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# REST 355

## Property Management

### 100% Online Course

**REST 355-62Z**  
**CRN: 27139**  
**Fall 2024**  
0 Units

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Instructor: Dan Salah

#### COURSE DESCRIPTION

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 <u>Online</u> :	Monday – Thursday, 5 – 5:50 PM
Office hours method:	Zoom in Canvas
Zoom URL:	<a href="https://fhda-edu.zoom.us/j/8166848463">https://fhda-edu.zoom.us/j/8166848463</a>
E-mail address:	<a href="mailto:salahdan@fhda.edu">salahdan@fhda.edu</a>
Canvas Website:	<a href="https://deanza.instructure.com">https://deanza.instructure.com</a>

For emails sent directly to your instructor ([salahdan@fhda.edu](mailto:salahdan@fhda.edu)), email responses will be returned within 48 hours (not including weekends). However, most emails are returned the same working day.

#### REQUIREMENTS

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

- Read this course syllabus
- Purchase your course textbook or obtain a copy from the De Anza Library
- Complete weekly reading and quizzes in Canvas <https://deanza.instructure.com>
- Complete discussion assignments
- Complete midterm and final exam in Canvas

#### 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, or use the link provided above. Please let me know ahead of time if you plan to attend office hours. However, you can also email me anytime with questions!

#### Student learning outcomes:

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

#### COURSE MATERIALS

##### Textbook

Property Management, 3rd Edition, 2021, ISBN: 978-1-950728-04-6, Rockwell publishing.

You will be purchasing a physical textbook. No access codes, key codes or any other website access is required. The De Anza bookstore should have sufficient copies available, but feel free to purchase a new or used copy on Amazon or any other reputable source as well. Please purchase your textbook as soon as possible. Late textbook purchases/deliveries will not be considered a valid excuse for missing or late assignments.

## 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.

## CANVAS INSTRUCTIONS

You will be using the Canvas web site to complete all assignments, communicate with your instructor, and post questions on the discussion forum. 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 and complete the required discussion assignments during the quarter. 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!



## **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](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>

## **Testing and Grading**

Your final course grade (i.e. Pass or Fail) 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.

### **Grading Scale:**

**Noncredit courses are only available on a Pass/Fail grading basis and you must score at least 70% in the noncredit course to receive a Pass grade.**

### **Final Grade Mix:**

Introduce Yourself Post	10 points
Discussion assignments	30 points
Chapter quizzes	225 points
Midterm	45 points
Final	<u>90 points</u>
<b>Total Points</b>	<b>400 points</b>

## **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**

Students who have not completed the Introduce Yourself assignment 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 instructor.

## 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:

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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.

## CREDIT VERSUS NONCREDIT INFORMATION

**If you are enrolled in REST 355, please note that it is a NONCREDIT course.** However, this Property Management course is offered both for credit and noncredit. Passing either course can be used towards sitting the official DRE Salesperson license exam.

Here are some quick facts about our Real Estate non-credit courses:

1. Noncredit courses cannot be used towards the Associate Degree in Real Estate or the Certificate of Achievement.
2. Noncredit courses are not accepted for transfer credit at other institutions. However, you may attain our De Anza College non-credit Skills certificate.
3. REST 55 and REST 355 cannot both be taken the same quarter.

For noncredit real estate information access: <https://www.deanza.edu/realestate/noncredit.html>  
For general noncredit information access: <https://www.deanza.edu/noncredit/>