

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**REAL ESTATE 201 – REAL ESTATE PROPERTY MANAGEMENT**

3 hours lecture, 3 units

**Catalog Description**

Study of property management and problem areas associated with operating income-producing property.

**Prerequisite**

None

**Course Content**

- 1) Leasehold estates including those for a defined term, hold-over, abandonment, and termination.
- 2) Elements of and requirements for a valid enforceable lease
- 3) Landlord-tenant relations with covenants of quiet enjoyment, implied warranty of habitability, protected classes/discrimination
- 4) Real estate market and how to evaluate appropriate lease amount for both commercial and residential property
- 5) Analyzing income, credit reports, and financial statements for prospective clients for either commercial or residential property
- 6) Preparing, with the landlord, and implementing a property management plan.
  - a. How to set fees and other charges for management duties
- 7) Methods for marketing different properties including use of social media
- 8) Maintenance planning for residential or commercial property and interacting with tenant and landlord
- 9) Records and forms preparation and maintenance for all parties
- 10) Procedures for eviction including unlawful detainer in California
- 11) Ethics of being a property manager and required confidentiality matters

**Course Objectives**

Students will be able to:

- 1) Apply terminology commonly used in property management.
- 2) Complete the various forms used by landlords and tenants.
- 3) Describe the rights and duties of landlords and tenants and the role of the property manager.
- 4) Apply the ethics applicable to property managers
- 5) Demonstrate the ability to analyze financial information
- 6) Demonstrate how to prepare records for all parties and appropriately store them
- 7) Explain how the property manager oversee repairs to the premises.
- 8) Explain various methods of working with various contractors, maintenance workers and groundskeepers
- 9) Prepare various types of leases especially those applicable to California leases
- 10) Explain the various steps to initiate the eviction for non-paying tenants
- 11) Prepare an Unlawful Detainer form

**Method of Evaluation**

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Written midterm that measures the student's ability to apply terminology commonly used in property management, complete the various forms used by landlords and tenants, and describe the rights and duties of landlords and tenants and the role of the property manager.
- 2) Final exam that measures the student's ability to apply terminology commonly used in property management, complete the various forms used by landlords and tenants, and describe the rights and duties of landlords and tenants and the role of the property manager.

**Special Materials Required of Student**

None

**Minimum Instructional Facilities**

Smart classroom

**Method of Instruction**

- 1) Lecture as contained in various instructor prepared course materials, slides, or other lecture substitutes
- 2) Practical exercises including team work in the online environment

**Out-of-Class Assignments**

- 1) Reading assignments
- 2) Short writing assignments
- 3) Short research assignments
- 4) Discussion boards or other online interactivity

**Texts and References**

- 1) Required (representative example): Huber and Lyons, *Property Management*. Educational Textbook Company, 7th ed., 2018.
- 2) Supplemental: None

**Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

- 1) Apply commonly used terms in property management.
- 2) Complete the various forms used by landlords and tenants. (Work Based Learning Outcome).
- 3) Describe the rights and duties of landlords, tenants and the role of the property manager.