Textbook:

Course Description:
Building on Real Estate Principles (RLEST90), this course provides an introduction to real estate property management concepts. With information useful to real estate investors managing their own properties, this course focuses on property management career oriented real estate professionals. Starting with an overview of responsibilities and property management opportunities in California, this course covers topics including residential and commercial leases, liability, security, maintenance, records, liability, marketing, tenant and owner relations, operations, and Fair Housing and Ethics. This course applies toward the educational requirements for the California Real Estate Salesperson license and is an elective for the California Real Estate Broker license and the California Real Estate Appraiser education requirements.

While the course will summarize information needed for the State of California real estate license examinations, considerable outside study is advised for state exams.

Course Objectives:
- To understand income property management concepts, operations and responsibilities.
- To understand legal considerations, liability, fiduciary duties.
- To understand real property differences and considerations in the market place.
- To assist students in preparing for a California real estate career.
Course Student Learning Outcomes:

**Outcome:** Explain the rights and obligations of a property manager to property owners and tenants.
**Assessment:** Homework assignments & Examination.

**Outcome:** Demonstrate the ability to analyze different types of property in order to make informed judgments for their own or client accounts.
**Assessment:** Homework assignments & Examination.

Reading and Study Contents:
The Canvas Module View shows our study plan. Our course covers all chapters in Huber’s Property Management textbook at a pace of one chapter per week or module. Students seeking a real estate vocation are expected to study the end of chapter questions and reviews on their own. I supplement course materials with news articles, case studies, chapter quizzes and YouTube videos that further clarify/reinforce content.

Assignment Due Dates:
The Canvas Module and Syllabus views show assignment due dates. Homework assignments are explained in each Canvas online lesson module that is released as the course unfolds.

Grading:
Typical 600 grade point example:
1) Discussion forum assignments & Quizzes 300 points
2) 1 midterm exam worth a total of 150 points
3) 1 final exam 150 points
Total: 600 points

Grade Assignments:
Normally I do not grade on a curve. I use variable grade segments, where 100 to 90% is an A, 80 to 89% is a B, 70 to 79% is a C, 65 to 69% is a D. Since I expect our class will afford opportunity to earn 600 to 700 grade points, the distribution for 600 points would be: A = 540 to 600 points. B= 480 to 539. C= 420 to 479. D= 390 to 419. F= Less than 389.

Mid-term and Final Exams:
Our exams will consist of multiple choice questions. The questions will focus on fundamental property management concepts and terminology. Since our class is a distant learning one, the exams are timed open book assessments.

A closed book final exam, if needed, may be made by arrangement with the instructor prior to the course midpoint. Any such closed book exam will be scheduled to occur at West Valley College during the final exams week.

The exams will cover lecture material, textbook readings, class discussions, and homework assignments. The tests include topics in the textbook that we did not discuss in class. The final exam will cover the entire class.
Student Participation:
An initial student roll (Census Roll) will be taken at the end of the Introduction module’s
learning period using the Canvas Learning Management System. **Students not completing the**
**first module's assignments by this census roll due date, or not advising the instructor they**
**wish to remain in the class, may be dropped.** After the first module, student submittals provide
the basis for attendance.

**After the initial census roll, it is the student’s responsibility to drop the class if they wish to**
**discontinue.**

Student Responsibility:
Each student is responsible for completing all assignments per the class schedule. I may make
changes to this syllabus or the reading list during the semester. When I do so, I will advise via
the Canvas Learning Management system. It is the student's responsibility to stay informed of
these changes by ensuring the Canvas system contains their contact information. Students may
contact me via Canvas email or directly with my personal email. **I do not accept text messages.**

Information Technology:
You need good computer skills and internet access to successfully complete this course. Most
students have found a PC with a full size keyboard and high speed internet access is a must. Do
not expect to be successful in our class or within the real estate vocation using just a smartphone.
Do not send scans of handwritten notes. Prior instructor approval required for video
presentations. Voice mail and text message submittals will not be accepted in lieu of forum
postings. A real estate financial calculator is not required, but is helpful.

Academic Dishonesty:
Plagiarism in any form will not be tolerated. Plagiarism is the uncredited use (both intentional
and unintentional) of somebody else's words or ideas. If I discover that any student has engaged
in plagiarism on an assignment then I reserve the right to issue that student a failing grade on that
assignment. Please refer to the College's policy on academic dishonesty in the College Catalog.

