

**Residential and Commercial
Property Management BAS Degree – 55B**
Requirements Effective Fall 2018
Program Planning Guide

Program Description: The Residential and Commercial Property Management BAS (RCPM BAS) 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. The RCPM BAS is an extension of a business, accounting, or real estate AAS-T degree, with upper division courses in property management. Students from several different business, accounting, and real estate programs will be qualified to enter the RCPM program.

Prerequisites: Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering. Courses in this degree with prerequisites are marked with an asterisk (*). See catalog for more information.

RCPM BAS Program Prerequisites: Associate degree or equivalent, plus the following prerequisite courses:

ENGL& 101*: English Composition I	ACCT& 201: Principles of Accounting I
RES 170* or BUS& 201: Real Estate Law or Business Law	ACCT& 202*: Principles of Accounting II
BUS 210* or MATH& 146*: Business and Economic Statistics or Intro to Statistics	ACCT& 203*: Principles of Accounting III

English 101 fulfills required program general education credits. All other prerequisite courses fulfill required program elective credits.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

Program Contact: bas-info@seattlecolleges.edu, (206) 934-3790

Website: <https://northseattle.edu/programs/bas-property-management>

Program Requirements		
Course Number	General Education Requirements (60 credits)	Credit Hours
ENGL& 101*	English Composition I (See Note 1)	5
ENGL& 102* or ENGL& 235*	English Composition II or Technical Writing	5
MATH 116*	Applications of Math to Management, Life and Social Sciences (See Note 2)	5
(varies)	Ten credits from Natural World courses (must include at least 5 credits of lab science)	10
(varies)	Ten credits from Visual, Literary, and Performing Arts courses	10
ECON& 201*	Micro Economics	5
ECON& 202*	Macro Economics	5
CMST& 220*	Public Speaking	5
(varies)	Five credits from Individuals Cultures and Societies courses	5
(varies)	Five credits from US Cultures or Global Studies courses (Recommended: CMST 205 or HUM 105)	5

Notes:

1. Must be eligible for ENGL& 101 through English Placement Exam or completion of ENGL 097/098.
2. May substitute MATH& 141, MATH& 142, MATH& 148, or MATH& 151 for MATH 116.

Course Number	Elective Credits (60 credits)	Credit Hours
ACCT& 201, ACCT& 202, ACCT& 203, BUS 210 or MATH& 146, BUS& 201 or RES 170	Required Electives	23 or 25
(varies)	Any 100 and 200 level college credits not counted as Gen Ed credits (commonly fulfilled by accounting/business/real estate courses)	35 or 37
Course Number	Upper Division Degree Requirements (60 credits)	Credit Hours
INFO 300	Introduction to Information Resources	3
RCPM 301	Principles of Residential Property Management	3
RCPM 302	Stakeholder Relations & Professional Development	4
RCPM 303	Introduction to Development and Construction Management	3
RCPM 304	Principles of Commercial Property Management	2
RCPM 310	Student, Senior, Military & Affordable Housing	2
RCPM 311	Marketing and Leasing of Residential Real Estate	2
RCPM 313	Marketing and Leasing of Commercial Real Estate	3
RCPM 315	Introduction to Negotiations	2
RCPM 320	Financial Accounting for Property Management	4
RCPM 330	Leadership and Team Building	3
RCPM 350	Revenue Management for Property Management	2
RCPM 401	Project Management for Property Management	5
RCPM 402	Supervision and Management	4
RCPM 403	Real Estate and Fair Housing Law	4
RCPM 410	Professional Ethics in Property Management	2
RCPM 420	Sustainable Facilities Management	5
RCPM 494	Practicum Portfolio	4
CWE 495	Baccalaureate Internship	3
Total Credits: 180		
(excluding specific course pre-requisites, including program prerequisites)		

Program Outcomes:

