
REST 051

REAL ESTATE PRACTICES

REST 051-61Z

CRN: 01155

Instructor: Mark Sherby

SUMMER '15

4.0 Units

De Anza College Distance Learning Center • Phone: 408-864-8969 • FAX: 408-864-8245 • <http://deanza.edu/distance> •

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% distance learning class does not require any traveling to the De Anza campus.

Advisory: Recommended to complete Real Estate 50 prior to taking this course but **NOT** required.

INSTRUCTOR INFORMATION:



Instructor name:

Mark Sherby

Phone/Voicemail:

(408) 864-5471

E-mail address:

Sherbymark@deanza.edu

Office hours:

No office hours in summer (available through email) See tutor schedule

Websites:

www.Catalyst.deanza.edu

www.rockwellinstitute.com

REQUIREMENTS

Complete the required online orientation and optionally submit the Student Information Form. **There is NO on-campus orientation.** The online orientation may be found at the following WEB address: deanza.edu/distance. Log into Catalyst.deanza.edu and view the course orientation video. **To secure your place in our class (so you won't be dropped), you must successfully log into www.rockwellinstitute.com by 9 PM on Thursday, July 2!**

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

- a. Read this course syllabus
- b. Purchase ALL course materials in De Anza Bookstore
- c. Watch Orientation video in Catalyst (Catalyst.deanza.edu)
- d. Login to rockwellinstitute.com and complete lessons, exercises & quizzes and exams

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. Review purchase agreements
8. Contingent Transactions
9. Loan qualifying
10. Review financing programs
11. Close the transaction
12. Review property management Principles

Student learning outcomes:

- Explain and interpret real estate licensing laws in California and how they apply to the major areas of specialization in the real estate field.
- Explain, interpret and evaluate the various types of California listing agreements and real estate sales agreements used in California.
- Evaluate factually simple California real estate profession issues and explain how the Commissioner's Code of Ethics is applied to those issues.

COURSE MATERIALS

(Important note: Be sure to purchase these materials in the De Anza Bookstore OR Rockwell web site. **Do NOT purchase through the Internet** (i.e. amazon etc.) since you will need to purchase the 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 online at Rockwell web site

As described in the course orientation video, access [http:// Rockwelleducation.com/cc](http://Rockwelleducation.com/cc) to purchase your course materials (eBook and online access activation). This method also allows you the option to purchase a hard copy of course textbook.

Method 2: Purchase in De Anza Bookstore

More expensive option. Purchase the following from bookstore:

California Real Estate Practice ebook bundle, 6th Edition. ISBN: 978-1-939259-48-6 .

This method includes an eBook. However, you can optionally pay extra for a hard copy of textbook. After you purchase the course materials at the bookstore, follow the instructions found in the class orientation video to enter your "Keycode" on the Rockwell web site ([http:// Rockwelleducation.com/cc](http://Rockwelleducation.com/cc)).

REQUIRED COURSE ORIENTATION VIDEO

The course orientation video can be viewed on youtube or from within Catalyst.deanza.edu 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 a cable modem or DSL connection. If you prefer, you may use our on-campus computers in the CIS lab (AT203) to view the course orientation and access the Rockwell web site.

The youtube link to the course orientation can be found at <https://www.youtube.com/watch?v=AVJ4TddI8R0>

Class and Lab Support Tutor:

The following table provides times when our course tutor is available to help you with lab homework assignments:

Tutor Schedule (Located in AT203)				
	Monday	Tuesday	Wednesday	Thursday
Joseph Lam M.A.Ed.MCP, MCSA, A+ and Network+	6:00-8:00PM			

CATALYST INSTRUCTIONS

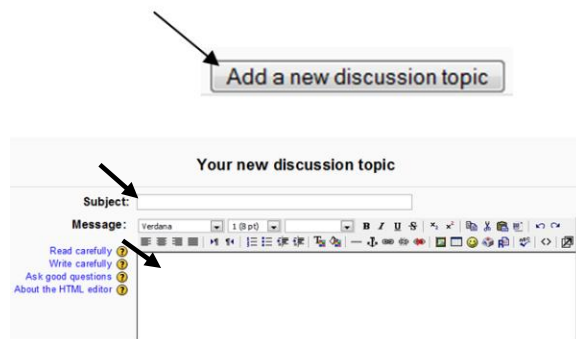
You will be using the Catalyst web site to post questions on the discussion forum. Please note that you will not be able to log into Catalyst course until the first day of instruction. You must use the Mozilla Firefox browser when accessing the Catalyst web site.

