

Business Science Division
RE 195 – Property Management - Course Syllabus
Internet testing & Classroom learning

Instructor: Joel Carlson

Phone: (714) 271-7322

Dates: 8/25/2009 through 12/15/2009

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Semester: Fall 2009

Ticket No.: 12095

Time & Day: 6 to 7:30pm Tuesdays

Room: OC Assoc of Realtors
25552 La Paz Rd
Laguna Hills

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:

TEXT BOOK: **Property Management in California - 11th Edition 2008** –
Joseph W. DeCarlo; J. D. Seminars & Publications – (714) 751-2787
ISBN 0-9-37841-27-7

ADDITIONAL READING:

“Real Estate Law” - California Dept. of Real Estate; “Reference Book: A Real Estate Guide” – California Dept. of Real Estate ISBN#0-916478-02-5;

Assignments (Tests):

4 tests: 2 fifty question tests, one 100 question mid-term and one 100 question Final. Total possible points = 300. 2 Tests, a Midterm & a Final to be taken online through **Blackboard**.

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. 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 by E-mail 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

TEST POLICY:

Students are expected to complete the tests as they appear on this syllabus. Problems with Blackboard need to be handled early, not in the **last** weeks of the course.

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.

Aug. 25 Pre-Test, Blackboard, Syllabus, & Chapter 1 - Property Management as a Profession

Sept. 1 Chapter 2 – Real Estate Economics

Sept. 8 Chapter 3 – Leases

Sept. 15 Chapter 4 – The Management Client – First Test Online

Sept. 22 Chapter 5 – Performance Objectives

Sept. 29 Chapter 6 – The Management Plan

Oct. 6 NO Class – Interview a Property Manager – no meeting

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- Oct. 13 Chapter 7 – Residential Management
- Oct. 20 Chapter 8 – Shopping Center Management –Midterm Chapters 1-8
Online
- Oct. 27 Chapter 9 – The Office Buildings
- Nov. 3 No class - Association using room
- Nov. 10 Chapter 10 – Condominium Management
- Nov. 17 No Class - 2nd Test covers Chapters 9-12 Online
- Nov. 24 Chapter 11 & 12 – Other Types of Management & Maintenance
- Dec. 1 Chapter 13 – Admin and Management Office
- Dec. 8 Chapter 14 – Landlord/Tenant Law
- Dec. 15 Chapter 15 - Human Relations in Property Management - Final–
Chapters 1- 15 Online

ATTENDANCE AND ABSENCES:

Students are expected to attend all classes. Class is every Tuesday from 6pm to 7:30pm, with 10 minutes an hour for breaks, from August 25th to Dec. 15th. **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.