



REAL ESTATE MANAGEMENT CERTIFICATE

PROFESSOR

Hello Real Estate Management students!

My name is Karla King and I am pleased to be your instructor.

I am a seasoned real estate professional with a passion for transforming properties into thriving investments. With a career spanning since 2005, I excel in property management and strategic real estate investments

You can reach me via email: kking@lakewood.edu.

Karla can also be reached at ☎ [800-517-0857](tel:800-517-0857) X 785

CONTACT INFORMATION

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ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing info@lakewood.edu

BOOKS AND RESOURCES

Property Management, 2017

EVALUATION METHOD

Graded work will receive a numeric score reflecting the quality of performance.

Course Requirement Summary

- Assignments - Total of 420 Points
- Forums – 150 Points
- Final Writing Project - 100 Points

GRADING SCALE

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 670. To determine the final grade, the student's earned points are divided by 670.

Your overall course grade will be determined according to the following scale:

A = (90% - 100%)
B = (80% - 89%)
C = (70% - 79%)
D = (60% - 69%)
F < (Below 60%)

ACADEMIC INTEGRITY/ PLAGIARISM:

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

DISABILITY ACCOMMODATIONS

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: disabilityservices@lakewood.edu

SUPPLEMENTAL TEXTS

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

LIBRARY

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at modell@lakewood.edu or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

SUPPORT

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2
info@lakewood.edu
studentservices@lakewood.edu

CAREER SERVICES

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2
careerservices@lakewood.edu

LESSONS

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
Lesson #1	<ul style="list-style-type: none">Lesson 1: Determining Your Why In this lesson, students will answer three questions to determine their reason for becoming a real estate entrepreneur. These questions help the real estate entrepreneur determine the strong purpose (s) to drive their success.	<p>Read Syllabus Power Points Complete Assignment Complete Forum</p> <p>Complete Lesson Quiz Lesson Evaluation</p>	Objective 1
Lesson #2	<ul style="list-style-type: none">Lesson 2: The Cost of the Current You This lesson helps the student to determine financial clarity. Students discover formulas to assist them in	<p>Read Syllabus Power Points Complete Assignment Complete Forum</p> <p>Complete Lesson Quiz Lesson Evaluation</p>	Objective 2

determining their total financial pictures and develop a clear financial statement.

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
Lesson #3	<ul style="list-style-type: none">Lesson 3: The Cost of the Future You This lesson helps the student to develop income projections and forecasting for future success at a real estate entrepreneur. Students develop a forecasted financial statement based on assessments in this lesson.	Read Syllabus Power Points Complete Assignment Complete Forum Complete Lesson Quiz Lesson Evaluation	Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
Lesson #4	<ul style="list-style-type: none">Choosing A Purpose for Each Property This lesson is an introduction to the most fundamental concepts, principles, analytical methods, and tools useful for making investment and finance decisions. Further, students develop a purpose for acquiring property which helps them to be intentional and direct. Students also develop a road map to follow.	Read Syllabus Power Points Complete Assignment Complete Forum Complete Lesson Quiz Lesson Evaluation	Objective 1

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
Lesson #5	<ul style="list-style-type: none">Jemal's 5 Rules In this lesson, students review the 5 lessons that lead to real estate entrepreneur success. Students review a list of criteria to consider such as net cash flow, ARV, and location. Further, students are taught the principles of being <i>clear, conscious, and certain on the decisions.</i>	Read Syllabus Power Points Complete Assignment Complete Forum Complete Lesson Quiz Lesson Evaluation	Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
Lesson #6	<ul style="list-style-type: none">Buying With A Purpose This course examines the fundamentals of real estate finance and development from a legal and entrepreneurial perspective. The main topics covered include the following: land	Read Syllabus Power Points Complete Assignment Complete Forum Complete Lesson Quiz Lesson Evaluation	Objective 2 Objective 3

acquisition, finance; choice of entity; tax aspects; management (leasing, environmental); disposition of real property (sale of a mortgaged property, foreclosures, wraparound mortgages, sale-leasebacks); and recent legal developments.

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
Lesson #7	<ul style="list-style-type: none"> Flipping With A Purpose In this lesson, students will explore real estate the concept of real estate flipping. Examined will be the concept of how the real estate entrepreneur buys houses and then sells them for a profit. 	Read Syllabus Power Points Complete Assignment Complete Forum Complete Lesson Quiz Lesson Evaluation	Objective 2 Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
Lesson #8	<ul style="list-style-type: none"> Lesson 8: Wholesaling With A Purpose This lesson will help students understand how to get results in Wholesaling. This lesson provides action steps to wholesale properties as a real estate entrepreneur. 	Read Syllabus Power Points Complete Assignment Complete Forum Complete Lesson Quiz Lesson Evaluation	Objective 1 Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
Lesson #9	<ul style="list-style-type: none"> Assembling Your Team Every real estate entrepreneur needs a dream team. This lesson instructs on the proper process for developing a team that specializes in various aspects of your business. This lesson will explore how to work with the find and work with the following individuals: realtor, brokers, lenders, attorneys, insurance agents, accountant, general contractor, property manager, architect, and project manager. Instructions will be provided on how to screen and hire the right team. 	Read Syllabus Power Points Complete Assignment Complete Forum Complete Lesson Quiz Lesson Evaluation	Objective 1 Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
Lesson #10	<ul style="list-style-type: none"> Your Realtor / Broker The student will learn how the realtor/broker 		Objective 4 Objective 5

will guide the entire process. Students will also learn how the broker will assist in locating a property that fits the criteria established.