1. Demonstrate understanding and application of the principles and scope of residential and commercial real estate property management.
2. Understand the economic factors that influence property management strategies and real estate ownership.
3. Perform property management activities including the creation and use of budgets, management plans, property analysis and physical maintenance plans for sample properties, and manage information systems and gather and assess information to produce the maximum return over the long run for property owners.
4. Create and assess merchandising strategies and then develop and present recommendations to owners/investors.
5. Use technology, software and computer applications to support real estate property management related research, analysis, reporting, and marketing activities.
6. Apply critical thinking and computer competency in using various software programs and internet resources typically used by property managers.
7. Identify and demonstrate understanding of the legal and insurance issues that can affect managed properties.
8. Hire and manage personnel effectively.
9. Exhibit the knowledge to practice according to the ethical and legal standards of the Real Estate and Real Property Management industries, and apply those standards appropriately.
10. Demonstrate understanding and the proper application of Landlord/Tenant Law, Contract Law, Civil Rights and Fair Housing Federal, State and Local Laws and Regulations.
11. Select and prepare various leases for various residential, office, commercial and industrial spaces.
12. Create and evaluate marketing plans to lease residential and commercial space.

13. Provide examples of sustainable and environmentally sustainable “Green” products, and create strategies for improving and/or maintaining an existing building and increase its value.
14. Display an understanding of accounting procedures used to record and evaluate income and expenses of residential and commercial rental property.
15. Demonstrate effective communication skills required for real estate property managers.
16. Exhibit ability to interact successfully with all stakeholders and the public.
17. Evaluate prospective tenants based on research and collected information from a variety of sources.
18. Assess and analyze determinants of supply and demand and pricing in residential and commercial rental markets.
19. Use quantitative reasoning processes to understand, analyze, interpret, and solve quantitative problems that property managers must complete like computing rent and operating expense per square foot for commercial property.
20. Understand and analyze community associations’ budgets, financial reports and community association's governing documents.
21. Create and implement a plan to develop and nurture a professional property management and real estate network.
22. Demonstrate the ability to develop a plan for ongoing learning and professional development activities that will contribute to personal and professional growth and the improvement of the Real Estate Property Management industry.

What Skills do I need to be successful in this field?

- <https://www.onetonline.org/link/summary/11-9141.00> (Property, Real Estate, and Association Managers)

What are some potential job titles?

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

Wages, employment trends and pathways

- Median Wages in Washington State (2016): **\$69,690 annual**
- Projected Growth in Washington State (2014-2024): **+16%**
- Projected Annual Job Openings in Washington State: **210**

Suggested Course Sequence: This program of study is outlined by quarter, and courses should be taken in the indicated sequence. The number of quarters listed here is minimal. Not all courses are offered every quarter. Individual student experiences, educational and training background, and personal schedules and demands all may affect the time it takes to finish this program. Also, in general, summer quarter is not considered one of the full-time quarters in the program.

	FALL QUARTER	WINTER QUARTER	SPRING QUARTER
Junior Year	INFO 300 – Info Resources (3 cr) RCPM 301 –Principles of Residential PM (3 cr) RCPM 304 – Principles of Commercial PM (2 cr) RCPM 315 – Negotiations (2 cr)	RCPM 310 – Student, Senior, Military & Affordable Housing (2 cr) RCPM 403 – Real Estate and Fair Housing Law (4 cr) RCPM 320 – Financial Accounting for PM (4 cr)	RCPM 330 – Leadership (3 cr) RCPM 410 – Professional Ethics (2 cr) RCPM 311 – Marketing and Leasing for Residential Real Estate (2 cr) RCPM 313 – Marketing and Leasing for Commercial Real Estate (3 cr)
Senior Year	RCPM 420 – Sustainable Facilities MGMT (5 cr) RCPM 401 – Project MGMT (5 cr)	RCPM 302 – Stakeholder Relations & Professional Development (4 cr) RCPM 350 – Revenue MGMT (2 cr) RCPM 494 – Practicum Portfolio (4 cr)	RCPM 402 – Supervision and MGMT (4 cr) RCPM 303 – Development and Construction MGMT (3 cr) CWE 495 – Internship (3 cr)

Areas of Knowledge Distribution Requirements for BAS degree

VISUAL, LITERARY, AND PERFORMING ARTS (Humanities and Arts) 10 CREDITS

No more than 5 credits of a student/performance class (*asterisked below) may be used in this category.

