



## 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 Associate of Business DTA.
- Explore Prior Learning Assessment (PLA) options if you have significant professional industry training.

### 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.

### Year One

#### Credits

#### 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

#### 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

#### 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

#### Quarter 4 (Summer)

- RES 100 Real Estate Fundamentals or any Elective ..... 5
- BUS 169 Using Computers in Business I or any Elective..... 5

### Year Two

#### Quarter 5 (Fall)

- RCPM 420 Sustainable Facilities Management..... 5
- RCPM 401 Project Management for Property Management..... 5

#### Quarter 6 (Winter)

- RCPM 302 Stakeholder Relations & Prof Development..... 4
- RCPM 350 Revenue Management for Property Management ..... 2
- RCPM 494 Practicum Portfolio..... 4

#### Quarter 7 (Spring)

- RCPM 402 Supervision and Management..... 4
- RCPM 303 Intro to Development & Construction Management .. 3
- RCPM 495 Baccalaureate Internship..... 3

#### Quarter 8 (Summer)

- BUS 236 Interpersonal Communications for the Workplace, TDR class or any Elective ..... 5
- BUS 124 Excel for Business, TDR class or any Elective ..... 5

#### Quarter 9 (Fall)

- RES 140 Real Estate Sales & Practice or any Elective..... 5
- RES 235 Sales & Marketing or any Elective..... 5
- AME 151 American Ethnic Studies or ANTH& 206 Cultural Anthropology or any US Cultures/Global Studies course..... 5

### 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.
- Drop by the [Library](#) to get help with research; check out resources; access computers and study space; and create media projects.

### Quarter 2

- Apply for financial aid for next year and follow up on application with the financial aid office.
- Attend the Business Career and Internship Fair in the OCE& E building.
- Research internship options and career opportunities.

### Quarter 3

- 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.
- Attend a resume workshop and create a resume.
- Connect with the internship coordinator and research internship options and career opportunities.
- Apply for the Seattle Colleges Foundation Scholarship and other scholarships.

### Quarter 4

- Complete property management internship (CWE 495 class) summer quarter or any quarter during your final year.
- See your BAS advisor to update your educational plan.

### Quarter 5

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

### Quarter 6

- Attend the Business Career and Internship Fair in the OCE& E building.
- 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.

### Quarter 7

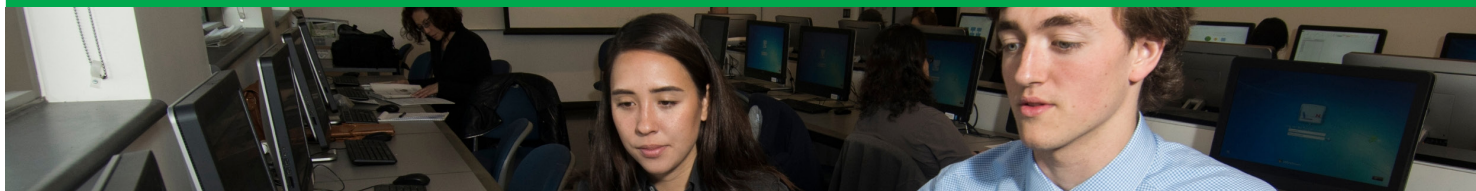
- Complete property management internship (CWE 495 class) if you haven't already.
- Apply for jobs and/or internships.

### Quarter 8

- Apply for graduation for BAS degree.

### Quarter 9

- Conduct informational interviews and do job shadowing.
- Attend an industry organization (WMFHA, BOMA, IREM) event quarterly.



## About the Pathway

This pathway is designed to meet 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 AB\* + 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.

\*Associate in Business 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.