REST 051

REAL ESTATE PRACTICES

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: http://deanza.edu/online-ed/. 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, June 30.

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 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 Online Course Package, 7th Edition (eBook + Student Guide) 978-1-939259-48-6 Rockwell publishing. 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).

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:

<table>
<thead>
<tr>
<th>Tutor Schedule (Located in AT203)</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Lam</td>
<td>6:00-8:00PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Estate agent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.A.Ed. MCP, MCSA, A+ and Network+</td>
<td></td>
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</tbody>
</table>

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 if you have not already watched it (https://www.youtube.com/watch?v=AVJ4Tddl8R0) 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)

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

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

1. Access [rockwellinstitute.com](http://rockwellinstitute.com)
2. Click on the **green Login button** located at the top right of the Rockwell home page.

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

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 classroom 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.
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.

<table>
<thead>
<tr>
<th>Important Items</th>
<th>Midterm</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must score 70% or better on EVERY Challenge Exercise and Cumulative Quiz prior to taking these exams otherwise the exam will show as “not active or unavailable”</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Maximum time to complete exam and review exam answers</td>
<td>3.5 hours</td>
<td>3.5 hours</td>
</tr>
<tr>
<td>How many questions are on exam?</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>Which Rockwell lessons covered on exam?</td>
<td>1-6</td>
<td>1-12</td>
</tr>
<tr>
<td>Number of times exam can be taken</td>
<td>ONCE!</td>
<td>ONCE!</td>
</tr>
<tr>
<td>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.</td>
<td>You can not retake exam</td>
<td>You can not retake exam</td>
</tr>
<tr>
<td>Exam questions are derived from Rockwell online lesson exercises. (exams questions are not based on your course textbook)</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Can you ask for help from others with these exams?</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>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.</td>
<td>24 hours: 12:01am to 11:59pm</td>
<td>24 hours: 12:01am to 11:59PM</td>
</tr>
<tr>
<td>Your score will be available immediately after finishing your multiple choice, open book, open notes exam.</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>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.</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>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 <strong>GRADE EXAM</strong> button.</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>You may only contact Rockwell staff regarding exam questions that you missed during the 3.5-hour exam period, by clicking the <strong>More Tools</strong> options as shown at right.</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>When you are completely finished reviewing the exam questions that you have missed, click the <strong>Exit This Exam</strong> button. There will be no other opportunity to review your exam questions.</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>You may not print or record any exam questions during or after the exam.</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>
Your Final Grade
Your final course grade will NOT be posted to the Rockwell web site. You will need to log into the http://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

<table>
<thead>
<tr>
<th>Week:</th>
<th>Exams:</th>
<th>Chapter Assignments and Special Course Due Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1: June 27–3</strong></td>
<td></td>
<td>Complete online orientation at: <a href="http://deanza.edu/distance">http://deanza.edu/distance</a> and optionally submit the Student Information Form. View the course orientation video at Catalyst.deanz.edu. Log into the Rockwell website. Any students who have NOT created the Rockwell User account and logged into the Rockwell site by <strong>Thursday, June 30 at 9PM will be dropped from our class.</strong> Read chapters 1-2 and complete <a href="http://www.rockwellinstitute.com">www.rockwellinstitute.com</a> lessons, challenge exercises and quizzes for each chapter.</td>
</tr>
<tr>
<td><strong>Week 2: July 4–10</strong></td>
<td></td>
<td>Read chapters 3-5 and complete <a href="http://www.rockwellinstitute.com">www.rockwellinstitute.com</a> lessons, challenge exercises and quizzes for each chapter.</td>
</tr>
<tr>
<td><strong>Week 3: July 11–17</strong></td>
<td>Complete “CA Practice Midterm” on July 17 (This is the real midterm not a practice exam!)</td>
<td>Read chapters 6-7 and complete online lessons, challenge exercises and quizzes for each chapter. Complete “CA Practice Midterm” exam anytime on <strong>Sunday July 17.</strong> You must have completed all challenge exercises &amp; quizzes through lesson 6 prior to taking midterm. Midterm contains 75 multiple-choice questions based on Chapter 1-6. If you have a schedule conflict with the midterm exam date, you must contact me prior to the exam to make an alternate arrangement (NO EXCEPTIONS!).</td>
</tr>
<tr>
<td><strong>Week 4: July 18–July 24</strong></td>
<td></td>
<td>Read chapters 8-9 and complete online lessons, challenge exercises and quizzes for each chapter.</td>
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<tr>
<td><strong>Week 5: July 25–July 31</strong></td>
<td></td>
<td>Read chapters 10-11 and complete online lessons, challenge exercises and quizzes for each chapter.</td>
</tr>
<tr>
<td><strong>Week 6: August 1-4</strong></td>
<td>Complete “CA Practice Final Exam” on August 4 (This is the real final not a practice exam!)</td>
<td>Read chapter 12 and complete online lessons, challenge exercises and quizzes for this chapter. Complete “CA Practice Final Exam” anytime on <strong>Thursday August 4.</strong> Final exam contains 100 multiple-choice questions based on chapters 1-12. If you have a schedule conflict with the final exam date, you must contact me prior to the exam to make an alternate arrangement (NO EXCEPTIONS!)</td>
</tr>
</tbody>
</table>