave in a manner that negatively impacts other class members. In an online class, disruptive behavior includes “flaming” or harassing email.

I expect all of you to be polite, respectful, and helpful to your fellow students. This is a college class, and I expect you to act like adults should act.

Quizzes and Grading

There will be regular quizzes and challenge exercises to help you learn the material. You must complete these items to take the Midterm and the Final. These help you learn the key items in each chapter. This will help reinforce what you are learning.

All quizzes, challenge exercises and exams will be taken online through the Rockwell Education site. Once you pass the quiz, you may retake them as many times as you wish to help study and learn concepts.

Make sure you complete the quizzes and challenge exercises so you are ready to take the Midterm and Final when scheduled.

Quizzes and challenge exercises are for your practice. I will not be counting these toward your final grade for the class. Only the Midterm, Final and Discussion will be part of the final grade.
Grading will be based on a total of 300 points as follows:

i. Discussion 50 Points
ii. Midterm 100
iii. Final 150
   300 Points

100%—90% A
89% – 80% B
79% – 70% C
69% – 60% D

Email

Please contact me by email through the online course site. This is the fastest way to get my attention. This way I can help with any questions you have regarding the course and material we are covering. Since this is an online course I realize that students may be online at different times during the day or evening. I check my email for the course two to three times daily. I check infrequently over the weekend so plan ahead if you need information or assistance. Sending me an email at 10:00 pm and expecting a response right away will not happen.

Reservation of Rights

I reserve the right to change this syllabus, including, without limitation, these policies, without prior notice.