

RE C160: REAL PROPERTY MANAGEMENT

Item	Value
Top Code	051100 - Real Estate
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

Principles and practices of managing income properties, including types of property management, collections, leases, tenants, purchasing. Elective for Real Estate Broker license requirements. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Perform all duties required as a property manager from residence to commercial properties, for both investors and tenants.

Course Objectives

- 1. Given various phases of real property management, examine and analyze each phase and apply real property management principles and maintenance of adequate records for investors and the Department of Real Estate.
- 2. Given a property management situation, demonstrate the ability to organize and analyze information and arrive at a conclusion by formulating and preparing a management plan and then writing a report.
- 3. Given a variety of property management scenarios, demonstrate an understanding of California Landlord/Tenant laws and how they apply to various situations.

Lecture Content

Introduction to property management Properties Types Single Family Two - Four Unit Residences Larger Apartment Buildings Commercial Properties Vacation Rentals Market conditions Landlord legal issues Tenant legal issues Forms and Procedures

Method(s) of Instruction

- Lecture (02)
- DE Online Lecture (02X)

Instructional Techniques

A variety of instructional techniques will be employed to encompass different student learning styles. These may include, but are not limited to, lecture, discussion, projects and small group activities. Instruction will be supplemented, where appropriate, by digital media presentations resources, guest speakers and field trips.

Reading Assignments

Students will complete reading assignments assigned from the textbook, supplemental readings, handouts, Internet resources, and any assignments from Coastlines Library.

Writing Assignments

Weekly projects, discussions, management plans and peer review critique.

Out-of-class Assignments

Outside of the classroom students will read the required materials, study for quizzes and exams, and conduct research, where applicable, to prepare papers and essays.

Demonstration of Critical Thinking

Students will demonstrate critical thinking by applying skills learned to property management planning and operational projects, as well as active participation in class discussions.

Required Writing, Problem Solving, Skills Demonstration

Students will be required to complete a property management plan, DRE, midterm and/or final exams and at least one additional paper based upon current property management situations.

Eligible Disciplines

Business: Masters degree in business, business management, business administration, accountancy, finance, marketing, or business education OR bachelors degree in any of the above AND masters degree in economics, personnel management, public administration, or Juris Doctorate (J.D.) or Legum Baccalaureus (LL.B.) degree OR bachelors degree in economics with a business emphasis AND masters degree in personnel management, public administration, or J.D. or LL.B. degree OR the equivalent. Masters degree required. Real estate: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

Textbooks Resources

1. Required Griswold, R. Property Management for Dummies, 3rd ed. B005V6NHLN: John Wiley Sons, 2016 Rationale: - Legacy Textbook Transfer Data: Legacy text

Other Resources

1. Coastline Library 2. A Real Estate Guide, California Department of Real Estate