



THE LEARNING SOURCE
EDUCATION FOR THE NEW ECONOMY

Real Estate

SYLLABUS

2023

PART 1: COURSE INFORMATION

Instructor Information:



INSTRUCTOR
LEE MENCH



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CLASS HOURS
**Monday, Wednesday and Friday
9:00 AM - 12:45 PM**

NON-PROFIT BUSINESS DESIGN

The Learning Source Property Management Course is a 192-hour course comprised of 92 hours of live in-class or live online instruction and 92 hours of class preparation (homework).

The course is designed to help students who have not been in classes for some time to be able to work at a comfortable pace, ask questions, hear the correct pronunciation of the vocabulary, and do so in a positive, low-stress, and supportive environment.

The course is designed to help students understand the steps involved in a successful real estate transaction and to understand the jobs of the key participants and consultants involved in a transaction.

The course is approved by the Bureau for Private Post-Secondary Education which is a requirement of Vocational Insurance companies to use vocational vouchers to pay for the course.

The Learning Source is not currently approved by the California Department of Real Estate to issue exams and certificates for students to be eligible to take the State real estate exam. For this reason, The Learning Source uses the textbooks and pays the web access and testing fees to the book publisher and online platform provider, First Tuesday.

First Tuesday is not approved by the Bureau but they are approved by the Department of Real Estate. Students are not required to take the State licensing exam to complete this course and obtain a completion certificate from The Learning Source however, students are encouraged to take the First Tuesday exams to receive the certificates to be eligible to submit to take the State exam.

THE MISSION AND PURPOSE

The mission and purpose of this program are to prepare students for entry-level careers as on-site and off-site property managers capable of managing apartments and commercial real estate. Licensure is not required to work as on-site and off-site property managers capable of managing apartments and commercial real estate.

The program focuses on practical applications including rental property advertising, receiving rental applications, processing rental applications, analyzing credit reports, showing a property, viewing and occupancy coordination, owner profit and loss statement preparation, and daily operation of residential and commercial real estate.



Instructional Modality

This program is taught live online (English only).

Admissions Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test).



Course Requirements

- Tuition **\$ 4,135.00**
- Registration Fee **\$ 250.00**
- Books **\$ 115.00**
- Student Tuition Recovery Fund Fees **\$ 0.00**
- Total Charges (Period of Attendance/Entire Program): **\$ 4,500.00**
- Consulting fee (third party fee)

The tuition collected by the school may be reduced by the fees paid to a third-party for consulting fee provided to the student.

Course Objectives



Upon completion of this program, students will be able to:
Demonstrate knowledge of the fundamentals of property management including:

- Understanding the steps involved in a real estate sale or purchase transaction
- Know the roles of the key consultants involved in real estate - transactions
- Have a working knowledge of the common forms and contracts used in transactions
- Know how to prepare disclosure documentation
- Demonstrate knowledge of the legal aspects of real estate including vesting, rights of survivorship, living trusts, and syndication.
- Demonstrate knowledge of basic real estate financing including conventional, FHA, VA, seller financing private financing and mortgage insurance.

Module Structure

Module 1



Real Estate Principles

This module reviews the basic concepts of real estate activities. Topics include fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord and tenant relationships, listings, purchase agreements, and title insurance.

Module 2



Real Estate Practice

This course reviews the pertinent details of how to use forms and make disclosures, present analysis, and enter into an agreement regarding real estate transactions.

Module 3



Property Management

This module introduces the rules of leasing and renting both residential and commercial income properties.



Requirements for Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

Class Hours

Monday, Wednesday and Friday - 9:00 AM - 12:45 PM

TEXTBOOK & COURSE MATERIALS

We rely on the cutting-edge textbook publisher, First Tuesday, a trusted partner for many years. First Tuesday's dedicated team of researchers and writers consistently stays abreast of the latest laws and emerging regulations. This ensures that we always provide our students with the most updated course material. The textbooks are crafted in clear, step-by-step language, serving as an ideal complement to our instructors' expertise. With these books as the educational cornerstone, our instructors enrich the content by weaving in their personal experiences and the real-world relevance of each chapter.



