
REST 055

Property Management

100% Online Course

REST 55-62Z
CRN: 26514
Fall 2022
4 Units

Instructor: Dan Salah

COURSE DESCRIPTION

In this class, we will explore the fundamentals of real estate property management. Also, this course helps real estate students pass the California real estate salesperson exam. This 100% online learning class does not require any physical access to the De Anza campus.

INSTRUCTOR INFORMATION:

Office hours Online :	Monday – Thursday, 5 – 5:50 PM
Office hours method:	Zoom in Canvas
E-mail address:	salahdan@fhda.edu
Canvas Website:	https://deanza.instructure.com

REQUIREMENTS

On the first day of class, log into Canvas at <https://deanza.instructure.com> and view the Week 1 course orientation video. **To secure your place in our class (so you won't be dropped), you must successfully complete your Canvas Rockwell registration in Canvas by 11 PM on Sunday, October 2.** (Directions for registration are provided in my course orientation video).

Below is a summary of the tasks you will perform as you complete this course:

- Read this course syllabus
- Purchase your course materials
- Watch Orientation video in Canvas <https://deanza.instructure.com>
- Complete course assignments, lessons/exams in Canvas <https://deanza.instructure.com>

ZOOM OFFICE HOURS

Online office hours available in Canvas through Zoom. To access Zoom, click on the Office Hours link at the bottom of week 1. Please let me know ahead of time if you plan to attend office hours. However, you can also email me anytime with questions!

COURSE OBJECTIVES

After completing the course readings and exercises, you should soon be able to:

1. Explain professional property management overview concepts.
2. Explain how to work with management clients.
3. Develop a management plan.
4. Explain financial aspects of property management.
5. Investigate marketing methods.
6. Illustrate leasing concepts.
7. Explore tenant relationships.
8. Explore how to manage residential property.
9. Explore how to manage office properties.
10. Explore how to manage retail properties.
11. Explore how to manage industrial properties.
12. Explore risk management strategies.
13. Explore federal, state, and local law compliance.

Student learning outcomes:

- Create property management marketing plan.
- Identify essential lease provisions.
- Identify best practices to reduce property management risk.

COURSE MATERIALS

Important note: Be sure to purchase these materials in the De Anza Bookstore OR within Canvas. **Do NOT purchase through the web** (i.e. amazon etc.) because you will need to purchase a specific bundle to access the required online content for this course.

Chose ONE of the following two methods below to purchase your course materials:

Method 1: Purchase course materials in Canvas week 1 (recommended)

As described in the course orientation video (on the Canvas course website) purchase your course materials through Canvas (week 1). For an extra cost, this method also allows students to purchase an optional hard copy of the course textbook (Ebook is already included in base cost). See course orientation video for detailed procedure regarding how to purchase your course materials using Method 1.

Method 2: Purchase in De Anza Bookstore

More expensive option. Purchase the following from bookstore:

Property Management, 3rd Edition (Access eBundle Code), 978-1-950728-04-6, Rockwell publishing. This method includes an eBook. After you purchase the course materials at the bookstore, follow the instructions found in the class orientation video to enter your “KeyCode” you will purchase from the bookstore and enter the code in Canvas.

REQUIRED COURSE ORIENTATION VIDEO

The course orientation video can be viewed from within Canvas (<https://deanza.instructure.com>) on the first day of class.

CANVAS INSTRUCTIONS

You will be using the Canvas web site to post questions on the discussion forum and complete your assignments. Please note that you will not be able to log into the Canvas course until the first day of instruction.

