



El Camino College  
COURSE OUTLINE OF RECORD – Official

<b>Course Acronym:</b>	RE
<b>Course Number:</b>	19
<b>Descriptive Title:</b>	Real Property Management
<b>Division:</b>	Business
<b>Department:</b>	Real Estate
<b>Course Disciplines:</b>	Real Estate
<b>Catalog Description:</b>	<p>This course covers various aspects of property management for income producing real property, including rights of the parties, personnel for on-site and off-site rental-income property, introduction to legal contracts for rental property, physical maintenance, and trust fund accounting fundamentals including security deposits.</p> <p>Note: This course is approved by the California Department of Real Estate (DRE) as one of the elective courses for the eight statutorily-required, college-level courses for the broker license and for the salesperson license, which also requires Real Estate Principles and Real Estate Practice. This course is also approved by the California Bureau of Real Estate Appraisers (BREA) for credit hours towards the appraisal license.</p>
<b>Prerequisite:</b>	
<b>Co-requisite:</b>	
<b>Recommended Preparation:</b>	Real Estate 11 AND Real Estate 12A or California Department of Real Estate (DRE) license or California Bureau of Real Estate Appraisers (BREA) license or equivalent AND Business 15
<b>Enrollment Limitation:</b>	
<b>Hours Lecture (per week):</b>	3
<b>Hours Laboratory (per week):</b>	0
<b>Outside Study Hours:</b>	6
<b>Total Course Hours:</b>	54
<b>Course Units:</b>	3
<b>Grading Method:</b>	Letter Grade only
<b>Credit Status:</b>	Credit, degree applicable
<b>Transfer CSU:</b>	Yes
<b>Effective Date:</b>	Prior to July 1992
<b>Transfer UC:</b>	No
<b>Effective Date:</b>	
<b>General Education: ECC</b>	

	<b>Term:</b>
	<b>Other:</b>
	<b>CSU GE:</b>
	<b>Term:</b>
	<b>Other:</b>
	<b>IGETC:</b>
	<b>Term:</b>
	<b>Other:</b>
<b>Student Learning Outcomes:</b>	<p><b>SLO #1 Build Vocabulary</b></p> <p>Students will define, describe and differentiate between various real estate standard terminology showing comprehension and knowledge of real estate vocabulary used in the workplace to assist and prepare each student from the diverse student body to gain confidence in their ability to effectively communicate and collaborate in a real estate sales, property management, appraisal, loan or investment to work with both licensees and a diverse public in a typical real estate transaction.</p> <p><b>SLO #2 Industry Forms and Documents</b></p> <p>Students show the ability to prepare and complete standard real estate industry forms and documents as found in diverse real estate sales, rental, finance, appraisal or investment business transactions.</p> <p><b>SLO #3 Mathematical Computations</b></p> <p>Students will demonstrate the ability to calculate typical real estate mathematic computational problems as found in diverse real estate business areas of sales, leases, prorations, finance, appraisal, property management, investments and capitalization, land or structure area and taxation.</p> <p><b>SLO #4 Ethics and Agency</b></p> <p>Students will differentiate between various parts of the real estate code of ethics and the standards of professional appraisal practices to explain how agency relationships are created and the duties and liabilities of agents and principals.</p>
<b>Course Objectives:</b>	<ol style="list-style-type: none"> <li>1. Analyze and explain the step-by-step process and the legal requirements involved in the processing an unlawful detainer (UD) eviction for non-payment of rent and violation of a clause in a rental agreement.</li> <li>2. Define and explain real estate terminology used in property management.</li> <li>3. Analyze and calculate real estate mathematical problems, such as proration of rents on tenant move-in, security deposit refund, and owner trust fund account.</li> <li>4. Analyze and evaluate the various types of rental agreements.</li> <li>5. Compare and contrast the various types of rental contracts, forms of ownership, and property management accounting software programs.</li> <li>6. Explain Department of Real Estate (DRE) trust fund accounting requirements.</li> <li>7. Create and demonstrate proficiency in various elements of property management which include writing and placing an advertisement, showing the vacancy, processing an application to rent, and completing the rental agreement contract.</li> </ol>

	<ol style="list-style-type: none"> <li>8. Collect and analyze on-line data for property management purposes, such as tenant past evictions, vendor contractor license information, including insurance and pending investigation, and ownership records for the property.</li> <li>9. Formulate test-taking skills in preparation for the state license examination and the course final examination.</li> <li>10. Given sample property management transaction data, demonstrate the use of common residential property management forms to identify clauses, interpret data and formulate opinions, and properly complete basic rental forms.</li> <li>11. Differentiate among real and personal property, the contract provisions for tenant and landlord personal property, and the rights and responsibilities of the parties to a rental contract.</li> <li>12. Analyze and compare the types of eviction procedures in various regions of California and in other states.</li> <li>13. Compare and differentiate among eviction, rent control, and Section 8 housing laws in various states.</li> <li>14. Describe and outline the types of governmental controls and regulations that cover the rights of a property owner and the rights of the tenant.</li> <li>15. Develop a career plan than includes the various career options, working conditions, terms of employment, and advancement opportunities in the field of property management.</li> <li>16. Outline feasibility studies for income-producing properties.</li> </ol>
<p><b>Major Topics:</b></p>	<p><b>I. Property management and professional organizations (6 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. History of property management</li> <li>B. Licensing requirements</li> <li>C. Profile of a successful manager</li> <li>D. Management preparation</li> </ol> <p><b>II. Real estate markets money and property management (3 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Agency</li> <li>B. The property management contract</li> </ol> <p><b>III. Rental agreements and management contracts (6 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Leasing</li> <li>B. Assignment and subleasing</li> <li>C. Lease negotiations</li> <li>D. Lease clauses</li> </ol> <p><b>IV. Residential property management (3 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Definitions</li> <li>B. Contracts</li> <li>C. The rental process</li> </ol> <p><b>V. Commercial, office, and industrial property management (3 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Definitions</li> <li>B. Appraisal</li> </ol>

