Saddleback College  
Business Science Division  
Course Syllabus  
RE 195 – Property Management

Instructor: Joel Carlson    Semester: Spring 2004  
Phone: (949) 582-4900 x3142 (messages)    Ticket No.: 18395  
Dates: 1/14/2003 through 5/20/2003    Time & Day: 6:00 – 9pm Tuesday  
E-mail: joel@joelcarlson.com    Room: Orange County AOR

Course Description:  
Covers the fundamentals of professional property management of investment properties: residential, commercial and industrial. Focuses on organization, staffing, marketing, accounting maintenance, landlord/tenant law and management procedures. Designed for the real estate practitioner who wishes to specialize in property management. Applies toward the State’s elective educational requirements for the 18-month completion of the real estate salesperson’s license. Applies toward the State’s elective requirements for the broker’s examination. Applies toward Department of Real Estate (DRE) basic education. Course may be offered by mediated mode of instruction.

Course Objectives:  
1. Apply the principles of real property management.  
2. Evaluate the goals, objectives and marketing skills needed to manage multi-residential, commercial and industrial properties.  
3. Analyze and evaluate the specialized training and experience necessary for today’s professional property manager.  
4. Describe and illustrate current marketing, accounting and maintenance procedures used by professional management firms.  
5. Define and explain landlord/tenant and discrimination laws relating to the practice of property management.

Student Resources:  

Optional: 
“Real Estate Law” - California Dept. of Real Estate; “Reference Book: A Real Estate Guide” – California Dept. of Real Estate; “Prenticehall – Dictionary of Real Estate” – Cox, Cox, Silver-Westrick, Bell Vista Publishing Company

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Assignments and Tests:
4 tests: 2 fifty question quizzes, one 100 question mid-term and one 100 question Final. Total possible points = 300. Students to test on a Scan-Tron Form # 100AS with a #2 pencil.

EXTRA CREDIT:
Students may earn 5 points per class, up to 25 points total for the attire class, by bringing in Newspaper or Magazine articles, copies for each student and present a summary of the article. The student may also do a paper on one of the following topics: Property Management Agreements; Property Managers Insurance requirements; Apartment vs. Commercial Management; Condo Management Techniques; Tenant/Landlord Law regarding evictions; Office vs. Shopping Center agreements; Real Estate Economics for Single Family Dwellings. The paper must be between 500 to 900 words, submitted on a 3 ½ inch disk in MicroSoft Word – maximum credit 25 points.

GRADING:
Tests will be graded on a modified curve. Extra Credit and class participation will be considered in the final grade.

- 300 - 270 points = A
- 269 - 240 points = B
- 239 - 210 points = C
- 209 - 180 points = D
- Below 179 points = F

MAKE-UP TEST POLICY:
No make-up tests are allowed except in extreme circumstances and with approval of the instructor.

COURSE ASSIGNMENTS:
The student is to read the Chapter before each class and do the questions at the end of each Chapter. Review questions, class participation, attendance and extra credit will also be considered in grading.

January 13 Chapter 1 - Property Management as a Profession
January 20 NO CLASS
January 27 Chapter 2 – Real Estate Economics
February 3 Chapter 3 & 4 – Leases & The Management Client

February 10 Quiz - 50 questions
February 17  Chapter 5 – Performance Objectives
February 24  Chapter 6 & 7 – The Management Plan & Residential Management
March 2     Chapter 8 – Shopping Center Management
March 9     Mid-term Exam – 100 questions
March 16    No Class – Spring Break
March 23    Chapter 9 – The Office Buildings
March 30    Chapter 10 – Condominium Management
April 6     Chapter 11 – Other Types of Management
April 13    Chapter 12 – Maintenance
April 20    2nd Quiz (covers Chapters 9 to 12)
April 27    Chapter 13 – Admin and Management Office
May 4       Chapter 14 – Landlord/Tenant Law
May 11      Chapter 15 – Human Relations in Property Management
May 18      Final Exam - 100 question, (Covers all Chapters) 7:30pm to 9:30pm

ATTENDANCE AND ABSENCES:

Students are expected to attend all classes. Class is every Tuesday from 7pm to 10pm, with 10 minutes an hour for breaks, from January 14th to May 20th (17 meetings). A student may be dropped for excessive absences. There is no mechanism in place to make-up absences.

WITHDRAWAL FROM CLASS:

It is the student’s responsibility to Officially Withdraw from a course if he or she wishes to avoid an “F” grade on their transcript. Contact the Admissions Office for proper form. If the student does not officially withdraw prior to the date printed in the procedure, they may be given a letter grade rather than withdrawal.