

REST 051: **Real Estate Practices**

Instructor: **Mia Park**

REST 051 / 351 | CRN: 01155 & 13350 | Summer 2023
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Office Hours online: Monday thru Thursday 5:00 – 6:00 pm

Phone/Text: 408.836.4442

Office hour method: Zoom or phone call

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.

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

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

- a. Read this course syllabus
- b. Purchase your course textbook
- c. Complete Role Play activity with classmates
- d. Complete course assignments, lessons/exams in Canvas

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 July 9, 2023. If you are running late, email me.

Dropping the Class: Once you have purchased your textbook and completed the week 1 quizzes, your enrollment will be confirmed in the class. **If you intend to drop the course, you must drop yourself.**

Office Hours: Online office hours available through Zoom. Either call, text or email me your intent to meet with me on Zoom or phone call and I will make the necessary arrangements during office hours. You can email me at anytime with questions and my goal is to reply back within 24 hours.

Credit vs Non-Credit 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 non-credit (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:

1. Non-credit courses cannot be used towards any De Anza Associate Degree or Certificates of Achievements.
2. Non-credit 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.

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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
13. 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 transaction.
14. Demonstrate how state and federal fair housing laws apply to the practice of real estate.
 - a. Utilize interactive participation, roleplay as both consumer and real estate professionals.

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

SB 1495 Course Assignments

Complete 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.

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.

Course Materials: CA Real Estate Practices, Rockwell 9th edition

Canvas Instructions: You will be using 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.

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

Group Discussions: The Q & A Discussions in Canvas provides you a way to communicate with others in the class. Using this form, 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. When finished typing your response, you will click the “post reply” button 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 can email me your questions and I’ll get back to you with the explanation.

Midterm and Final Exam

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)	100 mins	2.5 hours
Feedback provided on questions missed	Yes	No
Number of questions on each exam (Approximately)	75	100
Chapters covered in each exam	1-6	1-12
Number of times exam can be taken	ONCE!	ONCE!
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
You may NOT print or record any midterm or final exam questions during or after the exam.	Correct	Correct

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>

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.

Note to students with disabilities: If you have a disability-related need for reasonable academic accommodations or services in this course, provide Mia Park 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 session. To succeed in this course, please keep a close eye on the close calendar in Canvas!