

# RE 19 Property Management

## EL CAMINO COLLEGE

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Instructor: Dr. D. Grogan, MBA, GRI, CRS, CPM      Phone: (310) 660-3593 x3786  
E-mail: [dgrogan@elcamino.edu](mailto:dgrogan@elcamino.edu)      Office Hour: See Instructor homepage "Calendar"  
ElCamino: [www.elcamino.edu](http://www.elcamino.edu) "MyECC"      Campus Office: Comm301J  
Homepage: <http://www.elcamino.edu/faculty/dgrogan>  
Email address AFTER the FIRST week of class: [RE19PropertyManagement@gmail.com](mailto:RE19PropertyManagement@gmail.com)

**Required Course Materials:** (Available through the El Camino Bookstore.)

- **Text: California Property Management** by Dr. D. Grogan, CPM
- **Real Property Management – Student Study Guide**, newest version, published by California Community Colleges, Pirates Bookstore/Pea Press.
- **Financial Calculator:**
  - <http://www.elcamino.edu/faculty/dgrogan/calc/calc.html>
  - Only the **Real Estate QUALIFIER (Plus)** calculator (or newer edition) is approved for the course, unless learner is already proficient with another real estate or financial calculator; however, no instructor help will be available for any other calculator. (Class demonstration found on Instructor homepage "Calendar")
- **#882 Scantron & #2 pencil**
- **Internet access:**
  - **College homepage:** <http://www.elcamino.edu/MyECC>
  - **Instructor homepage:** <http://www.elcamino.edu/faculty/dgrogan/>
    - Instructor homepage "Calendar" – assignment due dates
    - Instructor homepage "[name of class] "syllabus"
    - Instructor homepage "Real Estate Project: Management Plan"

**Course Description:** (3 Unit, college-level semester course)

Introduction to the aspects of real estate management, including the rights and responsibilities of the parties, personnel, and ownership of income-producing property with emphasis on residential property maintenance and contracts.

*Note: The California Department of Real Estate (DRE) has approved this course for the salesperson license that must be completed prior to taking the real estate exam, in addition to the required Real Estate Principles RE11 course, and Real Estate Practice RE13, as the third college-level approved course. It also applies as one of the eight educational course requirements for the DRE broker's examination as an elective basic education course. (See DRE site [www.ca.gov/dre](http://www.ca.gov/dre) for current educational requirements.)*

**Prerequisite:**

Recommended Preparation: Real Estate 11 (Principles), Real Estate 12A (Legal Aspects), or California Department of Real Estate (DRE) license or equivalent property management experience.

**Content:**

The course will focus upon the Student Learning Objectives (SLOs) (outlined below & at the beginning of each chapter in the student study guide, & the course outline & department & instructor, & on college website.) Activities will include note taking, class discussion, quizzes and tests, plus an individual student project completed outside of class demonstrating college-level writing and math skills. All tests materials are taken from the required materials: Some are completed online; some placed on #882 Scantron scoring sheet. Please refer to the instructor home page and review **"Calendar" for each month**, which also shows when assignments are due. (You may wish to **print the monthly "calendar" and the "syllabus."**)

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### Course Objectives:

Upon completion of this course, the student will be able to:

1. Discuss the history of property management.
2. Identify characteristics of population centers, social changes, and political forces affecting the market
3. Name ownership types and list differences in their management.
4. List owner's goal.
5. Prepare a management plan with feasibility study and management survey.
6. Identify advertising methods.
7. Identify traits of and legal requirement for on-site management.
8. Describe differences and advantages of various properties: office space, association management, commercial, industrial, and single-family dwellings.
9. Name the types of and rules for maintenance.
10. Identify the laws governing housing; legal procedures and action.
11. List typical activities of the professional property manager.