To log on to Catalyst go to <https://catalyst.deanza.edu/> and then follow the instructions provided.

DISCUSSION FORUM

The Discussion Forum 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 Discussion Forum icon in Catalyst. You will then be presented with the dialog box shown below. Simply click the button “**Add a new discussion topic**” and type in your **subject** and **message** (as you would in an email).

When you post the message, class members will be able to read your message in both an email and within the Discussion Forum. You can also respond to other student’s posted messages by logging into Catalyst and posting responses in the Discussion Forum. This is a very simple tool that will allow us to communicate with each other during the quarter!



ROCKWELL INSTITUTE WEB SITE INSTRUCTIONS

You will be using the Rockwell Institute web site to complete most aspects of this course including interactive exercise, quizzes and exams (Catalyst is used to view orientation video and discussion forum only). Your course textbook will supplement the interactive learning approach found on this site. Please note that you will not be able to log into your Rockwell course until the first day that the quarter begins.

Before accessing the Rockwell web site with the steps below, be sure that you have viewed our youtube course orientation video that I have created at the following link:

<https://www.youtube.com/watch?v=AVJ4TddI8R0>

Register on the Rockwell Site (These registration steps performed only once!)

1. Please view the orientation video (found in catalyst) for complete instruction on how to register on the Rockwell site. The instructions below are a quick summary how to register if you are purchasing your materials directly from Rockwell.
2. Open your browser, type in **rockwelleducation.com/cc** in the address bar, and hit Enter. Enter the following registration information on the Rockwell registration course page as shown below. Be sure to access the entire registration page (Note: You are not required to purchase any additional materials found on this page). Click **Continue Registration** as shown. (Note: If you purchased your materials in the bookstore, you need click “Yes, I have a KeyCode” below)

START HERE: Community College Online Courses - Select Your Roster

College Students Please Note! If you are taking a college course in a lecture classroom and only need a **textbook**, skip to the section below and buy a **textbook only**. Do not select an online roster.

Select your college, instructor, and roster. - This is for online students only.

College location (state): CALIFORNIA

Select your college: DaAnza College

Select your instructor and class: Real Estate Practices

Online Course Activation - Please choose one: *

Yes, I have a KeyCode. KeyCodes come with books purchased from your college bookstore.

No, I do not have a KeyCode. You can pay for this course now.
Price: \$118.00
Your payment information will be collected on the next page. Please continue below.

After you've finished, continue below to fill out your personal information.

Student Information

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

First: John * Middle: * Last: Doe *

College Student ID Number: 12345678 * Your instructor needs this to track your grades

Re-Type Student ID Number: 12345678 Please include all letters and digits, including leading zeros.

Mailing Address: Enter the address you'd like us to send your materials to. If your billing address is different, you'll be able to enter that on the payment page.

1493 Main Dr. *

City: San Jose * State: CA * Zip: 95128 *

Day Phone: (408) 864 - 5471 *

E-Mail: Youremail@address.com *

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 ← Fill in ALL fields and then click the Continue Registration button

3. If you would like to purchase an **OPTIONAL** hardcopy of the textbook, select the box shown below. An ebook is already included with your purchase. Click on Continue.

Additional Items Available

Would you like to add any of these items to your order?

For the course(s) you've chosen, we offer the following additional items. If you wish to add one of these items to your registration order, check the box next to it and click **Continue**. If not, simply click **Continue** to go on.

California Real Estate Practice Textbook
This course already includes an eBook. If you would like to purchase a hardcopy textbook as well, select this option. \$

Click here to continue > **Continue**

- Click **Complete My Enrollment** and record your User Number and Password as shown below.