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

TITLE
Lesson #11

COURSE TOPIC

- The Closing
The various parts of the real estate contract are explored in this lesson. An overview of the entire closing process is explored including these subjects: offers, counter-offers, acceptance, and house inspections and

READINGS/ASSIGNMENTS

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

OBJECTIVES

Objective 2
Objective 4

TITLE
Lesson #12

COURSE TOPIC

- The Real Estate Contract
This lesson will explore contracts and forms related to real estate transactions. Special emphasis is placed on the required elements of a binding contract, agency relationships, disclosure requirements, addenda/contingencies, and closings. All the elements of a real estate transaction must be accurate and properly executed for the contract to be binding. A real estate entrepreneur needs to have a working understanding of the contractual transaction.

READINGS/ASSIGNMENTS

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

OBJECTIVES

Objective 5

TITLE
Lesson #13

COURSE TOPIC

- Funding Projects & Credit
This lesson will focus on the six financing strategies that cover the vast majority of real estate transactions. Students will learn about the following strategies: 1. buying with cash; 2. residential loans (properties 4 units or less); 3. commercial loans (properties 5 units or more); 4. private funding; 5. hard money lending; 6. seller financing

READINGS/ASSIGNMENTS

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

OBJECTIVES

Objective 3

TITLE
Lesson #14

COURSE TOPIC

READINGS/ASSIGNMENTS

OBJECTIVES

Objective 2
Objective 5

- **Attorney Relationship**
This lesson will instruct students on determining the right real estate attorney to assist with: business structure, zoning problems, township ordinances, environmental issues, etc. Attorney also assists with contracts, lease agreements, and loan documents to ensure understanding each responsibility as a real estate entrepreneur.

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
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Lesson #15

- **The Documents**
This lesson will help the student understand and easily navigate each section of a standard real estate contract or other closing documents.

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
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Lesson #16

- **The Renovation: Step-by-Step**
In this lesson, students will learn the 4 stages of renovation and how to execute each step. These phases are: Phase 1: Demo, Trim, Framing, Windows, Roofing, Siding • Phase 2: Electrical, Plumbing, HVAC, Insulation • Phase 3: Drywall, Trip, Doors, Flooring • Phase 4: Painting, Cabinets, Countertops

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

Objective 2

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
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Lesson #17

- **Project Management**
This lesson covers key components of project management including project integration, project scope management, project time and cost management, quality management, human resource considerations, communications, risk management, and procurement management.

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
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Lesson #18

Objective 3

- The Scope of Work
The lesson teaches the core fundamentals of project management and builds on your knowledge for effectively initiating a project and managing the project scope. This course lays the foundation for creating a project plan, work breakdown structure (WBS), schedule, budget, and communication plan, and for managing resources, identifying and managing risks, and understanding the project quality and procurement processes.

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
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Lesson #19

- The Property Manager
In this lesson, students will discover the value of working with a property manager. Real estate entrepreneur often rent properties to tenants. This lesson will provide instructions on how to direct the property manager to search for tenants that fit the criteria that you want.

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
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Lesson #20

- Putting It All Together
This lesson teaches the student to understand project lifecycles, standards, and methodologies.

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

Objective 1
Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	OBJECTIVES
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Lesson #21

- Strategies of purchasing
This lesson covers the various strategies for the real estate entrepreneur to acquire Land and property. Also, this lesson includes an in-depth understanding of real estate investment analysis.

Read Syllabus
Power Points
Complete Assignment
Complete Forum

Complete Lesson Quiz
Lesson Evaluation

Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
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Lesson #22

- Legacy Building
In this lesson, students will gain an in-depth understanding of best practices in wealth

Closing thoughts forum- 10 points
Assignment "Final project"- 100 points

Objective 3

management; explore the governance, structure, and investment challenges, and discover new approaches for managing and preserving wealth.

DESCRIPTION

Develop practical, real-world knowledge and skills for investing in real estate as an entrepreneur. Through this professional certificate program, you become familiar with a wide range of real estate asset types while learning how to analyze markets, value assets, raise capital through debt and equity financing, and gaining other essential skills for a real estate investment career.

Program Objectives

1. Explain the various investment opportunities through an understanding of land uses;
2. Describe the forces that drive property values; the life cycles of buildings and neighborhoods; how cities develop and change over time, and the real estate cycle.
3. Explore simulation experience creating financial models, analyzing cash flows, determining values, and measuring economic returns of real estate investments.
4. Analyze types of investment capital through a variety of debt and equity partnership structures.
5. Employ the tools and skills of investment strategy, decision-making, risk mitigation, and enterprise management.

OBJECTIVES

1. Explain the various investment opportunities through an understanding of land uses;
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