



Property Management Syllabus

Course Hours: 30

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 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.

Course 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

Performance is measured by successful completion of online lesson quizzes, module exams, and the final exam. To successfully complete this course, students must complete: 13 modules including all reading, quizzes, 13 module exams, 3 case studies, and a Final Exam. A minimum passing score of 100% is required on all unit exams and case studies. Assignments with scores below the required minimum must be retaken until the score meets or exceeds the requirement. If you do not pass the final exam with a 70% or better, you are allowed to retake it.

Contact Information

Help Ticket: www.alliedschools.com/support

Educational 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>Module Title</i>	<i>Minutes</i>	<i>Assignment Title</i>	<i>Points Possible</i>	<i>Required to Pass</i>
1: Introduction to Professional Property Management	120	Module Exam	18	18
2: Property Management Company	130	Module Exam	30	30
3: Working with Owners	120	Module Exam Case Study	18 12	18 12
4: Feasibility of Property Management	90	Module Exam Case Study	21 8	21 8
5: Creating a Marketing Plan	60	Module Exam	9	9
6: Leases	100	Module Exam	15	15
7: Tenant Relationships	115	Module Exam	27	27
8: Property Maintenance	90	Module Exam Case Study	21 14	21 14
9: Risk Management and Environmental Issues	110	Module Exam	18	18
10: Safety and Security Issues for Property Managers	90	Module Exam	15	15
11: Managing Residential Property	95	Module Exam	12	12
12: Commercial Property Management	150	Module Exam	33	33
13: Ethical & Legal Business Practices	230	Module Exam	30	30
Final Exam		Multiple-Choice	60	42
Total	1500		361	343

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.