

CATALOG INFORMATION

Dept and Nbr: RE 80P

Title: CA PROPERTY MGT

Full Title: Property Management in California

Last Reviewed: 2/12/2024

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	17.5	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

**Catalog Description:**  
Includes the principles and practices of managing income properties. Covers nature and types of property management, leases and contracts, collections, rent schedules, tenant selection and supervision, budgets, purchasing. Applies toward State's educational requirements for the broker's examination.

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Includes the principles and practices of managing income properties. Covers nature and types of property management, leases and contracts, collections, rent schedules, tenant selection and supervision, budgets, purchasing. Applies towards State's Educational requirements for the Broker's Examination. (Grade Only)  
Prerequisites/Corequisites:

Recommended:  
Limits on Enrollment:  
Transfer Credit: CSU;  
Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>		Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>		Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>		Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective:	Spring 1991	Inactive:
<b>UC Transfer:</b>		Effective:		Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

The students will be able to:

1. complete a basic residential and residential lease agreement;
2. compare and contrast the four types of less than Freehold Estates;
3. prepare a simple property site analysis;
4. prepare a simple break-even analysis for a commercial office building;
5. complete a basic property income statement;
6. identify legal steps to unlawful detainer.

**Topics and Scope:**

Property Management as a Profession

Leases

-Leasehold Estates Requirements

-Commercial/Residential Lease Clauses

Performance Objectives

-Reporting to the Owner

-Marketing Survey/Analysis

Management Plan

-Regional, Neighborhood Property Analysis

-Financial Analysis

Types of Property

-Residential, Commercial, Shopping Center, Industrial, Office Building,

Condominium

Maintenance

-Plumbing, Heating, Electrical, Carpeting

-Security and Safety

-Energy Management

- Income and Expense
- California Landlord/Tenant Law
- Commercial Versus Residential
- Landlord/Tenant Responsibilities
- Tenant Protections
- California Court System

### Assignment:

Assignments will include reading, quizzes, and exams.

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework

Writing  
1 - 35%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes, Exams

Problem solving  
1 - 40%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances

Skill Demonstrations  
1 - 10%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false

Exams  
2 - 40%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

### Representative Textbooks and Materials:

PROPERTY MANAGEMENT IN CALIFORNIA by Joseph W. DeCarlo. 3rd Edition. Prentice-Hall Publishing, copyright 1999.