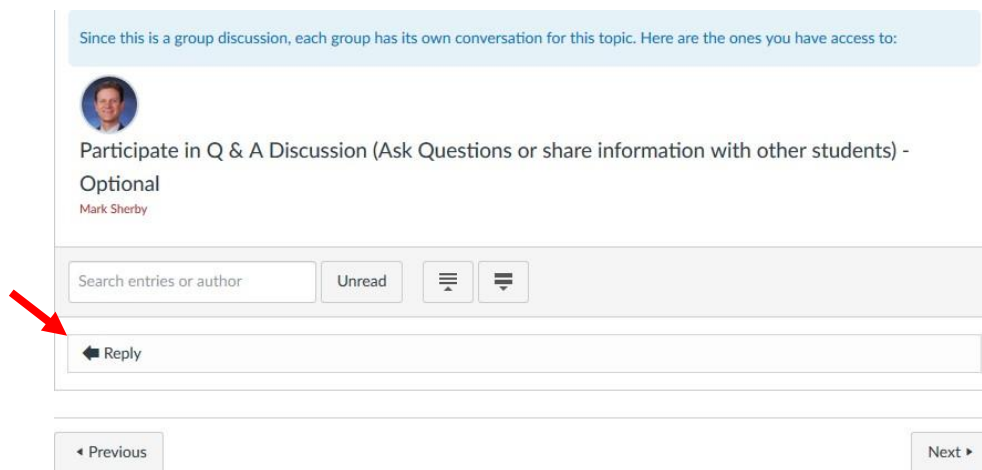
Canvas is required for all De Anza online courses. All assignments can be found in Canvas. Please complete the assignments in the order found in the Canvas weekly schedule.

Please do not turn off Canvas “Announcements”. Students who turn off Announcements are responsible for information they have missed.

To log on to Canvas go to <https://deanza.instructure.com> and then follow the instructions provided.

GROUP DISCUSSIONS

The “Q & A Discussions” in Canvas provides you a way to communicate with others in the class. Using this forum, you will be discussing homework assignments and may post questions that you have about our course. To participate in these discussions, you will first click on the weekly “Q & A Discussions” links in Canvas. You will read the discussion thread, and then click on the “Reply” area to type in your response (see below). When finished typing your response, you will click the “Post Reply” button (shown below) which will post your response to the other class members through email. This is a very simple tool that will allow us to communicate with each other during the quarter!



1. Fill in your own name address etc. into the Rockwell Student Information page. Below is an example:

Student Information

Name: *
Enter your name **exactly** as you'd like it to appear on your certificate of completion (when applicable), including capital letters.

First: Mark Middle: Last: Sherby Suffix: -

Shipping Address:
Enter the address you'd like us to send your materials to.
No P.O. Boxes please! UPS does not deliver to P.O. Boxes.
If your **billing address** is different, you'll be able to enter that on the payment page.

123 Central Ave * Apt/Suite/Unit: -

City: San Jose * State: CA * Zip: 95128 *

Primary Phone Number: (408) 864 - 5471 *

By entering my **mobile/cell** number, I consent to allowing Rockwell to contact me via SMS text message regarding updates in class status or unexpected cancellations/closures only. I understand that text/data rates may apply.

E-Mail: sherbymark@deanza.edu *

Yes, tell me about industry news, professional tips, legal updates, special sales, and other products you offer. Your privacy is important; your email address is never shared with third parties.

Click below once you've made your selections and filled out all required fields.

CONTINUE REGISTRATION

2. Enter your credit card information in the fields below.

Item(s) Selected:

Real Estate Practice
Real Estate Practices - Instructor: Mark Sherby

Subtotal: \$149.00

No items will be shipped with this order.

eBooks
The following eBooks are included with this order. You can download these from your **User Menu** after you complete your registration and log into our website.

- California Real Estate Practice 8th Edition eBook

Total: \$149.00

Payment

Card Number:

Expiration: MM YY

CW Code:

Billing Zip Code:
The **Billing Zip Code** must match what's on file with your credit card. Edit here if it's different from your shipping address.

Pay \$149.00

1. Your Receipt and information about eBook access. In Canvas week 1, I have written further instructions for the steps to access your eBook. Once you receive the message below, you have successfully completed the Rockwell registration. This procedure only needs to be completed once.

Enrollment Receipt

Assignment Delivery

[Click here](#) to go directly to your assignment.

Hello Mark Sherby:

Thank you for enrolling with us! **Access your assignments using your college's LMS interface.** To access other materials, including eBooks, go to <https://www.rockwelleducation.com>, click "Log In", and enter your user number and password.

You can manage your Rockwell account or purchase extra items using the information below.

Name:	Mark Sherby
User Number:	250810
Password:	REDACTED

Passwords are *case-sensitive*. You can change your password from your User Menu if you'd like to. Your course **expiration dates** are listed on your User Menu when you log in. Please take note of these dates.

