

Dudley School Of Real Estate

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SCHOOL POLICY MANUAL

for Taking

CompuTaught Courses

NOTICE: This Manual contains important information about the procedures for completing your course(s). Please read this manual carefully, to avoid any delay in obtaining your credit or license.

DUDLEY SCHOOL OF REAL ESTATE

STATEMENT OF POLICY

SCHOOL INFORMATION

Our school is approved by the Alabama Real Estate Commission for the purpose of offering distance education courses. Our school's mission is to provide high-quality distance education courses to real estate licensees and licensee candidates in support of state-minded education programs for licensure and ongoing professional competency.

PROGRAM OBJECTIVES

Real Estate Prelicense

Prelicense courses are offered to the general public to satisfy the educational requirements for licensure by the appropriate jurisdictions. The content coverage is guided by state licensure requirements and designed to provide quality educational preparation for licensed activities in the real estate brokerage business. The primary focus is on providing the knowledge, skills, and abilities needed to protect the public in its dealings with real estate professionals. The course is designed to take a student with no background knowledge of the subject to a level of knowledge that is acceptable to operate in a professional manner in the industry. To meet these overall objectives, the course of study will provide (among others):

- a thorough understanding of the legal underpinnings of real estate practice and a working knowledge of specific relevant laws and regulations.
- working knowledge of the principles and practice necessary to engage in the real estate business
- an appreciation for and a thorough knowledge of the responsibilities owed to customers, clients, and other professionals in the real estate brokerage business

Post License and Real Estate Continuing Education

Postlicense and continuing education courses are offered to licensees to enhance their professionalism, thereby fostering the protection of the public, by:

- acquiring new knowledge, skills, and abilities relevant to the conduct of their duties,
- refreshing their knowledge of core principles and practices,
- advancing their knowledge of selected advanced topics, and
- acquiring updated knowledge of content topics that change over time.

The acquisition of this information is provided in the context of an educational methodology that insures that the material is:

- understood at a conceptual level
- able to be used in a fluent manner by the learner
- able to be applied to practical situations

Finally, the courses are designed to document the attainment of mastery and evaluated objectively and quantitatively to ensure that transfer of knowledge actually occurs.

REQUIREMENTS FOR COMPLETING THE COURSE

To complete the course and receive your Certification of Completion, you must successfully complete the following requirements:

- Complete ALL computer modules by answering each questions correctly at least twice. Most questions are timed, and need to be answered within the prescribed time for credit.
- Return your “Student Certification Statement” to our school.
- Pass the appropriate course final examination, if one is required.

GRADING

Contact our school to schedule your exam (if one is required). If you fail the first exam, you may schedule a second exam no sooner than one day after the first exam. Should you fail both exams, you may re-enroll/retake the same course within three months of the second final exam test date and pay a retake fee. Enrollments after three (3) months will be at the full course price.

CERTIFICATE OF COMPLETION

Upon completion of a course, you will receive a certificate of completion. Your certificate will be mailed to you via U.S. mail within three to five business days as the completed course materials are received. It may be possible to send certificates via overnight delivery for a fee. Call our school for details and pricing. In the event the certificate is lost, a duplicate may be obtained from our offices by written request. An administrative fee may be charged for the duplicate.

COURSE COMPLETION

All courses must be completed within six months from date of purchase or from date of re-enrolling. Since these courses are independent study, no classroom attendance is required.

INSTRUCTOR ASSISTANCE

Should you have any questions or difficulty regarding the course content, our approved instructor will be glad to assist you, and can be reached by calling the school offices.

SCHOOL RECORDS

Our school will maintain for a period of three years, the following information in each student record: The student’s name, address, license and social security numbers, date of enrollment, course title, and records reflecting attendance and scores earned on all graded materials and examinations.

RECRUITING

No recruiting for employment opportunities for any real estate brokerage firm is allowed in this class or on the school premises. Report promptly any effort to recruit to the School Director.

NON DISCRIMINATION

Our school will not discriminate on the basis of race, color, sex, religion, national origin, familial, or handicap status in the establishment of fees, entrance qualifications or standards for successful completion of any course.

CHANGES

Prices are subject to change without notice.

TECHNICAL SUPPORT

The quickest way to solve most technical support problems is to go to www.statecourses.com and click on the Tech Support button. 90% of all problems can be answered from that website. For those problems not addressed please email your questions to CompuTaught at techsupport@computaught.com or call CompuTaught Tech Support directly at (800) 743-8703. Technical Support is available Monday thru Friday 9:00am to 8:00pm, as well as, on Saturday and Sunday from noon to 4:00pm EST, holidays excepted. (Emails will be responded to during these hours of operation as well.)