Student Information	
Name:	John Doe
Address:	1493 Main Dr. San Jose, CA 95128
Day Phone:	(408) 864-5471 Evening Phone: none Fax: none
E-Mail Address:	Youremail@address.com

Item(s) Selected:	
Real Estate Practice	\$44.95
Real Estate Practices - Instructor: Mark Sherby	\$19.95
California Real Estate Practice Textbook	\$19.95
Subtotal: \$83.85	
Item(s) to be shipped:	
CA Real Estate Practice Textbook	\$8.00
Total Shipping & Handling: \$8.00	
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.	
<ul style="list-style-type: none"> CA Real Estate Practice eBook 	
Sales Tax:	\$7.00
Total: \$97.85	

[Click here to proceed to Payment](#)

Fill in

If everything correct, click here

Order Information	
* Required Fields	
Total: US \$97.85	

Payment Information	
Card Number:	<input type="text"/> * (enter number without spaces or dashes)
Expiration Date:	<input type="text"/> * (mm/yy)
Card Code:	<input type="text"/> * (3 or 4 digits)

Billing Information	
First Name:	John
Last Name:	Doe
Address:	1493 Main Dr.
City:	San Jose
State/Province:	CA
Zip/Postal Code:	95128

Please make sure the address above is your correct **BILLING** address. If you entered a different shipping address in the previous step, change this to your billing address for payment verification. This will not affect your shipping, if any.

[Submit](#)

Enrollment Complete - Do not click BACK or REFRESH
Do not click BACK or you may be charged again!

[Return to Rockwell Institute Home Page](#)

Thank you for enrolling with us! To access your online courses, go to <http://www.rockwelleducation.com> and enter your user number and password.

Manage your account; enroll in more courses; access online courses:

Name:	John Doe
User Number:	123456
Password:	mypassword

Passwords are case-sensitive. You can change your password from your User Menu if you'd like to.

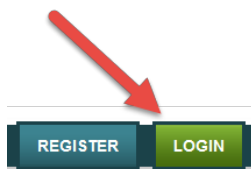
Purchase Summary Transaction ID# (for reference): 201412922

Real Estate Practice	\$44.95
Real Estate Practices - Instructor: Mark Sherby	\$19.95
Sub-Total	\$83.85
Sales Tax	\$7.00
Total	\$97.85

Record your user number and password for later

Log into the Rockwell Site (Performed after having registered using above steps)

- Access rockwellinstitute.com
- Click on the **green Login button** located at the top right of the Rockwell home page.



- Enter your user ID and Password created in previous section (remember, passwords are case sensitive).

User Number or Email Address	<input type="text"/>
Password:	<input type="password"/>
LOG IN	
Forgot Info? Click here to retrieve it	

4. At your Welcome Page, click on **REST 51 Real Estate Practices**.
5. The first time you open your course, the **Before you get started** page appears (also called course orientation page). This page contains important information about the functionality of your course. Read this page carefully before you click the **Click here to begin** button. The **Before you get started** main navigation procedures are summarized as follows:

- Use the **Back, Replay, and Next** buttons located in the **bottom right corner** of your course window to navigate through the course. (Do **not** use the Back or Next buttons that appear on the top of your Internet browser.)



6. Click on the **Course Navigator** button (as shown below) to jump to various lesson topics or exercises in the course. When you have successfully completed all the tasks on the Navigator menu, you have finished the course!

The screenshot shows the 'Course Navigator' interface. At the top left is a 'Navigator' button with a gear icon. Below it is the 'Course Navigator' menu, which includes sections like '1. Agency Relationships', '2. Listing Agreements and Property Disclosures', '3. Listing Regulations', '4. Evaluating and Pricing Property', '5. Sales Techniques and Practices', '6. Preparing and Negotiating Offers', 'EXAM: CA Practice Midterm', '7. Purchase Agreements', '8. Contingent Transactions', and '9. Loan Qualifying'. Each section has a small icon indicating its status (e.g., a green circle for completed, a red circle for not completed, or a grey square for not activated).

