

Computer Applications in Real Estate Information

*** Computer Applications in Real Estate will have T/F quizzes, assignments and a final exam. All coursework will be done on a computer and submitted online.**

Course Description:

This Course provides real estate professionals, real estate agents and soon to be agents with the information of how to use a computer and the technologies currently in the real estate industry.

This also includes:

- The basics for designing and publishing a website
- Knowledge of Domain name registration
- Setting up e-mails
- Basic Knowledge of the MLS and WINFORMS
- Knowledge of Designing calendars
- Using contact management programs
- How to use DRE forms from the DRE website
- Using E-licensing
- Designing a power point presentation
- Using digital cameras and scanners for uploading photos and diagrams to the internet
- Internet and marketing tools and related software.

We recommend that you are currently enrolled or completed at least real Estate Principles and Real Estate Practice or have some real estate related experience.

COURSE REQUIREMENTS

1. You must have a computer with Internet Access, a digital scanner or digital camera.
2. You must have taken or currently taking Real Estate Principles & have knowledge of computers,
3. The Minimum time frame to complete this course is 18 Days,
You have up to 1 year Maximum
4. 5 separate ONLINE ASSIGNMENTS - 20 points each assignment = 100 Total points.
5. 10 separate Online 10 question T/F timed quizzes = 10 points each = 100 Total points
Timed @ 10 minutes each.
6. Online Final Exam – a timed 100 question multiple choice question Final = 100 points
Timed @ 3hrs.

GRADING

Total Score = 300 points

270 – 300 = A

240 – 269 = B

210 – 239 = C

180 – 209 = D

0 – 179 = F

Computer Application in Real Estate Assignments

ONLINE ASSIGNMENT #1 = 20 points Chapter 1,2,3.

Instructions: Gather information using Search Engines online and email your findings to the instructor @ ca_ares_course@yahoo.com

1. Search Online for 5 Internet Service Providers and make a list with the URL next to the ISP name and list the price of each.
2. Search Online and find 5 different Online Vendors of computer hardware and make a list with the URL next to the Vendors name.
3. Search Online and find 5 Computer Software Vendors and make a list with the URL next to the Vendors name.
4. Using your URL go to <http://www.dre.ca.gov> find the latest Real Estate bulletin and just send the URL address to the bulletin on the list.
5. Download Yahoo Messenger and Install program. Using Yahoo Messenger Application set up a username and messenger account and send a request to ca_ares_course@yahoo.com to join your buddies. (this will also allow chat to the instructor)

ONLINE ASSIGNMENT #2 = 20 points Chapter 5, 6

1. Design and Build a Basic Generic Real Estate 1 page website page using pages 133 and 134 of your work book. (Use notepad or word pad to build your website). And attach to instructors e-mail. Email your assignments to the instructor @ ca_ares_course@yahoo.com

2. Go online to <http://www.godaddy.com> to lookup domain names (you can make up what ever name you like). Find Cost of domain name and cost of website annually. Email your assignments to the instructor @ ca_ares_course@yahoo.com

Course Completion Certificate

ONLINE ASSIGNMENT #3 Chapter 8 = 20 Points

Using Microsoft Excel to calculate the loan payment.

1. On Page 222 of the textbook follow the step by step instructions and when completed email the excel spreadsheet as an attachment to: instructor @ ca_ares_course@yahoo.com when completed for grade.

ONLINE ASSIGNMENT #4 Chapter 9 = 20 Points

1. Design a 10 Slide Power Point presentation for Advertising selling a house. You can use Photographs, Clip Art and Text - Email your assignments as an attachment to: instructor @ ca_ares_course@yahoo.com when completed for grade.
2. Create a Flyer using MS Power Point. Using Figure 9-15 on page 259 of the text book - Email your assignments as an attachment to: instructor @ ca_ares_course@yahoo.com when completed for grade.
3. Figure 9-17 on page 261 and 262 follow instructions on e-mailing a Prospective buyer- using the instructor's Email Address to e-mail the document to ca_ares_course@yahoo.com when completed for grade.

ONLINE ASSIGNMENT #5 = 20 points

1. On page 366 of the text book. INTERNET RESEARCH
Complete the blanks by going to the websites of the Organizations to determine the maximum amount for the following loans. And send the results when completed to instructor.
2. Go to www.dre.ca.gov find the link and download the forms for Salesperson Exam Application, Broker Exam Application, and save them to your computer while at the dept real estate website. Copy the link to an email and send it to the instructor. Email your assignments as an attachment to: instructor ca_ares_course@yahoo.com when completed for grade. Then go to www.dre.ca.gov and click on E-Licensing. Get familiar with this area. If you are already licensed as a real estate salesperson or broker and have never registered at E-Licensing, follow the instructions and do so. (This section is valuable for updating your license and address.) (If you do not have a real estate license please get familiar with this area of the website)

Course Completion Certificates

Course completion certificates will be hand delivered or mailed within five business days of completion of registered courses. Certificates may be faxed for an additional fee of \$3 per certificate.

Internet

When courses are ordered via the internet, we prefer students to take their exams online. If you prefer to have your exam proctored please see the examination information sheet for fees.

Records

The school maintains a database of all students who enroll and /or complete salesperson and broker pre-license education courses. Call the school for a duplicate copy of your certificate (a small fee will be charged). Student records will be maintained indefinitely.

Course & Instructor Evaluation

The Department of Real Estate maintains an online evaluation of courses and instructors at www.dre.ca.gov . Students can contact the Department of Real Estate through this website and complete a course and instructor evaluation form. This evaluation provides feedback to the Department of Real Estate and helps to maintain a high level of effectiveness for courses and instructors.

Thank-you for choosing Accredited Real Estate Schools Southern California

Sincerely,

Instructor/Webmaster
Jeff Heller