



## Syllabus Real Estate Pre-Licensing Course

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### *Mission Statement:*

*"To provide quality real estate education that is both affordable and convenient, appealing to the various educational needs of the modern student."*

### **Rule #1: ALWAYS BE CHECKING YOUR GOOGLE CLASS FOR ANNOUNCEMENTS!**

All students will need to join their Google Classroom. It is your responsibility to be up to date and aware of changes, communications, important dates and events, etc. The email we will use to add/invite you to your Google class will need to be a gmail address. Please set one up if you don't have one. Otherwise, we will use the one provided to us at registration or on your enrollment form. If you need to update your email address or do not believe you're receiving our communications, please email [ashley@alabamarealestateclass.com](mailto:ashley@alabamarealestateclass.com).

### **I. Course Description**

The Alabama Real Estate Salesperson Pre-License 60-Hour Course is required by the Alabama Real Estate Commission (AREC) for those persons who wish to take the state real estate salesperson examination and apply for a real estate salesperson license. MY Real Estate School (MYRES) is approved by the AREC to offer the Pre-License course. The instructors and staff are committed to fulfilling the mission statement of the school:

### **II. Course Objectives**

- To prepare the student to successfully complete the Alabama Real Estate Exam administered by PEARSON VUE.
- To provide the student with the necessary knowledge to become a professional asset to the Real Estate Community as an Alabama Real Estate Salesperson.
- To educate the student to be reasonably current in real estate knowledge and have improved ability to provide greater protection and service to the real estate consumer, thereby supporting the Alabama Real Estate Commission's primary objective of protection of the public.

### III. Course Requirements

- **Course readings:** *Modern Real Estate Practice: 20<sup>TH</sup> and/or 21st Edition* by Dearborn Real Estate Education. Students must purchase their own book. This textbook includes course objectives for each chapter, key point review of the subject matter in the chapter, and chapter questions that will test each student's comprehension of the chapter. MRES will provide students with our License Law book/eBook that covers the state portion of the exam. MRES expects each student to participate fully in exercises or discussions led by the course instructor. You must repurchase the materials if you lose the textbook or eBook.
- **Student ID#:** Each student must have a student ID number provided by AREC. You can register for this number by visiting AREC's website via the QR code and you can find the link also listed on our website, in the student portal, assigned in google classroom and in your handouts. You need to have this number **BY THE END OF YOUR FIRST DAY OF CLASS.**
- **Supplies:** Notebook, writing utensil, and a basic calculator. Phones will NOT be permitted for use as calculators.

### IV. Course Policies

- **Attendance Policy:** **AREC & State Law requires that each student complete at least 90% of the required 60 hours to receive credit for the course. This equates to students only being able to miss 2 classes without needing to retake the course.**
- **TUNING INTO THE WEBINAR CLASS FROM HOME OR VIEWING THE RECAP/RECORDED CLASS SESSION AFTER THE FACT WILL NOT COUNT TOWARDS ATTENDANCE OR MAKING UP FOR ABSENCES. Permission to attend class via webinar (& by exception ONLY), will need to be approved by your moderator and curriculum director and access code/information will need to be sent to you specifically. Shared links from other sources will not be permitted.**
- **Tardiness Policy:** If you are more than **fifteen** minutes late to a class, you may choose to stay for the remainder of, but no credit hours will be granted. If you are a virtual student and experience technical difficulties as a reason for your tardiness, we will excuse it.
- **Participation Policy:** AREC, in rule 790-x-1.14 requires the following participation standards in all approved courses: (a) attention to the instruction being provided and refraining from engaging in activities unrelated to the instruction, and (b) refraining from engaging in activities which are distracting to other students or the instructor or disrupting to the class—including the use of voice pagers, beepers, and cell phones. Instructors and moderators strictly enforce these requirements.

## V. **Study Recommendations**

- Skim chapters to be covered in class before class. Don't take notes, highlight or underline anything, just read them to become familiar with the subject.
- You should find two one hour periods in your day to study and at least one long study session per week, at least two hours long. You must keep your brain "damp", ***understanding that repetition is the mother of learning***. We recommend that you go to a library for your long study sessions, because there are no "life" distractions at a library... at least 50% of your study time should be you taking practice quizzes.
- During study sessions, review the chapter(s) covered the previous week. Take each chapter, one at a time, read it, including the key point review, vocabulary, whole chapter, and then retake the quiz. Repeat this process for every chapter.
- Buy "Study Buddy." Or similar products with different names. This product is much like a handheld diffuser or inhaler, diffusing essential oils including rosemary, which is scientifically proven to improve retention. You can use this product while you are studying and it is available online for purchase. MRES also makes their own 'FOCUS FRIEND,' if you are interested, inquire within.
- **Never forget "The Mother of learning is repetition."** The more often you read/take practice quizzes, the more your brain will be able to recall later... Period. Not a fancy fact but a FACT. If you don't think you are a smart person, then you need to double down with your effort, because plenty of "Not Smart" students have achieved what you are setting out to achieve by deciding to be a victor versus a victim. We are asking you to be determined and follow our suggestions and it's just for several short weeks!
- **Take the Cram Course!!!** The Cram Course is an OPTIONAL course that we don't advertise on the website, as it is reserved for your class. **We now offer the cram course ON DEMAND if you are unable to attend in person.** We will cover all main points of the course and focus it all on passing the state exam. Ask any student that has passed the state exam - They will all tell you its value!
- **Get EXAM PREP! We have some amazing tools and study resources that includes exam insurance and the Cram Course! Check it out on our website!**
- **GOOGLE CLASSROOM** - every student MUST join the google classroom for their course dates. You will receive instructions on how to join your classroom prior to your first class in your **Welcome Email**.