### S.L.O. (Student Learning Outcomes:

1. Calculate typical real estate math computations :  
<http://www.elcamino.edu/faculty/dgrogan/ALLCLASSES/SLO/CALCSLO.pdf>
2. Complete Forms:  
<http://www.elcamino.edu/faculty/dgrogan/ALLCLASSES/SLO/CMPLFORMSLO.pdf>

**Accessing Your Course: You will use several elements for this course: Remember to mark add each site to your favorites or to bookmark the site.**

1. El Camino College (ECC): You will need an ECC Student ID Number and use "MyECC" for your personal access. Make sure you are officially enrolled. If you do not pay by the deadline, the college automatically deletes you from this class and may drop you from all courses for this semester until financial obligations are met. It is the student's responsibility to drop this course if you do not want to receive a grade of "F" for not attending. It is not the instructor's responsibility to drop any student who stops attending the course. Go to the Instructor Home Page to access the course information. ([www.elcamino.edu/faculty/dgrogan](http://www.elcamino.edu/faculty/dgrogan)) The syllabus, text & materials, tests, projects and similar are located on this site.
2. Instructor Home page: [www.elcamino.edu/faculty/dgrogan](http://www.elcamino.edu/faculty/dgrogan) for instructor materials.
3. Email:
  - (i.) Course email: Do NOT use [dgrogan@elcamino.edu](mailto:dgrogan@elcamino.edu) AFTER the FIRST week of class, instead use [RE19PropertyManagement@gmail.com](mailto:RE19PropertyManagement@gmail.com) . Make sure the subject line states RE 19. Before you ask questions, please make sure you have read the FAQs (Frequently Asked Questions) on the instructor home page, or you may be expected to be referred to FAQs).
  - (ii.) Student email: El Camino has assigned each student a free email to use for school activities. Your email address is the first initial of your first name, your last name, @elcamino.edu. ([John\\_Doe@elcamino.edu](mailto:John_Doe@elcamino.edu) ). Do not feel that have to give the other students your private email address. When you are not enrolled at ECC your email address goes away.

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### Course Activities:

- Please refer to the instructor home page and review “**Calendar**” for each month, which also shows when assignments are due. (You may wish to **print the calendar and the syllabus**.)
- ALL work due in class is DUE no later than the first class meeting of each week. All work is recorded as half credit for your points if received “late” (defined: past calendar due date). No extra credit is given for work turned in ahead of due date.

SAMPLE ASSIGNMENT: Complete typical residential rental forms, including, but not limited to:

- a. Review of a prospective tenant’s rental application form & credit report, using the data to complete a rental agreement contract.
- b. Complete move-in and move-out forms: walk-thru, pet agreement & house rules.

### Course Time and Work Information:

The course content will focus upon the objectives as outlined above, taken from the official course outline of record. Coursework activities include:

- Reading: a high level of reading skills are used, including online Internet search reading and research of information used to keep the property manager current.
- Name Card: On the instructor homepage, left sidebar, center section, you will find the name card. Write the letters on the card for the ONE name you wished to be called in the class. Bring your name card to every class meeting. Substitute forms are NOT counted for points. Fold it where it shows to do so. Make the letters for your name as large as possible so that your name is clear and easily visible from the front of the room to the back of the room. Use a wide tip marker.
- Student Biography: Complete this (found on the instructor home page, left side bar) and bring it to class by the 3<sup>rd</sup> week of class for 5 points extra credit. If enrolled in more than one class, use a separate one for each course.
- Study Guide Chapter Quiz:
  - You are to read the text book chapter, then try to complete the fill-in-the-blanks in the student study guide. Class presentation will include PowerPoint slides that show the fill-in-the-blank answers. You will need the class presentation information to answer for each chapter quiz. Class attendance, lecture and discussion are expected.
  - Each chapter has a 20 question quiz consisting of 10 multiple choice (a, b, c, or d) questions and 10 true or false questions. Use a #882 Scantron and #2 a pencil to mark your scoring sheet. Turn one Scantron in for every week. Mark (1) or (a) for True; mark (2) or (b) for False (shown at the top of the Scantron columns).
  - Use ONLY ONE side of your Scantron for each chapter. Do not turn in two chapters, front-to-back, using both sides ungraded. Only ONE side is graded each week; after one side has received a score, the unused side may be used for a later chapter quiz. You may use the back side of a scantron, which also contains 50 spots for answers. Thus, you may put Chapter 3 chapter quiz answers on the back of an already graded chapter 1 quiz Scantron, starting with item # 51 for answer #1; #52 for #2, etc.
  - If the Scantron grading machine marks a question wrong due to a poor erasure, your score will not be changed—just like the state exam scoring. It may be wise to use a new scantron that has no erasure.