Cite your sources:
Always document your sources such as the textbook, an internet source or other creditable
source. Wikipedia is NOT considered an academic source and it should only be utilized as a
point of departure for your information search.

For this course, any citation style is fine, for referencing the information that you gathered or
quote. Be sure to include in “quotation marks” any information that you copy. Dead web links
are not acceptable. All discussion question postings shall be as narrative in the forum. File
postings in lieu of written narrative postings are NOT acceptable.

Unlawful Discrimination/Sexual Harassment:
If you have a complaint or someone shared information with you as a student or employee that is
unlawful discrimination or sexual harassment, contact the Associate Vice Chancellor of Human
Resources at West Valley-Mission Community College District, in the Human Resources
Department at 408-741-2060. If the Associate Vice Chancellor of Human Resources is not available, contact the Office of the President of West Valley College.

Disability:
The college makes reasonable accommodations for persons with documented disabilities. Contact the Disability and Educational Support Program at 741-2010 for more information.

My Learning Process:
The distance learning approach generally comes out of a belief that learners actively construct their own understanding and knowledge of the world through personal experience and reflecting on those experiences. As learners encounter new information and experiences, they must reconcile them with past understandings. Sometimes that reconciliation involves changing what was believed or even discarding the new information as irrelevant or out of sync.

All of us as learners must ask questions, explore, assess what we know, and actively reflect on our learnings. In this view, learners are not “empty containers” to be filled with new knowledge, but rather participants who must be actively engaged in the process to maximize learning.

This course is planned to provide access to new knowledge and experience, and a safe environment in which to think, share, change, and reassess current knowledge. Critical thinking skills and the ability to express thoughts and questions are central, as are respectful listening and sharing to all involved in the course discussions.

Our discussion board is a no-flame zone. Respectful disagreements and supportive discussions that lead to deeper understanding are required for successful class participation. Always provide a basis for your position even if it is just a gut feeling.

**COURSE ROUTINE**

*The rhythm of an online course is different from on-campus courses.* Rather than one class meeting per week, the course activities are distributed over each week to allow for flexibility in participation. Students and instructors may make postings to the course around the clock. Regular participation in discussion board assignments is mandatory. Though work may be posted at any time of day or night, students are accountable for assignment deadlines.

Some initial online lesson modules may be available prior to the first class session, followed by lesson/module releases over the school term. The final exam will be available at least four business days prior to our ending class date. This exam must be submitted on our last class day to receive credit. The final exam Canvas module contains complete details.

**Assignments:**
Active participation in discussion board assignments is mandatory. Lesson modules will include assignments that may be discussion questions, quizzes and/or case studies. Discussion questions require you to answer RE concept questions or address case studies. In many of the assignments you will be asked and graded on comments to fellow student postings.
Typically, I will answer your questions and ask follow-up questions. While I read everything, I reply to select postings - Thought provoking, meaningful posts are the most likely to gain attention.

**Discussion Board Expectations and Assessment:**
The discussion forums are our virtual classroom. *They also serve as evidence of your attendance and participation.* Throughout this class, you are expected to treat each other (and your instructor) with respect. Everyone has opportunity to take compelling positions on issues and topics, persuade others with appropriate rationale, and identify alternative perspectives while maintaining a positive, productive, and professional discussion environment.

Your discussion board postings will be evaluated in the areas of timeliness, quantity, quality and visibility as detailed in this document. These criteria show the minimum standards for receiving a passing grade.

<table>
<thead>
<tr>
<th>Evaluation Criteria for Discussion Board Participation &amp; Assignments:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quality:</strong> Postings should be substantial (more than a brief one or two line comment) and should reflect a strong understanding of the topic and should include substantive ideas supported by course readings, personal experience, and additional research. Posts should extend or deepen the discussion in a relevant way.</td>
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<tr>
<td><strong>Timeliness:</strong> Initial responses to the discussion question are made early in the discussion period. Replies to fellow students are presented in a timely manner to allow for robust discussion and reflection. You must meet deadlines to receive full credit.</td>
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<td><strong>Visibility:</strong> Actively involved no less than twice a week.</td>
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<td><strong>Readability:</strong> Posts are visually attractive and understandable to your readers, e.g. break text into paragraphs, space between paragraphs.</td>
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<td><strong>Clarity:</strong> Ideas are communicated in clear, grammatical English. The goal is post writing that is clear, concise, direct, and professional.</td>
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**Due Dates and Deadlines:**
When emergencies arise, contact me as soon as possible to discuss options. Extensions and alternatives are given at the instructor’s discretion. However, there is no exception for the final exam. It must be completed per schedule as course grades are submitted promptly at the end of the school term.