<p>Art: ART &100, 101*, 102*, 103*, 104, 105, 110*, 111*, 112*, 113*, 114*, 115*, 121*, 122*, 123*, 163, 166*, 170, 201*, 202*, 203*, 205*, 206*, 207*, 210*, 211*, 212*, 213*, 214*, 215*, 216*, 217*, 221*, 222*, 223*, 251, 252, 253, 254, 255, 281*, 282*, 283*, 284*, 285*, 290, 291</p> <p>American Sign Language: ASL &121, &122, &123, 210, &221, &222, &223</p> <p>Chinese: CHIN &121, &122, &123, &221, &222, &223</p> <p>Communication: CMST &101, &102, 115, 145, 155, 175, 185, 195, 205, &210, 215, &220, &230, 235, 245, 255, 265, 275, 285, 295</p> <p>Drama: DRMA &101, 103, 105, 108*, 109*, 110*, 112, 114*, 116*, 120*, 121*, 122*, 123*, 131, 182*, 204*, 205*, 206*, 221*, 222*, 223*, 284, 285, 286</p> <p>English: ENGL 104, 109, &111, &112, &113, &114, 117, 151, 152, 153, 201, 204, 205, 214, 218, 219, &224, &225, &226, &227, &228, 231, 232, 233, &235, 240, 241, &244, &245, &246, 251, 252, 253, &254, &256, 257, 258, 259, 260, 263, 265, 266, 267, 270, 291, 292, 293</p>	<p>French: FRCH &121, &122, &123, 204, 205, 206, 212, &221, &222, &223, 231, 232, 233</p> <p>German: GERM &121, &122, &123</p> <p>Humanities: HUM 104, 105, 110, 115, &116, &117, &118, 120, 125, 130, 135, 140, 150, 160, 200, 210, 234, 261, 270</p> <p>Italian: ITAL 121, 122, 123</p> <p>Japanese: JAPN &121, &122, &123, &221, &222, &223</p> <p>Journalism: JRN 101, 102, 103</p> <p>Linguistics: LAN 101, 110</p> <p>Literature: LIT 236, 238</p> <p>Music: MUSC 100, &105, 106, 109, 110, 113, 116, 117, 119*, 120*, 125, 126*, 127*, 128*, 130*, 134 - 140*, &141, &142, &143, 144*, 145*, 146*, 147*, 148*, 150*, 151*, 156*, 157*, 158*, 160, 161, 163, 164*, 165*, 166*, 171*, 172*, 173*, 182*, 185, 204, 205, 213, 221*, 222*, 223*, &231, &232, &233</p> <p>Russian: RUSS &121, &122, &123</p> <p>Spanish: SPA &121, &122, &123, &221, &222, &223, 236, 238</p> <p>Vietnamese: VIET &121, &122, &123</p>
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INDIVIDUALS, CULTURES, AND SOCIETIES (Social Sciences) 5 CREDITS

You are required to complete 5 credits of ECON& 201, 5 credits of ECON& 202 and 5 more credits from the courses below:

<p>American Ethnic Studies: AME 150, 151, 160, 201</p> <p>Anthropology: ANTH &100, &106, 113, &125, 130, 135, 201, &206, &210, 211, 212, 213, &216, &227, &228, 275</p> <p>American Sign Language: ASL 120, 125</p> <p>Biology: BIOL 150</p> <p>Economics: ECON 100, 102, 240</p> <p>Environmental Science: ENV 150, 160, 170, 200, 202, 206, 208, 214, 294</p> <p>Environmental Science: ENVS &101</p> <p>Geography: GEOG 100&, 155, 200&, 205, 207, 230, 260</p> <p>History: HIST 105, 106, 108, 120, &126, &127, &128, 131, &136, &137, 138, 140, 145, &146, &147, &148, 150, 191, 200, 208, 210, 211, 212, &214, &219, 221, 230, 241, 242, 251, 268, 269, 273</p>	<p>International Studies: ISP 101, 105, 110, 120, 160, 170, 201, 205, 210, 220, 234, 251, 255, 260, 261, 270</p> <p>Philosophy: PHIL &101, 102, 110, 111, 118, 160, 215, 220, 240, 245, 250, 255, 267</p> <p>Political Science: POLS &101, 111, 112, 170, &200, &202, &203, 205, 206, 213, 220, 255</p> <p>Psychology: PSYC &100, 120, &200, 205, 207, 209, 210, 217, &220, 230, 235, 245, 250, 255, 257, 294</p> <p>Religion: REL 150, 151</p> <p>Sociology: SOC &101, 102, 105, 106, 107, 120, 130, 150, 170, &201, 220, 230, 245, 250, 253, 265, 275, 280</p> <p>Social Science: SSC 101, 103, 187</p> <p>Social Welfare: SWF 200</p> <p>Women's Studies: WMN 140, 200, 205, 213, 257</p>
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THE NATURAL WORLD (Natural and Physical Sciences, Mathematics) 10 CREDITS