Course Requirements

- 📶 Internet connection
(DSL, LAN, or cable connection desirable)

COURSE STRUCTURE

Course Format:

The course is delivered in an interactive online format that ensures a stimulating and engaging learning experience. Live sessions are led by experienced instructors, recognized experts in their respective fields. These sessions encourage active student participation, fostering enriching debates and facilitating a deeper understanding of the presented concepts.

Furthermore, to support participants' comprehensive understanding of the course content, meticulously curated learning resources are provided. These reading materials complement the topics covered in each module during the live sessions, enabling students to consolidate their theoretical understanding with practical examples and relevant case studies.

The course is divided into three fundamental modules:

- 1 Real Estate Principles**
- 2 Real Estate Practice**
- 3 Property Management**

Each of these modules has been carefully designed to provide students with comprehensive and practical knowledge of the real estate sector as a whole, spanning from fundamental concepts and applicable laws to the skills necessary for effective operation within the real estate field.

This program leverages a diverse range of online resources to create an immersive and comprehensive learning environment. As the classes are entirely conducted via the Zoom platform, a wide array of digital tools is employed to enhance the students' educational journey.

Throughout the course, a variety of online tools are utilized to ensure a comprehensive and enriching learning experience:



Zoom for Live Classes:

The Zoom platform is utilized for conducting live, online classes. This allows students to interact in real-time with instructors and fellow classmates, encouraging active participation and collaborative learning.



Gmail for Communication:

Gmail serves as the primary communication tool. Through email, students stay in touch with their classmates and instructors, enabling the exchange of relevant information, resolution of queries, and collaboration on projects.



Google Drive for Material Storage:

Google Drive is employed for storing and sharing course-related reading materials. It provides a secure and easily accessible space for students to retrieve documents, presentations, and supplementary resources that complement the course curriculum.

Collectively, these digital tools contribute to fostering effective and collaborative online learning, enabling students to maximize their learning experience throughout the program.

PART 2: STUDENT LEARNING OUTCOMES

Upon successful completion of this program, students will achieve the following objectives:

- **Applied Knowledge:**

Students will demonstrate a comprehensive understanding of key concepts and the steps involved in successful real estate transactions, including the roles of various participants and consultants.

- **Communication Skills:**

Students will enhance their communication abilities, including the capacity to ask relevant questions, articulate real estate terminology accurately, and engage in effective communication within the context of real estate transactions.

- **Regulatory Understanding:**

Students will acquire a comprehensive understanding of the requirements and regulatory standards within the real estate industry, including the processes necessary to comply with vocational insurance company regulations and the eligibility criteria for the state real estate exam.

- **Critical Thinking:**

Students will cultivate critical thinking skills, enabling them to analyze complex real estate scenarios, evaluate multiple perspectives, and make informed decisions in the context of real estate transactions.

- **Professional Success:**

Students will be prepared to achieve professional success in the field of real estate, demonstrating competence in property management, effective negotiations, and a deep understanding of the complexities of the real estate market.

PART 2: STUDENT LEARNING OUTCOMES

Upon successful completion of this program, students will achieve the following objectives:

Throughout the course, students will actively work towards achieving the aforementioned objectives by engaging in a variety of activities, including:

- **Assessments:**

Regular assessments and examinations will challenge students to demonstrate their understanding of the course material and key concepts.

- **Active Participation:**

Involvement in class discussions, group activities, and online forums will encourage students to apply their knowledge and contribute to a collaborative learning environment.

- **Progress Evaluation and Certification:**

Periodic assessments and the opportunity to earn certification will help gauge students' progress and ensure they meet the course requirements.

- **Interactive Lectures:**

Engaging lecture sessions will provide students with in-depth insights into the subject matter and facilitate the application of theoretical knowledge to real-world scenarios.

