

REAL ESTATE PROPERTY MANAGEMENT 111ST099
 Online - West Valley College Section 70571 – Fall 2022 (Aug 29 – Dec 6)



Contents

REAL ESTATE PROPERTY MANAGEMENT 111ST099.....1.....

Instructor.....2.....

 Availability.....2.....

Course Description.....2.....

 Course Overview.....2.....

 Grading.....3.....

 Assignment Due Dates and Late Grading Policy.....3.....

 Pass/No Pass Grading Option.....4.....

Textbook.....4.....

Student Participation & Responsibilities.....4.....

 Course Routine.....4.....

 Gw -44.858 -1.8 -0.00ne(-Td.[.....(s)-3.5.(e.R.)1.(a)-4.1.(ut)0.6l.EMC.IC].....)Tj.0.Tc.0.Tw.6.....g.....-9

Academic Dishonesty.....6.....

Unlawful Discrimination/Sexual Harassment.....6.....

Accommodations for a Disability.....7.....

Disability and Educational Support (DESP) Contact Information.....7.....

West Valley College Accessibility Statement.....7.....

Student Help and Support.....7.....

Emergency Information.....7.....

Class Schedule.....7.....

Instructor

Demonstrate the ability to analyze different types of property in order to make informed judgments for their own or client accounts.

Homework assignments & examination.

Grading

I do not grade on a curve. I use variable grade segments, where 100 to 90% is an A, 80 to 89% is a B, 70 to 79% is a C, 65 to 69% is a D. Since I expect our class will afford opportunity to earn about 700 grade points, the distribution should be:

A = 630 to 700 points. B= 560 to 629= 490 to 559. D= 455 to 489. F= Less than 454.

Assignment Points

- Discussion questions 45 points
- Quizzes 130 points
- Puzzles 75 points
- Midterm exam 150 points •

Additionally, you will be eligible for the supplemental grade points for your late comments to fellow student's post, as the time has passed where they may add valuable additional discussion.

Pass/No Pass Grading Option

You may take this course on a pass/no pass grading option basis rather than a letter grade. To do so, you must submit the school application for pass/no pass and advise me of your submission. See the semester calendar for submission deadlines. Typically, within 2 days of acceptance terms. Forms are available on the schools' portal web site and within Mike's File Cabinet within our course supplements.

Textbook

Property Management, By Walt Huber Arlette Lyons & William Pivada Educational Textbook Company, Inc. Covina California. The publisher makes [an electronic rental available from RedShelf.com](#) in addition to an unbound printed version from the [West Valley College Bookstore](#)

Furthermore, students checking Amazon are advised to verify the price, which should be about \$70 for a loose leaf and \$105 for a bound version, before taxes and shipping fees from Walt Huber.

Student Participation & Responsibilities

An initial student roll (Census Roll) will be taken at the end of the Introduction module's learning period using the Canvas Learning Management System. **Students not completing the first module's assignments by the census roll due date, or not advising the instructor they wish to remain in the class, may be dropped.** After the first module, student homework submissions provide the basis for attendance.

It isn

h firsdents provhe

Active participation in discussion board assignments is mandatory. Lesson modules include assignments such as discussion questions (RE concepts and case studies) and puzzles. Discussion questions require you to answer questions or address case studies in the narrative. You will write your postings to a discussion forum. In addition to your initial posting, the case study discussion assignments afford you opportunity to earn additional points with constructive comments to fellow student postings. Only a few of our discussion assignments are case studies.

Our discussion board is a no-flame zone. Respectful disagreements and supportive discussions that lead to deeper understanding are required for successful class participation. Always provide a basis for your position.

I will answer your questions and ask follow-up questions promptly. While I read everything, I reply to select postings in our discussion forum - Thought provoking, meaningful posts are the most likely to gain attention. And I provide private feedback while posting the grades.

The discussion forums are our virtual classroom. They also serve as evidence of your attendance and participation. Throughout this class, you are expected to treat each other (and your instructor) with respect. Everyone has opportunity to take compelling positions on issues and topics, persuade others with appropriate rationale, and identify alternative perspectives while maintaining a positive, productive, and professional discussion environment.

Your discussion board postings will be evaluated in the areas of timeliness, quantity, quality and visibility as detailed below. These criteria show the minimum standards for receiving a passing grade.

Postings should be substantial (more than a brief one-line comment), should reflect a strong understanding of the topic and should include substantive ideas supported by course readings, personal experience, and additional research. Posts should extend or deepen the discussion in a relevant way.

Initial responses to the discussion question are made early in the discussion. Replies to fellow students are presented in a timely manner to allow for robust discussion and reflection. You must meet deadlines to receive full credit. Late DQ peer comments receive no credit.

Actively involved no less than 3 days a week.

Posts are visually attractive and understandable to your readers, e.g. break text into paragraphs, space between paragraphs.

Ideas are communicated in clear, grammatical English. The goal is post writing that is clear, concise, direct, and professional.

Cite your sources

Always document your sources such as the textbook, an internet source or credible source. Wikipedia is NOT considered an academic source and it should only be utilized as a point of departure for your information search. For this course, any citation style is fine for referencing the information that you gathered or quote. Be sure to include in "quotation marks" any information that is copy. Dead web links are not acceptable. All discussion question postings shall be as narrative in the forum. File postings in lieu of written narrative postings are NOT acceptable as they do not promote discussion.

General Information

Information Technology

You need good computer skills and internet access to successfully complete this course. Most students have found a PC with a full size keyboard and high speed internet access is a must. Do not expect to be successful in our class or within the real estate vocation using just a smartphone.

