

RE190 : Property Management

General Information

Author:	<ul style="list-style-type: none">• Michael Scott• Taber, Colleen• Huber, Walter
Attachments:	DE Addendum_RE_190 COR_10_24_2020 CoDE_09_26_2023.pdf
Course Code (CB01) :	RE190
Course Title (CB02) :	Property Management
Department:	RE
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0511.00) Real Estate
CIP Code:	(52.1501) Real Estate.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000275178
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	RE 190 is a basic course in the management of income properties which analyzes specific types of properties that are managed. Students formulate and discuss the major problems of leasing, collections, rent schedules, tenant selection, neighborhood analysis, purchasing, evictions, preventive maintenance, depreciation, record keeping, and economics of property, and compile a set of procedures for practical utilization in property management.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">• Credit
Mode of Delivery:	
Author:	Taber, Colleen Huber, Walter
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">• Real Estate
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)
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Course is not a basic skills course.

Course is not a special class.

Grading Basis

- Grade with Pass / No-Pass Option

Allow Students to Gain Credit by Exam/Challenge

Pre-Collegiate Level (CB21)

Course Support Course Status (CB26)

Not applicable.

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07) 3

Maximum Credit Units (CB06) 3

Total Course In-Class (Contact) Hours 54

Total Course Out-of-Class Hours 108

Total Student Learning Hours 162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0
Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories**Advisory**

RE101 - Real Estate Principles (in-development)

Objectives

- Recognize the laws of contracts and agency as they relate to the real estate profession.
- Explain the fiduciary relationship between principal and agent/broker.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction

Multimedia

Methods of Instruction

Collaborative Learning

Methods of Instruction

Guest Speakers

Out of Class Assignments

- Written reports (e.g. property management case histories)
- Written reports (e.g. commercial, office, and industrial property management)

Methods of Evaluation**Rationale**

Exam/Quiz/Test

Midterm examination

Exam/Quiz/Test

Final examination

Exam/Quiz/Test

Quizzes

Textbook Rationale

No Value

Textbooks**Author****Title****Publisher****Date****ISBN**

Huber, Walter R

Property Management.

Educational
Textbook

2018

978-1626840-70-
6**Other Instructional Materials (i.e. OER, handouts)**

No Value

Materials Fee

No value

Learning Outcomes and Objectives**Course Objectives**

Identify the four main economic advantages of owning rental property.

Justify the importance of quickly renting vacant units.

Explain the differences between managing a duplex and a regional shopping center.

Explain what types of record keeping are necessary in property ownership.

SLOs

Explain in detail all subjects covered in property management.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
<i>RE</i> Real Estate Broker - A.S. Degree Major	Develop a clear action plan to launch a successful real estate career upon graduation. Meet the requirements necessary to take and pass the California Department of Real Estate Broker's licensing exam.
<i>RE</i> Real Estate Broker - Certificate	Develop a clear action plan to launch a successful real estate career upon graduation. Meet the requirements necessary to take and pass the California Department of Real Estate Broker's licensing exam.
<i>RE</i> Real Estate Appraisal - Certificate	apply the basic principles and procedures used in valuing residential properties. They will be able to choose the appropriate method to determine value for a specific property, estimate gross income and calculate expenses for income producing property and meet Appraisal Qualifications Board (AQB) licensing requirements for filling out forms and completing the URAR form.
<i>RE</i> Real Estate Appraisal - A.S. Degree Major	apply the basic principles and procedures used in valuing residential properties. They will be able to choose the appropriate method to determine value for a specific property, estimate gross income and calculate expenses for income producing property and meet Appraisal Qualifications Board (AQB) licensing requirements for filling out forms and completing the URAR form.

Identify the need for regular or deferred property maintenance.

Expected Outcome Performance: 70.0

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Produce a Comparative Market Analysis to properly price rents.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
<i>RE</i> Real Estate Broker - A.S. Degree Major	Develop a clear action plan to launch a successful real estate career upon graduation. Meet the requirements necessary to take and pass the California Department of Real Estate Broker's licensing exam.

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Real Estate Broker - Certificate
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Real Estate Appraisal - A.S. Degree Major
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Real Estate Appraisal - Certificate
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Differentiate methods of managing residential versus commercial properties.

Expected Outcome Performance: 70.0

ILOs
Core ILOs
Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.

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Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

The Field of Real Estate Management (3 hours)

- History of professional management
- Scope and nature of property management
- Accredited management organizations
- Formation of the Institute of Real Estate Management

The Economics of Real Estate Investment (5 hours)

- Income
- Appreciation and depreciation
- Leverage
- Tax shelter

Neighborhood Analysis and Rent Schedules (5 hours)

- Systematic area and neighborhood survey
- Competitive market information
- Realistic rent schedules

The Management Process (3 hours)

- Procedures
- Selection of personnel
- Capital improvements according to owner objective

Landlord-Tenant Relations (3 hours)

- Legal principles
- Leases
- Enforcement considerations

Case Problems (3 hours)**Interior Maintenance and Repair (3 hours)**

- Plumbing
- Electrica
- Painting
- Air conditioning

Exterior Maintenance and Repair (3 hours)

- Landscaping
- Sidewalks, patios, and parking spaces •
- Roof
- Structure Merchandising

Merchandise Rental Space (3 hours)

- Building appearance
- Sign
- Other advertising
- Manager attitude
- Best route to apartment
- Knowledge of amenities
- Knowledge of competition
- Obtaining deposit •
- Signing of lease

The Standard Lease (3 hours)

- Scope
- Purpose
- Limitations

Apartment Building Management (3 hours)

- Interviewing and screening potential residents
- Duties and responsibilities
- Contract
- Maintenance assignments

Commercial Property (3 hours)

- Difference from apartment management
- Responsibilities according to nature of property

Management Record Keeping (3 hours)

- Receipt book
- Security and other deposits •
- Resident control card
- Traffic report
- Collection
- Delinquencies, skips, and vacancy reports
- Petty cash

Rehabilitation and Modernization (3 hours)

- Economics
- Alternatives

Insurance for Property (3 hours)

- Adequacy of coverage
- Selection of insurance broker

Real Estate Financing (5 hours)

- Legal aspects
- Sources of funds
- Mortgage money market
- Various types of ownership

Total hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value