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- Late work counts as one-half credit. The last scantrons are due week 14, will be marked as follows: Chapter 14, on one Scantron scoring sheet, and Chapter 15 on a different Scantron, are due at the same time on separate Scantrons-Do NOT use front-to-back for Chapters 14 & 15.
- Chapter Exercises: Each chapter in the textbook has an exercise. For Chapter 1 & 2, do each of the 5 questions individually, yourself for 5 points each. For Chapters 3-15, turn in ONE chapter exercise for each group, listing the group number and the name of your team members. Each team member is to identify which question(s) they answered. Points are deducted for each missing answer. You receive one (1) point per chapter for your one answer.
- Rent Survey: In “Chapter 4” under “Market Analysis” is a discussion and sample of a rent survey to determine what the actual rents should be, as opposed to what the current rents may be for the property. Use the property that you will use for your group management plan. You will complete this form and analysis, which is due before the mid term exam that will be graded as a separate course item. The comments and suggestions are to be used for feedback before you a completed the final rent survey to be included as part of the Management Plan.
- Mid Term Exam: This covers Chapters 1-8 textbook. The midterm will consist of a closed book examination on a #882 Scantron that is blank on both sides.
- Film Report. After viewing the film (selected by the instructor), you will have two weeks to complete a list of questions about the film. Thorough answers will be expected. Do not repeat the question in your answer. Follow the direction found on the instructor home page.
- The Management Plan: This will be completed by week 13 as a group project. You will be given a sum of money to use to find and purchase a residential income property. You will use the information from “Chapter 4: The Management Plan” in the textbook and Chapter 7 in the Student Study Guide. List the group members and complete the analysis on the property you select. You must have a property selected by your group by week 3, giving your instructor the property address, list of group members and what area each individual is responsible for researching, preparing and presenting.
- Industry meeting: The instructions are found on the instructor web page, along with suggested and approved events that you may attend. Any event posted on the web page, or any event sent to you in an email from the instructor is automatically approved. Mark your name, list all real estate classes for which you want credit (ONE report may be used for multiple classes), using college-level writing skills, grammar check and spell check. This 20 point assignment is due no later than week 13. In Sept the Apt. Assn. CA. So. Cities (AACSC) has its annual trade show in Long Beach; Apt. Owners Assn. (AOA) also has a fall trade show that may be used.
- Final Exam: No matter how many points you have acquired from the course work, you must complete the final for the current semester to receive a passing grade for the class. See calendar for schedule.
- No make-up on any assignment, except according to school mandated policy.

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- Late work points, if accepted, will receive one-half credit.
- You must take the final exam and complete the real estate project(s) to receive a passing grade for this course.
- The class motto is same as for the real estate business: Time is of the essence. If you do not complete the work as per the required timeline, your escrow falls out, you do not get paid, and you may lose the client or your hoped-for home. All that work for nothing! The time and date of completion of an email, test or postmark will be a critical part of the class grade. Pace yourself and use your time wisely to close that escrow and finish the course by completing work on time. Half credit for late work most likely means not receiving a passing grade for the course and establishing poor business practices.

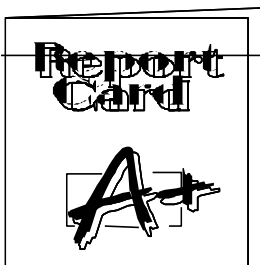
<b>Grading Breakdown:</b>	<b><u>Points</u></b>	<b><u>Due Date</u></b>
***Chapter Quizzes (15 @ 20 pts each)	300	
Chapter Exercises (Ch 1&2=5; Ch3-15=1+2 pts)	25	
**Student Biography (5) & Name Card (5)	10	See
**Rent Survey	20	
Midterm	50	Instructor
**Film Report	50	
**Forms Project	50	Calendar
**Industry Meeting	20	
**Management Plan	100	
Student Learning Outcome (SLO) Survey	10	
Final Exam	<u>100</u>	
Total Points	735	

(\*\*)Assignments and the due dates are as per the "Calendar" found at <http://elcamino.edu/faculty/dgrogan> on the left sidebar.

