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Course Description

Building on Real Estate Principles (RLST90), 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 state Real Estate Broker license and the 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 Overview

Course content is presented in 15 study modules exploring the author’s textbook. Module studies include textbook reading assignments, instructor supplements including content related articles and YouTube videos. Most study modules contain concepts reinforcing discussion questions such as a simple narrative questions or case studies. Additionally, discussion questions afford student opportunity for supplemental grade points for constructive comments to classmates’ postings. Study modules include the author’s chapter quizzes.

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.

**Grading**

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 should be:

A = 540 to 600 points. B= 480 to 539. C= 420 to 479. D= 390 to 419. F= Less than 389

**Assignment Points**

<table>
<thead>
<tr>
<th>Typical 600 grade point example:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion forum assignments &amp; Quizzes</td>
<td>300 points</td>
</tr>
<tr>
<td>Midterm exam worth a total of</td>
<td>150 points</td>
</tr>
<tr>
<td>Final exam</td>
<td>150 points</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>600 points</strong></td>
</tr>
</tbody>
</table>

**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 exam’s week.

The exams will cover lecture material, textbook readings, class discussions, and homework assignments. The exams include textbook topics not discussed in class. The final exam will cover the entire class.

**Assignment Due Dates and Late Grading Policy**

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

**Late Grading Policy**

When emergencies arise, contact the instructor as soon as possible to discuss options. Extensions are given at the instructor’s discretion. 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. My distant learning courses do NOT afford an “incomplete option”.

I typically mark down late assignment postings 10% for each module in arrears. For example, if you turn in your module 3 assignment(s) during the Module 5 week, the two-module difference will earn you a 20% grade point deduction.
Additionally, you will NOT be eligible for the supplemental grade points for your late comments to a fellow student’s post, as the time has passed where they may add value or create additional discussion.

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.

Textbook

Student Participation & Responsibilities
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 the census roll due date, or not advising the instructor they wish to remain in the class, may be dropped. After the first module, student homework submissions provide the basis for attendance.

It is the student’s responsibility to drop the class if they wish to discontinue.

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 for class notifications.

Course Routine
The rhythm of an online course is different from on-campus courses. Rather than one class meeting per week, our course activities are distributed over each week to allow for flexibility in participation and independent assignment completion. 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 our initial class session, followed by lesson/module releases over the school term. There is a midterm partway into the course covering our initial chapters, typically chapters 1-8 or 1-9. A final exam covering all chapters will be available about four business days prior to our ending class date in the accelerated classes, and at the start of finals weeks in the typical full-length term. The final exam must be submitted by the due date and time on our last class day to receive credit. Each Canvas exam module contains complete details that are accessible for review prior to the exam window.

Assignments
Active participation in discussion board assignments is mandatory. Lesson modules include assignments such as discussion questions (RE concepts and case studies) and quizzes. Discussion
questions require you to answer questions or address case studies in the narrative. You will write your postings to a discussion forum. In addition to your initial posting, most discussion question assignments afford you opportunity to earn additional assignment points with constructive comments to fellow student postings.

**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.

I will answer your questions and ask follow-up questions promptly. While I read everything, I reply to select postings in our discussion forum - Thought provoking, meaningful posts are the most likely to gain attention. And I provide private feedback while posting the grades.

**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 below. 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), 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>
</tr>
<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>
</tr>
<tr>
<td><strong>Visibility:</strong> Actively involved no less than 3-4 days a week (15-week term).</td>
</tr>
<tr>
<td><strong>Readability:</strong> Posts are visually attractive and understandable to your readers, e.g. break text into paragraphs, space between paragraphs.</td>
</tr>
<tr>
<td><strong>Clarity:</strong> Ideas are communicated in clear, grammatical English. The goal is post writing that is clear, concise, direct, and professional.</td>
</tr>
</tbody>
</table>

**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 as they do not promote discussion.

General Information

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.

Canvas Learning Management System
Canvas is our virtual classroom on the internet containing all class content such as discussion forums, exams, supplements, videos and quizzes. Here you will interact with your fellow students and me. You may log into Canvas via My Portal. When you log into the system, you will see a listing of your courses. If you are having trouble accessing the portal, please watch the video, How To Sign In to My Portal. Additionally, you may need to link your account to OpenCCC the first time using the Canvas link. Here are instructions on How to link your Canvas account to OpenCCC.

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.