You are required to complete 10 credits of Natural World. You must choose 5 credits from the courses below in a lab science (*asterisked below).

<p>Anatomy & Physiology: BIOL 128*, &241*, &242* Astronomy: ASTR &100, 102, 104, &110*, 201</p> <p>Anthropology: ANTH &204, &205, 275</p> <p>Biology: BIOL &100*, 102*, 106*, 107*, 109, 120*, 125*, 130*, 150, &160*, 161*, 195, 196, &211*, &212*, &213*, 228*, 229*, 239*, &260*, 282*, 285*, 286*, 287*, 290, SPS 201* Botany: BOT 110*, 112*, 113*</p> <p>Chemistry: CHEM 106*, &110*, &121*, &122*, &123*, &131*, &139, &161*, &162*, &163*, 191*, 192*, 211*, &241, &242, &243, &251*, &252*, 255, 256</p> <p>Computer Science: CSC 110, 111, 142, 143</p> <p>Environmental Science: ENV 150, 160, 170, 201, 202*, 203, 204*, 205, 206*, 208, 216*, 221, ENVS &101*</p> <p>Engineering: ENGR 110, &111, 140, 142, &214, &215, &224, &225, 240, 271</p> <p>Geography: GEOG 205</p>	<p>Geology: GEOL &101*, &103*, 104, 105*, 106, 108*, &110*, 111*, &115*, 118*, 202*, 207*, &208*</p> <p>Health: HEA 125, 150, 160, 225, 228</p> <p>Math: All MATH college transfer courses number 102 and above.</p> <p>Meteorology: MEY 100</p> <p>Material Science: MSC 101</p> <p>Nanotechnology: NANO 101* Nutrition: NTR 105*, 150, 155</p> <p>Oceanography: OCEA 100, &101*</p> <p>Philosophy: PHIL &106, &120</p> <p>Psychology: PSYC 222</p> <p>Physics: PHYS &100, 107*, &114*, &115*, &116*, &221*, &222*, &223*</p> <p>Science: SCI 100, 101*, 104, 107*110*, 111*, 112*, 113*, 114*, 115*, 116*, 117*, 118*, 119*, 121*, 129*, 131*</p> <p>Sustainability: SUST 101</p>
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US/GS Requirement (US Cultures and Global Studies) 5 credits

You are required to complete 5 credits from either category below. CMST& 205 and HUM 105 are recommended.

US Cultures classes at NSC: AME 150, 151, ANTH &106, &210, &216, ART 254, CMST 205, DRMA &101, ENGL 219, 231, 240, &245, &246, 257, 258, 291, HIST 131, &136, &137 140, &146, &147, &148, 150, 212, &214, &219, 230, HUM 105, 200, 210, ISP 105, MUSC 113, 204, PSYC &200, 245, SOC 102, 150, 245, WMN 140, 200

Global Studies classes at NSC: ANTH 113, 130, &206, ART 255, DRMA 105, ECON &202, ENGL &256, 292, ENV 150, ENVS &101, GEG 230, 260, HIST &126, &127, &128, 200, 210, 251, 268 HUM 140, 160, 234, 261, ISP 101, 110, 160, 170, 201, 205, 210, 220, 234, 251, 255, 260, 261, MUSC 110, POLS &203, 220, SOC 170, WMN 205