



## Suggested Schedule to Property Management BAS

The suggested schedule below meets the requirements to earn a Bachelor of Applied Science (BAS) in Residential and Commercial Property Management (RCPM). This schedule assumes a fall start. If you wish to take alternate courses not listed below, please meet with a BAS advisor to confirm you are still meeting BAS degree requirements.

### Before Quarter One

- Complete AAS-T in Accounting, General Business, or Real Estate from North Seattle College. 90 credit AAS-T degree.
- Explore Prior Learning Assessment (PLA) options if you have significant professional industry training.

### Year One

#### Quarter 1 (Fall)

- INFO 300 Information Literacy for Undergraduate Research..... 3
- RCPM 301 Principles of Residential Property Management..... 3
- RCPM 304 Principles of Commercial Property Management..... 2
- RCPM 315 Introduction to Negotiations..... 2
- ENGL& 102 Composition II or  
ENGL& 235 Technical Writing..... 5

#### Quarter 2 (Winter)

- RCPM 310 Specialty & Affordable Housing..... 2
- RCPM 403 Real Estate & Fair Housing Law ..... 4
- RCPM 320 Financial Accounting for Property Management..... 4
- CMST& 220 Public Speaking or  
any other Visual, Literary, or Performing Arts class..... 5

#### Quarter 3 (Spring)

- RCPM 330 Leadership & Team Building..... 3
- RCPM 410 Professional Ethics in Property Management..... 2
- RCPM 311 Marketing & Leasing of Residential Real Estate ..... 2
- RCPM 313 Marketing & Leasing of Commercial Real Estate ..... 3
- BIO& 100 Survey of Biology or  
BIO& 125 Biology of the Pacific Northwest or  
PHIL& 120 Symbolic Logic or  
any other Natural World class..... 5

#### Summer (Optional)

- CWE 495 Baccalaureate Internship ..... 3

### Year Two

#### Quarter 4 (Fall)

- RCPM 420 Sustainable Facilities Management..... 5
- RCPM 401 Project Management for Property Management..... 5
- CMST& 101 Introduction to Communication or  
CMST& 230 Small Group Communication or  
any other communications class requirement..... 5

#### Quarter 5 (Winter)

- RCPM 302 Stakeholder Relations & Prof Development..... 4
- RCPM 350 Revenue Management for Property Management ..... 2
- RCPM 494 Practicum Portfolio..... 4
- CMST& 205 Multicultural Communication or  
CMST& 210 Interpersonal Communication or  
HUM 105 Intercultural Communication or  
any other Visual, Literary, and Performing Arts class ..... 5

#### Quarter 6 (Spring)

- RCPM 402 Supervision and Management..... 4
- RCPM 303 Intro to Development & Construction Management .. 3
- SOC& 101 Introduction to Sociology or  
PSYC& 100 General Psychology or  
PHIL& 101 Intro to Philosophy or  
any other Individuals, Cultures, and Societies class ..... 5

### To Do

- Meet with Property Management BAS Program Advisor or Program Director.
- Transfer previous college credits to [North](#).
- Apply to [Property Management BAS Program](#).
- Apply for financial aid and follow up on application with the financial aid office.
- Apply for the RCPM Scholarship.

### Quarter 1

- Develop an educational plan with your BAS advisor.
- Attend an industry organization (WMFHA, BOMA, IREM) speaker or networking event.
- Create or update your LinkedIn profile and clean up your online presence.
- Visit the Student Learning Center to learn about tutoring services offered in-person and online.
- Drop by the [Library](#) to get help with research; check out resources; access computers and study space; and create media projects.

### Quarter 2

- Attend a resume workshop and create a resume.
- Attend the Business Career and Internship Fair in the OCE& E building.
- Apply for financial aid for next year and follow up on application with the financial aid office.
- Connect with the internship coordinator and research internship options and career opportunities.