Annotations with red arrows point to specific parts of the interface:

- 'Provides Important Legend/Instructions as shown at right' points to the 'View Legend/Instructions' link.
- 'Provides Getting Started Page' points to the 'Course Orientation' link.
- 'Provides Interactive learning' points to the '1. Agency Relationships' section.
- 'Required Challenge Exercises, Quizzes. You must achieve 70% or better score.' points to the 'Challenge Exercise' items within the '1. Agency Relationships' section.
- 'Midterm and final exam can only be taken once' points to the 'EXAM: CA Practice Midterm' section.

On the right side of the screenshot is a 'Legend' window with the following text and icons:

Click a title to expand its sections. Then click a section name to load its first page, or click a section's Challenge Exercise to go directly to it.

Challenge Exercises you have passed appear in **green**. Ones you have not yet passed appear in **red**.

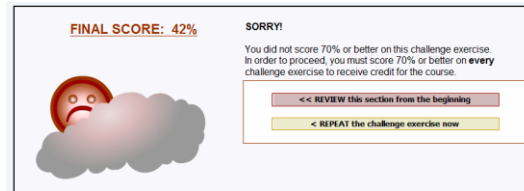
Legend

- = Lesson completed
- = Lesson has no challenge exercises
- = Lesson not complete; not all challenge exercises passed yet
- = An exam that is not activated yet
- = An exam that is activated and can be taken
- This icon does not indicate completion or passing of an exam.*

TESTING AND GRADING

Required Challenge Exercises:

- The Challenge Exercises will test your knowledge of each lesson you have completed on the RockwellInstitute.com web site.
- **You must score 70% or better on EVERY Challenge Exercise to receive credit for this course.**
- You will receive feedback on the questions that you missed on the challenge exercise therefore if you score less than 70%, review the lesson materials and retake the Challenge Exercise as many times as needed to pass. The time limit for taking a Challenge Exercise is 15 Minutes.



Required Lesson Cumulative Quiz

- The Lesson Cumulative Quiz will test your knowledge of lessons you have completed on the RockwellInstitute.com web site.
- **You must score 70% or better on EVERY Lesson Cumulative Quiz to receive credit for this course.**
- If you score less than 70% on a quiz, you will need to review the lesson materials and retake the quiz as many times as needed to pass.
- You **will** receive feedback on the questions you missed! The time limit for taking a Lesson Cumulative Quiz is 60 Minutes.

CA Practice Midterm and Final Exam

CA Practice Midterm and Final Exam Important Notes!		
1. These midterm/final exams are the real exams, NOT “practice” exams. 2. If you have a schedule conflict with our exam dates (see calendar on last page), you must contact me prior to the exams to make an alternate arrangement (NO EXCEPTIONS!) 3. See the last page of this syllabus for specific final exam dates and times.		
Important Items	Midterm	Final
You must score 70% or better on EVERY Challenge Exercise and Cumulative Quiz prior to taking these exams otherwise the exam will show as “ <i>not active or unavailable</i> ”.	YES	YES
Maximum time to complete exam and review exam answers	3.5 hours	3.5 hours
How many questions are on exam?	75	100
Which Rockwell lessons covered on exam?	1-6	1-12
Number of times exam can be taken	ONCE!	ONCE!
When taking an exam, if you close the exam window , your exam will be considered COMPLETED and you will not be able to retake the exam.	You can not retake exam	You can not retake exam
Exam questions are derived from Rockwell online lesson exercises. (exams questions are <u>not</u> based on your course textbook)	YES	YES
Can you ask for help from others with these exams?	NO	NO
Hour range that you can START the exams. For example, if you start exam at 12:00PM, you will still have about 3½ hours to finish the exam and review any exam questions that you missed. See the last page of this syllabus for specific exam dates.	24 hours: 12:01am to 11:59pm	24 hours 12:01am to 11:59PM
Your score will be available immediately after finishing your multiple choice, open book, open notes exam.	YES	YES
When you have finished the exam, you may review questions you have missed ONLY during the 3.5-hour exam period . Exam questions will not be available for review at any other time .	YES	YES
You will click on each question’s answer and you may go back and forth between questions during the exam. When you have COMPLETELY finished , you will click the GRADE EXAM button.	YES	YES
You may only contact Rockwell staff regarding exam questions that you missed <u>during the 3.5-hour exam period</u> , by clicking the More Tools options as shown at right.	YES	YES
When you are completely finished reviewing the exam questions that you have missed, click the Exit This Exam button. There will be no other opportunity to review your exam questions.	YES	YES
You may not print or record any exam questions during or after the exam.	YES	YES

