

CLASS SYLLABUS FOR

Real Estate Property Management

Course: Real Estate Property Management **Real253**
Section: **70305**
Dates: **08/19/2009 to 12/16/2009**
Units: **Three (54 hours)**
Time: **7:00 to 10:00 P.M. (Wednesday's)**
Location: **Long Beach City College**
Carson St. Campus
Room: **W131**
Instructor: **James Taylor**
Email: **LBCCRE253@A1Msg.com**

This course is designed in such a manner as to provide as much basic knowledge of the real estate property management as time will allow in a single semester. At the end of this course you should have an understanding of basic property management requirements. However the value of this course or any other course is dependent upon the amount of time and effort, you the student is willing to put forth in time and energy. The real estate property management field has provided many with interesting opportunities and rewarding careers.

Course Outline:

<u>Chapter</u>	<u>Date</u>	<u>Description</u>
1.	08/19	Introduction to Property Management as a profession.
2.	08/26	Real Estate Economics.
3.	09/02	Leases.
4.	09/09	The Management Client.
5.	09/16	Performance Objectives
6.	09/23	The Management Plan.
7.	09/30	Residential Management — group participation exercise.
8.	10/07	Shopping Center Management
	10/14	Mid-Term Exam Chapters 1-7 Bring a Scantron 882E & 2 #2 pencils!!!
9.	10/21	The Office Building.
	10/28	Flex Day No Class Meeting
10 / 11	11/04	Condominium Management./ Other Types of Management.
12.	11/11	Maintenance.
13.	11/18	Administration and Management Office.
14.	11/25	California Landlord/Tenant Law.
15.	12/02	Human Relations in Property Management.
15.	12/09	Review for Final Exam.
	12/16	Final Examination - 2 1hour Max. Time Exam. Bring a Scantron 882-E & 2 #2 pencils!!!

You Must Be Present and take the exam to pass the course!.

Exams: There are two exams planned during the semester.
Mid-term will be held in the 8th week. (20% of the grade.)
Final exam will be held on the **last day of the class.** (40% of the grade.)
Class Participation. (40% of the grade.)
Current Events analysis. (extra credit) (10% of the grade.)
Download information at www.JamesHTaylor.com then the **School Information** button, 6th, down on the left, followed by **Long Beach College Real Estate Pages Direct** then RE253 and Syllabus, **Current Events Worksheet, Property Manager Links of Interest etc.**

Grading:	1. Mid-Term	20%
	2. Final Exam	40%
	3. Participation	40%
	4. Current Events Analysis (extra credit)	10%

Property Management Course Objectives

The objectives of this course are to introduce the student to types and functions of real estate management and develop an awareness of the following:

- Principles of Property Management
- Property Management as a Profession
- Duties and Responsibilities to Clients and Tenants
- Impact of economics on Property Management
- Property Valuation and Property Management
- Landlord/Tenant laws
- Leases
- Property Manager and human relations

Current Event Assignments

Each student will be required to submit **four (4) articles** from current publications (**one due every 3rd week +/-**), plus one (**1**) with a verbal delivery (**five (5) total**), that bring to light new events in property management, landlord/tenant law or those affecting condominiums in California.

The information may be taken from articles appearing in current publications including newspapers, or from professional real estate publications including such magazines as “Fortune”, “Business Week” etc. Please use only scholarly publications. .txt, .doc & .odt copies of the Current Events form is available on the class website. Clarity, spelling & grammar is important in business. Read the form instructions.

Textbook

The textbook for the class will be “Property Management in California” by Joseph W. DeCarlo, CPM, 7th Edition, by J. D. Seminars & Publications. The text book is available from Long Beach City College at LAC bookstore.

Class Activity

Each classroom session will consist of a lecture session and student discussion of material that is relevant to real property management. Each class meeting’s lecture and discussion will be based on the text preparation assignments as shown on the Assignment Schedule on the following pages.

In addition to lectures and discussions, when applicable and available, guest speakers and other activities will be used.

Each class will begin with a discussion of current events that have an effect on the world of real estate and specifically the world of property management.

Attendance

Since the majority of our class is a lecture-discussion format, it is important that each student be in attendance for the class sessions. A student expecting a grade of B or higher should be in attendance no less than 75% of those hours.

Each student must be in attendance for the final exam.

NOTE: The Scantron form requires sharp No. 2 pencils.

Grading Policy

Each student’s grade will be comprised of the following factors and their assigned weights as a total percentage of their semester grade.

40% Participation in Class Discussion

Each student will be expected to participate in class discussion of Real Estate Property Management and current events. Students who wish to score the highest grades shall offer good independent thought and answers for discussion. Attendance will also be partly reflected in this section. **Your email address** is an important communication link for questions & class information that will be emailed to the class group through the semester.

During the term, students will be expected to read the “Real Estate” section of the Sunday’s “Los Angeles Times” newspaper. There will be short quizzes on the contents from time to time during the semester. These grades will also be reflected in the participation grade.

20% Mid-term Exam

The Mid-term exam will be objective and will consist of multiple choice, true-false, matching, etc. type questions. All questions will be taken from the lectures or reading assignments. The instructor will try to cover the material on which the questions are based during the lecture sessions. However, since it is not possible to cover every question it is highly recommended that students read each assignment carefully.

40% Final Exam

The final exam will be a true/false & multiple choice examination consisting of 100 questions.

Each student must be in attendance for the final exam.

It will be a comprehensive exam covering all the material from the entire semester.

10% Current Events Analysis (extra credit)

During the course of the semester each student will submit four current event articles with synopsis and analysis using the attached form. Only one article will be accepted per class session from each student, so please plan ahead for your submittals.

Each student will be required to present one current events article in front of the class during the semester.

Note: This is your course and I wish you the greatest success possible in this course. I will be available, before and after, whenever possible, the course lectures to answer your questions and to provide you with additional help in understanding the material being presented. **No video or audio recording, of any nature, is allowed during the class lectures.** You may also contact me through my voice mail at 562-924-0092 or email at LBCCRE253@A1Msg.com. Please indicate the class, RE253, with any message.