

Diablo Valley College

SYLLABUS FOR
REAL ESTATE PROPERTY MANAGEMENT

Course/Meeting Info

**RE-167-8553 Real Estate Property
Management
Lecture: Tuesdays
06:30PM – 10:05PM
Liberal Arts "LA", Room 121
9/12/2006 – 12/12/2006**

Important Dates

Grade Type:	Student Choice
Last Date to Add:	09/12/06
Last Date to Drop with no 'W':	10/02/06
Last Date to Drop with 'W':	10/21/06
Census Date:	09/2/06
Census Type:	D

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Course Description:

PROPERTY MANAGEMENT

Course Objectives:

- 1. Explore basic theoretical and real life principals of property management using textbook, case studies, lectures and presentations by industry professionals.**
- 2. Gain exposure to the use of real estate communication skills demonstrated through lecture, speakers, classroom exercises and the completion of all assignments.**
- 3. Recognize and discuss the political, economic-market forces and trends effecting the acquisition, maintenance and transfer (sale) of (investment) property.**
- 4. Learn the basic legal aspects of lease contracts, disclosures and risks in property management.**

Required and Suggested Materials for this Course:

- ✓ Required Text: Kyle, Robert C., Property Management, 7th ed.
 - ✓ Suggested: newspapers (CC Times, SF Chronicle, Wallstreet Journal, etc.) real estate magazines, WWW (see attached).
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Grading Policy:

Semester Assignments 35%
Class Participation 15%
Midterm 20%
Final 30%

90-100 **A**
80-90 **B**
70-80 **C**
60-70 **D**
< 60 **F**

Grading:

- *MIDTERM: SCANTRON – MULTIPLE CHOICE form #2052*
 - *FINAL: SCANTRON – MULTIPLE CHOICE form #2052*
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Weekly Format of the Course:

- Current news reviews.
- Set agenda for the evening.
- Chapter review (see Calendar of Assignments attached).
- Discussion & Lecture
- Guest speakers (see Calendar).

Miscellaneous Rules:

- No cell phones are allowed to be on during class. NOTEBOOK COMPUTERS FOR USE IN THE CLASSROOM SESSIONS ARE ALLOWED.
 - You do not need to ask permission to leave or return to your seat at any time.
 - If you are caught cheating on any class activity, you will be treated as per the student code of conduct and academic integrity policies—see DVC college catalog.
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RE 167- 8553
Calendar of Assignments:

Week	Textbook Readings BY CHAPTER	Subjects Covered	Activities and Optional Assignment	Week due for readings, assignments or exams
9-12-06	1 & 2	Intro / Origins of Property Management Market / Economics	Assignment #1 Assignment #2	Acronyms Market Analysis
9-19-06		NO CLASS – SEE ASSIGNMENTS 1 & 2		
9-26-06	3 & 4	Owner Relations / Marketing	Speaker – Joe Churchward	CPA - Taxes
10-3-06	5 & 10	Leases / Credit	“Front Line”	Documentary
10-10-06	10 & 6	Lease Negotiations	“The Super”	
10-17-06	6	Tenant Relations & Landlord Tenant Law	Speaker – Michelle Nicholson	Assignment #2 Due
10-24-06	7	Tenant Relations	Speaker – Greg Reihl	Unlawful Detainer Actions
10-31-06	8 & 9 REVIEW	Maintenance Chapters 1 - 9	Speaker - Michael Yesk	1031 Exchanges
11-7-06	MIDTERM		Assignment #3	Property Analysis
11-14-06	11 & 12	Residential Property Specialized Housing		
11-21-06	13 & 14	Office & Retail Property	Speaker – Scott Kirkpatrick	Colliers Int’L Vice President
11-28-06	15 & 16 & 17	Industrial Property; Risk Mgt.; Life Safety Issues	Speaker – Mike Seigler	PG & E “The Gas Man” Assignment #3 Due
12-5-06	REVIEW	Chapters 1 -17	Sgt. Olivera – Execution of Plans	Assignment #1 Due DVC Police
12-12-06	FINAL			

➤ Instructor reserves right to add, change, delete, alter, reconfigure, modify or otherwise enhance schedule above.

REFERENCE MATERIALS

1. www.co.contra-costa.ca.us (tax info)
2. www.realtor.org (statistics)
3. www.1031.org (1031 exchange)
4. www.ca.gov (land lord/ tenant law)
5. www.uslegalforms.com (legal forms / contracts)
6. www.apta.com (American Public Transportation Association)
7. www.economicindicators.com (Economic Indicators)
8. www.mnsfed.edu/debts/lib/business.html (business cycle indicators glossary)
9. www.fairisaac.com (credit sources)
10. www.mortgage-x.com (mortgage history/indexes)
11. www.annualcreditreport.com OR (1-877-322-8228) FREE!
12. FTC website:
http://www.ftc.gov/bcp/online/edcams/credit/ycr_free_reports.htm
13. www.rentclicks.com: single family residential rents
14. www.realtor.com

15. www.closingpoint.com
16. www.realestatejournal.com – The Wall Street Journal Guide to Property
17. www.kw.com – Keller Williams guide to properties
18. www.factfinder.census.gov – U.S. Census Bureau statistics
19. www.swmls.com – Southwest Multiple Listing service
20. www.ncrainc.org – National Credit Reporting Association
21. www.ftc.gov/scp/online/pubs/credit/scoring.html - credit facts for consumers
22. <http://www.moneycafe.com/library/prime.htm>
interest rates (historical and current)
23. www.googleearth.com: demographics, check it out!
- 24.