Do not send scans of handwritten notes. Prior instructor approval required for video presentations. Voice mail and text message submittals will not be accepted in lieu of forum postings. A financial calculator is not required but is helpful.

Canvas Learning Management System

Canvas is our virtual classroom on the internet containing all class content such as discussion forums, exams, supplements, videos and quizzes. Here you will interact with your fellow students and you may log into Canvas via [My Portal](#). When you log into the system, you will see a listing of your courses. If you are having trouble accessing the portal, please watch the video [How To Sign In to My Portal](#). Additionally, you may need to link your account to OpenCCC the first time using the Canvas link. Here are instructions [on how to link your Canvas account to OpenCCC](#).

Academic Dishonesty

Plagiarism in any form will not be tolerated. Plagiarism is the uncredited use (both intentional and unintentional) of somebody else's words or ideas. I reserve the right to issue a failing grade if a student has engaged in plagiarism. Please refer to the College's policy on academic dishonesty in the College Catalog.

Unlawful Discrimination/Sexual Harassment

West Valley College is highly committed to fostering a safe and healthy learning environment. Title IX and District policy prohibit discrimination on the basis of sex, which includes sexual harassment, domestic violence, and dating violence, sexual assault, and stalking. Sexual assault and harassment can undermine student learning and success. Students can help create a safer and better community both inside and outside the classroom. Please see [Title IX, Violence Against Women \(VAWA\) and the Campus SAVE Act](#) for more information including filing a report.

If you have a complaint or someone shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Associate Vice Chancellor of Human Resources at West Valley Mission Community College District at 408-1-2060. If the Associate Vice

Chancellor of Human Resources is not available, contact the Office of the President of West Valley College.

Accommodations for a Disability

West Valley College strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including permanent disabilities or chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. You are also welcome to register with the Disability and Educational Support Program to establish reasonable accommodations. After registration, DESP will notify of your approved accommodations.

Disability and Educational Support (DESP) Contact Information

The DESP office is located in the LS building. Their phone number is (408) 741-2010 (voice) or (408) 741-2658 (TTY). Information about their services can be found at westvalley.edu/desp

West Valley College Accessibility Statement

Students are directed to the [West Valley College Accessibility Statement](#) for an accessibility policy, objectives, resources, issue reporting, questions and accommodations.

Student Help and Support

West Valley College has many Student Services that are here to support your success and help you achieve your goals. Check them out at westvalley.edu/services

Emergency Information

Be prepared! Review the college's Emergency Preparedness information at westvalley.edu/emergency. If you attend classes on campus, we recommend putting WVC emergency numbers into your phone.

Class Schedule

The next page is my planned class schedule.

The Class Schedule shows "PreClass" Modules are available prior to the official class start date in my college calendar. PreClass modules are available on a 1-1 (a) eae f EDC 3-5 (em--d) 1 (u) 11 emelass" ModaisTc 0 <</MC

Mike's Class Schedule

Assignment Date	Assignment Module	Chapter Topic	Study Focus - 6th Edition textbook	Study Focus - 7th Edition textbook	Module Release Date	Assignment Due Date
29-Aug	Canvas/Intro		Canvas/Intro	Canvas/Intro	PreClass	2-Sep
29-Aug	Module 1	PropMgt Profession PropMgt Profession	Chapter 1	Chapter 1	PreClass	4-Sep
5-Sep	Module 2	Preparing For PropMgt Your PropMgt Plan	Chapter 2	Chapter 2	PreClass	11-Sep
12-Sep	Module 3	Lease & Leasing	Chapter 3	Chapter 3	PreClass	18-Sep
19-Sep	Module 4	Lease Clauses Important Lease Clauses	Chapter 4	Chapter 4	19-Sep	25-Sep
26-Sep	Module 5	Residential PropMgt Residential PropMgt	Chapter 5	Chapter 5	22-Sep	2-Oct
3-Oct	Module 6	**Retail/Office PropMgt Retail/Office PropMgt **See Canvas Module 6 for Retail supplements from Seventh Edition textbook...	**pg183-195 +Canvas supplement	Chapter 6	29-Sep	9-Oct
14-Oct	Module 7	Commercial, Office & Industrial PropMgt Office & Industrial PropMgt	Chapter 6; pg129-123	Chapter 7	6-Oct	16-Oct
17-Oct	Module 8	Special Mgt Situations Special Mgt Situations	Chapter 7	Chapter 8	13-Oct	23-Oct
24-Oct	Module 9	Liability & Risk Mgt Liability & Risk Mgt	Chapter 8	Chapter 9	20-Oct	30-Oct
29-Oct	Mid-Term		Chapters 1-9	Chapters 1-9	29-Oct	6-Nov
16-Nov	Security & Safety Security & Digital Safety	Chapter 9	Chapter 10	Chapter 11	27-Oct	3-Nov
16-Nov	Maintenance & Energy Maintenance & Energy	Chapter 10	Chapter 11	Chapter 11	3-Nov	7-Nov
16-Nov	Records & Controls Recording, Records & Controls	Chapter 11	Chapter 12	Chapter 12	10-Nov	14-Nov
16-Nov	Financial Accounting Financial Accounting	Chapter 12	Chapter 13	Chapter 13	17-Nov	21-Nov
16-Nov	Fair Housing & Ethics Fair Housing & Ethics	Chapter 13	Chapter 14	Chapter 14	24-Nov	29-Nov
16-Nov	Landlord & Tenant Landlord & Tenant	Chapters 14 & 15	Chapter 15	Chapter 15	1-Dec	11-Dec
Exam		All Chapters	All Chapters		8-Dec	16-Dec
Final exam cutoff is 11:00PM, Friday, Dec 16, 2022						Final Exam