

# Welcome to Real Estate Property Management (RE 169) On-line Hybrid CRN 32612

Dear Student,

Welcome to Property Management, a hybrid on-line course!

My name is Matthew Roberts and I'm a real estate broker and property manager. Make sure you read this welcome letter completely and refer to the syllabus in Blackboard.

Because hybrid on-line courses are different than traditional 100% face-to-face courses and 100% on-line courses, please take the following surveys to determine if they are for you.

- If you haven't already, please take the self-assessment survey on the Cuesta distance education site: <http://library.cuesta.edu/distance/survey.htm>
  - This on-line assessment will help you see the kinds of characteristics needed for success in a partially on-line course.
- Please take the on-line learning style inventory to help you understand how you prefer to learn. Survey located at:  
<http://library.cuesta.edu/distance/new/lrnstyle.htm>

**Office Hours:** Due to the nature of distance education and the fact that I am off campus, I will not have traditional office hours. **I can be reached by email: [marobert@cuesta.edu](mailto:marobert@cuesta.edu), or by phone/answering machine at (805) 773-4103.** After class begins, it is best to email me within Blackboard. I check Blackboard email often. I will make every attempt to respond to you within 24 hours during weekdays.

**Book Requirements:** The text required for this class is Property Management, by Robert C. Kyle, Dearborn Real Estate Education, Chicago, IL, Eighth edition. ISBN# 1-4277-2141-6

**Meetings:** There are once a month on campus meetings for this course. These are not optional and are critical to successful completion of the course.

**We will meet from 6:00 pm to 8:00 pm in room 4110 on these five Thursdays:**

**1/19, 2/34, 3/22. 4/19, and 5/10/2011**

**Computer Internet Connection:** Broadband cable or DSL highly recommended

**Suggested Minimum Computer Requirements:** The following requirements are necessary for this class:

- **Web Browser:** Netscape Navigator 4.61 or above (Mac, Windows), Microsoft Explorer 4.0 or above (Windows). The higher the better.
- **Computer Specs:** Power Macintosh or Windows (PC) computer with at least a 200 Mhz processor speed. Also, you should have a minimum of 64 Mb of system RAM (memory). More is better.
- **Recommended Software:** Microsoft Word, Excel and PowerPoint.
- **Operating System:**
  - Mac Users: Power Macintosh with OS 8.0 or above.
  - PC Users: Windows 95 or above.

- To Do:**
- 1) Read this letter thoroughly.
  - 2) Register for class AND update your email within MyCuesta.
    - I will use the email on record to send important pre-semester messages.
    - Please email me prior to the start of the semester, if you have an emergency which prevents you from attending the first night!
  - 3) Purchase the text before the start of the semester because you will need it the first week.
  - 4) On the first day of class, please log in to Blackboard / WebCT before we meet on campus and peruse the class materials so we can discuss them. Follow the instructions below.

**Blackboard info:** Blackboard is the on-line system that will be used to manage this on-line hybrid course. Blackboard purchased WebCT and, therefore, you may see either name used in support materials.

**To Log In:** The course does not open until the first day of the semester.

Blackboard works best with Microsoft Internet Explorer as your browser.

- 1) Go to the MyCuesta web page and log in as you normally do.
- 2) Click the “distance education” link on the left.
- 3) Click on the “Blackboard” button on the top right.
- 4) Now you are on the Blackboard login page. Before actually logging in, thoroughly read the information about browser check,

pop-ups, and java security on the right side of the page. Follow any necessary set up instructions.

**5)** Your user name (ID) is the same as your MyCuesta user name. **IMPORTANT:** Blackboard is case sensitive.

**6)** Your default password is STUDENT (in CAPS). You must change this once you are logged in. Instructions are provided on that screen.

**7)** If you are unsuccessful in your first attempt, try again, making sure you have followed instructions.

For login problems Cuesta students have access to a 24/7 help desk for distance education, technology, and Blackboard issues. Find out more at <http://library.cuesta.edu/distance/techspt.htm>

**8)** Once logged in, you will see our course listed (RE 169)—Real Estate: Property Management. Also, Blackboard will ask you to do a check of several features (mentioned earlier). These might include a browser tune-up, enabling pop-ups and a java applet.

