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# REST 351

## REAL ESTATE PRACTICES

### 100% Online Course

REST 351-62Z

CRN: 27125

FALL 2022

Instructor: Mark Sherby

Non-Credit Course

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#### 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:

September 26 to December 8

Office hours Online:

Monday through Thursday 2:30-3:20 PM

Office hours method:

Zoom in Canvas

Phone/Voicemail:

(408) 864-5471

E-mail address:

[Sherbymark@deanza.edu](mailto:Sherbymark@deanza.edu)

Canvas Website:

<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. **To secure your place in our class (so you won't be dropped), you must successfully complete your Canvas Rockwell registration in Canvas by 11 PM on Sunday, October 3.** (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:

- Read this course syllabus
- Watch Orientation video in Canvas <https://deanza.instructure.com>
- 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

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 (<http://windows.deanza.edu/video/>), 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

**You have enrolled in REST 351 which is a NON-CREDIT course.** However, this Real Estate Practices course is offered both for credit (REST 51) and noncredit (REST 351). Passing either course can be used towards sitting the official DRE Salesperson license exam. Non-credit classes are tuition-free.

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 NON-CREDIT courses:

1. Noncredit courses cannot be used towards any De Anza Associate Degree or Certificates of Achievements.
2. Noncredit courses are not accepted for transfer credit at other institutions.
3. You will receive a “Pass/No Pass” grade not a letter grade on your official transcript.
4. REST 51 and REST 351 cannot both be taken the same quarter.

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

For general noncredit information: <https://www.deanza.edu/noncredit/>

## 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 (<https://deanza.instructure.com>) on the first day of class or at <http://windows.deanza.edu/video>. 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 not be able to log into the Canvas course until the first day of instruction.

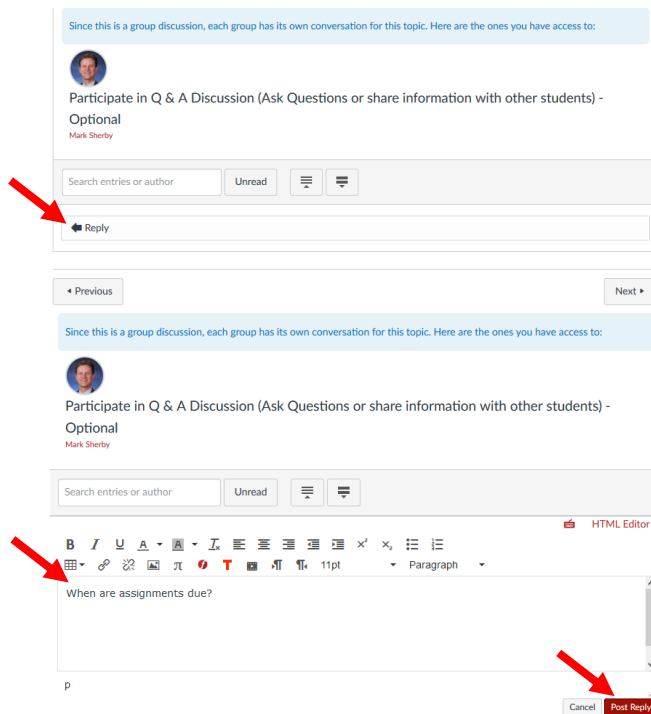
Canvas is required for all De Anza online courses. All assignments can be found in Canvas. Please complete the assignments in the order found in the Canvas weekly schedule. Do not complete any course lessons in anywhere except Canvas. Specifically, do not complete your course lessons on the Rockwell 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: <http://windows.deanza.edu/video/>. This video will provide complete instructions on how to purchase your Rockwell registration. The instructions below are a quick summary 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:

**Student Information**

**Name: \***  
Enter your name **exactly** as you'd like it to appear on your certificate of completion (when applicable), including capital letters.

