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## REAL ESTATE PRACTICES

### 100% Online Course

REST 51  
CRN: 38677  
**WINTER 2024**  
4.0 Units

Instructor: Mark Sherby

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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: **January 8 to March 20**  
Office hours: **Monday through Wednesday 2:30-3:20 PM**  
Office hours method: **Phone**  
Office hours phone: (408) 341-9141  
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 purchase the course textbook and complete all the week 1 assignments by Sunday 1/14/24. If you are running late, email me.**

#### OFFICE HOURS

Office hours are available through phone call during the times shown above. However, you can also email me anytime with questions!

#### REQUIRED COURSE MATERIALS

**IMPORTANT:** Our course textbook can be loaned out from the De Anza library reserve desk on the first day of class. The textbook can be checked out for the entire quarter so the textbook is essentially no cost for our students. We have enough textbooks in the library for most every student in our REST 51/351 class. Of course, you have the option to purchase your own copy of the textbook as shown below.

**Purchase at De Anza Bookstore (or online this exact edition)**

CA Real Estate Practices

ISBN for textbook is: 9<sup>th</sup> Edition: 978-1-950728-02-2

## 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. Demonstrate how state and federal fair housing laws apply to the practice of real estate.
  - a. Utilizing interactive participation, roleplay as both consumer and real estate professional.
9. Review purchase agreements
10. Contingent Transactions
11. Loan qualifying
12. Review financing programs
13. Close the transaction
14. 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.

## DROPPING THE CLASS

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

## REQUIRED TEXTBOOK

**Important note:** Course textbooks can be loaned out to you from the De Anza library for the entire quarter. In other words, textbooks are free to use for those who can physically access the De Anza library to check out the course textbook. The other option is to purchase the textbook as shown below.

**Purchase at De Anza Bookstore (or online this exact edition)**

CA Real Estate Practices

ISBN for textbook is: 9<sup>th</sup> Edition: 978-1-950728-02-2

## CREDIT VERSUS NONCREDIT COURSE INFORMATION

**You have enrolled in REST 51 which is a CREDIT course.** 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 instructions 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. 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/>

## REQUIRED COURSE ORIENTATION VIDEO

The course orientation video can be viewed from within Canvas (<https://deanza.instructure.com>) on the first day of class. 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.

## 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.

## 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.

All assignments can be found in Canvas. Please complete the assignments in the order found in the Canvas weekly schedule.

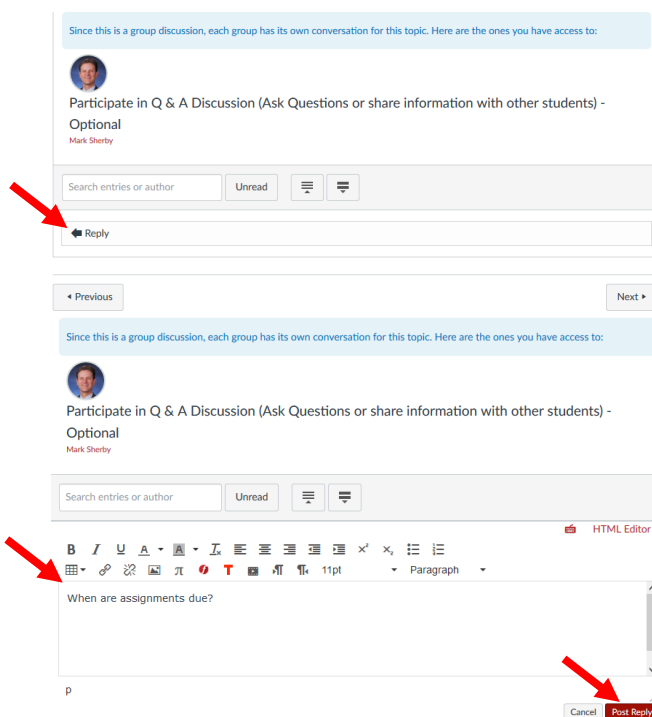
**Please do not turn off Canvas “Announcements”.** Students who turn off Announcements are responsible for information they have missed.

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.

## TESTING AND GRADING

### Required Canvas Chapter Quizzes:

- You will NOT receive feedback on the quiz questions that you missed but you will know your score immediately and can retake the quizzes an unlimited number of times. If you score less than 70% on a quiz, review the chapter and retake the quiz as many times as needed to pass. Shoot for the highest quiz score possible.

### Written Assignments:

- All assignments that require students to submit written information must have all directions steps completed; no partial credit is given for any written assignments.

Midterm and Final Exam Important Notes!		
1. The exams are open book, open notes.		
2. See Canvas for specific midterm/final exam dates and times.		
Important Items	Midterm	Final
Maximum time to complete exams (Approximately)	80 mins	2 hours
Feedback provided on questions missed	Yes	No
Number of questions on each exam (Approximately)	40	60
Chapters covered in each exam	1-6	1-12
Number of times exam can be taken	ONCE!	ONCE!
Most exam questions are derived from weekly quizzes and your	YES	YES

textbook chapters.		
Can you ask for <b>help from others</b> with these exams?	NO	NO
You may NOT print or record any midterm or final exam questions during or after the exam.	Correct	Correct

## Your Final Grade

Your final 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%
D+	67%-72%
D	63%-66%
F	Below 63%

### Final Grade Mix:

Percentages reflect how final grade determined:

Canvas Assignments	10%
Canvas Quizzes	20%
Midterm Exam	30%
Final Exam	40%
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	100%

**The final grade found in Canvas under the Grades link is an estimated grade based on assignments that have been submitted. Student actual final grades will be found in [Myportal.deanza.edu](http://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.

## SB 1495 COURSE ASSIGNMENTS

- You will complete an assignment on implicit bias, the impact of implicit bias, explicit bias, and systemic bias on consumers, the historical and social impacts of those biases, and actionable steps students can take to recognize and address their own implicit biases.
- You will complete assignment on federal and state fair housing laws as those laws apply to the practice of real estate. Assignment will include an interactive participatory component, during which the applicant shall roleplay as both a consumer and real estate professional. Students will pair off in groups of two to complete this interactive assignment, complete assignment, and reverse roles. Students will be provided feedback with best practices.

## **NOTE TO STUDENTS WITH DISABILITIES**

If you have a disability-related need for reasonable academic accommodations or services in this course, provide your instructor with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSPS) 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 DSPS counselor (864-8753 DSPS main number) or EDC advisor (864-8839 EDC main number). DSPS page link <https://www.deanza.edu/dsps/>

## **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>