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# Course Syllabus



CUSTOMIZED TRAINING

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**Course Code and Title:** CEBUS-REAPLC-0906 2223SYR PEI Real Estate Association Pre-Licensing Course

**Academic Year:** 2023-24

**Course Description:** The PEI Real Estate Association Pre-Licensing Course is mandatory for anyone interested in obtaining a real estate license in Prince Edward Island.

**Facilitator:** Carol O'Hanley    cbohanley@hollandcollege.com  
*Students can expect responses to emails within 24 hours.*

**Administrator:** Adam Smith    atsmith@hollandcollege.com

**Pre-requisite(s):**

- Be at least 18 years of age
- Qualify under Section 8(2) of the Prince Edward Island Real Estate Trading Act

**Course Delivery Mode:** Face-to-Face: Room 21C and 239W & 236W (computer labs), Charlottetown Centre, Prince of Wales Campus  
Distance: Online using SAM

## **Course Topics to Be Covered:**

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|--------------------------------|--|
| 1. Introduction to Real Estate | 6. Listing Agreements                              |
| 2. Real Estate Trading Act     | 7. Purchase & Sale Agreements                      |
| 3. Professional Conduct        | 8. Appraisal Theory & Practical                    |
| 4. Agency Relationship         | 9. Real Estate Math & Mortgages                    |
| 5. Condominiums                | 10. Land Regulations, Construction & Environmental |

## **Course Delivery Plan:**

**Course Start and End Dates:** Tuesday January 17th – March 28<sup>th</sup>, 2023

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## Class Meeting Times, Topics and Assignment Due Dates:

Week	Class & Program Information	Assignments
January 17 <sup>th</sup> , 2023	<p><b>Zoom Welcome Session:</b> Tues, January 17<sup>th</sup> 6pm-7pm  <b>Topics: Introductions and Orientation</b>            Attendance is encouraged but not mandatory.            However, it is expected all students not in attendance will view the recorded session prior to January 24th</p>	
Week 1 (Jan 24 <sup>h</sup> - Jan 27 <sup>th</sup> )	<p><b>Class Date:</b> Tuesday, January 24<sup>th</sup> 6pm – 9pm  <b>Topics:</b> Course Introduction, PEI Real Estate  <b>Material to review prior to class:</b>            Unit 1: Introduction to Real Estate            Unit 2: Real Estate Trading Act</p>	Unit 1 Quiz Unit 2 Quiz <b>Due Friday, January 27th by 11:59pm</b>
Week 2 (Jan 31 <sup>st</sup> – Feb 3rd)	<p><b>Class Date:</b> Tuesday, January 31<sup>st</sup> 6pm – 9pm  <b>Topic:</b> Professional Conduct &amp; Agency Law  <b>Guest Speakers:</b> Carr Stevenson MacKay/PEI Real Estate Association  <b>Material to review prior to class:</b>            Unit 3: Professional Conduct            Unit 4: Agency Relationship</p>	Unit 3 Quiz Unit 4 Quiz <b>Due Friday, February 3rd, by 11:59pm</b>
Week 3 (Feb 6 <sup>th</sup> – Feb 10 <sup>th</sup> )  <b>TWO classes this week</b>	<p><b>Class Date:</b> Tuesday, February 7<sup>th</sup> 6pm – 9pm            Review of Units 1 – 5/Class Assignment overview  <b>Material to review prior to class:</b>            Unit 5: Condominiums</p> <p><b>Class Date:</b> Friday, February 9<sup>th</sup> 6pm – 8pm            Review of Units 1-5 in preparation for midterm.</p>	Unit 5 Quiz <b>Due Wednesday, February 8th, by 11:59pm</b>
Week 4 (Feb 13 <sup>th</sup> – 17 <sup>th</sup> )	<p><b>Class Date:</b> Monday, February 13<sup>th</sup> 6pm – 9pm  <b>MIDTERM EXAM – Units 1-5</b></p>	Listing Assignment #1 and #2 – Self Correct <b>Due Sunday, February 19<sup>th</sup> by 11:59pm</b>
Week 5 (Feb 20 <sup>th</sup> , Feb 24 <sup>th</sup> )  <b>TWO classes this week</b>	<p><b>Class Date:</b> Tuesday February 21<sup>st</sup> 6pm – 9pm  <b>Topic:</b> Contract Law &amp; Introduction to Forms  <b>Guest Speaker:</b> Carr Stevenson MacKay  <b>Topic:</b> Unit 6 &amp;7: Listing /Purchase &amp; Sale Agreements  <b>Material to review prior to class:</b>            Unit 6: Listing Agreements Unit 7: P&amp;S Agreements</p> <p><b>Class Date:</b> Friday, February 23<sup>rd</sup> 6pm – 9pm  <b>Topic:</b> Introduction to forms</p>	Unit 6 Quiz <b>Due Friday, Feb 24th by 11:59pm</b>  Purchase & Sale Assignment #1 and #2 – Self Correct <b>Due Sunday, February 26th by 11:59pm</b>