- **Reports:**

Writing reports and essays will enable students to delve deeper into specific topics, refine their critical thinking skills, and effectively communicate their understanding of key concepts.

These diverse activities aim to foster a comprehensive learning experience, allowing students to gain practical skills and knowledge in the field of real estate while meeting the course objectives.

Part 3: Topic Outline/ Schedule

The Real Estate program is structured into three modules, each with a distinct timeframe:

Module 1° Real Estate Principles (5 weeks)

This module reviews the basic concepts of real estate activities. Topics include fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord and tenant relationships, listings, purchase agreements, and title insurance.

Module 2° Real Estate Practice (5 weeks)

This course reviews the pertinent details of how to use forms and make disclosures, present analysis, and enter into an agreement regarding real estate transactions.

Module 3° Property Management (6 weeks)

This module introduces the rules of leasing and renting both residential and commercial income properties.

The course schedule is set for Mondays, Wednesdays, and Fridays from 9:00 a.m. to 12:45 p.m. These live online classes are facilitated through the Zoom platform, enabling participants to enjoy the flexibility of learning from any location with internet access.

Throughout this course, participants not only acquire theoretical knowledge but also develop practical skills that equip them for success in the real estate industry. Accomplished instructors are available to provide guidance and address inquiries as students progress along their path toward an exciting career in real estate.

This program strives to offer participants a valuable and immersive online learning experience, fostering their journey toward a promising future in the realm of real estate.

PART 4: GRADING POLICY

Graded Course Activities

The Real Estate course distinguishes itself through its hands-on and comprehensive approach, emphasizing the direct application of acquired knowledge in the online classroom.

Throughout each module, students will engage in a rigorous and meaningful evaluation process, comprising of four meticulously designed activities specifically aimed at fostering the application of theoretical concepts to real-world practical scenarios.

These carefully structured activities enable students to gain a profound understanding and practical mastery of the fundamental principles of the real estate industry.

To provide a holistic learning experience and ensure continuous progress, each module is complemented with a series of targeted quizzes. These quizzes, conceived as essential tools for reinforcement and preparation, enable instructors to provide detailed and personalized feedback on students' understanding and application of key concepts.

In addition to strengthening their theoretical grasp, these quizzes provide a valuable opportunity for students to receive direct and specific guidance, fostering an environment of continuous and dynamic learning.

These aforementioned activities and quizzes constitute an integral part of the 96 hours dedicated to fulfilling tasks and applying knowledge by the students. By integrating these specific evaluation activities and targeted quizzes within the allocated time frame, active engagement and a practical approach among the students are actively encouraged, ensuring that each study hour is maximized to its fullest potential.

This way, it is ensured that the course participants acquire the necessary skills and experience to excel in a dynamic and ever-evolving real estate environment.

PART 4: GRADING POLICY

Graded Course Activities

Module 1 Real Estate Principles			
Points	Activity	Description	Evaluation Criteria
25	Case Study Analysis on Property Transfers	Students will analyze two specific case studies provided by the instructor. They are expected to accurately identify and explain the different types of property involved in each case, providing a detailed description of the legal process of property transfer in both scenarios.	<ul style="list-style-type: none">• Accuracy in identifying property types and the transfer process in each case. Depth and clarity in explaining the legal procedures involved in property transfers.
25	Landlord-Tenant Relationship Simulation	Students will engage in a role-playing exercise assigned by the instructor. They are expected to accurately portray the roles of a landlord and a tenant in a specific conflict scenario, such as a rent payment delay. They should demonstrate an understanding of the rights and responsibilities of both parties and propose a fair and legal solution to the conflict.	<ul style="list-style-type: none">• Accuracy in portraying the roles of landlord and tenant. Clarity in demonstrating the legal rights and responsibilities of both parties and the proposed solution to the conflict.

