

PROPERTY MANAGEMENT

Associate in Science Degree (CIP# 1552150100)

The Property Management Associate in Science (A.S.) degree at Valencia College is a program that prepares students to work in the property management field. Students are trained to become highly qualified managers and other on-site personnel to help manage and operate rental properties.

The curriculum was developed with guidance and input from respected educational and industry leaders in the property management field. Students will learn about basic functions and effective management practices related to property management, including best practices for leasing and marketing properties, common procedures for maintaining properties, legal and ethical issues, human resource functions, finance and accounting operations, and effective communication skills.

Valencia's Property Management program has been endorsed by the National Apartment Association's Education Institute (NAAEI), the Apartment Association of Greater Orlando (AAGO), and the Institute of Real Estate Management (IREM). These endorsements, along with strong support from established leaders in the property management field, gives students an opportunity to earn respected industry certifications, as well as gain valuable work experience through the program's internship requirement.

Upon completion of the program, students will have the opportunity of earning both the National Apartment Leasing Professional (NALP) certificate and the Certified Apartment Manager (CAM) certification—value added credentials recognized by the property management industry.

Prominent program sponsors include: Concord Rents, the Apartment Association of Greater Orlando (AAGO), the Institute of Real Estate Management (IREM) and the National Apartment Association (NAA).

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning. Students are strongly encouraged to consult a student success coach in the department office for assistance in determining the best education plan for their career goals.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

Alternative Ways to Earn Credit

You may be eligible to receive credit toward this degree if you are currently employed in the industry and have earned one of the following approved credentials (ARM, CAM, CAPS, CPM, or NALP). To learn more about Valencia's award of credit options, visit <https://valenciacollege.edu/academics/programs/as-degree/credit-industry-certification-agreements.php>. Eligible students should contact the academic department and/or Student Success Coach for more information about the requirements for the award of credit.

College Credit Technical Certificates

Certificates can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- Property Management Specialist (21 credits) (CIP # 0552150101)

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the *Foundation Courses* on the "Program Requirements" tab. For course sequencing recommendations, see your Student Success Coach or create an education plan by logging into MyVC, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

- Property Manager
- On Site Apartment Manager
- Leasing Manager
- Maintenance Manager
- Assistant Property Manager

Salary & Earnings Information

For career information related to this program, please visit **O*Net OnLine** (<https://www.onetonline.org/>).

Contacts

Future Students

To learn more about this program, contact Enrollment Services at enrollment@valenciacollege.edu or 407-582-1507 or visit <https://valenciacollege.edu/rpm> (<https://valenciacollege.edu/rpm/>)

Current Students

Your Student Success Coach contact information can be found in MyVC. Log into MyVC, click on the Courses tab, and check your Academic Profile information to find a link to your Coach.

Osceola Campus Faculty Program Chair

Melody Register: 407-582-4024
mregister3@valenciacollege.edu

Internship and Workforce Services

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship (<https://valenciacollege.edu/internship/>)

Program Outcomes

- Students will extract information from property details and prepare a before-tax cash flow pro forma statement for a residential property.
- Students will calculate common performance metrics used in the analysis of residential property management and investing.
- Students will exhibit an understanding of industry standards for marketing, demonstrating, and leasing residential property.
- Students will distinguish between discriminatory and non-discriminatory practices pertaining to marketing, leasing, and resident relations.
- Students will define the property manager's role in the effective maintenance of residential real estate assets, including scheduling resources, inspecting performance, and analyzing financial consequences.

Year 1 - Term 1

| | | |
|----------|--|---|
| ENC 1101 | FRESHMAN COMPOSITION I ^{++~} | 3 |
| Science | See Gen. Ed. Core Requirement [~] | 3 |
| REE 1500 | INTRODUCTION TO PROPERTY MANAGEMENT | 3 |
| GEB 1011 | INTRODUCTION TO BUSINESS | 3 |

Year 1 - Term 2

| | | |
|-------------|--------------------------------------|---|
| OST 1335C | BUSINESS COMMUNICATIONS | 3 |
| MGF 1130 | MATHEMATICAL THINKING ^{++~} | 3 |
| MKA 2021 | PRINCIPLES OF SELLING | 3 |
| POS 2041 | U.S. GOVERNMENT ^{++~} | 3 |
| or AMH 2010 | UNITED STATES HISTORY TO 1877 | |
| or AMH 2020 | U.S. HISTORY 1877 TO PRESENT | |