SYSTEM REQUIREMENTS

- IBM PC Compatible Computer (minimum 350 MHz processor with 32 MB RAM)
- SVGA (800x600) video card, driver, and monitor
- Microsoft Windows 98/ME/2000*/XP*
- Microsoft standard Arial, Times New Roman, Symbol, and Wingdings fonts
- Adobe Acrobat Reader (free download available with course)
- Internet connection (minimum 56Kbps recommended) - (online version only)
- Microsoft Internet Explorer version 5.5 or greater (free download available with course) - (online version only)
(CompuTaught does not support any "Beta" Versions of Internet Explorer)
- CompuTaught ShowCase ActiveX control (free download available with course) - (online version only)
- CD-ROM drive (CD-ROM version only - if available)
- 10 MB available hard drive space (CD-ROM version only - if available)
- Printer (for Course documentation and Course Completion Record) - (CD-ROM version only - if available)

** In order to install and use the CD-ROM courses (if available) on Windows 2000 or Windows XP, the User must belong to the Administrators or Power Users Groups*

Course Information

HOW TO COMPLETE THE COURSE

A. GETTING STARTED

Please refer to the "Introduction" lesson, located at the beginning of each course for instructions on operating each course.

B. STUDENT CERTIFICATION STATEMENT

The "Student Certification Statement" must be signed, dated, and returned back to our school offices before you can receive credit for your course or take any final exam (if applicable). This statement certifies you have personally completed each lesson of instruction.

C. COURSE FINAL EXAMINATION (For Sales Prelicense and Postlicense Only)

All course work on the computer must be complete before taking the final exam. When there is an asterisk beside every lesson, the course is complete.

All final exams are given at our school unless arrangements are made for testing at a different location. Tests are scheduled Monday through Friday, at 9:00 a.m. or 1:00 p.m. Please contact us at least one day before you wish to test to schedule your final exam. On the day of testing,

bring your Student Certification Statement, Product and Customer Service Evaluation, and one form of ID.

If you wish to test at a different location, you must still send your Student Certification Statement and Product and Customer Service Evaluation to our school offices. Please call to verify that we have received the information so that we can provide you with details on proctored examinations (if applicable).

Calculators may be used if they are silent, battery-operated, electronic, pocket-sized calculators which do not have print-out capability, or alphabetic keyboard. The school will provide a calculator or you may bring your own, as long as it meets the requirements as stated above.

D. STATE SALESPERSON LICENSING EXAMINATION

After you pass the final exam for the Salesperson Prelicense course, our school will issue you a “Certificate of Completion” that certifies that you have successfully passed the Salesperson Prelicense course. You are then eligible to sit for the state licensing exam. You will need to contact the state to schedule your state licensing exam.

Good luck with your CompuTaught course(s), as well as, your career in real estate.

Thank you for choosing our school for your real estate training needs!

APPENDIX A

Course Approval Information

Our school is approved to offer the following CompuTaught courses:

<u>Course Title</u> <u>Exam Required</u>	<u>Approved Hours</u>
<u>Alabama Sales Prelicense</u> YES	60
<u>Alabama Sales Postlicense</u> YES	30

Continuing Education:

Risk Management/ADA,EO & Fair Housing
NO

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Pricing Property to Sell
NO

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NOTICE TO ALL STUDENTS:

You must submit this form to our school when you complete your lessons.
You can fax this form or return it by mail to:

**Dudley School of Real Estate
3138 Woodley Road
Montgomery, Ala. 36116
334-284-2181
334-284-9998Fax**

STUDENT CERTIFICATION STATEMENT

"I CERTIFY THAT I HAVE PERSONALLY COMPLETED EACH
ASSIGNED LESSON OF INSTRUCTION"

Student's Signature

Date

Print Name

List Course(s):

15. How would you rate your experience with computers in general?
 Never used one before 1 2 3 4 5 Use
 them all the time
16. Prior to taking this course, how many computer-based courses have you taken?
 10 or more 6-10 2-5 1 none
17. How would you rate the course overall?
 Poor 1 2 3 4 5
 Excellent
18. How would you rate the Instructor (consider the course orientation process and the instructor's role in providing any help you needed during the course).
 Poor 1 2 3 4 5
 Excellent
19. Would you recommend the course to others?
 Strongly recommend against it 1 2 3 4 5
 Strongly recommend it
20. How would you compare what you learned in this course with a classroom course?
 Learned a lot less than in a classroom 1 2 3 4 5
 Learned a lot more than in a
21. How would you compare the overall process of taking a computer-based course to taking a classroom course?
 I like taking a classroom course a lot more 1 2 3 4 5 I like
 taking a
 computer-based course a lot more