\*\*Instructor Homepage: <http://elcamino.edu/faculty/dgrogan>

\*\*\*Student Study Guide

### Grading



A=100%-90% B=89%-80% C=79%-70% D=69%-60% F=Below 60%
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**NO HOMEWORK, EXERCISES or SCANTRONS ACCEPTED AFTER WEEK 14.**

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Week	Chapter # Text	Chapter # S/G	Topic	Total Points	Your Score
1	1	1,15	Overview of Property Management	20	
2	2	2	Property, Real Estate Markets, Government, Money and Finance Chapter 1 individual exercise	20 5	
3	3	7	The Real Estate Investor Property Owner & Appl <b>Student Bio &amp; Name Card</b> Chapter 2 individual exercise	20 10 5	
4	4	3	The Management Plan Chapter 3 group exercise	20 1	
5	5	7	Marketing, Showing, Application and Screening Chapter 4 group exercise	20 1	
6	6	1, 12, 15	Personnel, Policies, Operations & Authorization Chapter 5 & Chapter 6 group exercise	20 2	
7	7	4	Residential Management Forms Chapter 7 group exercise	20 1	
8	8	5	Specialty Residential Property Management Chapter 8 group exercise	20 1	
			Show Property Management Film		
			<b>Rent Survey</b>	20	
9			<b>Midterm</b> (Chapters 1-8)	50	
9	9	10	Management of Homeowner Associations Chapter 9 group exercise	20 1	
10	10	10	Non-Residential Property Management Chapter 10 group exercise	20 1	
		9	<b>Film Report due</b>	50	
11	11	8, 10	Maintenance, Repairs and Security of Property Managed Chapter 11 group exercise	20 1	
			<b>Project: Forms</b>	50	
12	12	11	The Management Office Chapter 12 group exercise	20 1	
13	13	12	Computers, Accounting and Trust Funds Chapter 13 group exercise	20 1	
13			<b>Project: The Management Plan</b>	100	
13			<b>Industry Meeting</b>	20	
14	14	13, 14	Legal and Insurance Aspects of Property Mgt Chapter 14 & Chapter 15 group exercise	20 2	
14	15	6, 12	Reviewing Professional Property Management	20	
16			<b>Final Examination</b> (Chapters 1-15)	100	
			Extra 2 points from chapter exercises	2	
			Student Learning Outcome Survey	10	
			Total Points	735	

**\*See Instructor Homepage Calendar for due dates**

**NO HOMEWORK, EXERCISES or SCANTRONS ACCEPTED AFTER WEEK 14.**

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### General Instructions:

#### A. Instructor Information

1. Emails: After the course begins, send all emails to [RE19PropertyManagement@gmail.com](mailto:RE19PropertyManagement@gmail.com). Email your name, address and phone number to this email address. The instructor will use your El Camino email address to send you APPROVED Industry Meetings (see instructor homepage for directions). Please check this email address regularly.
2. Name Card: Print from sidebar of instructor homepage <http://www.elcamino.edu/faculty/dgrogan/> and bring to each on-campus class for point credit for each class where the Instructor Name Card is displayed
3. Welcome Letter: Please read this on the instructor home page.
4. Instructor Policy: Found on the instructor home page, this is incorporated and included as part of the syllabus. Read it at least once.
5. Answer Sheet Instructions: If an assignment requires use of a Scantron scoring sheet, look on the instructor homepage, left side bar for instructions on how to correctly mark it and the # you need for bookstore purchase.
6. Student Biography: Complete this (found on the instructor home page, <http://www.elcamino.edu/faculty/dgrogan/> left side bar) and bring it to class or email to your instructor by the 3<sup>rd</sup> week of class for point credit. Please turn in a separate copy for each class in which you are enrolled. You may use copies of your bio for multiple classes.
7. Course Evaluation: This form is to be completed and received by your instructor no later than the 14<sup>th</sup> week of class and always prior to the final exam or 5 points will be reduced from your score.
8. MY ECC Site: The college site is where you receive information the school uses for your permanent record. Go check it often.
  - a) Name. If the college chows another name (maiden, etc) that would appear on your transcript, (classes you took years ago), go to Records to get the name fixed. The name on your transcript must match your photo ID and the name on your real estate license application or you will not get a state test date.
  - b) Attendance. The online record shows when you were in class, absences, and late.
  - c) Grades. The scores for class assignments are posted as soon as possible. It is the students' responsibility to take the proof (graded scantron, etc.) and your grade print out with the error to the instructor during the instructor's online posted office hour. Do not expect to use class time. No grades are adjusted after the end of the semester and all corrections must be made no later than one week before the end of the semester.