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<p>Week 6 (Feb 27<sup>th</sup> – March 3<sup>rd</sup>)</p>	<p><b>Class Date:</b> Tuesday, February 28<sup>th</sup> 6pm – 9pm  <b>Topic:</b> REALTOR® Real Talk &amp; Mortgages &amp; Appraisals  <b>Guest Speakers:</b> Real Estate Salespeople  <b>Material to review prior to class:</b>            Unit 8: Appraisal Theory &amp; Practical</p>	<p>Unit 7 Quiz            Unit 8 Quiz  <b>Due Friday, March 3<sup>rd</sup> by 11:59pm</b></p>
<p>Week 7 (March 6<sup>th</sup> – 10<sup>th</sup>)</p> <p><b>TWO classes this week</b></p>	<p><b>Class Date:</b> Tuesday, March 7<sup>th</sup> 6pm – 9pm  <b>Topic:</b> Real Estate Math &amp; Mortgages and Land Regulations, Construction &amp; Environmental  <b>Material to review prior to class:</b>            Unit 9: Real Estate Math &amp; Mortgages            Unit 10: Land Regulations, Construction &amp; Environmental</p> <p><b>Class Date – Thursday, March 9<sup>th</sup> 6pm – 8pm</b>            Review of listing forms and purchase and sale forms and how to fill them out.</p>	<p>Case Study  <b>Due Tuesday, March 7<sup>th</sup> to be submitted in class.</b></p> <p>Unit 9 Quiz            Unit 10 Quiz  <b>Due Friday, March 10<sup>th</sup> by 11:59pm</b></p>
<p>Week 8 (March 13<sup>th</sup> – 17<sup>th</sup>)</p> <p><b>TWO classes this week</b></p>	<p><b>Class Date:</b> Tuesday, March 14<sup>th</sup> 6pm – 9pm  <b>Topic:</b> Exam Review Session including Forms</p> <p><b>Class Date:</b> Thursday, March 16<sup>th</sup> 6pm – 8pm            Review of Units 1 through 10</p>	
<p>Week 9 (March 20<sup>th</sup> – 24<sup>th</sup>)</p>	<p><b>Class Date:</b> Tuesday, March 21<sup>st</sup> 6pm – 8pm  <b>FINAL FORMS EXAM</b></p>	
<p>Week 10 (March 27<sup>th</sup> – 31<sup>st</sup>)</p>	<p><b>Class Date:</b> Tuesday, March 28<sup>th</sup> 6pm – 8pm  <b>FINAL COMPUTER EXAM</b></p>	
<p>Monday, April 3<sup>rd</sup></p>	<p>Submission of grades to PEIREA</p>	
<p>Tuesday, April 18<sup>th</sup></p>	<p>Final Forms Exam Rewrite</p>	
<p>Wed, April 19<sup>th</sup></p>	<p>Final Computer Exam Rewrite</p>	

**Assessment Plan:**

Assessment		Weight
Quizzes	Unit 1-10 Quizzes (2 marks each)	20%
Assignments	Listing Assignment (2 marks) Purchase & Sale Assignment (2 marks) Case Study (6 marks)	10%
Midterm Exam	Computer Exam (10 marks)	10%
Final Exam	Forms Exam (20 marks) Computer Exam (40 marks)	60%
	<b>TOTAL</b>	<b>100%</b>

In order to **pass the course**, and thereby qualify to obtain the PEI Real Estate Salesperson's license, a minimum mark of **75%** must be: 1) obtained on both the final exam (forms and online together) and 2) the course overall.

**Academic Dishonesty:** As per Holland College policy.

**Attendance:** Attendance for all on-campus classes in this course is highly encouraged. Material is not repeated for those not attending class.

**Accepting Student Work:** Work to be submitted via SAM and in person.

**Lateness of Missed Assignments/Tests:** Assignments not submitted by the deadline date will be marked as not completed.

**Student/Lab/Shop Conduct:** Food and drink are prohibited in computer labs.