PART 4: GRADING POLICY

Graded Course Activities

Module 1 Real Estate Principles			
Points	Activity	Description	Evaluation Criteria
25	Analysis of Purchase Contracts	<p>1. Students will examine a purchase contract provided by the instructor. They should identify at least three key clauses and provide a detailed explanation of their impact on real estate transactions. Additionally, they are required to discuss potential problematic scenarios related to these clauses and propose solutions to address potential risks.</p>	<ul style="list-style-type: none"> • Clear and precise identification of important clauses and their impact on real estate transactions. Depth in the analysis of potential problematic scenarios and effectiveness of proposed solutions.
25	Presentations on the Importance of Title Insurance	<p>1. Students will prepare 5-minute presentations on the significance of title insurance in real estate transactions. They are expected to concisely explain what title insurance is, why it is crucial in real estate transactions, and how adequate title insurance can mitigate risks. They should support their arguments with relevant examples and case studies.</p>	<ul style="list-style-type: none"> • Clarity and coherence in explaining the importance of title insurance and its benefits in real estate transactions. Effectiveness in presenting examples and case studies to support the presented argument.
FINAL POINTS: 100			

PART 4: GRADING POLICY

Graded Course Activities

Module 1 Real Estate Principles			
Points	Activity	Description	Evaluation Criteria
25	Understanding Real Estate Transactions	<p>Students will be organized into groups, each provided with carefully constructed simulated case studies that reflect diverse real estate transaction scenarios encompassing single-family residential, multi-unit, and commercial properties.</p> <p>Through a structured approach of comprehensive analysis and role-playing exercises, students will be required to meticulously scrutinize the intricate legal and financial aspects embedded within each presented case study.</p>	<ul style="list-style-type: none"> • Comprehensive Analysis: Assessment of the depth of understanding demonstrated in the analysis of the legal and financial aspects of the presented case studies. • Role Play Performance: Evaluation of the ability to effectively portray the roles and responsibilities of different stakeholders within the real estate transactions, showcasing a nuanced understanding of their obligations and interactions. • Application of Concepts: Assessment of the application of key real estate principles, such as estate transfers, forms of ownership, and agency obligations, within the context of the case studies. • Communication and Collaboration: Evaluation of the group's communication skills and ability to collaborate effectively during the analysis and role-playing exercises, reflecting effective teamwork and shared understanding of concepts.

PART 4: GRADING POLICY

Graded Course Activities

Module 2 Real Estate Practice			
Points	Activity	Description	Evaluation Criteria
25	Disclosures and Form Utilization Exercise	1. Students will engage in a practical exercise involving the use of real estate forms and disclosures. They will be required to correctly identify and utilize specific forms and disclosures relevant to various real estate transactions, demonstrating a comprehensive understanding of their appropriate usage.	<ul style="list-style-type: none"> Accuracy in identifying and utilizing relevant forms and disclosures. Demonstrated understanding of the proper application of forms and disclosures in different real estate contexts.
25	Comparative Market Analysis Presentation	Students will prepare and deliver a comparative market analysis presentation. They will be tasked with conducting thorough research, analyzing market trends, and accurately evaluating property values. The presentation should effectively demonstrate their ability to interpret data and provide well-supported conclusions.	Depth and accuracy of market research and trend analysis. Clarity and persuasiveness in presenting the comparative market analysis and property valuation.
25	Negotiation and Agreement Role-Play	Students will participate in a negotiation and agreement role-play exercise designed to simulate real estate transaction scenarios. They will be expected to demonstrate effective negotiation skills, including the ability to identify key interests, propose mutually beneficial terms, and reach a successful agreement.	Effective demonstration of negotiation skills and strategies. Ability to identify and address key interests and terms beneficial to all parties involved.

