Mt. San Jacinto College
Integrated Course Outline of Record

Form B

Submitted by: David Lynch **Date:** 06/25/2020

Department	Subject	Course Number	Title
Real Estate	Real Estate RE	505	Real Estate Property Management (formerly RE-154 Property Management)

Units/Hours

Each lecture unit requires 1 hour per week of class time, and 2 hours per week of study outside of class.

Each laboratory unit requires 3 hours per week of class time.

Each activity unit requires 2 hours per week of class time and 1 hour per week of study outside of class.

Lecture Units	Total Units
3.00	3.00
Lecture Contact Hours	**Total Contact Hours**
48.00 - 54.00	48.00 - 54.00
Lecture Homework Hours	
96.00 - 108.00	

Stand Alone:

Program Applicable

AA/AS Degree General Ed Breadth Area(s):

-none-

General Education Justification:

Maximum Enrollment: 40

Maximum Enrollment Justification: Justification:

Grading Method: Letter Grade or P/NP

TOP code: 0511.00*

Can be Taken 1 **time(s) for credit** (max 4)

- Visual or Performing Arts course that is required to meet major requirements for UC/CSU
- Intercollegiate athletics course
- Academic/vocational competition course

Catalog Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course).

(**75 words** or less in gray box below).

This course emphasizes best practices in property management for residential, commercial, office, and industrial real estate. The principles of management, fair housing, ethics, and leasing are examined.

Schedule Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course).

(**25 words** or less in gray box below).

This course emphasizes best practices in management for residential, commercial,office, and industrial real estate. The principles of management, fair housing, ethics & leasing are examined.

Need for the course:

This course is designed to meet students need for licensing and professional advancement. This course is required to meet the pre-licensing requirements for California real estate salesperson and brokers exams. This course is one of the four required courses for the RE Certificate as well as the AS degree in Real Estate.

Prerequisite(s):

Prerequisites go through a separate approval process. See Forms E1-E6 for details.

(For further clarification, contact the Prerequisite Subcommittee)

- RE 101 with a Grade of C or better. and/or
- Real Estate license.

Corequisite(s):

Corequisites go through a separate approval process. See Forms E1-E6 for details.

-none-

Recommend Preparation:

Recommended Preparation goes through a separate approval process. See Forms E1-E6 for details.

-none-

Other Enrollment Criteria:

-none-

Learning Objectives:

(please number each objective and express in behavioral terms)

Upon the completion of the course the student will be able to do the following:

1. Generalize the roles of real property managers.
2. Discover the goals, objectives, and marketing skills needed to manage residential, commercial, office and industrial properties.
3. Illustrate examples of current fair housing laws to identify violations.
4. Relate the law of agency to property management.

5. Develop a list of the requirements for a valid lease and the meaning of lease clauses.
6. Compare the lease processes for residential, commercial, office and industrial applications.
7. Illustrate the requirements for trust fund handling.
8. Analyze the liability and risk associated with property ownership and management.
9. Demonstrate an understanding of establishing rents and the tenant selection process.

Course Content:

(please number the outline of main topics and subtopics)

1. *Property Management*
    1. *The history of property management*
    2. *Career opportunities in property management*
    3. *Why owners choose management*
    4. *Attributes of a successful manager*
    5. *Licensing requirements*
    6. *Professionalism in property management*
2. *Preparing for management*
    1. *Owner benefits*
    2. *The management plan*
    3. *Refusing management*
    4. *The property management contract*
    5. *Agency termination*
    6. *Takeout checklists*
3. *Leases and leasing*
    1. *Lease - Definition*
    2. *Statute of frauds*
    3. *Types of leases*
    4. *Assignment and subleasing*
    5. *Qualifying tenants*
    6. *Proposal to lease*
    7. *Drafting leases*
    8. *Lease negotiations*
4. *Lease Clauses*
    1. *Administration of lease clauses*
    2. *Lease clauses*
5. *Residential property management*
    1. *Residential defined*
    2. *Residential housing need*
    3. *Residential management contract*
    4. *Policies*
    5. *Setting rents*
    6. *The rental process*
    7. *Uniform residential landlord and tenant act*
    8. *After occupancy*
6. *Commercial, office & industrial property management*
    1. *Commercial property management*
    2. *Office property management*
    3. *Industrial property management*
    4. *Appraisal methods*
7. *Special management situations*
    1. *Single-room occupancy (SRO's)*
    2. *Common interest developments (CID's) management*
    3. *Resort area management*
    4. *Clothing optianal*

