<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
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</thead>
<tbody>
<tr>
<td><strong>COURSE NAME:</strong></td>
<td><strong>Thomas C. Terrell</strong></td>
</tr>
<tr>
<td>REAL ESTATE MATHEMATICS</td>
<td>2816 Brookshire Drive, Grapevine, Texas 76051</td>
</tr>
<tr>
<td>SPRING SEMESTER 2017</td>
<td>DCCCD E-mail: <a href="mailto:tterrell@dcccd.edu">tterrell@dcccd.edu</a></td>
</tr>
<tr>
<td>2017SP-RELE-1325-33430</td>
<td>Home/Office (preferred) E-mail: <a href="mailto:tomterrell@msn.com">tomterrell@msn.com</a></td>
</tr>
<tr>
<td>THIS IS AN ONLINE COURSE ONLY</td>
<td>Best Way to Call Me: (817) 329-0140</td>
</tr>
<tr>
<td></td>
<td>Cell Phone: (817) 938-4996</td>
</tr>
<tr>
<td></td>
<td>Fax: (817) 481-7538</td>
</tr>
</tbody>
</table>

**Meeting Time:** NONE (This is an online course only)

**Office Location and Hours:** Please call for appointment

**DIVISION DEAN PHONE AND LOCATION**

![Ruben Johnson](image)

Ruben Johnson, Dean of Business and Information Technology
Office: B201
Phone: (972) 860-8161

**REAL ESTATE PROGRAM COORDINATOR**

![Steven F. Brown](image)

Steven F. Brown, PhD, MBA, CPA, CFP
Professor of Real Estate
Real Estate Program Coordinator
Cedar Valley College
3030 N. Dallas Ave. #B-217
Lancaster, Texas 75134
(972) 860-8247 (office)
(469) 682-5640 (best way to contact me)
sfbrown@dcccd.edu
Course Description

Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements.

NOTE: This is a “Green Cord” sustainability course. Students taking at least three “Green Cord” courses successfully, and meeting all of the requirements, will be invited to wear the cords at their graduation ceremonies. (Please see all of the requirements for earning the “Green Cord” in the online course information).

How in the world can math contribute to the concepts of “sustainability”?

Mathematics, as applied to real estate, and studied in a real estate math course, deals with the areas of

1. Appraisal of value;
2. Economics; and
3. Long term and short term financing, and investment. Each of those particular areas, and their accurately calculated mathematical applications, contribute to the individual student’s ability to recognize how these properly used and applied mathematical concepts act to preserve and sustain the economy, the culture and the individual’s personal wealth and happiness.

Required Materials Including Textbooks (include ISBN)

Note: A minimum of 9 hours per week should be devoted to course material outside of class time


ISBN# 9781427731432

CERTIFICATION REQUIREMENTS FOR THIS COURSE!!

URGENT!! DO THE FOLLOWING TWO THINGS PRIOR TO CERTIFICATION DATE FOR THIS COURSE!!

(Earn a total of “10 Bonus Points” toward your total score in the course for doing the following two things prior to certification date for this course)

1. Prior to the certification date for this course, send me an e-mail with the following information: (5 Bonus Points awarded)
   a. Your name, Student I.D., and all contact information
   b. Include a sentence that says: “I have read all of the information and instructions for the course, know how to contact my instructor, and am beginning the course.”
   c. Include a short background on yourself so that I can get to know you better.
   d. Be sure that you send the e-mail to me PRIOR to the certification/census date for the course

2. Prior to certification/census date for the course, go to “Quizzes & Exams” in the course, and take the “Orientation Quiz”. (5 points awarded) (Please see the oval bubble to the upper left of the course screen). Click on the “Quizzes & Exams” bubble, and take the “Orientation Quiz”.

By taking this quiz, and sending me the e-mail, prior to the certification/census date for the course, you are fulfilling the requirements for certification in this course. If you are not certified in the course, it will affect any financial aid or other monies you are expecting to assist with tuition for this course.

Course Prerequisites: Minimum TSI Test scores or DMAT 0091 or DMAT 0097

Disclaimer – The instructor reserves the right to amend this syllabus if necessary.

Important Dates: Start Date – 3/20/17, End Date – 5/11/17, Certification Date – 3/25/17, Drop Date – 4/29/17

Texas Core Objectives for Student Learning

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication

3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

5. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

6. **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**Student Learning Outcomes**

1. Calculate estimates of closing costs and prorations
2. Calculate loan amortization, area and volume
3. Solve commission and sales price problems
4. Apply the concepts of total, part, and percent in problem solving

**CVC Learning Signature**

CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

**CVC Faculty and Staff expect students to:**

- take responsibility for their own learning
- commit to achieving high academic performance
- be meaningfully engaged in the campus community

**CVC Faculty and Staff expect to:**

- provide students a clear pathway of instruction
- establish clear learning outcomes
- serve as role models and mentors for students

**Course Outline**

For maximum success in this course you should spend a minimum of 9 hours per week working on course material.