TESTING AND GRADING

Required Canvas Challenge Exercises and Lesson Cumulative Quizzes:

- The Challenge Exercises and Cumulative Quizzes will test your knowledge of each lesson you have completed in Canvas.
- **You must score 70% or better on EVERY Challenge Exercise and Cumulative Quizzes to receive credit for this course.**
- You will receive feedback on the questions that you missed on these exercises and quizzes therefore if you score less than 70%, review the lesson materials and retake the Challenge Exercises/Quizzes as many times as needed to pass.

FINAL SCORE: 42%

SORRY!

You did not score 70% or better on this challenge exercise. In order to proceed, you must score 70% or better on **every** challenge exercise to receive credit for the course.

<< REVIEW this section from the beginning

< REPEAT the challenge exercise now

DISRUPTIVE ONLINE BEHAVIOR

Disruptive online behavior may include (but is not limited to) the following: discussions that do when not relate to the discussion topic, posting inappropriate comments on discussion forum, monopolizing discussion time, refusing to participate in online activities, and engaging in any other activity not related to the classroom activity. Students who engage in disruptive behavior will be notified by the instructor. If the disruptive behavior continues, students may be asked to stop the disruptive behavior and/or eventually be dropped from the course.

Specific behavior standards for course can be found on the following page:

https://www.deanza.edu/policies/academic_integrity.html

For administrative policies 5510 and 5520 see the following:

<http://fhdafiles.fhda.edu/downloads/aboutfhda/5510ap.pdf>

<http://fhdafiles.fhda.edu/downloads/aboutfhda/5520ap.pdf>

Midterm and Final Exam

Midterm and Final Exam Important Notes!		
1. If you have a schedule conflict with our exam dates, you must contact me prior to the exams to make an alternate arrangement (NO EXCEPTIONS!)		
2. The exams are open book, open notes.		
3. See Canvas for specific midterm/final exam dates and times.		
Important Items	Midterm	Final
To pass this course, you must score 70% or better on EVERY Challenge Exercise and Cumulative Quiz prior to taking the midterm/final exams.	YES	YES
Maximum time to complete exams	1 hour	2 hours
Feedback provided on questions missed	Yes	No
Number of questions on each exam (Approximately)	30	60
Lessons covered in each exam	1-8	1-15
Number of times exam can be taken	ONCE!	ONCE!
Exam questions are derived from Canvas Rockwell lesson challenge exercises and cumulative quizzes. Your textbook will cover the information on the exam as well.	YES	YES
Can you ask for help from others with these exams?	NO	NO
You may NOT print or record any exam questions during or after the exam.	Correct	Correct

Your Final Grade

Your final course grade will NOT be posted to Canvas. You will need to log into the <http://myportal.fhda.edu> web site to view your grade after the quarter has finished.

Exam Grading Scale:

A	93% - 100%
A-	90%-92%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
D+	67%-72%
D	63%-66%
F	Below 63%

Final Grade Mix:

Percentages reflect how final grade determined:

Canvas Assignments	10%
Midterm Exam	30%
Final Exam	60%

	100%

Any opportunities for extra credit will be found in Canvas.

Policy on Academic Integrity:

If a student is found to have cheated or plagiarized on any particular assignment or examination, the student will receive a failing grade for that assignment or examination, and they will be reported to college authorities.

DROPPING THE CLASS

Once you have completed the Rockwell Registration in Canvas week 1, your enrolment will be confirmed in our class. Students who have not completed the Rockwell Registration in Canvas week 1 by the end of the first **Sunday** of the quarter (**by 11PM**), will be dropped from this course. Students who do not complete the first midterm by the due date may be dropped unless they have made alternate arrangements with the instructions. Students will NOT be automatically dropped from this course. If you intend to drop the course, you must drop yourself.

NOTE TO STUDENTS WITH DISABILITIES

If you have a disability-related need for reasonable academic accommodations or services in this course, provide *Dan Salah* with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five days notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number).

Important Note: Don't let yourself fall behind during this session. To succeed in this course, please keep a close eye on the course calendar in Canvas.