First: Mark Middle: Last: Sherby Suffix: \*

**Shipping Address:**  
Enter the address you'd like us to send your materials to.  
**No P.O. Boxes please!** UPS does not deliver to P.O. Boxes.  
If your **billing address** is different, you'll be able to enter that on the payment page.

123 Central Ave \* Apt/Suite/Unit: \*  
City: San Jose \* State: CA \* Zip: 95128 \*

Primary Phone Number: ( 408 ) 864 - 5471 \*

☐ By entering my **mobile/cell** number, I consent to allowing Rockwell to contact me via SMS text message regarding updates in class status or unexpected cancellations/closures only. I understand that text/data rates may apply.

E-Mail: sherbymark@deanza.edu \*

☐ Yes, tell me about industry news, professional tips, legal updates, special sales, and other products you offer. Your privacy is important; your email address is never shared with third parties.

Click below once you've made your selections and filled out all required fields.

**CONTINUE REGISTRATION**

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

**Item(s) Selected:**

Real Estate Practice  
Real Estate Practices - Instructor: Mark Sherby

Subtotal: \$149.95

No items will be shipped with this order.

**eBooks**  
The following eBooks are included with this order. You can download these from your **User Menu** after you complete your registration and log into our website.

- California Real Estate Practice 8th Edition eBook

**Total:** \$149.95

**Payment**

Card Number: Card Number

Expiration: MM YY

CW Code: CVV

Billing Zip Code: 95128

The **Billing Zip Code** must match what's on file with your credit card. Edit here if it's different from your shipping address.

**Pay** \$149.95

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.

## Enrollment Receipt

### Assignment Delivery

[Click here to go directly to your assignment.](#)

Hello Mark Sherby:

Thank you for enrolling with us! **Access your assignments using your college's LMS interface.** To access other materials, including eBooks, go to <https://www.rockwelleducation.com>, click "Log In", and enter your user number and password.

You can manage your Rockwell account or purchase extra items using the information below.

Name:	Mark Sherby
User Number:	250810
Password:	XXXXXXXXXX


Passwords are *case-sensitive*. You can change your password from your User Menu if you'd like to. Your course **expiration dates** are listed on your User Menu when you log in. Please take note of these dates.

## 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 pass 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.

<< 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:

[https://www.deanza.edu/policies/academic\\_integrity.html](https://www.deanza.edu/policies/academic_integrity.html)

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.		
Important Items	Midterm	Final
To pass this course, you must score 70% or better on EVERY 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.	YES	YES
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 exercises and cumulative quizzes. Your textbook will cover the information on the exam as well.	YES	YES
Can you ask for <b>help from others</b> with these exams?	NO	NO
You may NOT print or record any exam questions during or after the exam.	Correct	Correct

## Your Final Grade

Your final "Pass/No Pass" course grade will NOT be posted to Canvas. You will need to log into the <http://myportal.fhda.edu> 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% (Minimum required percent to pass course)
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%
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	100%

**The final grade found in Canvas is an estimated grade. Actual final (Pass/No Pass) 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.

## How to Obtain your NONCREDIT or CREDIT Transcript for DRE submittal:

Important: If you have completed a combination of noncredit and CREDIT courses towards sitting the DRE exam, then you will need to submit both a copy of your official noncredit transcript and a copy of your official CREDIT transcript to the DRE.

Use the following link to obtain directions to attain a copy of your official **NONCREDIT** transcript:  
[http://windows.deanza.edu/noncredit\\_transcript.pdf](http://windows.deanza.edu/noncredit_transcript.pdf)

Use the following link to obtain directions to attain a copy of your official **CREDIT** transcript:  
<https://www.deanza.edu/admissions/order-transcripts.html>

The DRE web site will provide you information about your options for submitting your transcripts to sit the DRE exam:

<https://secure.dre.ca.gov/licensing/>  
[https://www.dre.ca.gov/examinees/salesperson\\_exam\\_license.html](https://www.dre.ca.gov/examinees/salesperson_exam_license.html)



## **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).