

WELCOME TO YOUR REAL ESTATE ONLINE COURSE !

I am Mary Milford, the Department Chair for the Real Estate Department. We have an excellent real estate faculty that will bring both theory and experience to your class. Your professor will introduce himself / herself when you have logged in.

PLEASE LOG ON WITHIN THE FIRST COUPLE OF CLASS DAYS (DO NOT WAIT UNTIL THE WEEKEND) BUT BE PATIENT TRYING TO LOG IN THE FIRST DAY OF CLASS. THE LOG IN INSTRUCTIONS ARE BELOW.

Before we get started, I would like to address a couple of basic issues.

CREDIT OR CONTINUING EDUCATION REGISTRATION:

You may be registered for this course for college credit or for continuing education – it is the same course. Either form of registration satisfies the Texas Real Estate Commission education requirements for a Salesperson or a Broker's license. **Regardless of how you are registered you must meet the entire credit syllabus requirements for the course.** If you are registered for credit you will receive a letter grade (i.e. A, B, etc.). If you are registered for continuing education you will receive a Pass or No Pass grade. In order to receive the Pass grade, you must make the equivalent of a least a D and pass the final examination as stated in the syllabus. Continuing education courses are not eligible for the certificate or degree program and do not transfer to other colleges for their programs. If you wish to change your registration from continuing education to credit you may do so by registering with the college as a credit student, but **this must be done prior to starting this class – prior to logging on for the first time.** You may print this letter but please do not log on until you have changed to credit if that is what you want to do. There is no drop date for continuing education students, you simply receive a No Pass grade. A Continuing Education transcript is issued separately from a college credit transcript and will not impact your college credit grade point.

ORIENTATION, TECHNICAL SUPPORT, SYSTEM REQUIREMENTS, ETC.

FOR BLACKBOARD: We will be using Blackboard as your virtual classroom. You can find all information you need at <http://online.collin.edu>. You can also call **972 377 1777** for technical support with a 24/7 availability.

COURSE SKILLS NEEDED:

You should know how to access a Web site when given an address, use the features of your Web browser, download files, attach files to emails, and use the word processing software. We do not teach computer skills in this class. You should have sufficient English reading skills to comprehend the text.

COURSE INFORMATION:

You are only allowed to start your online class by logging in at any time starting with the **beginning date of the class.** The course is entirely self-paced and

regardless of when you start you must finish by the end of the designated period (5, 7, 8 weeks) in which it was taken. While you are waiting to log on you may wish to purchase your text and start reading it. The text for both Principles I and Principles II is Modern Real Estate Practice, 15th Edition, Nance, Dearborn Publishing, 2011, ISBN 1427735607 It is available for sale at the Preston Ridge Campus bookstore or may be ordered online at <http://bookstore.collin.edu>. Principles I covers Chapters 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, and 24. Principles II covers Chapters 6, 14, 15, 16, 17, 18, 19, 20, 21, 22, and 23. Chapter 6, Fair Housing is covered in both Principles I and Principles II. Chapters 5, 12 and 13 are covered respectively in Law of Agency and Law of Contracts but are not covered in the Principles courses.

Principles II has some real estate math involving percentages, ratios, square footage, commissions and other types of questions that you will encounter on the licensure exam. Look at the problems found in Chapter 19 of your text. If you can do these you will have no problem with the Math found in Principles II or the licensure exam. If you do not have good math skills you may want to consider taking the Real Estate Math course prior to taking Principles II.

After logging on successfully, you will see any online courses for which you registered. The course will contain the Syllabus, Orientation, Course Content, Quizzes and Final Exam for the course and everything else that you need for the course.

You will communicate with your instructor through the Blackboard mail tool. Mail is checked and answered every morning except weekends and holidays. You may also have extended discussions with your instructor through the Chat Room. You will be expected to communicate with your instructor and other students with grammatically complete and correct language that is appropriate to a classroom. **Text messaging language is not allowed**

Copyright: Materials used in connection with this course may be subject to copyright protection.

HOW DO I LOG IN AND GET STARTED:

YOU CANNOT LOG IN UNTIL THE FIRST DAY OF CLASS !!

If you are a **Continuing Education** student you should log in through <http://elearning.collin.edu>. Your username will be your college assigned username which is the same as your cougar mail address: your first initial, last name and possible a number – example : mjones3. Your password will be the last six digits of your College Wide ID number – example: 134598. When calling for help always state that you are a Continuing Education student. **If you have registered late you will not be able to access the course until a day after you have registered.**

If you are a **Credit** student you should log in through Cougar Web. Your Username will be the same as your cougar mail address: your first initial, last name and possibly a number – example: mjones3.

If you do not know your Web Ct Id, it can be found at <http://username.collin.edu> using your CWID (college wide ID #) and your PIN number used to register. Your student Password is your PIN number you used to register.

Please log on as soon as possible after the opening day of class so that we have ample time to correct any problem you may be having

If you are having trouble logging on you can call the Student Help Desk at **972 377 1777**.

Note: If your computer has a Pop-up blocker program running, you might not see any windows pop up. Disable your Pop-up blocker.

If you complete all of the above and you still cannot get onto your Blackboard course, call 972 377 1777 for help.

You may also contact Mary Milford at 469 365 1801 or Richard Helgeson at 469 365 1803. mmilford@collin.edu or RHelgeson@collin.edu