PART 4: GRADING POLICY

Graded Course Activities

Module 2 Real Estate Practice			
Points	Activity	Description	Evaluation Criteria
25	Case Study on Disclosure Requirements	<p>1. Students will analyze a complex case study highlighting various disclosure requirements in a real estate transaction. They will be required to identify all pertinent disclosure obligations, explain their significance, and propose strategies for ensuring compliance with these requirements.</p>	<ul style="list-style-type: none">• Thorough identification and explanation of relevant disclosure obligations. Effective proposal of strategies for ensuring compliance with disclosure requirements.
FINAL POINTS: 100			

PART 4: GRADING POLICY

Graded Course Activities

Module 3 Property Management			
Points	Activity	Description	Evaluation Criteria
25	Analysis of Residential and Commercial Lease Contracts	1. Students will analyze samples of residential and commercial lease contracts. They must identify and clearly explain key clauses in each contract and provide a deep understanding of the differences in legal and practical requirements between residential and commercial lease agreements.	<ul style="list-style-type: none"> Accurate identification of key clauses and differences between residential and commercial lease contracts. Comprehensive understanding of the legal and practical requirements associated with lease agreements in both contexts.
25	Development of Rental Policies	1. Students will create detailed rental policies for residential and commercial properties. They must clearly establish terms and conditions for tenants and landlords, address key issues such as payments, maintenance, and termination clauses, and justify the proposed policies based on legal and market considerations.	<ul style="list-style-type: none"> Clarity and thoroughness in establishing terms and conditions for residential and commercial properties. Solid and coherent justification of proposed policies based on legal and market considerations.
25	Conflict Resolution Simulation in Leasing	Students will participate in a conflict resolution simulation related to residential and commercial leases. They must demonstrate effective skills in addressing common issues such as contract breaches, poor maintenance, and security deposit disputes, and propose fair and legal solutions to resolve conflicts.	Effectiveness in resolving common issues related to residential and commercial leases. Ability to propose equitable and legal solutions to effectively resolve conflicts.

PART 4: GRADING POLICY

Graded Course Activities

Module 3 Property Management			
Points	Activity	Description	Evaluation Criteria
25	Property Inspection Planning	<p>1. Students will develop a detailed plan for inspecting residential and commercial properties. They must identify key aspects to be evaluated during inspections, develop an effective inspection schedule, and propose appropriate corrective and maintenance measures based on inspection findings.</p>	<ul style="list-style-type: none">• Clear and comprehensive identification of critical aspects for evaluation during property inspections. Effective development of an inspection schedule and proposal of appropriate corrective and maintenance measures based on findings.
FINAL POINTS: 100			

GRADING POLICY

The coursework includes a series of chapter-specific quizzes, reviewed during each class session, to ensure active engagement with the material.

Upon completing the program, students take a final online examination aligned with the course content. Successful candidates receive a Diploma, and are encouraged to pursue the California Sales exam and license for enhanced career prospects.

Find the quiz links for each module below:

Principles

15 Quizzes

RE Practice

13 Quizzes

RE Property
Management

13 Quizzes

These quizzes serve as valuable tools for reinforcing understanding and preparing students for the demands of the real estate industry.

Late Work Policy

It is strongly encouraged to adhere to the established deadlines, as there will be no opportunities for makeup assignments or quizzes. Late submissions will only be considered under exceptional circumstances and with the instructor's approval.

Viewing Grades

The instructor will diligently maintain a record of grades and typically update them within one or two days following the completion of an activity.

Letter Grade Assignment

Final course grades will be determined by the percentage of total points earned and will be assigned as follows:

Letter Grade	Percentage	Performance
A	93-100%	Excellent Work
A-	90-92%	Nearly Excellent Work
B+	87-89%	Very Good Work
B	83-86%	Good Work
B-	80-82%	Mostly Good Work
C+	77-79%	Above Average Work
C	73-76%	Average Work
C-	70-72%	Mostly Average Work
D+	67-69%	Below Average Work
D	60-66%	Poor Work
F	0-59%	Failing Work

PART 5: COURSE POLICIES

Students are expected to attend all class sessions as listed on the course calendar. Each student is allowed up to three unexcused absences.

