

CATALOG INFORMATION

Dept and Nbr: RE 57

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: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: RE 80P

**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 educational requirements for the California Real Estate Broker's examination.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100

**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 educational requirements for the California Real Estate Broker's Examination. (Grade Only)  
Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **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:
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<b>CSU Transfer:</b>	Transferable	Effective:	Spring 1991	Inactive:
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<b>UC Transfer:</b>		Effective:		Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon successful completion of the course, students will be able to:

1. Determine if a month-to-month rental agreement or lease agreement is required and produce appropriate document.
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 and formulate legal steps to unlawful detainer.

### **Topics and Scope:**

1. Property management as a profession
2. Leases
  - a. Leasehold estates requirements
  - b. Commercial/residential lease clauses
3. Performance objectives
  - a. Reporting to the owner
  - b. Marketing survey/analysis
4. Management plan
  - a. Regional, neighborhood property analysis
  - b. Financial analysis
5. Types of property
  - a. Residential, commercial, shopping center, industrial, office building and condominium
  - b. Maintenance
  - c. Plumbing, heating, electrical, carpeting
  - d. Security and safety

- e. Energy management
- f. Income and expense
- 6. California landlord/tenant law
  - a. Commercial versus residential
  - b. Landlord/tenant rights and responsibilities
  - c. Tenant protections
  - d. California court system

### Assignment:

- 1. Weekly reading assignments of 20-40 pages
- 2. Quizzes and exams
- 3. Research paper relating to commercial property agreement; minimum 4 pages.
- 4. Case studies pertaining to property management as a profession, leases, commercial property performance objectives, management planning, types of commercial property, and California landlord/tenant law
- 5. Fieldwork: property site analysis

### 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.

commercial property agreement research paper

Writing  
5 - 35%

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

Homework problems, Field work

Problem solving  
5 - 30%

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

None

Skill Demonstrations  
0 - 0%

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

Multiple choice, True/false, Essay exam

Exams  
30 - 60%

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

attendance

Other Category  
5 - 10%

### Representative Textbooks and Materials:

PROPERTY MANAGEMENT IN CALIFORNIA by Joseph W. DeCarlo. 4th Edition.

