

## 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

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#### 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 Competency
- ▣ Information Literacy Competency

#### 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