

Master Syllabus

RES 1402 - Property Management

Division: Business and Public Services

Department: Real Estate

Credit Hour Total: 3.0

Lecture Hrs: 3.0

Date Revised: June 2018

Course Description:

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

General Education Outcomes:

- ▣ Critical Thinking/Problem Solving Competency
- ▣ Values/Citizenship/Community Competency
- ▣ Information Literacy Competency

Course Outcomes:

Physical Property

Demonstrate knowledge of managing physical property.

Assessment Method: Locally developed exams

Performance Criteria:

Students must attain a minimum of 70% on exams.

Client/Tenant Management

Describe the process for providing customer/tenant satisfaction

Assessment Method: Locally developed exams

Performance Criteria:

Students must attain a minimum of 70% on exams.

Management Plan

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

Assessment Method: Simulations

Performance Criteria:

Scores of 70% or higher based upon grading rubric.

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 70% on exams.

Management Direction

Develop a strategic plan and positioning of property.

Assessment Method: Locally developed exams

Performance Criteria:

Students must attain a minimum of 70% on exams.

Outline:

Professional property management

Property management economics and planning

Owner Relations

Marketing

Different Lease Types/Structures/Clauses

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

Deregulated utilities

Sustainability

Real estate taxes and insurance