**Additional Resources:** On-line hybrid courses take a certain discipline and commitment beyond what is required for face-to-face courses. These resources may help.

#### **What Makes a Successful Online Student?**

<http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp>

Each semester Cuesta offers a **preparation course for distance education** – go to, [DIST 101](#).



# Course Syllabus Summary

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**RE 169**  
Property Management  
**Course Start Date:** 01/19/2012  
**Course End Date:** 05/17/2012

**Please print a copy of this syllabus for handy reference.**

**Whenever there is a question about what assignments are due, please remember this syllabus is considered the ruling document.**

## ***Instructor Information***

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### **Matthew Roberts**

**MBA, C.P.M., CA Real Estate Broker #00848914**  
[marobert@cuesta.edu](mailto:marobert@cuesta.edu) (Cuesta College primary e-mail)  
RobertsProperties@sbcglobal.net (Personal)  
**805-773-4103** (PST)

### **Instructor Availability**

You can reach me by e-mail or phone. Important - please put "RE 169" in the subject line of the e-mail and if you call give me contact info to get back to you.

If it is urgent you should try both an e-mail and a voice mail on my phone. I will get back to you once I pick up the message. This is normally within 24 hours during the work week and 48 hours on weekends. No one else may use your login to gain access to the classroom resources (i.e. Blackboard).

### ***Hybrid Course Structure?***\_\_\_\_\_

**Hybrid On-Line Course Format:** This is a hybrid course which requires monthly in-class meetings (see schedule below) and weekly on-line assignments and assessments. The following areas are part of the Blackboard system.

**Discussion:** This is on-line in Blackboard (Bb) and is designed so it has read-and-write access for everyone in the course. We will have a general discussion thread for all to use to ask general questions and so anyone can participate and respond to answer or provide help. There will also be specific discussion threads for weekly prompts and assignments and a group work thread for each team.

**Announcements:** This is a read-only section, which means you can read materials here but you can not post to it. It is designed as a place to post course announcements. This should be reviewed weekly for new postings / announcements.

**E-Mail:** Once the course begins we will be using the e-mail system internal to Blackboard as our primary communication tool. This will be used for private communications between the instructor and a student and for the instructor to contact multiple students on any subject. Students will also use it to hand in some assignments as attachments to an e-mail.

**Course Content:** This is a read-only section. This is where I will post the various course materials and support documentation.

**Project Teams:** This course has a group project and other group assignments. Project Teams will be formed in the first month. You will be assigned to one of these teams by the instructor if you do not self select a team within time allowed.

**Assignments:** This is where you will hand in several assignments.

**Assessments:** This is where you will take on-line quizzes and the final exam.

## ***Cuesta Policies***

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For class policies, we will adhere to all policies of Cuesta College. Faculty and students will be held responsible for understanding and adhering to all policies of Cuesta. Cuesta policies are subject to change. Academic Honesty and Student Code of Conduct are two policies all students must adhere to. You are responsible for yourselves and need to be aware of drop policies and time frames and conform to them as applicable.

## ***Project Teams***

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Cuesta College students are expected to work professionally and effectively in diverse groups and teams to achieve educational learning objectives. They must collaborate and effectively function within team settings as both leaders and followers. They must respect diversity and behave in a tolerant manner toward faculty, colleagues and peers. If you experience difficulties working with your team, you are expected to resolve them within the team if possible. However, please feel free to contact me for guidance if you have concerns in this area. Because Project Team projects are outcome-based, all members of your Team will generally earn the same grade for Team projects. However, I reserve the right to report different grades for different Team members if I see a substantial imbalance in individual contribution.

Several of the main assignments in this class will be completed in Project Teams. Teams will be finalized the first month. You will have time to select a project team to join. The teams will have a maximum number of members (normally 5 depending on class size) so if you have a preference you will want to sign up quickly. I will assign those not signed up at the end of the time period to a team. Project Team Reports and Peer Evaluation forms are required. All Team assignments must be submitted when due.

