



Professional Property Management Syllabus

Course Hours: 60

Instructional Mode

Distance Education

Learning Resources

Property Management, online text

Course Description

This course is designed to meet the growing demand for highly skilled property managers. The purpose is to minimize the discomfort as much as possible, and to shorten the time it takes to go from beginner to expert. It will give students hands-on experience as they complete the Real Life Examples and assist in building a network of associates for success. Licensing requirements will vary in each state and students should make the appropriate inquiries. Topics you will learn about include the overview of property management, economics, property analysis, marketing, leases, forms, day-to-day operations, and managing commercial property.

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 online unit exams. To complete this course successfully, students must complete: 15 Units including all reading assignments and Unit Exams. You must score 70% each exam. If you do not pass a Unit Exam, you must retake another version of the exam. Furthermore, your overall course grade is determined by your Unit Exams and Final Exam scores.

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

<i>Unit Title</i>	<i>Hours</i>	<i>Assignment Title</i>	<i>Points Possible</i>	<i>Required to Pass</i>
1: Introduction to Professional Property Management	4.25	Unit Exam	15	11
2: Property Management Company	3.75	Unit Exam	15	11
3: Working with Owners	4.25	Unit Exam	15	11
4: Analysis Used in Property Management	4.00	Unit Exam	15	11
5: Introduction to Management Plans	2.25	Unit Exam	15	11
6: Creating a Marketing Plan	3.75	Unit Exam	15	11
7: Leases	5.00	Unit Exam	15	11
8: Tenant Relationships	4.25	Unit Exam	15	11
9: Property Maintenance	3.50	Unit Exam	15	11
10: Risk Management and Environmental Issues	4.00	Unit Exam	15	11
11: Safety and Security Issues for Property Managers	3.50	Unit Exam	15	11
12: Managing Residential Property	3.75	Unit Exam	15	11
13: Commercial Property Management	4.00	Unit Exam	15	11
14: Types of Commercial Property	2.75	Unit Exam	15	11
15: Ethical & Legal Business Practices	5.00	Unit Exam	15	11
Final Exam	2.00	Multiple-Choice	90	63
Total	60.00		315	228

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.