# REST 51 REAL ESTATE PRACTICES 100% Online Course

	REST 51-022
	CRN: 02244
	FALL 2022
Instructor: Mark Sherby	4.0 Units

#### **COURSE DESCRIPTION**

In this class, we will explore Real Estate business practices: procedures, forms and contracts. Also, this course helps real estate students to pass the California real estate salesperson exam. This 100% online learning class does not require any physical access to the De Anza campus.

Helpful to complete REST 50 or REST 350 prior to taking this course but NOT required.

#### **INSTRUCTOR INFORMATION: MARK SHERBY**



Office Hours - Dates Held: Office hours <u>Online</u>: Office hours method: Phone/Voicemail: E-mail address: Canvas Website: September 26 to December 8 Monday through Thursday 2:30-3:20 PM Zoom in Canvas (408) 864-5471 Sherbymark@deanza.edu https://deanza.instructure.com

#### REQUIREMENTS

On the first day of class, log into Canvas at https://deanza.instructure.com and view the Week 1 course orientation video. <u>To secure your place in our class (so you won't be dropped), you must successfully</u> <u>complete your Canvas Rockwell registration in Canvas by 11 PM on Sunday, October 3.</u> (Directions for registration are provided in my course orientation video).

Below is a summary of the tasks you will perform as you complete this course:

- a. Read this course syllabus
- b. Watch Orientation video in Canvas https://deanza.instructure.com
- c. Complete course assignments, lessons/exams in Canvas https://deanza.instructure.com

#### **ZOOM OFFICE HOURS**

Online office hours available in Canvas through Zoom. To access Zoom, click on the Office Hours link at the bottom of week 1. However, you can also email me anytime with questions!

#### **COURSE OBJECTIVES**

After completing the course readings and exercises, you should soon be able to:

- 1. Identify parties involved with agency relationships
- 2. Identify listing agreements and property disclosures
- 3. Identify listing regulations
- 4. Evaluate and price property
- 5. Review sales techniques and practices

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- 6. Prepare and negotiate offers
- 7. Recognize implicit, explicit and systemic bias impact on consumers
  - a. Determine historical/social impact of biases
  - b. Determine actionable steps student can take to address their own implicit biases in real estate transactions.
- 8. Review purchase agreements
- 9. Contingent Transactions
- 10. Loan qualifying
- 11. Review financing programs
- 12. Close the transaction
- 13. Review property management Principles

Student learning outcomes:

- Demonstrate an ability to handle offers, including negotiating and making counteroffers.
- Describe the events that take place after a purchase and sale agreement is signed.
- Describe the functions of a property manager and identify the types of documents commonly used by property managers.

## **COURSE MATERIALS**

Important note: Be sure to purchase these materials in the De Anza Bookstore OR within Canvas. **Do NOT purchase through the web** (i.e. amazon etc.) since you will need to purchase a specific bundle to access the required online content of this course.

#### Chose ONE of the following two methods below to purchase your course materials:

#### Method 1: Purchase course materials in Canvas week 1 (recommended)

As described in the course orientation video (<u>http://windows.deanza.edu/video/</u>), purchase your course materials through Canvas (week 1). For an extra cost, this method also allows students to purchase an optional hard copy of the course textbook (Ebook is already included in base cost).

See course orientation video for detailed procedure regarding how to purchase your course materials using Method 1.

#### Method 2: Purchase in De Anza Bookstore

More expensive option. Purchase the following from bookstore:

California Real Estate Practice Online Course Package, 9th Edition (eBook + Student

Guide) **978-1-939259-48-6** Rockwell publishing. This method includes an eBook. After you purchase the course materials at the bookstore, follow the instructions found in the class orientation video to enter your "Keycode" you will purchase from the bookstore and enter the code in Canvas.

## **CREDIT VERSUS NONCREDIT COURSE INFORMATION**

<u>You have enrolled in REST 51 which is a CREDIT course.</u> However, this Real Estate Practices course is offered both for credit and noncredit. Passing either course can be used towards sitting the official DRE Salesperson license exam.

Students enrolled in REST 51 and REST 351 will be joined together into the same Canvas shell. REST 51 and REST 351 course assignments and instruction are identical.

Here are some quick facts about our Real Estate <u>NON-CREDIT</u> courses:

- 1. Noncredit courses <u>cannot</u> be used towards any De Anza Associate Degree or Certificates of Achievements.
- 2. Noncredit courses are <u>not</u> accepted for transfer credit at other institutions.
- 3. REST 51 and REST 351 cannot both be taken the same quarter.