Your Final Grade

Your final course grade will NOT be posted to the Rockwell web site. You will need to log into the myportal.Deanza.edu web site to view your grade after the quarter has finished.

Exam Grading Scale:

- A = 90 to 100%
- B = 80 to 89%
- C = 70 to 79%
- D = 60 to 69%

Final Grade Mix:

The following percentages reflect how the final grade will be determined:

- CA Practice Midterm Exam 30%
- CA Practice Final Exam 70%

Policy on Academic Integrity:

Students who submit the work of others as their own or cheat on exams or other assignments will receive a failing grade in the course and will be reported to college authorities.

DROPPING THE CLASS

Once you have logged into www.rockwellinstitute.com, your enrolment will be confirmed in our class. Students who have not logged into www.rockwellinstitute.com by the end of the first **Thursday** of the quarter (**by 9PM**), will be dropped from this course. Students who do not complete the first midterm will be dropped. Students will need to take the initiative to complete any other required drop procedures to drop this course. Students will not automatically be dropped from this class except as stated above.

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).



Important Note: Don't let yourself fall behind during this short six-week summer session. To succeed in this course, please keep a close eye on the course calendar below!



REAL ESTATE PRACTICES - Assignment Schedule

Week:	Exams:	Chapter Assignments and Special Course Due Dates:
Week 1: June 29–5		<p>Complete online orientation at: http://deanza.edu/distance and optionally submit the Student Information Form. View the course orientation video at Catalyst.deanza.edu. Log into the Rockwell web site.</p> <p>Any students who have NOT created the Rockwell User account and logged into the Rockwell site by Thursday, July 2 at 9PM will be dropped from our class.</p> <p>Read chapters 1-2 and complete www.rockwellinstitute.com lessons, challenge exercises and quizzes for each chapter.</p>
Week 2: July 6–12		<p>Read chapters 3-5 and complete www.rockwellinstitute.com lessons, challenge exercises and quizzes for each chapter.</p>
Week 3: July 13–19	<p>Complete “CA Practice Midterm” on July 19 <small>This is the real midterm <u>not</u> a practice exam!</small></p>	<p>Read chapters 6-7 and complete online lessons, challenge exercises and quizzes for each chapter.</p> <p>Complete “CA Practice Midterm” exam anytime on Sunday July 19. You must have completed all challenge exercises & quizzes through lesson 6 prior to taking midterm. Midterm contains 75 multiple-choice questions based on Chapter 1-6.</p> <p>If you have a schedule conflict with the midterm exam date, you must contact me <u>prior</u> to the exam to make an alternate arrangement (NO EXCEPTIONS!).</p>
Week 4: July 20–July 26		<p>Read chapters 8-9 and complete online lessons, challenge exercises and quizzes for each chapter.</p>
Week 5: July 27- August 2		<p>Read chapters 10-11 and complete online lessons, challenge exercises and quizzes for each chapter.</p>
Week 6: August 3-6	<p>Complete “CA Practice Final Exam” on August 6 <small>This is the real final <u>not</u> a practice exam!</small></p>	<p>Read chapter 12 and complete online lessons, challenge exercises and quizzes for this chapter.</p> <p>Complete “CA Practice Final Exam” anytime on Thursday August 6. Final exam contains 100 multiple-choice questions based on chapters 1-12.</p> <p>If you have a schedule conflict with the final exam date, you must contact me <u>prior</u> to the exam to make an alternate arrangement (NO EXCEPTIONS!).</p>