Course Information

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>RELE-1315 Property Management</td>
<td>Ronda Tyler, MBA</td>
</tr>
<tr>
<td>Spring 2017</td>
<td><a href="mailto:Rf_lewis@yahoo.com">Rf_lewis@yahoo.com</a></td>
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<tr>
<td>RELE 1315-33430</td>
<td>214-476-1501</td>
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<tr>
<td>Online Course</td>
<td>Office Location and Hours: Via email or phone by appointment</td>
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Course Description

This is a WECM Course Number. Course Description: The role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.

Required Materials Including Textbooks


Note: A minimum of 9 hours per week should be devoted to course material outside of class time

Course Prerequisites

NONE

Disclaimer –
The instructor reserves the right to amend this syllabus as necessary.

Important Dates: Start Date 3/20/17, End Date 5/11/17, Certification Date 3/25/17, Drop Date 4/29/17

Texas Core Objectives for Student Learning

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
5. **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Student Learning Outcomes

1. Describe the agent/owner relationship.
2. Define real estate property
management terminology and use it in proper context.
3. Describe the types of leasehold estates and elements of a valid lease.
4. Explain ways in which the landlord tenant relationship can be terminated.
5. Demonstrate application of Fair Housing Laws.

CVC Learning Signature

CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

CVC Faculty and Staff expect students to:
- take responsibility for their own learning
- commit to achieving high academic performance
- be meaningfully engaged in the campus community

CVC Faculty and Staff expect to:
- provide students a clear pathway of instruction
- establish clear learning outcomes
- serve as role models and mentors for students

Course Outline
For maximum success in this course you should spend a minimum of 9 hours per week working on course material.

Your grade for this course consists of a composite score from eight Quizzes and two Cases.

Except where noted, all Quizzes/Exams may be retaken as often as you like.

Before clicking to retake a Quiz/Exam, please keep in mind the old Quiz goes to Quiz Heaven when you click to retake it. There are no assurances I can retrieve your old Quiz/Exam from cyber space.

Quizzes:

* Quiz PM-AgOwn covers Chapter 3 of the text. It is to be taken after you have completed Assignment 3. Quiz PM-AgOwn consists of 10 questions worth 9 points each. This Quiz is worth a total of 90 points toward your final grade.

* Quiz PM-LeaseEst covers Chapter 5 of the text. It is to be taken after you have completed Assignment 5. Quiz PM-LeaseEst consists of 10 questions worth 9 points each. This Quiz is worth a total of 90 points toward your final grade.

* Quiz PM-1 covers Chapters 1-6 of the text. It is to be taken after you have completed Assignment 6. Quiz PM-1 consists of 20 questions worth 5 points each. This Quiz is worth a total of 100 points toward your final grade.

* Quiz PM-TenRel covers Chapter 7 of the text. It is to be taken after you have completed Assignment 7. Quiz PM-TenRel consists of 10 questions worth 9 points each. This Quiz is worth a total of 90 points toward your final grade.
* Quiz PM-Govt covers Chapter 10 of the text. It is to be taken after you have completed Assignment 10. Quiz PM-Govt consists of 10 questions worth 9 points each. This Quiz is worth a total of 90 points toward your final grade.

* Quiz PM-2 covers Chapters 7-11. It is to be taken after you have completed Assignment 11. Quiz PM-2 consists of 20 questions worth 5 points each. This Quiz is worth a total of 100 points toward your final grade.

* Quiz PM-3 covers Chapters 16-17 of the text. It is to be taken after you have completed Assignment 17. Quiz PM-3 consists of 10 questions worth 9 points each. This Quiz is worth a total of 90 points toward your final grade.

* Quiz PM-SUSTAIN covers the online course video on Green Cord/Sustainability. There are 5 multiple choice questions in this quiz worth 10 points each. This quiz is worth a total of 50 points toward your final grade.

* Quiz PM-Final covers Chapters 1-12 and 16-17 of the text. It is to be taken after you have completed Assignment 17. Quiz PM-Final consists of 25 questions worth 4 points each. This Quiz is worth a total of 100 points toward your final grade.

Once you begin taking a quiz, you must complete it.

You may use your text and notes as resources when testing. Please do not consult anyone while you are testing. If you do not test alone, you are cheating yourself and reducing your chances of passing the TREC license exam.

Exams may be taken over as many times as you want to improve your score. Each time you retake the exam, your previous score will be deleted.

**Cases:**

The Cases you are required to complete are generally described below and more specifically described in the Assignments section of this course.

* At the conclusion of Assignment 3, the student will perform a Management Agreement Case Analysis. This Case Analysis will be worth a maximum of 100 points toward your final grade for the course.

* At the conclusion of Assignment 11, the student will perform a Lease Case Analysis. This Case Analysis will be worth a maximum of 100 points toward your final grade for the course.

**Evaluation Procedures**

At the beginning of the course, the instructor provides a schedule of examinations and assignments that contribute to the final grade in the course for each student.

- A - 900 to 1000 points
- B - 800 to 899 points
- C - 700 to 799 points
- D - 600 to 699 points
- F - less than 600 points
Exams and Assignments

The final grade for the course reflects evaluation of the student’s work on the following assignments that are calculated as follows:

**Your Final Course Grade is based on earning a maximum of 1,000 points**

- Up to 90 points come from Quiz PM-AgOwn
- Up to 90 points come from Quiz PM-LeaseEst
- Up to 100 points come from Quiz PM-1
- Up to 90 points come from Quiz PM-TenRel
- Up to 90 points come from Quiz PM-Govt
- Up to 100 points come from Quiz PM-2
- Up to 90 points come from Quiz PM-3
- Up to 50 points come from PM-Sustain
- Up to 100 points from the Management Agreement Case Analysis
- Up to 100 points from the Lease Case Analysis
- Up to 100 points come from Quiz PM-Final

For a total of 1,000 possible points

Service Learning

The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College web site for additional information.

http://www.cedarvalleycollege.edu/CommunityMembers/Lists/WebPages/DispForm2.aspx?List=4910a51c-65b2-4293-9ecd-5f5aa383b44d&ID=17

Stop Before you Drop

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule.

For more information, you may access:
http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx
The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at:

http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Attendance Policy

In general, daily class attendance enhances student achievement of an A, B or C in the course. Students should advise instructors of illness, work or family situations that may require absence from a class.

Financial Aid Certification of Attendance

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Course Policies

None. Online course.

Tutoring Services

All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at:

http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx
QUALITY ENHANCEMENT PLAN
Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

Academic Advising
Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student's entire educational career at Cedar Valley College.

We encourage you to meet with an advisor early during registration so you will have plenty of time to plan a schedule that works for you. Academic Advisors are located in building “L”, and can be reached at (972) 860-0806.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access:
https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

CVC Welcome Center
The Cedar Valley College Welcome Center staff are available Monday-Thursday, 8:30am-7pm, Friday 8:30am-5pm to answer any general questions you may have. The main CVC telephone line for general information is (972) 860-0816.

Academic Honesty
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See Also Student Code of Conduct.
https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

ADA Statement
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert
Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to:
Financial Aid

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Health Center Services

Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- [www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx](http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx)
- Confidential "talks"
- Assists with health related club activities when asked and time permits

Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.