

**Academy for Continuing Education
School Syllabus/On-line Course Manual
2018**

Academy for Continuing Education
120 Central Park South, Ste 14B
New York NY 10019
Phone: (212) 262-2662
www.realestateacademy.co

Mission: We believe it is the responsibility of Real Estate professionals to take every opportunity to educate themselves and commit themselves to better serve their clients and community. The goal of the Academy is to improve the productivity and professionalism in the Real Estate community through quality courses and excellent instructors. The Real Estate seminars unite brokers, agents, and owners with developers, managers, and regulators. Our mission is to develop a partnership of cooperation, understanding and good ethics.

The mission of Academy for Continuing Education is to provide high-quality distance education courses to Real Estate pre-licensing students as well as licensed agents in support of federal and state-mandated education programs for licensure and ongoing professional competency.

Academy for Continuing Education teaches online distance education courses. Students may register and complete the course on any computer that meets the technical requirements covered in this catalog. Students may have access to the course at any time and may work at their own pace.

Ownership: Academy for Continuing Education offers real estate courses for delivery on computer.

School Hours of Operation/Calendar: Academy for Continuing Education students may access their courses via the Internet immediately upon enrollment. Courses are accessible to you at any time within the enrollment period. Upon enrolling in the course, you will have 180 days to complete the course with the option to purchase up to three 60 day extensions but must complete the course within one calendar year of enrollment. As our courses are taught via distance education, students do not have the calendar constraints common to in-class courses such as program start/end dates and beginning/end dates for terms. The administrative staff hours of operation are: **M-F 9:00a.m. – 5:00p.m. (CST)**. The technical support hours of operation are: M-F: 8:00 AM EST to 6:30 PM EST, (on call on the weekends: 1:00 PM – 4:00 PM EST. Email support is available during normal business hours. Academy for Continuing Education staff office is closed in recognition for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. On occasions, the office may close early due to inclement weather or on the day prior to a holiday. No recruiting for employment opportunities for any real estate brokerage firm is allowed on the school premises.

Enrollment Policies – Registration Periods: Students may enroll in an Academy for Continuing Education course at any time by going to www.realestateacademy.com or by calling our enrollment office at **(212) 262-2662**. Since you choose to register for a course at a time that fits your schedule, there are no late enrollment requirements. Academy for Continuing Education enrollment policy allows students 180 days to complete the course and applicable exam with the option to purchase additional time.

Academy for Continuing Education does not accept credit for previous training or any “transfer” credits.

Assignments: There are generally no formal homework assignments. The instructor may suggest some reading prior to class or some independent study such as the review questions at the end of a chapter. A student's grade is based solely on fulfilling the attendance requirement and also passing a final exam, if that is required for the course.

Broadcast capabilities: The Academy for Continuing Education has no broadcast capabilities.

Student materials: Students taking online courses must have a computer capable of accessing the Internet with enough memory to complete the online courses. It is also helpful, but not mandatory, for all students to have an email account so that the school can provide information through email. The online courses do not require the purchase of a textbook. The purchase of a textbook is optional.

Distance site locations: All distance learning courses are monitored at The Academy for Continuing Education 120 Central Park South, Suite 14B, New York, NY, 10019. There are no other sites.

Completion and assignment time lines: Online students must complete their course within 180 days of commencement. Students do have the option to purchase extensions. Students are required to complete the course and course exam within a year from the date of enrollment.

Attendance Policy and Requirements to Graduate: In order to get credit for this course, you must complete 100% of the course (a 100% attendance rate.) Under no circumstances will you receive any credit for courses in which 100% of the lessons were not completed and the final exam was passed. As it is taken on the internet, there are no absences, tardiness, or early departure policies. Academy for Continuing Education does not have a leave of absence policy or probationary period.

Responsibilities and procedures for missed technology session: Instructions for the online course are included in the course itself. No other technology sessions are available. The instructor will assist students in the use of the Internet if that is used in the classroom as needed.

Resource information: Students who need extra resources to help them with their course work must contact the administrator or instructor who will assist them in accessing resources beyond what may be presented in the course. These resources must be accessed by appointment. These resources include material from the instructor manual to the textbook students are using, practice review exams, personal tutoring. Resources can be sent through email or fax to either classroom or online students.

Overview of our Programs: Academy for Continuing Education offers New York DOS approved real estate Pre-license, and continuing education courses.