Unlawful Discrimination/Sexual Harassment
West Valley College is highly committed to fostering a safe and healthy learning environment. Title IX and District policy prohibit discrimination on the basis of sex, which includes sexual misconduct, harassment, domestic, and dating violence, sexual assault, and stalking. Sexual assault and harassment can undermine student learning and success. Students can help create a safer and better community both inside and outside the classroom. Please see Title IX, Violence Against Women (VAWA) and the Campus SaVE Act, for more information including filing a report.

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 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.

Accommodations for a Disability
West Valley College strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including permanent disabilities or chronic or temporary medical conditions), please let me know immediately so that we can privately discuss
options. You are also welcome to register with the Disability and Educational Support Program to establish reasonable accommodations. After registration, DESP will notify of your approved accommodations.

Disability and Educational Support (DESP) Contact Information
The DESP office is located in the LS building. Their phone number is (408) 741-2010 (voice) or (408) 741-2658 (TTY). Information about their services can be found at westvalley.edu/desp.

West Valley College Accessibility Statement
Students are directed to the West Valley College Accessibility Statement for accessibility policy, objectives, resources, issue reporting, questions and accommodation testing.

Student Help and Support
West Valley College has many Student Services that are here to support your success and help you achieve your goals. Check them out at westvalley.edu/services.

Emergency Information
Be prepared! Review the college’s Emergency Preparedness information at westvalley.edu/emergency. If you attend classes on campus, we recommend putting WVC emergency numbers into your phone.

Class Schedule
The next page reflects my class schedule plan, whereas Canvas shows our ongoing active schedule. Canvas also delivers schedule change announcements if the student enables this notification feature.

The “PreClass” Modules are available prior to the official class start date in my accelerated Winter and Summer term classes. In my non-accelerated Spring and Fall semesters, the “PreClass” modules are available on the first day of the term.

Canvas provides active class schedule information in a narrative format in the Modules and the Syllabus Views, plus homepage reminders. For an understanding of the content and assignments related dates, please see the Canvas “Class Schedule Information” page within the Welcome to our Real Estate Property Management class module.

The Property Management Class schedule includes a cross reference for students using the older Sixth Edition textbook. While I use the current 7th Edition. I acknowledge some students may not, hence the cross-reference table as the author made some chapter reassignments.
<table>
<thead>
<tr>
<th>Assignment Week</th>
<th>Assignment Module</th>
<th>Chapter Topic</th>
<th>Study Focus - 6th Edition textbook</th>
<th>Study Focus - 7th Edition textbook</th>
<th>Module Release Date</th>
<th>Assignment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-Jan</td>
<td>CanvasIntro</td>
<td>CanvasIntro</td>
<td>CanvasIntro</td>
<td>CanvasIntro</td>
<td>PreClass</td>
<td>30-Jan</td>
</tr>
<tr>
<td>27-Jan</td>
<td>Module 1</td>
<td>Property Mgt Profession</td>
<td>Chapter 1</td>
<td>Chapter 1</td>
<td>PreClass</td>
<td>2-Feb</td>
</tr>
<tr>
<td>2-Feb</td>
<td>Module 2</td>
<td>Preparing For PMgt Your Plan</td>
<td>Chapter 2</td>
<td>Chapter 2</td>
<td>PreClass</td>
<td>5-Feb</td>
</tr>
</tbody>
</table>

**Feb 9 - Attendance roll date & Last Day to DROPOUT with a refund & without a W.**

<table>
<thead>
<tr>
<th>Assignment Week</th>
<th>Assignment Module</th>
<th>Chapter Topic</th>
<th>Study Focus - 6th Edition textbook</th>
<th>Study Focus - 7th Edition textbook</th>
<th>Module Release Date</th>
<th>Assignment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-Feb</td>
<td>Module 3</td>
<td>Lease &amp; Leasing Types &amp; Leases</td>
<td>Chapter 3</td>
<td>Chapter 3</td>
<td>6-Feb</td>
<td>16-Feb</td>
</tr>
<tr>
<td>17-Feb</td>
<td>Module 4</td>
<td>Lease Clauses Important Lease Clauses</td>
<td>Chapter 4</td>
<td>Chapter 4</td>
<td>13-Feb</td>
<td>23-Feb</td>
</tr>
<tr>
<td>24-Feb</td>
<td>Module 5</td>
<td>Residential PMgt</td>
<td>Chapter 5</td>
<td>Chapter 5</td>
<td>20-Feb</td>
<td>1-Mar</td>
</tr>
</tbody>
</table>

