



Property Management Syllabus

Course Hours: 45

Instructional Mode

Distance Education

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 include 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.

Learning Objectives

After completing this course, you will be able to:

1. Name the different types of properties that can be managed.
2. Indicate the aspects of setting up and running a property management company.
3. Stipulate the important clauses contained in a management agreement.
4. Recognize the economic influences affecting the real estate market.
5. Clarify methods of creating, presenting, and evaluating the management plan.
6. Specify the reasons to create, implement, and evaluate a marketing plan.
7. Recall classifications of leases and the leasing process from qualifying tenants to signing a lease.
8. Characterize methods used to establish and improve relationships with tenants.
9. Recognize different types of maintenance and recall the steps used to develop a maintenance program.
10. Recognize types of risk and estimate ways to minimize their physical and/or financial impact.
11. Indicate ways that property managers ensure the safety and security of tenants and visitors to properties that are under management.
12. Identify the different types of residential property.
13. Recall the types of commercial properties and the various aspects of their management.
14. Classify the different types of commercial property.
15. Name the antitrust laws, fair housing laws, fair credit laws, landlord-tenant laws and disclosures, and other consumer protections 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 Professional Property Management	3.00	Unit Quiz	10	Optional
2: Property Management Company	2.50	Unit Quiz	10	Optional
3: Working With Owners	2.50	Unit Quiz	10	Optional
4: Analysis Used in Property Management	3.00	Unit Quiz	10	Optional
5: Introduction to Management Plans	1.25	Unit Quiz	10	Optional
6: Creating a Marketing Plan	3.00	Unit Quiz	10	Optional
7: Leases	3.75	Unit Quiz	10	Optional
8: Tenant Relationships	3.50	Unit Quiz	10	Optional
9: Property Maintenance	1.75	Unit Quiz	10	Optional
10: Risk Management and Environmental Issues	3.50	Unit Quiz	10	Optional
11: Safety and Security Issues for Property Managers	2.50	Unit Quiz	10	Optional
12: Managing Residential Property	2.50	Unit Quiz	10	Optional
13: Commercial Property Management	3.50	Unit Quiz	10	Optional
14: Types of Commercial Property	1.75	Unit Quiz	10	Optional
15: Federal, State, and Local Laws	4.00	Unit Quiz	10	Optional
Final Exam	3.00	Multiple-Choice	100	70
Total	45.00		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.