



Property Management Syllabus

Course Hours: 45

Instructional Mode

Distance Education

Textbooks / Learning Resources

Property Management, online text

Course Description

The Property Management course gives a practical description of the “nuts and bolts” of the business of property management. You will learn the secrets of the trade and the value of professionalism and ethics that will assist you in maximizing the income to the owners, while protecting the asset and treating tenants fairly. Other topics covered in the course tenant relations; landlord/tenant law; leasing/renting; human resources; office administration; insurance; financial statements/budgets; building maintenance; vendor services; and property management as a career.

Course Objectives

After completing this course, you will be able to:

1. Name the different types of properties that can be managed.
2. Identify the different types of residential property.
3. Classify the different types of commercial property.
4. Recognize the economic influences affecting the real estate market.
5. Indicate the aspects of setting up and running a property management company.
6. Stipulate the important clauses contained in a management agreement.
7. Clarify methods of creating, presenting, and evaluating the management plan.
8. Recognize types of risk and estimate ways to minimize their physical and/or financial impact.
9. Recognize different types of maintenance and recall the steps used to develop a maintenance program.
10. Specify the reasons to create, implement, and evaluate a marketing plan.
11. Recall the leasing process from creating a leasing plan to signing a lease.
12. Recollect classifications of leases and clauses used in lease contracts.
13. Characterize methods used to establish and improve relationships with tenants.
14. Recall the types of common interest developments and the various aspects of their management.
15. Name the landlord-tenant laws, consumer protections laws, and environmental safety laws in relation to property management.

Grading/Evaluation Policy

Evaluation is linked directly to the course objectives. Performance is measured by an online final exam. To complete this course successfully, students must complete: 15 Units including all reading assignments and successfully pass a Final Exam. The final exam consists of 100 multiple-choice questions, and you have 3 hours to complete it. You must answer 70% of the questions correctly to pass the final exam. If you do not pass the final exam, you may retake it after an 18-day period.

Contact Information

Help Ticket: www.alliedschools.com/support.shtml

Instructional Support Toll Free: 888-751-2303

Student Services Toll Free: 888-925-4282

International: 949-707-5044

Fax: 800-898-9188

Hours: Monday - Friday, 7:00 a.m. to 6:00 p.m. PST



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Course Outline and Grading Criteria

| Unit Title | Hours | Assignment Title | Points Possible | Required to Pass |
|--|--------------|-------------------------|------------------------|-------------------------|
| 1: Introduction to Property Management | 2 | Unit Quiz | 10 | <i>Optional</i> |
| 2: Residential Property | 2 | Unit Quiz | 10 | <i>Optional</i> |
| 3: Commercial Property | 3 | Unit Quiz | 10 | <i>Optional</i> |
| 4: Market Analysis | 3 | Unit Quiz | 10 | <i>Optional</i> |
| 5: Property Management Company | 3 | Unit Quiz | 10 | <i>Optional</i> |
| 6: Management Agreement | 3 | Unit Quiz | 10 | <i>Optional</i> |
| 7: Management Plan | 3 | Unit Quiz | 10 | <i>Optional</i> |
| 8: Risk Management | 3 | Unit Quiz | 10 | <i>Optional</i> |
| 9: Property Maintenance | 3 | Unit Quiz | 10 | <i>Optional</i> |
| 10: The Marketing Plan | 3 | Unit Quiz | 10 | <i>Optional</i> |
| 11: Leasing Property | 3 | Unit Quiz | 10 | <i>Optional</i> |
| 12: Lease Agreements | 3 | Unit Quiz | 10 | <i>Optional</i> |
| 13: Tenant Relationships | 3 | Unit Quiz | 10 | <i>Optional</i> |
| 14: Association Management | 2 | Unit Quiz | 10 | <i>Optional</i> |
| 15: Ethical and Legal Business Practices | 3 | Unit Quiz | 10 | <i>Optional</i> |
| Final Exam | 3 | Multiple-Choice | 100 | 70 |
| Total | 45 | | 100 | 70 |

Student Integrity and Academic Honesty Policy

Allied Schools strives to encourage a spirit of honesty and integrity. This policy was created to foster a climate that promotes the most stringent academic standards. Violations of this policy will be dealt with using fair and consistent methods. Committing one or more of the following actions is considered unacceptable and constitutes a violation of this policy:

- Intentionally using or attempting to use unauthorized materials in any academic exercise;
- Intentionally aiding or attempting to aid another student to commit any act of academic dishonesty;
- Bribing or attempting to bribe, or making threats against any individual, with the intention of affecting a grade or an evaluation of academic performance;
- Falsifying any documents;
- Accessing the institution's computer systems or files without proper authorization.