

Welcome to Schoolcraft.

CREDENTIAL YEAR 2020–2021

Real Estate Property Management

Credentials

Real Estate Property Management Skills Certificate	16 cr.
Real Estate Property Management Certificate	30 cr.
Real Estate Property Management AAS	60-63 cr.

Major Description

Real Estate Property Management involves the management of revenue-producing residential or commercial properties, including single-family homes, apartment complexes, office buildings, retail centers, medical facilities, and industrial warehouses. Property Management is a service industry in which property managers are expected to work closely with both the property owners and the residents of the property.

The primary responsibilities include:

1. Management of the physical property, including maintenance, operations, capital improvements, and sustainability
2. Human resources, including interacting with tenants, managing people who maintain and support the property's operations, and working with property owners
3. Marketing and leasing, including developing marketing plans and strategy, advertising and preparing property for rent, showing the property, negotiating leases, and establishing rents
4. Financial management, including budgeting, accounting, financial and investment analysis, and financing
5. Legal and risk management, including insurance, emergency planning, government regulations, contracts, and leasing.

Property Management is a multifaceted industry that is becoming more reliant on technology to increase operating efficiencies, maximize revenue, and monitor property performance. Property managers use industry-specific programs to generate financial reports, and to track data related to marketing, maintenance, insurance, payments, and tenant services.

Real Estate Property Management Skills Certificate

Schoolcraft College Program # CRT.00290

The Real Estate Property Management Skills Certificate provides a basis in the fundamentals of real estate. It introduces concepts related to property management and includes essential courses for a career in the property management industry. This program also prepares students to take the State of Michigan Real Estate Salesperson License exam. All courses may be applied toward the Real Estate Property Management Certificate and AAS Degree.

Students who successfully complete all program requirements qualify for a certificate of program completion.

Not all courses are offered each semester. Students should work with an academic advisor to develop a schedule that will work for them. Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor. Number of credits may vary depending on the course selection.

SAMPLE SCHEDULE OF COURSES

First Year - Fall Semester

Course #	Course Title	Credits
RE 101	Introduction to Property Management	3
CIS 120	Software Applications	3
MATH 101	Business Mathematics	3
PSYCH 153	Human Relations	3
*RE 110	Real Estate Pre-Licensure	4

PROGRAM TOTAL 16 CREDITS

**Individuals with a current Michigan Real Estate Sales License qualify for credit for prior learning and should contact the Program Coordinator or appropriate instructional administrator for more information.*

Real Estate Property Management Certificate

Schoolcraft program code # 1YC.00291

The Real Estate Property Management Certificate provides a strong background in commercial and residential property management. The certificate program includes the required pre-licensing class as well as core curriculum classes that prepare students for work in entry-level residential and commercial property positions. All courses may be applied toward the Real Estate Property Management AAS Degree.

Students who successfully complete all program requirements qualify for a certificate of program completion.

Not all courses are offered each semester. Students should work with an academic advisor to develop a schedule that will work for them. Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor. Number of credits may vary depending on the course selection.

SAMPLE SCHEDULE OF CLASSES

First Year - Fall Semester

Course #	Course Title	Credits
RE 101	Introduction to Property Management	3
CIS 120	Software Applications	3
MATH 101	Business Mathematics	3
PSYCH 153	Human Relations	3
*RE 110	Real Estate Pre-Licensure	4
	Total Credits: 16	

First Year - Winter Semester

Course #	Course Title	Credits
ENG 101	English Composition 1	3
BUS 101	Introduction to Business	3
RE 150	Residential and Commercial Property Management	4
ACCT 201	Principles of Accounting 1	4
	Total Credits: 14	

PROGRAM TOTAL 30 CREDITS

**Individuals with a current Michigan Real Estate Sales License qualify for credit for prior learning and should contact the Program Coordinator or appropriate instructional administrator for more information.*

Real Estate Property Management AAS Degree

Schoolcraft program code # AAS.00292

The Real Estate Property Management AAS program prepares students for a career in either residential or commercial property management. It is a multi-disciplinary curriculum, combining business, accounting, and real estate courses which prepares students for a successful career in property management by providing requisite skills in finance, marketing, law, communication, and human resources. In addition, students may participate in a property management internship to combine their knowledge with on-the-job experience.

Students who successfully complete all program requirements qualify for an Associate in Applied Science degree.

Not all courses are offered each semester. Students should work with an academic advisor to develop a schedule that will work for them. Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor. Number of credits may vary depending on the course selection.

SAMPLE SCHEDULE OF CLASSES

First Year - Fall Semester

Course #	Course Title	Credits
RE 101	Introduction to Property Management	3
CIS 120	Software Applications	3
MATH 101	Business Mathematics	3
PSYCH 153	Human Relations	3
*RE 110	Real Estate Pre-Licensure	4
	Total Credits: 16	

First Year - Winter Semester

Course #	Course Title	Credits
ENG 101	English Composition 1	3
BUS 101	Introduction to Business	3
RE 150	Residential and Commercial Property Management	4
ACCT 201	Principles of Accounting 1	4
	Total Credits: 14	

Real Estate Property Management AAS Degree (continued)

Second Year - Fall Semester

Course #	Course Title	Credits
ENG 106	Business English	3
BUS 207	Business Law 1	3
BUS 226	Principles of Marketing	3
ACCT 202	Principles of Accounting 2	4
Science	Select any general education science class	3-5
	Total Credits: 16-18	

Second Year - Winter Semester

Course #	Course Title	Credits
COMA 200	Interpersonal Communications	3
CIS 180	Spreadsheet Applications	3
BUS 220	Supervision	3
Elective	Select two courses from list	5-6
	Total Credits: 14-15	

Electives

Course #	Course Title	Credits
RE 290	Real Estate Internship	3
BUS 202	Business Ethics	3
BUS 208	Business Law 2	3
CAD 120	Mechanical Blueprint Reading with Sketching	3
CIS 215	Advanced Software Applications	3
ENVR 206	Environmental Law	3
OSH 112	Occupational Safety and Health for Construction	2

PROGRAM TOTAL 60-63 CREDITS

**Individuals with a current Michigan Real Estate Sales License qualify for credit for prior learning and should contact the Program Coordinator or appropriate instructional administrator for more information.*