**Late Policy:**
Refer to specific assignment directions for due date information. I reserve the right to mark down late assignments by 10% for each module in arrears. For example, if you turn in your module 3 assignment(s) during our Module 5 week, the two module difference will earn you a 20% grade point deduction. The late point adjustment is also applicable to weekly quizzes.
Additionally, you will **NOT** earn the additional grade points for your late comments on fellow student posts, as the time has passed where they may add value or generate additional discussion.

I also reserve the right to adjust the schedule as I see fit to maximize our learning opportunity.

**Pass/No Pass Grading Option:**
You may take this course on a pass/no pass grading option basis rather than a letter grade. To do so, you must submit the school application for pass/no pass and advise me of your submittal by the end of our second day of instruction for accelerated semesters. Forms are available on the schools’ portal web site and within the Mike’s Supplements folders.

**Class Schedule:**

<table>
<thead>
<tr>
<th>Assignment Date</th>
<th>Assignment Module</th>
<th>Study Focus</th>
<th>Module Release Date</th>
<th>Assignment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-Aug</td>
<td>Canvas/Intro Module 1</td>
<td>Canvas/Intro Chapter 1</td>
<td>PreClass</td>
<td>31-Aug</td>
</tr>
<tr>
<td>27-Aug</td>
<td>Module 2</td>
<td>Chapter 2</td>
<td>PreClass</td>
<td>2-Sep</td>
</tr>
<tr>
<td>3-Sep</td>
<td>Module 3</td>
<td>Chapter 3</td>
<td>PreClass</td>
<td>10-Sep</td>
</tr>
<tr>
<td>10-Sep</td>
<td>Module 4</td>
<td>Chapter 4</td>
<td>13-Sep</td>
<td>23-Sep</td>
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<tr>
<td>17-Sep</td>
<td>Module 5</td>
<td>Chapter 5</td>
<td>20-Sep</td>
<td>30-Sep</td>
</tr>
<tr>
<td>24-Sep</td>
<td>Module 6</td>
<td>Chapter 6</td>
<td>27-Sep</td>
<td>7-Oct</td>
</tr>
<tr>
<td>1-Oct</td>
<td>Module 7</td>
<td>Chapter 7</td>
<td>4-Oct</td>
<td>14-Oct</td>
</tr>
<tr>
<td>8-Oct</td>
<td>Module 8</td>
<td>Chapter 8</td>
<td>11-Oct</td>
<td>21-Oct</td>
</tr>
<tr>
<td>15-Oct</td>
<td>Mid-Term</td>
<td>Exam</td>
<td>19-Oct</td>
<td>28-Oct</td>
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<tr>
<td>22-Oct</td>
<td>Module 9</td>
<td>Chapter 9</td>
<td>18-Oct</td>
<td>28-Oct</td>
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<tr>
<td>29-Oct</td>
<td>Module 10</td>
<td>Chapter 10</td>
<td>25-Oct</td>
<td>4-Nov</td>
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<tr>
<td>5-Nov</td>
<td>Module 11</td>
<td>Chapter 11</td>
<td>1-Nov</td>
<td>11-Nov</td>
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<tr>
<td>12-Nov</td>
<td>Module 12</td>
<td>Chapter 12</td>
<td>8-Nov</td>
<td>18-Nov</td>
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<td><strong>Nov 18 - Last day to drop with a “W”</strong></td>
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<tr>
<td>19-Nov</td>
<td>Module 13</td>
<td>Chapter 13</td>
<td>15-Nov</td>
<td>25-Nov</td>
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<tr>
<td>26-Nov</td>
<td>Module 14</td>
<td>Chapter 14</td>
<td>22-Nov</td>
<td>2-Dec</td>
</tr>
<tr>
<td>3-Dec</td>
<td>Module 15</td>
<td>Chapter 15</td>
<td>29-Nov</td>
<td>9-Dec</td>
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<tr>
<td>10-Dec</td>
<td>Final Exam</td>
<td>Exam</td>
<td>7 Dec</td>
<td>14-Dec</td>
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</tbody>
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* Students should confirm dates with admissions / posted school schedule.