### Quarter 3

- Conduct informational interviews and do job shadowing.
- See your BAS advisor to update your educational plan.
- Plan for your internship and consider it for summer.
- Visit Career Services office in the OCE& E building to learn about career/job exploration resources.
- Apply for the Seattle Colleges Foundation Scholarship and other scholarships.

### Summer

- Complete property management internship summer quarter or any quarter during your final year.

### Quarter 4

- Apply for financial aid and follow up on application with the financial aid office.
- Research internship options and career opportunities.
- Attend an industry organization (WMFHA, BOMA, IREM) event.

### Quarter 5

- Identify target employers and ideal career path to align your resume and job search.
- Update your resume for job search and attend an interview prep workshop.
- Attend the Business Career and Internship Fair in the OCE& E building.
- Apply for jobs and/or internships.

### Quarter 6

- Apply for graduation for BAS degree.
- Complete property management internship (CWE 495 class) if you haven't already.

**90 credits from the AAS-T degree + 90 credits from the BAS degree requirements=180 total credits**



## About the Pathway

This pathway is designed to meet the Bachelor of Applied Science (BAS) in Residential and Commercial Property Management (RCPM) degree requirements. Completion of this degree opens doors to a variety of careers in Residential or Commercial Property Management.

Students in this pathway learn how to manage properties: develop marketing and leasing strategies, operate within legal guidelines, interpret financial data, analyze and evaluate market trends, communicate with and manage stakeholders, and apply sustainable operations and maintenance alternatives.

## Length of Program

90 credits from AAS-T\* + 90 credits from RCPM BAS pathway = 180 total credits required for graduation

The full-time RCPM BAS pathway takes 6 quarters to complete assuming students are taking 15 credits per quarter.

*\*AAS-T in Accounting, Business or Real Estate at North Seattle College*

## Which Quarter Can I Begin?

Fall Quarter.

## Class Times/Delivery Format?

All 300/400 level classes (RCPM, INFO, CWE) are offered as evening hybrid classes. The 300/400 classes are held from 6:00 - 9:00pm on Tuesday and Thursday nights in Year 1 of the program, and Monday and Wednesday nights in Year 2 of the program. All 300/400 level courses follow a specific course sequence beginning in fall quarter, with 10 required credits per quarter. Any 100/200 level courses (general education or elective) do not follow this schedule and can be taken in-person, hybrid, or online based on class availability.

## Apply for Funding

Visit [startnextquarter.org](http://startnextquarter.org) to find out if Worker Retraining funding is available for you.

## Find Out More

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## Career and Income Opportunities

Property management offers job opportunities at many levels, ranging from front-line site managers and leasing agents to company executives and portfolio managers. In addition, a variety of staff positions in accounting, marketing, leasing, maintenance, human resources support overall property management responsibilities. Potential job titles:

- Property Manager
- Assistant Property Manager
- Residential Property Manager
- Apartment Manager
- Commercial Property Manager
- Property Management Coordinator
- Commercial Operations Manager

Jobs in property management in Washington State are projected to grow 16% percent (from 2014 - 2024) with median salary of \$69,690. Wages and employment trends:

- Median Wages in Washington State (2016, source: [careeronestop.org](http://careeronestop.org)): \$69,690 annual
- Projected Growth in Washington State (2014-2024, source: [careeronestop.org](http://careeronestop.org)): +16%
- Projected (2017-2027) Annual Job Openings in Seattle-Bellevue-Everett MSA (2016, source: [EMSI, Inc.](http://EMSI, Inc.)): 1,723, estimate is 672 openings will be at the baccalaureate level.

## Future Education Opportunities

This is a bachelor's degree from a regional accredited college, which allows students to pursue master's degrees at four-year universities. Program and admissions requirements vary from college to college.

The RCPM program aligns with the following professional designations:

- National Apartment Leasing Professional (NALP)
- Certified Apartment Manager (CAM)
- Accredited Residential Manager (ARM)
- Accredited Commercial Manager (ACoM)
- Certified Property Manager (CPM)

Students completing the RCPM program are eligible to take the certification examinations and enter a fast track to the credentials.