**Mar 2, 2020 - Last day to submit Pass/NoPass option form.**

<table>
<thead>
<tr>
<th>Assignment Week</th>
<th>Assignment Module</th>
<th>Chapter Topic</th>
<th>Study Focus - 6th Edition textbook</th>
<th>Study Focus - 7th Edition textbook</th>
<th>Module Release Date</th>
<th>Assignment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Mar</td>
<td>Module 6</td>
<td><strong>RetailOffice PMgt RetailOffice PMgt</strong></td>
<td><strong>pg103-155 Canvas supplement</strong></td>
<td>Chapter 5</td>
<td>27-Feb</td>
<td>6-Mar</td>
</tr>
<tr>
<td>5-Mar</td>
<td>Module 7</td>
<td>Commercial Office, Industrial Office &amp; Industrial PMgt</td>
<td>Chap 6 pg195-223</td>
<td>Chapter 7</td>
<td>5-Mar</td>
<td>15-Mar</td>
</tr>
<tr>
<td>16-Mar</td>
<td>Module 8</td>
<td>Special Mgt Situations Special Mgt Situations</td>
<td>Chapter 7</td>
<td>Chapter 8</td>
<td>12-Mar</td>
<td>22-Mar</td>
</tr>
<tr>
<td>23-Mar</td>
<td>Module 9</td>
<td>Liability &amp; Risk Mgt Liability &amp; Risk Mgt</td>
<td>Chapter 8</td>
<td>Chapter 3</td>
<td>13-Mar</td>
<td>23-Mar</td>
</tr>
<tr>
<td>30-Mar</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Spring Break**

<table>
<thead>
<tr>
<th>Assignment Week</th>
<th>Assignment Module</th>
<th>Chapter Topic</th>
<th>Study Focus - 6th Edition textbook</th>
<th>Study Focus - 7th Edition textbook</th>
<th>Module Release Date</th>
<th>Assignment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-Apr</td>
<td>Mid-Term</td>
<td>Chapters 1-8</td>
<td>Chapters 1-9</td>
<td></td>
<td>30-Mar</td>
<td>12-Apr</td>
</tr>
<tr>
<td>6-Apr</td>
<td>Module 10</td>
<td>Security &amp; Safety Security &amp; Digital Safety</td>
<td>Chapter 3</td>
<td>Chapter 10</td>
<td>2-Apr</td>
<td>12-Apr</td>
</tr>
<tr>
<td>13-Apr</td>
<td>Module 11</td>
<td>Maintenance &amp; Energy Maintenance &amp; Energy</td>
<td>Chapter 10</td>
<td>Chapter 11</td>
<td>3-Apr</td>
<td>13-Apr</td>
</tr>
<tr>
<td>20-Apr</td>
<td>Module 12</td>
<td>Records &amp; Convolves Accounting, Records &amp; Controls</td>
<td>Chapter 11</td>
<td>Chapter 12</td>
<td>16-Apr</td>
<td>26-Apr</td>
</tr>
</tbody>
</table>

**April 29, 2020 - Last Day to DROPOUT with a W.**

<table>
<thead>
<tr>
<th>Assignment Week</th>
<th>Assignment Module</th>
<th>Chapter Topic</th>
<th>Study Focus - 6th Edition textbook</th>
<th>Study Focus - 7th Edition textbook</th>
<th>Module Release Date</th>
<th>Assignment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-Apr</td>
<td>Module 13</td>
<td>Promotions &amp; Advertising Promotions &amp; Advertising</td>
<td>Chapter 12</td>
<td>Chapter 13</td>
<td>23-Apr</td>
<td>3-May</td>
</tr>
<tr>
<td>4-May</td>
<td>Module 14</td>
<td>Fair Housing &amp; Ethics Fair Housing &amp; Ethics</td>
<td>Chapter 13</td>
<td>Chapter 14</td>
<td>30-Apr</td>
<td>16-May</td>
</tr>
<tr>
<td>11-May</td>
<td>Module 15</td>
<td>Tenant, Owner &amp; Operations Mgt Tenant &amp; Operations Mgt</td>
<td>Chapters 14 &amp; 15</td>
<td>Chapter 15</td>
<td>7-May</td>
<td>17-May</td>
</tr>
<tr>
<td>18-May</td>
<td></td>
<td>Final Exam</td>
<td>All Chapters All Chapters</td>
<td></td>
<td>14-May</td>
<td>22-May</td>
</tr>
</tbody>
</table>

Final exam cutoff is 11:00 PM on Friday, May 22, 2020.

* - Students should confirm dates with admissions posted school schedule.