However, beyond these initial three absences, any further need for time off due to personal vacation, work-related commitments, or any health or personal circumstances will require prior approval. Such requests should be submitted via email to provide documentation and receive permission to accommodate these absences. It is important to note that if students accumulate more than three unexcused absences, they will be ineligible to take the final exam. This can directly impact their ability to earn a passing grade.

Participate

It is important to clarify that class participation will not be directly evaluated in this course. However, it is worth emphasizing that active participation during class sessions is essential. As the sessions progress, questions, debates, and opportunities to share ideas and perspectives will naturally arise, and all students are encouraged to actively engage in these interactions.

It is crucial to note that if, at any point, your scores on assessments do not meet the passing levels, active class participation may be taken into consideration to award additional points as an incentive to improve academic performance. While class participation is not directly assessed, it can positively impact your success in the course. Students are encouraged to commit to and actively participate in classes to make the most of this learning opportunity.

Build Rapport

In the event that students encounter challenges in keeping up with assignments or face any other course-related issues, it is essential to promptly inform the instructor. It is worth noting that nurturing positive relationships, both with peers and within the classroom environment, is of paramount importance.

Therefore, students are encouraged to take a proactive approach in communicating any difficulties that may arise during the course to their instructor. This early communication ensures that timely solutions can be sought to address any challenges and fosters a professional and effective learning experience.

Complete Assignments

All assignments for this course should be sent electronically through Gmail and Google Drive, unless the instructor specifies otherwise. It's important to submit assignments by the specified deadline. If a student needs more time, they should request special permission from the instructor before the due date. Keep in mind that extensions will only be granted in exceptional situations and will not extend beyond the following assignment.

Moreover, all discussion assignments need to be finished by the specified due date and time. Late or missing discussion assignments will affect the student's grade.

Understand When You May Drop This Course

In this course, it is understood that personal situations or circumstances outside of school may arise, requiring a student to stop attending classes for a period of time. To do this properly, a specific process has been established.

If a student finds themselves in a situation where they need to stop attending classes, they are asked to notify their instructor before making a decision. This prior communication is important so that the instructor can understand the situation and agree on how much time the student needs before returning to classes.

It is worth mentioning that, although a student may need a break from participating in the course, classes will continue progressing in the module and lesson in which they are or where they decided to stop participating. This ensures that the student can catch up effectively when they decide to return.

The goal is to support students during any period when they need to be absent and facilitate their return without difficulties. Students can reach out to their instructor to discuss their needs and agree on the necessary details for their return to the course.

Inform Your Instructor of Any Accommodations Needed

In our commitment to ensuring an inclusive educational environment, all students, regardless of their abilities or disabilities, have the option to request reasonable accommodations to fully participate in the course. We recognize the importance of providing equal access and opportunities to all students and strive to ensure that all accommodations are feasible within our means.

We encourage any students requiring specific adjustments due to different abilities or disabilities to reach out to the designated staff to coordinate and facilitate these accommodations. Our goal is to provide an inclusive and collaborative learning environment that fosters the success of all students. Any requests for reasonable accommodations will be treated confidentially and with the utmost respect for the individuality and dignity of each student.

We are committed to working closely with students to implement reasonable accommodations whenever possible and to ensure equitable access to education for all course participants.

Commit to Integrity

At "The Learning Source" (our vocational school), students are expected to maintain the highest standards of professionalism, active engagement, and integrity throughout their online learning experience.

Students are encouraged to approach their online courses with a strong commitment to professionalism, which encompasses punctuality, respect for peers and instructors, and adherence to the established codes of conduct for virtual classrooms. Upholding professionalism in online interactions is essential for creating a positive and respectful learning environment.

Active participation in online classes is paramount to success. Actively engaging in discussions, submitting assignments on time, and seeking assistance when needed are all integral components of the learning process. Active participation not only enhances individual learning but also contributes to the overall educational experience for fellow students.