## ***Classroom Management Practices***

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- 1) **Participation, Attendance, and Preparation** are all important to success in this course. Everyone wants to hear from you (i.e. read your well thought out and referenced postings) as your thoughtful insights and use of the learned course material add to the experience for everyone, therefore participation, preparation and attendance are rewarded. Regular attendance is rewarded (both on-line and on-site).
- 2) Differing points (1 to 5 points each) of **Extra Credit** may be available for posting extra assignments (e.g. homework answers, article summarized, research summarized, etc.) for up to a maximum of 25 points extra.
- 3) There will be up to 17 chapter **quizzes** (no less than 10 quizzes). Your highest 10 scores will go towards the 100 points available.
- 4) This will be a challenging yet interesting course. Of course, cheating, plagiarism, unprofessional conduct or similar activities will not be allowed (per Academic Honesty and or Student Code of Conduct policies). This type of behavior may result in a student failing the assignment or failing the class at the discretion of the instructor.
- 5) We will try and stick to the posted syllabus. The instructor reserves the right to change it as needed to accomplish the learning objectives of the course.
- 6) Special accommodations will be made for those with special needs (learning, physical, or other disability). Please contact me and we will discuss how to accommodate you.

7) **Quizzes, mid-term, and final exam** – Quizzes are done on-line and or in-class. The Midterm exam is an in-class exam. For the Midterm exam, please bring answer sheet and a #2 pencil. The Final exam is on-line via Blackboard. Plan to take the midterm and final as scheduled. No early or late exams or quizzes allowed.

8) **Assignments unless otherwise noted**, are due by 11:59 pm on the date posted in the syllabus. Late assignments will be accepted up to 6 days late. Each day late the grade will be reduced 10% from the original score. All assignments except the final team project may be turned in early. The team project presentation is due when scheduled.

9) Students are expected to perform research and other activities outside of class, have their own way to get around and have access to an adequate computer with Internet access for class requirements, assignments and testing.

10) **Written Work and Oral Presentations** - All papers are to be typed, proofread, edited, spell-checked, double-spaced, and prepared in accordance with proper formatting. Correct use of citations and references is expected. Plagiarism is a serious matter (see Cuesta Policy on plagiarism) and will have consequences.

Written works, including your on-line postings, are graded for content, organization, style, grammar, and formatting. The instructor will provide a grading matrix (rubric) for written papers. Students are expected to edit their work before posting on-line or handing in papers.

Oral presentations are graded for content, style, visual aids, time limits, and creativity. The instructor will provide a grading matrix (rubric) for the oral presentation.

11) **Grading Assignments** – Normally all assignments will be graded within 6 days of due date. Some assignments are automatically graded at the time they are completed (i.e. on-line quizzes & exams) and other are normally done by the instructor on Sundays.

### ***Grading Formula***

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Points	Grade
95+	A
90-94	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+

74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
<59	F

### **Grades**

A = Excellent performance. Work is exemplary and worthy of emulation by others. Student constructively contributes to the learning environment.

B = Above average performance. All assignments are complete and on time and exhibit a complete understanding and an ability to apply concepts.

C = Average performance. Student accomplishes the minimum requirements or does not fully complete all assignments. Oral and written communication is at an acceptable level for a college student.

D = Work is below acceptable level for a college student. Student shows only a very basic understanding of the material or does not meet all assignment requirements as described in this syllabus.

F = Work is not passing. Student's work is incomplete, chronically late, or does not apply information and concepts in a satisfactory manner.

### **Course Description**

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Presents a comprehensive introduction into the principles and practices of Real Property Management from the property manager's perspective. Course covers residential, special housing, retail, office, and industrial property management. Emphasis is on practical application of property management principles. 3 units (credit / no credit option available). Course is acceptable for credit towards CSU and California real estate licensing requirements.

#### **Course Goals and Learning Objectives:**

1. List five (5) classifications of real property and give an example of each.
2. Understand how to achieve the objectives of the property owners.
3. Prepare a property management plan for an income producing property.

