

BUSN222

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Course Summary

Course : BUSN222 **Title :** Real Estate Property Management

Length of Course : 8

Prerequisites : N/A **Credit Hours :** 3

Description

Course Description: This course explores the role and major functions of the property manager. Students will have the opportunity to discuss and review terminology, concepts, and best practices for landlord policies, operational guidelines, leases and lease negotiations, tenant relations, habitability laws and the Fair Housing Act. Topics will include the impact of electronic technology on the industry and fair housing regulations.

Course Scope:

This course is divided into 8 weeks and is organized to give students a broad context in which to study real estate property management principles. Real estate related Internet resources are provided.

Objectives

After successfully completing this course, the student will be able to:

1. Differentiate the responsibilities between the Property Manager and the Property owner.
 2. Analyze the factors affecting the real estate economy along with the impact of marketing the property.
 3. Prepare a management and marketing plan which aligns with the Property Owner's primary objectives.
 4. Extrapolate upon legal aspects and Federal laws governing property management as a business.
 5. Interpret real estate marketing trends, along with urban and regional economics regarding property management.
 6. Compare and contrast the differences between residential and commercial property management.
 7. Identify elements of current Risk Management strategy and various approaches within property management.
 8. Examine the property management licensing laws, pre-licensing qualifications, and continuing education requirements within a given state.
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Outline

Week 1: The Role of the Property Manager; Planning and trends; Owner relations

Learning Outcomes

LO1

Required Readings

This class relies solely on electronic resources available through the classroom. All directions will be given to the students on where to acquire readings through the Lessons area of the classroom for each week.

Assignments

Introduction Forum

Week 1 Forum Discussion

Week 2: Marketing and Advertising

Learning Outcomes

LO2

Required Readings

Located in the Lessons area of the classroom

Assignments

Week 2 Forum Discussion

Assignment 1: Lease Contract

Week 3: Leases, Negotiations, Tenant Relations

Learning Outcomes

LO3

Required Readings

Located in the Lessons area of the classroom

Assignments

Week 3 Forum Discussion

Assignment 2: Property Management Plan

Week 4: Maintenance and Construction

Learning Outcomes

LO4

Required Readings

Located in the Lessons area of the classroom

Assignments

Week 4 Forum Discussion

Week 5: Office Reports, Federal & State Laws

Learning Outcomes

LO5

Required Readings

Located in the Lessons area of the classroom

Assignments

Week 5 Forum Discussion

Week 6: Specialized housing; Residential property

Learning Outcomes

LO6

Required Readings

Located in the Lessons area of the classroom

Assignments

Week 6 Forum Discussion

Week 7: Commercial property; Risk management

Learning Outcomes

LO7

Required Readings

Lessons area of the classroom

Assignments

Week 7 Forum Discussion

Assignment 3: Property Manager Interview

Week 8: Licensing Laws; Open discussion and follow-up questions

Learning Outcomes

LO8

Required Readings

Located in the Lessons area of the classroom

Assignments

Week 8 Forum Discussion

Assignment 4: Final Paper

Evaluation

Grading:

Name	Grade %
Forums	50.00 %
Forum 1	5.56 %
Forum 2	5.56 %
Forum 3	5.56 %
Forum 4	5.56 %
Forum 5	5.56 %
Forum 6	5.56 %
Forum 7	5.56 %
Forum 8	5.56 %
Introduction Forum - Week 1	5.56 %
Assignments	30.00 %
Assignment 3: Property Manager Interview (Due Week 7)	10.00 %
Assignment 1: Lease Contract (Due Week 2)	10.00 %
Assignment 2: Property Management Plan (Due Week 3)	10.00 %
Final	20.00 %
Assignment 4: Final - Licensing Laws (Due Week 8)	20.00 %

Materials

Book Title: Property Management, 9th Edition - the VitalSource e-book is provided via the APUS Bookstore; hard copy not available from the bookstore, please try other sources.

Author: DREI, Floyd M. Baird

Publication Info: Dearborn Publishing

ISBN: 9781427747907

Book Title: You must validate your cart to get access to your VitalSource e-book(s). If needed, instructions are available here - <http://apus.libguides.com/bookstore/undergraduate>

Author: N/A

Publication Info: N/A

ISBN: N/A

Required Readings

See Lessons area for additional reading requirements.

Additional Resources

See Lessons area for additional resources.

Site Name	Website URL/Address
American Real Estate Society	www.aresnet.org
Institute for Real Estate Management	www.irem.org
All Property Management	http://www.allpropertymanagement.com
State Real Estate Licenses	http://www.vaned.com/index.cfm/fa/PRE?gclid=Clu6hpi9h6QCFQ4EiQodb3LJJQ

Course Guidelines

Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

Tutoring

- Tutor.com offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.
- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arraignments have been made with the instructor.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they

know ahead of time of any potential late assignments.

Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- "Substantive" means comments that contribute something new and important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.
- The main response to the forum need to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late main response posts to a forum will not be accepted without prior instructor approval.
- Replies must be posted in the week due and replies after the end of the each week will not be graded.

Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be

accepted without prior instructor approval.

University Policies

[Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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