More noncredit real estate information: <u>https://www.deanza.edu/realestate/noncredit.html</u> For general noncredit information: <u>https://www.deanza.edu/noncredit/</u>

# HARDWARE REQUIREMENTS

A Windows PC or Mac is required to complete this course using a Chrome browser. Smart phones or tablets are not compatible with this course.

## **REQUIRED COURSE ORIENTATION VIDEO**

The course orientation video can be viewed from within Canvas (<u>https://deanza.instructure.com</u>) on the first day of class or at <u>http://windows.deanza.edu/video</u>. A high-speed Internet connection is needed to view this course orientation. If you are connecting from home, this means you will need cable modem, DSL connection or fiber connection.

## **CANVAS INSTRUCTIONS**

You will be using the Canvas web site to post questions on the discussion forum and complete your assignments. Please note that you will <u>not</u> be able to log into the Canvas course until the first day of instruction.

Canvas is required for all De Anza online courses. All assignments can be found in Canvas. Please complete the assignments in the order found in the Canvas weekly schedule. Do not complete any course lessons in anywhere except Canvas. Specifically, do not complete your course lessons on the Rockwell website.

**Please do not turn off Canvas "Announcements**". Students who turn off Announcements are responsible for information they have missed.

To log on to Canvas go to https://deanza.instructure.com and then follow the instructions provided.

# **GROUP DISCUSSIONS**

The "Q & A Discussions" in Canvas provides you a way to communicate with others in the class. Using this forum, you will be discussing homework assignments and may post questions that you have about our course. To participate in these discussions, you will first click on the weekly "Q & A Discussions" links in Canvas. You will read the discussion thread, and then click on the "Reply" area to type in your response (see below). When finished typing your response, you will click the "Post Reply" button (shown below) which will post your response to the other class members through email. This is a very simple tool that will allow us to communicate with each other during the quarter!



For emails sent directly to your instructor (sherbymark@deanza.edu), email responses will be returned within 48 hours (not including weekends). However, most emails are returned the same working day.

# PURCHASE YOUR ROCKWELL REGISTRATION INSTRUCTIONS

Please view your instructor's course orientation video (if you have not already watched it) at the following link: <u>http://windows.deanza.edu/video/</u>. This video will provide complete instructions on how to purchase your Rockwell registration. The instructions below are a <u>quick summary</u> how to complete the Rockwell registration in Canvas.

- 1. In Canvas week 1, click on "Purchase your Rockwell registration"
- 2. To purchase now, Click "No KeyCode, Pay Now" as shown below (This option is for those who did NOT purchase a KeyCode at the Bookstore).
- 3. Be sure to access the entire registration page. Click **Continue Registration** as shown. (Note: If you purchased your materials in the bookstore, you need click "Yes, Use a KeyCode" below)



1. Fill in your own name address etc. into the Rockwell Student Information page. Below is an example:

		Middle	Last	Su	ffix
Mark			Sherby		-
Enter No P If your	the address you'd l .O. Boxes pleas billing address is	ike us to send you se! UPS does not o different, you'll be	r materials to. Jeliver to P.O. Boy able to enter tha	(es. at on the paymer	nt page.
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City: Sa	n Jose	*	State: CA	* Zip: 95128	3
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	sherbymark@dea	anza.edu			ł
E-Mail:					

2. Enter your credit card information in the fields below.

Item(s) Selected:			
Real Estate Practi Real Estate Practice	ce s - Instructor: Mark Sherby		3111.00
		Subtotal:	5
No items will be shipped wi	th this order.		
eBooks The following eBooks complete your registr California Real	are included with this order. You can download these fro ation and log into our website. Estate Practice 8th Edition eBook	m your <b>User Menu</b>	after you
		Total:	144.00
Payment			
Card Number:	Card Number		
Expiration:	MM YY		
CVV Code:	CW		
	95128		
Billing Zip Code:	The Billing Zip Code must match what's on	file with your o	redit
	card. Edit here if it's different from your shi	pping address.	
	Pay		

3. Your Receipt and information about eBook access. In Canvas week 1, I have written further instructions for the steps to access your eBook. Once you receive the message below, you have successfully completed the Rockwell registration. This procedure only needs to be completed once.

be	elow. Name: User Number: Password:	Mark Sherby 250810			
be	Name: User Number:	Mark Sherby			
be	Name:	Mark Sherby			
be	elow.				
Th in ht pa	nank you for enro I <b>terface.</b> To acce: I <b>tps://www.rocl</b> assword. Du can manage y	olling with us! <b>Access your</b> ss other materials, includin <b>kwelleducation.com</b> , click rour Rockwell account or pu	<b>assignments using your college's LMS</b> g eBooks, go to "Log In", and enter your user number and urchase extra items using the information		
н	Hello Mark Sherby;				
cl	l <b>ick here</b> to go d	irectly to your assignment.			
A	Assignm	ent Delivery	,		
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# TESTING AND GRADING

