

Master Syllabus

RES 1402 - Property Management

Division: Business and Public Services

Department: Real Estate

Credit Hour Total: 2.0

Lecture Hrs: 2.0

Date Revised: May 2013

Course Description:

Management of residential, business, and commercial properties. Topics presented are real estate taxes, public relations, leasing, accounting and insurance.

General Education Outcomes:

- ▣ Critical Thinking/Problem Solving
- ▣ Information Literacy

Course Outcomes:

Management Direction

Develop a strategic plan and positioning of property.

Assessment Method: Locally developed exams

Performance Criteria:

Students must attain a minimum of 60% on exams.

Management Plan

Develop a management plan addressing marketing, maintenance, and staffing issues.

Assessment Method: Locally developed exams

Performance Criteria:

Students must attain a minimum of 60% on exams.

Client/Tenant Management

Demonstrate an understanding of providing customer/tenant satisfaction.

Assessment Method: Locally developed exams

Performance Criteria:

Students must attain a minimum of 60% on exams.

Economic Factors

Demonstrate knowledge of economic factors necessary to manage real estate

Assessment Method: Locally developed exams

Performance Criteria:

Students must attain a minimum of 60% on exams.

Physical Property

Demonstrate knowledge of managing physical property.

Assessment Method: Locally developed exams

Performance Criteria:

Students must attain a minimum of 60% on exams.

Outline:

Professional property management

Property management economics and planning

Owner Relations

Marketing

Leases and lease negotiations

Tenant relations

Maintenance and construction

Managing the office

Federal and state laws

Residential properties, office buildings, industrial, shopping centers and retail properties

Environmental issues and risk
Real estate taxes and insurance