| Week 1 | Day 1-2: Begin by viewing the “Green Cord” information and taking the “Green Cord” Quiz. Read Chapter 1  
Day 3-4: Study Chapter 2  
Day 5-6: Study Chapter 3  
Day 7: Study Chapter 5 and complete Chapter Quizzes 1 through 4 exams |
|---|---|
| Week 2 | Day 1-2: Study Chapter 5  
Day 3-4: Study Chapter 6  
Day 5-6: Study Chapter 7  
Day 7: Study Chapter 8 and complete Chapter Quizzes 5-8 Quizzes |
| Week 3 | Day 1: Review Chapters 1-8 and take the Mid-Term Exam  
Day 2-3: Study Chapter 9  
Day 4-5: Study Chapter 10  
Day 6-7: Study Chapter 11 and take Quizzes 9-11 |
| Week 4 | Day 1-2: Study Chapter 12  
Day 3-4: Study Chapter 13  
Day 5-6: Study Chapter 14  
Day 7: Study Chapter 15; Review Chapters 9-15 and when ready, take the Final Exam. Take all 4 Student Learning Outcome (SLO) Quizzes  
**Please go into the course and complete the “Student Evaluation”** |
CONGRATULATIONS! You have completed the course.

Evaluation Procedures
At the beginning of the course, the instructor provides a schedule of examinations and assignments that contribute to the final grade in the course for each student.

- A=2205 through 2450
- B=1960 through 2204
- C=1715 through 1959
- D=1470 through 1714
- F=1469 or Below

Exams and Assignments
The final grade for the course reflects evaluation of the student’s work on the following assignments that are calculated as follows:

- “Green Cord” Exam = 50 possible points
- Chapter Quizzes
  - There are 15-Chapter Quizzes
  - Each Chapter Quiz has 10 questions
  - Each question is worth a possible 10 points
  - Total points possible = 1500 points
- Mid Term Exam over Chapters 1-8
  - There are a total of 23 questions on the Mid Term Exam
  - Each question is worth 10 points
  - Total Mid-Term Exam possible points = 250 points
- 1-Final Exam over Chapters 9-15
  - There are 25 questions on this Exam
  - Each question is worth 10 possible points
  - Total possible exam points = 250
- 4-Student Learning Outcome (SLO) Exams
  - There are 4 questions per SLO Exam
  - Each question is worth 25 points
  - Total SLO possible points per SLO Exam = 100 possible points
  - Total SLO possible points for all 4 Exams = 400 points

Honors Credit Availability

NOT APPLICABLE FOR THIS COURSE!

In General:
To qualify for Honors credit, you must sign an Honors Contract at the beginning of the semester. Meet with me to design your program and complete the contract form. You must earn an A or B in the course in order to receive Honors Credit.

Service Learning

NOT APPLICABLE FOR THIS COURSE!

In General:
The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College web site for additional information.
http://www.cedarvalleycollege.edu/CommunityMembers/Lists/WebPages/DispForm2.aspx?List=4910a51c%2D65b2%2D4293%2D9ecd%2D5f5aa383b44d&ID=17
Stop Before you Drop  
Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule. For more information, you may access: http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Attendance Policy  
This is an “online only” course. There are no attendance requirements.

Financial Aid Certification of Attendance

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

INSTRUCTOR’S IMPORTANT NOTE!! PLEASE SEE THE BEGINNING OF THIS SYLLABUS FOR SPECIFIC REQUIREMENTS AND INSTRUCTIONS THAT MUST BE MET IN ORDER FOR YOU TO BE CERTIFIED IN THIS COURSE!!

Course Policies  
ALL WORK MUST BE COMPLETED AND/OR TURNED IN NO LATER THAN 5:00 P.M. ON THE LAST DAY OF THE COURSE.
Tutoring Services

All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at: http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx

QUALITY ENHANCEMENT PLAN

Cedar Valley College’s Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

Academic Advising

Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

We encourage you to meet with an advisor early during registration so you will have plenty of time to plan a schedule that works for you. Academic Advisors are located in building “L”, and can be reached at (972) 860-0806.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access: https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See Also Student Code of Conduct. https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.
In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences, words. For such an offense, a student will receive a zero on the assignment and can receive an F for the course. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension. If you summarize, paraphrase or directly quote from an author, you must use the appropriate documentation because the ‘idea(s)’ still belong to the author.

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Richland College Student Code of Conduct explained in the Richland College and district catalogs or on-line at the district website (https://www1dccc.edu/cat0608/ss/code.cfm).

Consequences for Academic Dishonesty and/or Plagiarism: Any student in this English 1301 class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document, student “Responsibility”) will receive one or more of the following penalties:

- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
- The professor may request that the student drop the class.

ADA Statement
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert
Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

Financial Aid
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Health Center Services
Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
· www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx
· Confidential "talks"
· Assists with health related club activities when asked and time permits

Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

DCCCD OIE Faculty Syllabi Statement- FALL 2016

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices

Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators

Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825
<table>
<thead>
<tr>
<th>Campus</th>
<th>Contact Person</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8181</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7358</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee' Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2138</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-8561</td>
</tr>
<tr>
<td>North Lake</td>
<td>Rosemary Meredith(acting)</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3992</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6386</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6672</td>
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**District Title IX Coordinator**

<table>
<thead>
<tr>
<th>Office of Institutional Equity</th>
<th>LaShawn Grant</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:District@dcccd.edu">District@dcccd.edu</a></td>
<td></td>
<td><a href="mailto:TitleIX-District@dcccd.edu">TitleIX-District@dcccd.edu</a></td>
<td>214-378-1633</td>
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