Grading System/Minimum Grade Requirement: The course that Academy for Continuing Education offers is created by OnCourse Learning. Below is an explanation of how the OnCourse Learning's Learning Management System works and how it monitors your progress. The course requires active participation in each lesson and you must answer lesson questions correctly twice (100%) in order to proceed to the next lesson. There is no "make-up" work policy because all course work must be completed before taking the final exam.

Testing information: The NYS Salesperson, Broker, and Remedial qualifying courses, whether taken in class or online, require that students successfully complete an exam at the end of the course in order to obtain course credit. The exams are all multiple choice. The Salesperson exam has multiple choice questions. Online students for these courses must come to The Academy for Continuing Education to take the exam upon completion of the online course. The students must schedule an appointment to come to the school to take the exam. You must pass the school exam with a 70% in order to receive credit for the course.

If you do not pass the final exam, you will be allowed an exam retake. If you do not pass the retake exam, you will not receive credit for the course. However, you will have the opportunity to purchase a retake of the course at a discounted price. If you do fail the course exam and purchase a retake, you will be required to start the course over and progress through each lesson again before you are allowed to take the final exam. Academy for Continuing Education will maintain your school records including your exam scores for two years.

Signed Student Affidavit Academy for Continuing Education requires that you certify that you have personally completed each module of a distance learning course and any written exercise or assessment required for completion of the course. You must provide an electronic signed **Course and Assignment Certification Statement** to the school before scheduling any course examination and before the school may certify your completion in any course. The school will not process your course completion without your submitting a signed certification form. This form is available online and you will electronically submit this to your school *when you have completed all required modules of the course*. This form will appear on your course homepage once you have completed the course lessons.

In order for Academy for Continuing Education to certify that you have completed a course, you must:

1. complete all instructional lessons in the course by answering each question correctly at least twice;
2. Submit signed and dated **Course and Assignment Certification Statement** {A “Student Affidavit” link will appear on your course home page upon completion of the course. Click on that link and you will need to sign and send in Contact info is on the affidavit; and
3. pass the required course final examination at an approved school location.

Deadlines: Students who complete any of the qualifying courses online are to contact the school to arrange for a school exam date as mutually agreeable for scheduling.

For courses taken in the classroom, students must take the final exam at the time scheduled at the end of the course. If for some reason, the student cannot take the exam at that time, they must schedule an exam with the administrator within 30 days of completion of the course.

Course Completion Records: Academy for Continuing Education will supply you with a certificate of completion.

The OnCourse Learning System: The OnCourse Learning System represents an entirely new approach to instruction administered using a computer. The primary feature that distinguishes this system from more traditional computer-based instruction (CBI) is that the system is designed around proven instructional strategies, rather than around the capabilities of the computer.

How Our Course Monitors and Evaluates Your Progress and Provides Feedback:

OnCourse courses utilize the personal computer to perform the functions traditionally performed by the teacher. Using OnCourse courseware, the computer becomes essentially a one-on-one tutor. It presents the material to be learned, provides adequate explanation to insure that you understand what is being presented, and requires that you demonstrate your understanding through active participation in the learning process.

More importantly, it acts as a constant monitor of what you know and don't know and uses that information to dynamically adjust the presentation to meet your needs as you learn. The result of this process is that the courseware provides a fully self-contained instructional program that can adjust to your specific needs which may vary widely both in the amount of knowledge you bring into the learning session as well as your learning ability (i.e., how quickly you learn. In addition, no other resources (such as books or teachers) are normally needed to accomplish the educational objectives of a particular course.

There are a number of specific features of the OnCourse learning system which contribute both to its uniqueness and to its effectiveness in teaching. The two primary characteristics are teaching to mastery and fluency and the dynamic control of the learning process.

Teaching to Mastery: Mastery means that you will be required to learn the material on a particular topic to a specific criterion level. In practice, what this means is that the material is not just presented to you in the hope that you have learned it. Instead, you will be required to

actively respond and demonstrate that you have learned the material presented before being allowed to proceed to new material.

What does all this mean to you? It's simple. You'll be ask every question repeatedly until you answer it correctly twice (mastery) and within a specific period time (fluency). So, read the questions and the answers before you select an answer. It doesn't pay to GUESS!

The Dynamic Control of the Learning Process: The OnCourse learning system has the ability to control the learning process dynamically, thereby tailoring the instruction to your individual needs to insure mastery and fluency on a very detailed level. As a basis for tailoring the instruction, the computer monitors how you respond to each question it presents, whether the answer was right or wrong, how long it took you to answer, and how many times it has been answered correctly. It then adjusts the presentation of material based on your responses, varying the order of material and the amount and content of remediation provided.