#### B. ECC Policies

##### 1. Cheating or Plagiarism

Cheating violates Section 1.B 1 of El Camino College's Board Policy 5138, Standard's of Student Conduct.

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The El Camino College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate academic dishonesty. To uphold the academic integrity of the institution, all members of the academic community, faculty and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. The following statement is part of Board Policy 5138, Standards of Conduct: "Dishonesty, including but not limited to cheating, plagiarism, or knowingly furnishing false information to the college." When there is evidence of cheating or plagiarism in classroom work, students may receive an F for that piece of work or may be suspended from all classes for that term and the following term if deemed appropriate.

Examples of Cheating or Plagiarism are:

- Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies;
- Copying or allowing another student to copy from one's paper or answer sheet during an examination;
- Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following: testing, field trips or attendance;
- Falsifying or attempting to falsify attendance records and/or grade rosters;
- Changing answers on a previously scored test, assignment or experiment with the intent to defraud;
- Inventing data for the purpose of completing a laboratory experiment or case study analysis with the intent of defraud;
- Giving and/or taking information during an examination by any means such as sign language, hand signals or secret codes;
- Obtaining copies of notes, exams or exam questions by any means other than distribution from the instructor. (This includes copying and removing exam questions from the classroom for any purpose.);
- Using study aids such as calculators, tape recorders or notes that have been specifically prohibited by the instructor.

### **2. Responsibility of El Camino College Students:**

It is the responsibility of each student to conduct him/herself in a manner which encourages learning and promotes honesty; and to act with fairness toward other students in the classroom. This incorporates the notion that students should not seek an unfair advantage over other students when completing an assignment, taking an examination or engaging in any other kind of academic activity.

It is the responsibility of the student to (a) pay required fees to the college or expect to be dropped and not receive a course grade. (b) To handle "add" procedures according to the college policy in order to be enrolled and receive a grade. (c) A student may not "audit" the course, nor attend class if not officially enroller. (d) Handle "drop" procedures by college policy or expect to receive an "F" for the course on the official college transcript. (5) Understand the instructor policies, including that no "incomplete" grade will be given, only letter grades, based upon points earned.

### **3. Enrollment Policy:**

By the end of the second week, according to school policy, you must be officially enrolled in the course with the college student ID number assigned.

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For **New** Students, you must obtain a student ID number, go to [www.elcamino.edu](http://www.elcamino.edu) – click apply online and complete the registration application. (Note: If you attended the college under another name (married/maiden, etc) make sure the transcript will reflect the name you wish to submit to the state license agency, DRE or OREA).

#### 4. Instructor Drop:

- A. The instructor may drop all students at the beginning of the 3<sup>rd</sup> week: (a) If you are able to access the course drop material but do not log on with the publisher ID & Password; and (b) You do not log on with the instructor with the college ID number, and (c) You do not complete the chapter 1 & 2 Challenge Exercises and Chapter Quiz at the end of Chapter 1. You may expect to be dropped from the roster and your place in this limited enrollment class may be given to a student on the “wait list.”
- B. You may expect to be dropped on the college mandated “No Show” report if you do not attend or sign in for any scheduled class meeting for the first two weeks. Once dropped, an individual on the “Wait List” will be given your class space. If you added the course thru the college and are on the first day, first roster or second roster (even if you never came to class), it is the students’ responsibility to drop or expect to receive an “F” for the course.

#### 5. Student Withdrawal:

It is the student’s responsibility or they may expect to receive a letter grade. At the end of the course, if a student is enrolled they receive a letter grade as no “Incomplete” is used. Students who receive a “W” and have officially withdrawn from the course are permitted to re-enroll a second time. To receive a refund of any fee, you must follow the college process, as defined in the college *Schedule of Classes*. **Repetition:** Students may repeat a course in which they have received a D or F letter grade only once with the college. Students may not repeat the course in which they have earned a grade of A, B or C. Upon completion of the repeated course, the previous grade is disregarded and the new grade substituted in computing the grade point average (GPA).

#### 6. Students with Disabilities

Please refer to ECC website, <http://www.elcamino.edu/academics/src> for information.