- C. The leasing process

**VI. Special arrangements (6 hours, lecture)**

- A. Single room occupancy
- B. Resort areas
- C. Short-term properties
- D. Hotel/motel management
- E. Time shares

**VII. Liability and risk management (3 hours, lecture)**

- A. Areas of liability
- B. Areas of risk

**VIII. Maintenance (5 hours, lecture)**

- A. Requirements
- B. Maintenance programs
- C. Property improvement
- D. Mechanic's liens

**IX. Records and controls (3 hours, lecture)**

- A. Trust fund accounting
- B. Records and controls
- C. Property management software

**X. Promotion and advertising (5 hours, lecture)**

- A. Self-promotion
- B. Research sources
- C. Promotion of lease space

**XI. Fair housing and ethics (4 hours, lecture)**

- A. Federal fair housing law
- B. State fair housing law
- C. Ethics

**XII. Tenant and owner relations (4 hours, lecture)**

- A. Tenant relations
- B. Alternatives to litigation
- C. Litigation
- D. Owner relations

**XIII. Management operations (3 hours, lecture)**

- A. The property management office
- B. Employees

	C. Working with employees
<b>Total Lecture Hours:</b>	54
<b>Total Laboratory Hours:</b>	0
<b>Total Hours:</b>	54
<b>Primary Method of Evaluation:</b>	2) Problem solving demonstrations (computational or non-computational)
<b>Typical Assignment Using Primary Method of Evaluation:</b>	Complete a rental agreement contract stating the name of the parties, a description of the premises, rent amount, when and how rent is payable, and cite the civil code section regarding security deposit refunds.
<b>Critical Thinking Assignment 1:</b>	Create a file for a residential rental property. Discern which forms are to be included. Correctly complete them. Include the rental agreement with move-in rent prorations, rules and regulations for the premises, pet agreement with refundable deposit, and move-in condition.
<b>Critical Thinking Assignment 2:</b>	Calculate a rental property accounting statement including items received such as rent and deposits, and items paid out, such as utility bill, commission, gardener, handyman repairs, insurance, property tax bill and loan payments. Prepare a document to show the net amount to the owner at the end of a nine month period.
<b>Other Evaluation Methods:</b>	Homework Problems, Multiple Choice, Objective Exam, Quizzes, True/False, Written Homework
<b>Instructional Methods:</b>	Discussion, Group Activities, Guest Speakers, Lecture, Multimedia presentations
<b>If other:</b>	
<b>Work Outside of Class:</b>	Problem solving activity, Required reading, Study
<b>If Other:</b>	
<b>Up-To-Date Representative Textbooks:</b>	Walter Huber, Arlette Lyons, William Pivar. <u>Property Management</u> . 7th ed. Educational Textbook Company, 2014. (Discipline Standard)
<b>Alternative Textbooks:</b>	
<b>Required Supplementary Readings:</b>	
<b>Other Required Materials:</b>	
<b>Requisite:</b>	
<b>Category:</b>	
<b>Requisite course(s): List both prerequisites and corequisites in this box.</b>	
<b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b>	

<b>Requisite Skill:</b>	
<b>Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable</b>	
<b>Requisite course:</b>	Real Estate 11 AND Real Estate 12A AND Business 15
<b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b>	<p><b>Demonstrate an understanding of the types of information needed to create a property management file.</b></p> <p>RE 11 -Create a property management file containing an advertisement, the application to rent, and the rental agreement contract.</p> <p><b>Demonstrate an understanding of the rights of both landlord and tenant.</b></p> <p>RE 12A -Describe and explain the rights of a landlord and a tenant.</p> <p><b>Demonstrate an understanding of fundamental real estate mathematics, including addition, subtraction, multiplication, division and percentages.</b></p> <p>BUS 15 -Convert business problems into equations and solve using addition, subtraction, multiplication, and division, fractions, decimals, and percentages.</p> <p><b>Demonstrate the ability to reconcile banking information and prepare financial statements.</b></p> <p>BUS 15 -Prepare and reconcile bank statements and checking accounts.</p> <p>BUS 15 - Analyze, interpret, discuss, and prepare financial statements.</p>
<b>Requisite Skill:</b>	California Department of Real Estate (DRE) license or California Bureau of Real Estate Appraisers (BREA) license or equivalent
<b>Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable</b>	
<b>Enrollment Limitations and Category:</b>	
<b>Enrollment Limitations Impact:</b>	
<b>Course Created by:</b>	Donald E. Hill
<b>Date:</b>	10/01/1973
<b>Original Board Approval Date:</b>	
<b>Last Reviewed and/or Revised by:</b>	John Yeressian

<b>Date:</b>	10/01/2019
<b>Last Board Approval Date:</b>	12/19/2022