

BUSN425

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 : BUSN425 **Title :** Real Estate Management

Length of Course : 8

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

Description

Course Description: This course provides an overview of the real estate management field. Students will have the opportunity to discuss and review terminology, concepts, and best practices in real estate management. The course explores the various management roles, including Broker strategic planning and financial responsibilities, liability and safety, leadership, operations, legal, and ethical guidelines in real estate management.

Course Scope:

This course is divided into eight weeks. Students will have the opportunity to discuss and review terminology, concepts, and best practices in real estate management. Real estate management related Internet resources are available.

Objectives

LO1: Summarize concepts, terminology, and best practices in real estate management.

LO2: Compare and contrast the roles of the broker and the broker manager.

LO3: Classify the responsibilities and risks of the broker related to real estate management.

LO4: Develop a vision, mission, and core values statement for a real estate brokerage.

LO5: Demonstrate appropriate and effective communication through the use of soft skills in real estate management.

LO6: Distinguish the types of management and leadership skills required as a broker and agent to perform fiduciary duties to clients.

LO7: Discover real estate management career opportunities.

LO8: Demonstrate a commitment to agent and broker ethics based on the National Association of Realtors ethical guidelines.

Outline

Week 1: RE Management Concepts

Learning Outcomes

LO1: Summarize concepts, terminology, and best practices in real estate management.

Required Readings

This class relies solely on electronic resources, which will be 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

Week 1 Introduction Forum

Week 1 Forum Discussion

Recommended Optional Reading

Recommended Media

Week 2: Broker Roles

Learning Outcomes

LO2: Compare and contrast the roles of the broker and the broker manager.

Required Readings

This class relies solely on electronic resources, which will be 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

Week 2 Forum Discussion

Recommended Optional Reading

Recommended Media

Week 3: Responsibilities and Risks

Learning Outcomes

LO3: Classify the responsibilities and risks of the broker related to real estate management.

Required Readings

This class relies solely on electronic resources, which will be 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

Week 3 Forum Discussion

Recommended Optional Reading
Recommended Media

Week 4: Establishing an Organization

Learning Outcomes

LO4: Develop a vision, mission, and core values statement for a real estate brokerage.

Required Readings

This class relies solely on electronic resources, which will be 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

Week 4 Forum Discussion

Assignment 1: Brokerage Business Plan

Recommended Optional Reading
Recommended Media

Week 5: Managing People

Learning Outcomes

LO5: Demonstrate appropriate and effective communication through the use of soft skills in real estate management.

Required Readings

This class relies solely on electronic resources, which will be 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

Week 5 Forum Discussion

Recommended Optional Reading
Recommended Media

Week 6: Managing Clients

Learning Outcomes

LO6: Distinguish the types of management and leadership skills required as a broker and agent to perform fiduciary duties to clients.

Required Readings

This class relies solely on electronic resources, which will be 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

Week 6 Forum Discussion

Recommended Optional Reading
Recommended Media

Week 7: RE Management Careers

Learning Outcomes

LO7: Discover real estate management career opportunities.

Required Readings

This class relies solely on electronic resources, which will be 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

Week 7 Forum Discussion

Assignment 2: Final Paper

Recommended Optional Reading
Recommended Media

Week 8: Ethics

Learning Outcomes

LO8: Demonstrate a commitment to agent and broker ethics based on the National Association of Realtors ethical guidelines.

Required Readings

This class relies solely on electronic resources, which will be 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

Week 8 Forum Discussion

Recommended Optional Reading
Recommended Media

Evaluation

Grading:

Name	Grade %
Discussion Forums	40.00 %

Introduction Forum	4.44 %
Week 1 Forum	4.44 %
Week 2 Forum	4.44 %
Week 3 Forum	4.44 %
Week 4 Forum	4.44 %
Week 5 Forum	4.44 %
Week 6 Forum	4.44 %
Week 7 Forum	4.44 %
Week 8 Forum	4.44 %
Assignments	60.00 %
Assignment 1: Brokerage Business Plan (Week #4)	30.00 %
Assignment 2: Final Paper (Week #7)	30.00 %

Materials

Book Title: Various resources from the APUS Library & the Open Web are used. Please visit <http://apus.libguides.com/er.php> to locate the course eReserve.

Author: No Author Specified

Publication Info:

ISBN: N/A

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](https://www.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.
- 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. Repeating the same idea that your classmate posted is not substantive. Complimenting what your classmate posted, though nice, 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 promptly 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.

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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