4. Demonstrated understanding of the major components of an annual operating budget.
5. Prepare a five (5) year operating forecast for an income producing property.
6. Able to identify two (2) lease agreement types and provide an example of each.
7. Identify and explain the requirements and significance of seven (7) federal laws on property management operations.

## ***Course Materials***

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### **Required text:**

Property Management, Robert C. Kyle, Dearborn Real Estate Education, Chicago, IL, Eighth edition. ISBN# 1-4277-2141-6

Recommended but not required: Real Estate Reference Book, DRE publication, 2004. Available from DRE via on-line ordering. Other materials include on-line resources and publicly available reference materials. Refer to Web Links section in Bb for other support materials and websites related to this course.

## ***Point Values for Course Assignments***

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<b><i>Assignments by Category / Type</i></b>	<b><i>Points</i></b>
<b>Chapter Quizzes - 10 points possible for each</b>	
Best 10 scores count towards total score	100
<b>Midterm Exam – Chapters 1-9</b>	
In-Class timed exam	50
<b>Final Exam – Chapters 10-17</b>	
On-Line timed exam	50
<b>Lease Contract</b>	
Individual Assignment	50
<b>Participation, Preparation, &amp; Attendance</b>	
Participation & Preparation (best 15 weekly discussion prompts)	150
Attendance & Preparation (includes 5 on-site class meetings)	50
<b>Property Management Plan (Project Teams)</b>	
Team Assignments	50
Team Oral Presentation	50

Team Report

100

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**Point Total****650**

Extra Credit points with various point values between 1-5 each may be available at the discretion of the instructor (up to a maximum of 25 points total)

25 +/-

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**On-Campus Meetings**

This is a hybrid class and regular on-site meetings are a required part of the course. We will meet on the following dates at **Cuesta College, room 4110 from 6:00 pm to 8:00 pm** on the following Thursdays.

**January 19, 2012 (First meeting & quiz)**

**February 23, 2012**

**March 22, 2012 (Mid-Term)**

**April 19, 2012**

**May 10, 2012 (Presentations)**

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**Technical Support**

*For login problems contact Lee McCrea at 546-3100 x 2802 or email: [lmccrea@cuesta.edu](mailto:lmccrea@cuesta.edu)*

*Technical Support is available 24 hours a day, 365 days a year. Call the 24/7 Help Desk (WebCT/Blackboard) at 1-866-847-3251.*

## RE 169, Property Management

### Summary of Modules

<u>Module #</u>	<u>Week #</u>	<u>Chapters</u>	<u>Assessments</u>	<u>Assignments</u>	<u>Team Project</u>	<u>Comments</u>	<u>In class meetings</u>
1	1	1	Quiz	Survey & Prompt	Teams Set Up	Survey, Quiz & Lecture in class. Prompts are all on-line in Bb	<b>1/19/2012</b>
2	2	2	Quiz	Prompt	Teaming Agreement	All other quizzes are on-line in Bb	
3	3	3	Quiz	Prompt	Team Log	Team logs are posted on-line in Bb	
4	4	4	Quiz	Prompt			
5	5	5	Quiz	Prompt			
6	6	6	Quiz	Prompt & Lease	Area Analysis Draft	In class lecture. Hand in Lease. Post Area Analysis in Bb	<b>2/23/2012</b>
7	7	7	Quiz	Prompt	Property Assignment		
8	8	8	Quiz	Prompt	Team Log		
9	9	9	Quiz	Prompt			
10	10	10	Mid-term	Prompt	Marketing Draft	Mid-term is in class, closed book. In class lecture. Post Marketing draft	<b>3/22/2012</b>
11	11	11	Quiz	Prompt			
12	12	12	Quiz	Prompt	Team Log		
13	13	13	Quiz	Prompt			
14	14	14	Quiz	Prompt	Financials Draft	In class lecture. Post Financials	<b>4/19/2012</b>
15	15	15	Quiz	Prompt			

16	16	16	Quiz	Prompt	Team Log		
17	<b>17</b>	17	Quiz	Prompt	Oral Presentation & Report	In class oral presentation & hand in report.	<b>5/10/2012</b>
18	18		Final	Prompt	Team Evaluations	Final is on-line, open book, individual effort.	