

CATALOG INFORMATION

Dept and Nbr: RE 57

Title: PROPERTY MANAGEMENT CA

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    | 6            | 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:**  
Students will study 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. This course applies as an elective towards the educational requirements for the California Real Estate Broker's examination and the California Real Estate Salesperson examination.

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Students will study 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. This course applies as an elective towards the educational requirements for the California Real Estate Broker's

examination and the California Real Estate Salesperson examination. (Grade Only)

Prerequisites/Corequisites:

Recommended:

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: |
| <b>CSU Transfer:</b> | Transferable         | Effective: Spring 1991 | Inactive: |
| <b>UC Transfer:</b>  |                      | Effective:             | Inactive: |

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Diagram and explain leasehold estates.
2. Develop and implement a property management analysis.
3. Describe and manage landlord and tenant laws.

### **Objectives:**

At the conclusion of this course, the student should 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:**

I. Property Management as a Profession

II. Leases

A. Leasehold estates requirements

B. Commercial and residential lease clauses

III. Performance Objectives

A. Reporting to the owner

B. Marketing survey and analysis

IV. Management Plan

- A. Regional and neighborhood property analysis
- B. Financial analysis
- V. Types of Property
  - A. Residential, commercial, shopping centers, industrial properties, office buildings, and condominiums
  - B. Maintenance
  - C. Plumbing, heating, electrical, and carpeting
  - D. Security and safety
  - E. Energy management
  - F. Income and expense
- VI. California Landlord and Tenant Law
  - A. Commercial versus residential
  - B. Landlord and tenant rights and responsibilities
  - C. Tenant protections
  - D. California court system

### Assignment:

1. Weekly reading of 20-40 pages
2. Research paper relating to commercial property agreement; minimum 4 pages.
3. Property site analyses (1-3) pertaining to property management as a profession, leases, commercial property performance objectives, management planning, types of commercial property, and California landlord and tenant law
4. Fieldwork: property site analyses
5. Quizzes, midterm and final exam

### 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 |
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| Writing<br>5 - 35% |
|--------------------|

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

|                        |
|------------------------|
| Property site analyses |
|------------------------|

|                            |
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| Problem solving<br>5 - 30% |
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

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|------|
| None |
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|                                |
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| Skill Demonstrations<br>0 - 0% |
|--------------------------------|

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

|                                  |
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| Quizzes, midterm, and final exam |
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|                   |
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| Exams<br>30 - 60% |
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
5 - 10%

**Representative Textbooks and Materials:**

Property Management. 7th ed. Huber, Walt and Lyons, Arlette. Educational Textbook Company. 2018 (classic)