Fees and Refund Policy: Fees for all courses and any textbooks and other materials are due upon registration.

Refunds up to 30 calendar days after the date of enrollment as defined herewith:

For course(s) "Not Started" - Full refund

For course(s) "In Progress" - Partial refund

For course(s) "Completed" - No refund

Students that are asking for a full refund for the **complete package** must return all textbooks, in their original condition, at the student's expense. All refunds must be approved by Esther Muller. Only the authorized school contact, not the student, is authorized to contact the Course Provider support team to authorize the refund to the student.

NO REFUNDS WILL BE MADE OR CREDIT GIVEN AFTER THE THIRTY-DAY PERIOD HAS EXPIRED.

You have the right to cancel your registration for any reason within thirty (30) business days from the date of purchase. Requests for cancellation of a registration must be made by contacting Academy for Continuing Education by phone, or email. The request must be received by Academy for Continuing Education before midnight of the thirtieth business day from the date of purchase. If books were purchased, the request for cancellation will not be processed until the book(s) are returned to the school in reusable condition.

Student Services, Rights, Privileges and Responsibilities: Upon successful completion of a course, each student will receive an official completion certificate. To request additional copies of a completion certificate, please contact Academy for Continuing Education. There is \$25 fee for additional or replacement copies. Student transcripts will be provided upon written request.

Mailing procedures: Students who complete qualifying courses or continuing at The Academy for Continuing Education site will receive their certificate of completion and other documentation upon completion of the course and/or passing their exam. This material is handed to the student at the time the exam is completed. Students may also request to have their documentation mailed to them. If so, it will be mailed through regular US Postal Service mail the next day. Students who require *special mailings such as overnight or 2-day will have to pay to cover the extra cost of the postage only.*

ADA information: The Academy for Continuing Education building site is in compliance with the American with Disabilities Act. In addition, the Academy for Continuing Education will make every effort to assure the comfort of all students who use our facility.

Technical Support: You can contact Tech Support at 800-743-8703 or by email at techsupport@oncourselearning.com. Their hours of operations are Monday through Friday 8:00 AM EST to 5:00 PM CT, and on call Saturday and Sunday: 1:00 PM – 4:00 PM CT. Email support is available during normal business hours. Emails received after normal business hours will be answered the following business day. Before you call, please be prepared to explain your problem in detail and have access to your computer. In order to effectively troubleshoot your issue, our technicians begin the call by asking you a series of questions regarding your operating environment. We will need to know what type of computer you are

using, the operating system you are using, the version number of any associated software. Your calls may be documented or monitored to help us maintain quality of service standards.

Instructor Contact: You can contact an instructor by calling 212-262-2662, Monday through Friday, 9:00AM EST to 5:00PM EST.

Additional support, outside of regular school business hours, is provided, within approximately 24 hours, by the administrative staff of the Academy for Continuing Education on an as needed basis by calling 212-262-2662 or by emailing info@RealEstateAcademy.com.

System Requirements: In order to take our distance education course, the student's computer must meet the following system minimum requirements

Minimum System Requirements

- Internet connection (minimum 56Kbps required, although we highly recommend a high speed connection such as DSL, cable, or T1)
- 512MB of available memory on each workstation
- For multi-media courses, sound is required for optimum viewing
- Minimum screen resolution is 1024px X 768px
- Printer (for course documentation and student affidavit)

For Windows PC

- Intel® Pentium® III 1GHz or faster processor, Intel® Pentium® 4 2GHz or faster
- Windows® 8 or later
- 512MB of RAM (1GB recommended)

For Mac OS

- Intel Core™ Duo 1.83GHz or faster processor
- Mac OS X v10.5 or v10.6
- 512MB of RAM (1GB recommended)

Web Browsers

- Microsoft Internet Explorer 8 or greater
- Chrome Version 15 or later
- Firefox Version 3.6 or later
- Safari 6.2 or later (with Flash installed)

Downloads

The following are free downloads required in order to use the Showcase player.

- Adobe Acrobat Reader 5.0 or greater
- Adobe Flash Player 10 plug-in or greater
- Adobe AIR
- Microsoft Internet Explorer 8 or greater (OnCourse Learning does not support any beta versions of Internet Explorer)

For iPads or Tablets

- An app that allows flash to play: recommendations Puffin Web Browser or Photon Flash