

Online - West Valley College Section 50081 – Summer 2022 (June 6 – July 16)

The Summer semester is an accelerated class compressing a typical 15-week term into 6 weeks with just 29 business days (excludes weekends and holidays). Due to the fast pace our Canvas course materials become available one week early for those wishing a head-start prior to our official class start date.

REAL ESTATE PROPERTY MANAGEMENT– RLST099	1
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Outcome: Demonstrate the ability to analyze different types of property in order to make informed judgments for their own or client accounts.

Assessment: Homework assignments & Examination.

I do not grade on a curve. I use variable grade segments, where 100 to 90% is an A, 80 to 89% is a B, 70 to 79% is a C, 65 to 69% is a D. Since I expect our class will afford opportunity to earn about 700 grade points, the distribution should be:

A = 630 to 700 points. B= 560 to 629. C= 490 to 559. D= 455 to 489. F= Less than 454.

Discussion questions	145 points
Quizzes	130 points
Puzzles	75 points
Midterm exam	150 points
Final exam	<u>200 points</u>
Total:	700 points

Our exams will consist of multiple-choice questions. The questions will focus on fundamental property management concepts and real estate terminology. Since our class is a distant learning one, the exams are timed open book assessments.

A closed book final exam, if needed, may be made by arrangement with the instructor prior to the course midpoint. Any such closed book exam will be scheduled to occur at West Valley College during the final exam's week.

The exams will cover lecture material, textbook readings, class discussions, and homework assignments. The exams include textbook topics not discussed in class. The final exam will cover the entire class.

The Canvas Module and Syllabus views show assignment due dates. Homework assignments are explained in each Canvas lesson module that is released as the course unfolds.

When emergencies arise, contact the instructor as soon as possible to discuss options. Extensions are given at the instructor's discretion. There is no exception for the final exam. It must be completed per schedule as course grades are submitted promptly at the end of the school term. My distant learning courses do NOT afford an "incomplete option".

I typically mark down late assignment postings 10% for each module in arrears. For example, if you turn in your module 3 assignment(s) during the Module 5 week, the two-module difference will earn you a 20% grade point deduction.

Additionally, you will **NOT** be eligible for the supplemental grade points for your late comments to a fellow student's post, as the time has passed where they may add value or create additional discussion.

You may take this course on a pass/no pass grading option basis rather than a letter grade. To do so, you must submit the school application for pass/no pass and advise me of your submittal. See the semester calendar for submission deadlines. Typically, within 2 days of accelerated terms. Forms are available on the schools' portal web site and within Mike's File Cabinet within our course supplements.

Property Management, 7th Edition, By Walt Huber, Arlette Lyons & William Pivad. Educational Textbook Company, Inc. Covina California. The publisher maCalib(C)-20 Tc 01(,)(e)-6 P P P P7is 1 Tf12 0 11.003

Clarity: Ideas are communicated in clear, grammatical English. Your objective is effective communications with writing that is clear, concise, direct, and professional. Don't make us guess.

Always document your sources such as the textbook, an internet source or other creditable source. Wikipedia is NOT considered an academic source and it should only be utilized as a point of departure for your information search. For this course, any citation style is fine for referencing the information that you gathered or quote. Be sure to include in "quotation marks" any information that you copy. Dead web links are not acceptable. All discussion question postings shall be as narrative in the forums. File postings in lieu of written narrative postings are NOT acceptable as they do not promote discussion.

You need good computer skills and internet access to successfully complete this course. Most students have found a PC with a full-size keyboard and high-speed internet access is a must. Do not expect to be successful in our class or within the real estate vocation using just a smartphone.

Do not send scans of handwritten notes. Prior instructor approval required for video presentations. Voice mail and text message submittals will not be accepted in lieu of forum postings. A real estate financial calculator is not required, but is helpful.

Canvas is our virtual classroom on the internet containing all class content such as discussion forums, exams, supplements, videos and quizzes. Here you will interact with your fellow students and me. You may log into Canvas via [My Portal](#). When you log into the system, you will see a listing of your courses. If you are having trouble accessing the portal, please watch the video, [How To Sign In to My Portal](#). Additionally, you may need to link your account to OpenCCC the first time using the Canvas link. Here are instructions on [How to link your Canvas account to OpenCCC](#).

Plagiarism in any form will not be tolerated. Plagiarism is the uncredited use (both intentional and unintentional) of somebody else's words or ideas. I reserve the right to issue a failing grade if I learn a student has engaged in plagiarism. Please refer to the College's policy on academic dishonesty in the College Catalog.

West Valley College is highly committed to fostering a safe and healthy learning environment. Title IX and District policy prohibit discrimination on the basis of s13 4 (t)-8eesBMC 0 s13ac2 (t)-2 (hu)4 (ndd-1 (t)-2 (13

Chancellor of Human Resources is not available, contact the Office of the President of West Valley College.

West Valley College strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including permanent disabilities or chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. You are also welcome to register with the Disability and Educational Support Program to establish reasonable accommodations. After registration, DESP will notify of your approved accommodations.

The DESP office is located in the LS building. Their phone number is (408) 741-2010 (voice) or (408) 741-2658 (TTY). Information about their services can be found at westvalley.edu/desp.

Students are directed to the [West Valley College Accessibility Statement](#) for accessibility policy, objectives, resources, issue reporting, questions and accommodation testing.

West Valley College has many Student Services that are here to support your success and help you achieve your goals. Check them out at westvalley.edu/services.

Be prepared! Review the college's Emergency Preparedness information at westvalley.edu/emergency. If you attend classes on campus, we recommend putting WVC emergency numbers into your phone.

The following page reflects my class schedule plan, whereas Canvas shows our ongoing active schedule. Canvas also delivers schedule change announcements if the student enables this notification feature.

The 'PreClass' Modules shown in the Module Release Date column below are available prior to the official class start date in my accelerated Winter and Summer term classes. In my non-accelerated Spring and Fall semesters, the 'PreClass' modules are available on the first day of the term.

Canvas provides active class schedule information in a narrative format in the Modules and the Syllabus Views, plus homepage reminders. For an understanding of the content and assignments related dates, please see the Canvas 'Class Schedule Information' page within our Welcome to our Property Management Class module.

Early access to the Summer semester class materials via Canvas starts one week prior to the official