## VI. Academic Integrity

Examinations are **Proctored Online** or Proctored in Person.

During examinations, you must do your own work. Talking or discussion is not permitted.

**You may not use cell phones, textbooks or notes, compare papers, copy from others, or collaborate in any way.** Any suspected cheating during the examinations will result in failure of the exam and disqualification from the course. **Exams will be monitored whether by proctor or by video at all times.**

## VII. Grading Calculation (\*REVISED January 2025)\*

To complete this course, you must have scored a cumulative **75% or higher**.

Your overall grade for the course will be calculated using a **weighted system**.

- **Exams - 90%**
  - 3x Exams worth 30% each, totalling 90% of your overall grade.
- **Coursework & Participation: 10%**
  - The remaining 10% will come from participation.
  - Participation includes:
    - completing all assigned coursework and tasks in Google Classroom
    - adhering to the attendance policy (refer to the "Attendance Policy" section in the syllabus), and
    - active participation in Zoom sessions that require your presence..
    - All coursework and tasks must be submitted by their respective due dates to receive credit. It is the student's responsibility to monitor their grades and ensure all tasks are completed by the deadlines.

Grades for exams and assignments will be recorded in Google Classroom as **raw scores (e.g., 90/120)**. Students must calculate their percentage scores based on the raw points earned.

**For example, if you receive a score of 90 out of 120, your percentage score would be 75% (calculated as  $90 \div 120 \times 100$ ).**

*\*\*Students must contact the office in advance if not able to take exams or retake exams on their scheduled dates. All rescheduled exams must be taken within 48 hours of the original date/time scheduled..*

*\*\* State Exam standards require a 70% for passing grade*

## VIII. Course Final Exam RETAKES

- *Exam Retakes will be scheduled within 10-14 days after the initial exam. Retakes **MUST BE TAKEN DURING THEIR SCHEDULED TIMES** so please **PLAN ACCORDINGLY**. You **MUST** have your exam retaken during these periods to maintain fairness among everyone.  
There is a fee of \$99 to retake your exam if you have not purchased the exam*

*insurance or the exam prep package that includes retakes.*

#### **IX. State Exam Information**

- AREC requires that a student pass the state licensing salesperson examination within six months immediately following the date of successful completion of the salesperson pre-license course. Salesperson applicants who fail to meet this requirement shall be required to again successfully complete the pre-license course before applying for the state examination.
- Each student will receive the AREC licensing procedures handout with instructions regarding the state examination on or before the first class. The Alabama state licensing examination is provided through Pearson Vue ).
- After completion of this course, students will be eligible to take the state exam. We will take up to 48 hours to send your results to AREC. AREC may take up to 72 hours to send your results to Pearson Vue. Pearson Vue will email you when they are ready for you to schedule the exam.

*\*\*\*You will schedule the state exam by visiting the website included in their email and/or your completion email provided by us. Follow Their Instructions Closely.*

#### **X. Special Accommodations**

- MRES, its instructors and staff, does not discriminate in employment opportunities, enrollment, fees charged, or educational policies against anyone based on race, color, religion, sex, national origin, disability or familial status. If you need a special accommodation due to a disability, please contact the office via phone or email your request.

#### **XI. Course Calendar**

- *(Dates and times subject to change to accommodate guest presenters, unforeseen circumstances and/or inclement weather).*

**\*\*See Full Schedule/Course Calendar in your folder, or in google classroom.**

#### **Special Notice to Virtual & Satellite Students**

*You may be taking the salesperson pre-license course at a remote location, away from the main instructor and classroom or you may be taking it at home. Your classroom facility is equipped with Internet access and audio/video transmission equipment that will permit you to participate in the class along with the instructor and students in other classrooms. Your site administrator or moderator will assist you with any specific instructions on attendance monitoring. We appreciate your trust in us, and we pledge to provide you with an excellent pre-license course taught by dedicated, talented instructors whether remotely, livestream or on site.*