   5. *Single-family dwellings*
   6. *Short-term residentail properties*
   7. *Hotel/motel management*
   8. *Institutional management*
   9. *Subsidized housing*
   10. *Time shares*
   11. *Mobile home parks*
   12. *Recreational vehichle parks*
   13. *Farm/ranch management*
   14. *Docking facilities*
   15. *Medical offices (MD's)*
   16. *Mini-storage facilities*
   17. *Storage yards*
8. *Liability and risk management*
   1. *Liability*
   2. *Risk management*
9. *Security and safety*
   1. *Security: An overview*
   2. *Secuirty and safety*
10. *Maintenance and energy conservation 333*
    1. *Your maintenance programs*
    2. *Specific maintenance tasks*
    3. *Improvements*
    4. *Mechanic's lien*
    5. *Energy conservation*
11. *Records and controls*
    1. *Trust fund accounting*
    2. *Owner reports*
    3. *Management records and controls*
    4. *Your own records and controls*
    5. *Computer management software*
12. *Promotion and advertising*
    1. *Promoting your firm*
    2. *Sources for obtaining management*
    3. *Promoting space*
13. *Fair housing and ethics*
    1. *Fair housing (Federal)*
    2. *Fair housing (State)*
    3. *HUD/NAR® fair housing partnership*
    4. *Ethics*
14. *Tenant and owner relations*
    1. *Tenant relations*
    2. *Alternatives to litigation*
    3. *Owner relations*
15. *Management operations*
    1. *The management office*
    2. *Employees*
    3. *Employee hiring*
    4. *Working with employees*
    5. *Opening a management office*

Methods of Instruction:

Methods of instruction may include, but are not limited to the following:

- **Method:** Lecture
  Integration: Lecture, audio visual presentations, power point and use of the white board may be used to cover topics including: Fair housing laws; Trust fund handling; Types of leases; Ethics.
- **Method:** Online Activity/Discussion
  Integration: Class participation in class or online on components of real estate property management including: types of leases; the rental process; security and safety;fair housing; ethics.
- **Method:** Visiting Lecturers
  Integration: Guest speakers (apartment managers or property management agents) or electronic presentation of current procedures and market conditions.
- **Method:** Readings
  Integration: Students read the chapters at the prescribed pace of the class. Additionally class handouts giving examples that relate to topics covered in chapter.
- **Method:** Homework
  Integration: Demonstrate knowledge of chapter content by reviewing the end of chapter questions.

Methods of Evaluation:

A student's grade shall be determined by the instructor using multiple measures of performance related to the course objectives. Methods of evaluation may include but are not limited to the following:

- **Method:** Projects
  Integration: Projects and assignments designed to require student critical thinking related to topics of property management. The project will be evaluated on the quality of content and completion of required components.
- **Method:** Class Participation
  Integration: Evaluation of the discussion based on the student's participation and application of critical thinking on topics presented by the instructor including content and completion of required components.
- **Method:** Exams/Tests
  Integration: Exams and quizzes on reading and lecture materials to determine student understanding and retention of material.

Examples of Assignments:

Students will be expected to understand and critique college level texts or the equivalent. Reading and writing, as well as out of class assignments are required. These assignments may include but are not limited to the following:

1. Using case data, evaluate a leasing opportunity. Analyze income, debt, and credit information in the case study to determine the qualification of the applicant and make a recommendation regarding leasing to applicant.
2. Using case data, determine the areas of Risk and Liability in a lease. Based on the risk, make recommendation on what to include in lease to minimize risk to the landlord.

Textbooks:

- Huber, Walter (2014). *Property Management* Educational Textbook Company, Inc.-Sixth Edition. ISBN: 978-16-2684-067-6

Other Resources:

Minimum Qualification

- Real Estate