Integrity is a core value upheld by "The Learning Source." Students are expected to demonstrate honesty and ethical behavior, both within the virtual classroom and in all aspects of their academic work.

At "The Learning Source," students are encouraged to embrace professionalism, active engagement, and integrity as fundamental principles of their online learning journey. Adhering to these principles ensures a positive and enriching online learning experience for all students.

ACADEMIC DISHONESTY POLICY

Definition of Academic Dishonesty: Academic dishonesty includes, but is not limited to, any form of cheating, plagiarism, fabrication of information, or other unethical behavior intended to gain an unfair academic advantage.

Prohibited Acts: Prohibited acts of academic dishonesty in the course may include, but are not limited to:

01

Plagiarism

Presenting someone else's work, ideas, or words as one's own without proper citation.

02

Cheating

Unauthorized use of external aids, such as notes, textbooks, or electronic devices, during assessments or examinations.

03

Fabrication

Inventing or falsifying data, sources, or information in assignments, reports, or any academic work.

04

Collusion

Unauthorized collaboration with other students in the completion of assignments unless expressly permitted by the instructor.

ACADEMIC DISHONESTY POLICY

Definition of Academic Dishonesty: Academic dishonesty includes, but is not limited to, any form of cheating, plagiarism, fabrication of information, or other unethical behavior intended to gain an unfair academic advantage.

Prohibited Acts: Prohibited acts of academic dishonesty in the course may include, but are not limited to:

05

Multiple Submissions

Submitting the same assignment or work for more than one course without prior approval from the instructor.

CONSEQUENCES OF ACADEMIC DISHONESTY:

First Offense:

In the event of a first offense of academic dishonesty, students may receive a failing grade for the assignment or assessment in question, and the incident will be documented.

Subsequent Offenses:

Repeated incidents of academic dishonesty will be subject to more severe penalties, including the possibility of course failure and academic disciplinary action.

Reporting Academic Dishonesty:

Faculty members who suspect academic dishonesty must report the incident to the appropriate academic authority at "The Learning Source." This report should include evidence and documentation of the alleged violation.

PREVENTION AND EDUCATION

"The Learning Source" is committed to preventing academic dishonesty and promoting education about ethical behavior. To support these efforts, the school provides:

Clear guidelines on academic integrity and expectations.
Resources and support for proper citation and research techniques.



**Opportunities
for students to develop
their understanding
of Academic Ethics.**

HOLIDAYS 2023-2024

Below, the holidays of 2023 and 2024 are presented, times when classes and work activities are temporarily suspended to commemorate events of historical, cultural, and national significance in the United States.

2023

Date	Celebration/Holiday
Monday, January 2	New Year's Day
Monday, January 16	Martin Luther King, Jr. Day
Friday, January 20	United States Presidential Inauguration Day
Monday, February 20	Presidents' Day
Monday, May 29	Memorial Day
Monday, June 19	Juneteenth National Independence Day
Tuesday, July 4	Independence Day
Monday, September 4	Labor day
Monday, October 9	Columbus Day
Friday, November 10	Veterans Day
Thursday, November 23	Thanksgiving Day
Monday, December 25	Christmas Day

2024

Date	Celebration/Holiday
Monday, January 1	New Year's Day
Monday, January 15	Martin Luther King, Jr. Day
Monday, February 19	Presidents' Day
Monday, May 27	Memorial Day
Wednesday, June 19	Juneteenth National Independence Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, October 14	Columbus Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Wednesday, December 25	Christmas Day

Please note; The holidays listed may be subject to change based on the religious and cultural practices of the students.

CONCLUSION

This Academic Dishonesty Policy at "The Learning Source" is designed to uphold the principles of academic integrity and ensure that all students have an equal opportunity to learn and succeed in the "Real Estate Management" course.

Students are expected to read, understand, and adhere to this policy throughout their academic journey.



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