Year 1 - Term 3

| | | |
|--------------|--|-----|
| REE 2502 | LEASING AND MARKETING RESIDENTIAL PROPERTIES | 3 |
| ACG 2021C | PRINCIPLES OF FINANCIAL ACCOUNTING | 3 |
| or APA 1111C | COLLEGE ACCOUNTING | |
| CGS 2100C | COMPUTER FUNDAMENTALS AND APPLICATIONS | 3 |
| or OST 2858C | MICROSOFT EXCEL | |
| REE 2943 | INTERNSHIP IN PROPERTY MANAGEMENT | 1-4 |

Year 2 - Term 1

| | | |
|----------|---|---|
| REE 2430 | PROPERTY MANAGEMENT LAW | 3 |
| REE 2507 | PROPERTY MANAGEMENT: SECURITY AND RISK | 3 |
| REE 2505 | PROPERTY MANAGEMENT: MAINTENANCE FOR MANAGERS | 3 |
| REE 2503 | PROPERTY MANAGEMENT BUDGETING & FINANCIALS | 3 |

Or Elective Credits

Year 2 - Term 2

| | | |
|------------|--|---|
| Humanities | See Gen. Ed. Core Requirement ^{++~} | 3 |
| REE 2506 | PROPERTY MANAGEMENT AND LEADERSHIP | 3 |
| REE 2951 | PROPERTY MANAGEMENT CAPSTONE PROJECT | 3 |
| REE 2943 | INTERNSHIP IN PROPERTY MANAGEMENT | 3 |

Or Elective Credits

Total Credit Hours **58-61**

Property Management Electives

| | | |
|----------|--------------------------------------|-----|
| REE 2508 | MANAGEMENT OF SPECIALIZED HOUSING | 3 |
| REE 2943 | INTERNSHIP IN PROPERTY MANAGEMENT | 1-4 |
| REE 1000 | REAL ESTATE PRINCIPLES AND PRACTICES | 3 |
| REE 1400 | FLORIDA REAL ESTATE LAW | 3 |

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a general education course.

Notes:

Expand your career opportunities with a Bachelor's Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor's Degree in Business & Organizational Leadership (<https://catalog.valenciacollege.edu/degrees/bachelorofscience/bas/>). Students who wish to continue their education should consult with a Student Success Coach to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.

Property Management Specialist

Technical Certificate

This program is designed for students who have a desire to manage commercial and multi-family properties. This program will provide students with information pertaining to laws that affect property management, students will learn how to effectively lease and market properties, and they will also learn about issues that impact security and risk management. Students who complete this certificate will be eligible to earn two industry credentials awarded by the National Apartment Association. The first is the National Apartment Leasing Professional (NALP) and the second is the Certified Apartment Management (CAM) certification. To earn the NALP, a student would need to complete a 3 credit hour Property Management Internships. To earn the CAM, a student would need to complete a 6 credit hour internship.

Program Outcomes

- Students will exhibit an understanding of industry standards for marketing, demonstrating, and leasing property management.
- Students will distinguish between discriminatory and non-discriminatory practices pertaining to marketing, leasing, and resident relations.
- Students will be exposed to industry best practices.
- Students will learn the basic fundamental steps to property management notifications within the Florida Landlord Tenant Act.
- Students will learn and practice different property inspections, identifying security and minimizing risk.
- Students will be exposed to a wide range of maintenance situations and how those items are reflected in financial reports and ultimately budgeting.

- Students will be prepared for entry level positions within the industry and expand their awareness of property management opportunities.

Foundation Courses

| | | |
|----------|---|---|
| REE 1500 | INTRODUCTION TO PROPERTY MANAGEMENT | 3 |
| REE 2430 | PROPERTY MANAGEMENT LAW | 3 |
| REE 2502 | LEASING AND MARKETING RESIDENTIAL PROPERTIES | 3 |
| REE 2507 | PROPERTY MANAGEMENT: SECURITY AND RISK | 3 |
| REE 2505 | PROPERTY MANAGEMENT: MAINTENANCE FOR MANAGERS | 3 |

Complete six credit hours from the Property Management courses listed below:

| | | |
|----------------------------|--|-----------|
| REE 2943 | INTERNSHIP IN PROPERTY MANAGEMENT ¹ | 1-4 |
| REE 2503 | PROPERTY MANAGEMENT BUDGETING & FINANCIALS | 3 |
| REE 2506 | PROPERTY MANAGEMENT AND LEADERSHIP | 3 |
| REE 2508 | MANAGEMENT OF SPECIALIZED HOUSING | 3 |
| Total Credit Hours: | | 21 |

¹ Students who wish to sit for the National Apartment Leasing Professional (NALP) credential MUST complete three (3) credit hours of internship in Residential Property Management and sit for the required exam.

Students who wish to sit for the Certified Apartment Manager (CAM) credential MUST complete three (6) credit hours of internship in Residential Property Management and sit for the required exam.