

Property Management Certificate

Program Number: 90-194-1

Certificate

Business and Marketing Program Cluster

School of Business and Applied Arts

Program offered at Madison Campuses

For information call: (608) 246-6003 or
(800) 322-6282 Ext. 6003

About the Certificate

The Property Management certificate is ideal for individuals who enjoy blending knowledge of real estate, sales and customer service skills. The certificate is designed for candidates who desire knowledge and a career in property management or a field closely connected with property management.

The certificate is intended to provide students with the sales and broker pre-licensing education requirements which will prepare them to take the state licensing exam. The certificate offers a foundation in the areas of management, marketing and maintenance of real estate.

Individuals who complete the certificate generally work for real estate brokers and agents, lessors of real estate, real estate development companies, government agencies, and private corporations of commercial properties.

Certificate Application Process

To apply, see: Apply Online (on the Madison College website). [Create an ApplyWeb account](#) and follow the [instructions](#) to complete the [Online Certificate Application](#) before the [application deadline](#). Submit the \$15 non-refundable fee (payable by credit card, debit card or electronic check) with your application. Applicants may submit more than one certificate application per term using the Online Certificate Application; the same fees apply for each additional application.

Unique Requirements for Completion

The certificate will be awarded upon completion of the requirements with a minimum of a 2.0 grade average and no course grade lower than a C. The certificate will be awarded when completion of all requirements is verified after the semester the last course has been completed.

Completion of this certificate **does not** equate to certification in professional organizations. For additional information regarding credentials and memberships with professional real estate management organizations, refer to the Institute of Real Estate Management (IREM).

Curriculum

| Courses | Credits | Hrs/week | |
|--|-----------|----------|-----|
| | | Credits | Lec |
| 10-194-182 Real Estate Law* | 4 | 4 | 0 |
| 10-194-185 Real Estate Brokerage* | 2 | 2 | 0 |
| 10-194-190 Property Management 1 | 3 | 3 | 0 |
| 10-194-191 Property Management 2 | 3 | 3 | 0 |
| 10-194-195 Real Estate Internship | 3 | 3 | 0 |
| 10-194-197 Marketing for Property Management | 2 | 2 | 0 |
| 10-194-198 Maintenance for Property Management | 2 | 2 | 0 |
| Total | 19 | | |

Courses should be taken in the order listed above.

*Real Estate Law and Real Estate Brokerage must be taken in the same semester. Property Management 1 may also be taken concurrently.



Required Courses

10-194-182 Real Estate Law 4 credits

Designed to acquaint students with the field of real estate as well as with Wisconsin real estate law and to prepare them for the Wisconsin Real Estate Salesperson's Examination. It covers topics such as the law of agency, legal descriptions, real estate contracts, mortgages, land contracts, consumer-protection laws, landlord-tenant laws, fair-housing ordinances and various other subjects related to the real estate profession. It is particularly oriented toward Wisconsin laws. Also available in CD-ROM format.

10-194-185 Real Estate Brokerage 2 credits

Covers market analysis, sales, planning, staff compensation and sales management including selection, training and supervision. The course is oriented to real estate brokerage in Wisconsin and fulfills the educational requirement for the Real Estate Broker's License in Wisconsin.

10-194-190 Property Management 1 3 credits

Examines an overview of property management. Some of the topics explored include fair housing laws, leasing, managing an office, marketing, maintenance, property renovations, and security.

10-194-191 Property Management 2 3 credits

Further explores the various types of properties to manage (office, shopping center, hotel/motel, industrial, rural, etc.) and provides "real world" experience. Students will engage in independent and team projects evaluating "green" properties and visit off-campus venues such as a property management professional event.

10-194-195 Real Estate Internship 3 credits

Requires work experience within an approved organization as well as under the sponsorship of someone at the management level. The real estate intern is required to complete 144 hours of supervised work. The intern will complete a final work report at the completion of the semester while the sponsor will complete a job performance evaluation. Class time concentrates on the internship experience. The intern prepares a resume and develops a job strategy as a means of preparing for full-time work upon graduation.

10-194-197 Marketing for Property Management 2 credits

Explores marketing as it relates to property management in various arenas (residential, commercial, industrial, governmental, hotels, etc.). Topics such as marketing principles, market and property analysis, property maintenance, CAP rates, and advertising methods will be covered. Additional real estate topics will be included as necessary.

10-194-198 Maintenance for Property Management 2 credits

Gives an overview of maintenance and repair as it relates to property management. Students will learn and identify distinct differences of maintenance issues between residential and commercial properties. Checklists for preventative maintenance, which are a key component in maintaining a sound structure, will be developed.

Career Potential:

- Property Manager
- Real Estate Agent
- Real Estate Broker

More detailed and updated information on this program may be available at: madisoncollege.org. The college reserves the right to make changes in the regulations and courses announced in this publication without notice.

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