
**REST 351 63-64Z (NON-CREDIT)
REAL ESTATE PRACTICES
100% Online Course**

CRN: 37703 and 38679
WINTER 2025

Instructor: Mark Sherby

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:

Office Hours Phone:

E-mail address:

Canvas Inbox:

January 6 to March 18

Monday and Tuesday 12:30-1:20 PM

(408) 341-9141

Sherbymark@deanza.edu

<https://deanza.instructure.com>

OFFICE HOURS

Office hours are available by phone during the times shown above. However, you can also email me anytime with questions! I pride myself on giving quick, very clear, thorough answers and explanations.

REQUIREMENTS TO START COURSE:

On the first day of class, log in to Canvas at <https://deanza.instructure.com> and watch the Week 1 course orientation video. To avoid being dropped during Week 1, you must obtain or purchase the required textbook and complete all Week 1 assignments by **Sunday, January 12, 2025**.

If you encounter delays, please email me with your situation and a clear plan to catch up. This will help ensure you are not dropped from the course. (Refer to the full-quarter drop policy below for additional details.)

REQUIRED COURSE MATERIALS

IMPORTANT: The course textbook for REST 51/351 is available for loan at the De Anza Library Reserve Desk starting the first day of class. Students can borrow it for the entire quarter **at no cost**, ensuring access to the required materials. With over 100 copies in the library, there's plenty to go around!

Purchase at De Anza Bookstore

CA Real Estate Practices

ISBN for textbook is: 9th Edition: 978-1-950728-02-2

EMAIL COMMUNICATION

- My preferred method of contacting me in this order
 - Canvas Inbox
 - Email: Sherbymark@DeAnza.edu
- **Response time:** I check my emails several times a day and will respond within 48 hours, Monday through Friday. If I do not respond in 48 hours, please resend your message to alert me.

INSTRUCTOR/STUDENT FEEDBACK

Announcements:

- Will wrap up current week and what to expect next week and emphasis. Due date reminders and special announcements throughout the quarter.
- You can contact me by replying to my weekly announcements or through Canvas Inbox.
- I will respond to announcement inquiries individually or as a group within the week assigned.

Discussions:

- We will have weekly opportunities to discuss topics of interest through our discussion forums.
- I will participate in these discussions and provide responses either individually or as a group during the week assigned.

Assignments with Feedback:

- I will provide feedback on various assignments to help you improve your work.
- Depending on the assignment you may receive feedback on the assignment itself, and you will receive a notification that I have provided feedback.
- Sometimes you will receive feedback via Canvas Inbox or Email. By clicking on the email link that is automatically sent to you, you can read my comments and suggestions. Or you can access all my comments within Canvas directly.

Canvas Mail:

- If I need to contact you, I'll use **Canvas Mail**, which you can access by clicking "**Inbox**" in the left-hand global navigation bar in Canvas. For messages requiring graphic demonstrations of concepts, I'll send them directly to your email, as Canvas automatically removes graphics from messages.

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.

FULL DROP POLICY

Your enrollment in the class will be confirmed once you have obtained the required textbook and completed all Week 1 assignments and quizzes. Students who do not complete the Week 1 assignments on Canvas by **11:00 PM on the first Sunday of the quarter** will be dropped from the course unless they have made prior arrangements with the instructor.

Additionally:

- Students who fail to complete at least **75% of the week 1-6 assignments** before the first midterm due date may be dropped unless they have made prior arrangements with the instructor.
- Students who miss the first midterm without making alternate arrangements with instructor will be dropped.

Please note that students are **not automatically dropped** from this course. If students decide to withdraw/drop, it is their responsibility to officially drop from the class.

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 instructions are identical.

Here are some quick facts about our Real Estate NON-CREDIT courses:

- Noncredit courses do not apply toward De Anza associate degrees or Certificates of Achievement.
 1. courses cannot be used towards any De Anza Associate Degree or Certificates of Achievements.

2. Noncredit courses are not eligible for transfer credit to 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/>

For directions to attain your noncredit transcript access

<https://www.deanza.edu/noncredit/#transcript>

REQUIRED COURSE ORIENTATION VIDEO AND QUIZ

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.

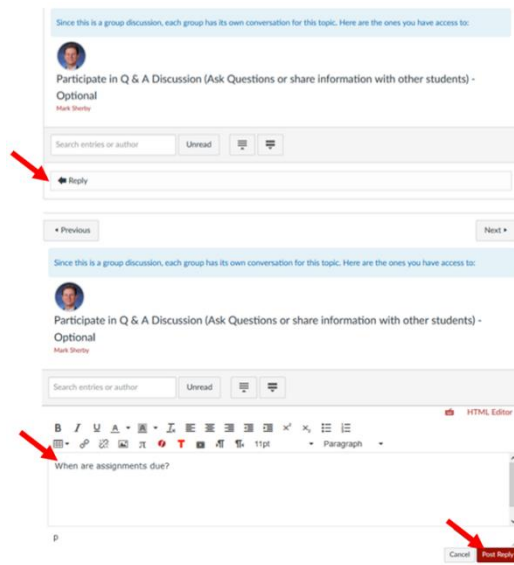
All assignments can be found in Canvas. Please complete the assignments in the order found in the Canvas weekly schedule.

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 and your instructor to communicate with each other in your class. Using this forum, you will be discussing homework assignments, topics and you 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 a second “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!



TESTING AND GRADING

Required Canvas Chapter Quizzes:

You will NOT receive feedback on the quiz questions that you missed but you will know the questions you answered correctly and will receive your score immediately. You 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. The exams are open book, open notes. See Canvas for specific midterm/final exam dates and times.

Midterm and Final Exam Important Notes!	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 Midterm and Final exam questions are derived from weekly quizzes and your textbook chapters.	YES	YES
Can you ask for help from others with these exams?	NO	NO
Using AI on exams in not permitted	Correct	Correct
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 Pass/No pass 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	20%
Canvas Quizzes	25%
Midterm Exam	25%
Final Exam	30%

	100%

Extra Credit:

Some quarters extra credit incentives will be provided between 1-3% of grade.

The final grade found in Canvas under the Grades link is a ROUGH grade estimate. Some added assignments and rounding/calculation issues will change the final grade. Student actual final grades 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 OBTAIN CREDIT OR NONCREDIT TRANSCRIPT FOR DRE SUBMITTAL:

If you have completed a combination of CREDIT and noncredit 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 on how to attain a copy of your official **CREDIT** transcript: <https://www.deanza.edu/admissions/order-transcripts.html>

Use the following link to obtain directions on how to attain a copy of your official **NONCREDIT** transcript: <https://www.deanza.edu/autotech/How to request for noncredit transcript.pdf>

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/elicensing/>
- https://www.dre.ca.gov/examinees/salesperson_exam_license.html

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 assignments 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 with feedback on best practices.

DISRUPTIVE ONLINE BEHAVIOR

Disruptive online behavior may include (but is not limited to) the following: discussions that do 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

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>

ARTIFICIAL INTELLIGENCE USAGE IN THIS CLASS

For the purposes of this class, AI tools include, but are not limited to, generative AI tools like ChatGPT, Gemini, and Claude. AI also includes translation tools like Google Translate and writing assistants like Grammarly. If you use ANY of these tools, you must appropriately be cited for use. AI tools are allowed for this course with specific restrictions. You are not allowed to use any AI tools for writing assignments or completing the midterm and final exams. The first instance of unauthorized AI use will require a consultation with the professor and a complete rewrite or redo of the assignment. The second instance will result in a failing grade for the class and a Maxient report to the college.

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/>