#### **Required Canvas Challenge Exercises and Lesson Cumulative Quizzes:**

- The Challenge Exercises and Cumulative Quizzes will test your knowledge of each lesson you have completed in Canvas.
- You must score 70% or better on EVERY Challenge Exercise and Cumulative Quizzes to receive credit for this course.
- You will receive feedback on the questions that you missed on these exercises and quizzes therefore if you score less than 70%, review the lesson materials and retake the Challenge Exercises/Quizzes as many times as needed to pass.

FINAL SCORE: 42%	SORRY!
	You did not score 70% or better on this challenge exercise In order to proceed, you must score 70% or better on every challenge exercise to receive credit for the course.
00	<< REVIEW this section from the beginning
	< REPEAT the challenge exercise now

# **DISRUPTIVE ONLINE BEHAVIOR**

Disruptive online behavior may include (but is not limited to) the following: discussions that do when not relate to the discussion topic, posting inappropriate comments on discussion forum, monopolizing discussion time, refusing to participate in online activities, and engaging in any other activity not related to the classroom activity. Students who engage in disruptive behavior will be notified by the instructor. If the disruptive behavior continues, students may be asked to stop the disruptive behavior and/or eventually be dropped from the course.

Specific behavior standards for course can be found on the following page: <u>https://www.deanza.edu/policies/academic\_integrity.html</u>

For administrative policies 5510 and 5520 see the following:

http://fhdafiles.fhda.edu/downloads/aboutfhda/5510ap.pdf http://fhdafiles.fhda.edu/downloads/aboutfhda/5520ap.pdf

#### **Midterm and Final Exam**

#### Midterm and Final Exam Important Notes!

- 1. If you have a schedule conflict with our exam dates, you must contact me prior to the exams to make an alternate arrangement.
- 2. The exams are open book, open notes.
- 3. See Canvas for specific midterm/final exam dates and times.

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Important Items	Midterm	Final
To pass this course, you must score 70% or better on EVERY	YES	YES
Challenge Exercise and Cumulative Quiz prior to taking the		
midterm/final exams. You will not be able to complete the midterm		
or final without completed these preceding interactive lessons.		
Maximum time to complete exams	1 hour	2 hours
Feedback provided on questions missed	Yes	No
Number of questions on each exam (Approximately)	30	50
Lessons covered in each exam	1-6	1-12
Number of times exam can be taken	ONCE!	ONCE!
Exam questions are derived from Canvas Rockwell lesson challenge	YES	YES
exercises and cumulative quizzes. Your textbook will cover the		
information on the exam as well.		
Can you ask for help from others with these exams?	NO	NO
You may NOT print or record any exam questions during or after the	Correct	Correct
exam.		

## Your Final Grade

Your final course grade will NOT be posted to Canvas. You will need to log into the <u>http://myportal.fhda.edu</u> web site to view your grade after the quarter has finished.

### **Exam Grading Scale:**

- A 93% 100%
- A- 90%-92%
- B+ 87%-89%
- B 83%-86%
- B- 80%-82%
- C+ 77%-79%
- C 73%-76%
- D+ 67%-72%
- D 63%-66%
- F Below 63%

## **Final Grade Mix:**

Percentages reflect how final grade determined:

Canvas Assignments	10%
Midterm Exam	30%
Final Exam	60%
	100%

# The final grade found in Canvas is an estimate. Actual final grade will be found in Myportal.deanza.edu.

#### **Policy on Academic Integrity:**

If a student is found to have cheated or plagiarized on any particular assignment or examination, the student will receive a failing grade for that assignment or examination, and they will be reported to college authorities.

## **DROPPING THE CLASS**

Once you have completed the Rockwell Registration in Canvas week 1, your enrolment will be confirmed in our class. Students who have not completed the Rockwell Registration in Canvas week 1 by the end of the first Sunday of the quarter (by 11PM), will be dropped from this course. Students who do not complete the first midterm by the due date may be dropped unless they have made alternate arrangements with the instructions. Students will NOT be automatically dropped from this course. If you intend to drop the course, you must drop yourself.

## NOTE TO STUDENTS WITH DISABILITIES

If you have a disability-related need for reasonable academic accommodations or services in this course, provide *Mark Sherby* with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five days notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number).