

Appendix D – Curriculum Committee Approval of Faculty Proposal

**1617-240 REE 1011 Introduction to Residential Property Management,
CCA.....James McDonald**

Purpose: The A.S. degree in Residential Property Management was developed in part based on a labor and job market analysis that revealed a workforce need for residential property managers in the region, as well as from statements made by employers and industry association representatives lamenting on the absence of an A.S. degree in the field anywhere in the state and their subsequent challenges finding talented and experienced employees; **Catalog Course Description:** Introduces the concepts of income-producing real estate, property management practices, and careers in real estate management. Examines residential property types, including single-family housing, multi-family housing, and mixed-use developments. Presents residential property management practices, including marketing and leasing space, maintaining properties, managing risks, and measuring financial performance; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 3/3/0; **Effective Date:** Fall 2017 (201810).

**1617-241 REE 2113 Leasing and Marketing Residential Properties,
CCA.....James McDonald**

Purpose: The A.S. degree in Residential Property Management was developed in part based on a labor and job market analysis that revealed a workforce need for residential property managers in the region, as well as from statements made by employers and industry association representatives lamenting on the absence of an A.S. degree in the field anywhere in the state and their subsequent challenges finding talented and experienced employees. This course will prepare students to take the National Apartment Leasing Professional (NALP) certification exam; **Catalog Course Description:** Presents best practices for leasing residential properties, reducing economic and physical vacancy loss, promoting resident retention, and demonstrating relationship-selling techniques. Reviews laws governing residential leasing and marketing, including Fair Housing and Florida Landlord and Tenant statute. Introduces students to concepts of lead generation and conversion, market surveys, concessions, qualifying applicants, and common residential lease clauses. Successful completion of this course will prepare a student to take the National Apartment Leasing Professional certification exam; **Prerequisites:** None; **Co-requisites:** None; **Credit/Class/Lab Hours:** 3/3/0; **Effective Date:** Fall 2017 (201810).

1617-242 REE 2241 Residential Property Law, CCA.....James McDonald

Purpose: The A.S. degree in Residential Property Management was developed in part based on a labor and job market analysis that revealed a workforce need for residential property managers in the region, as well as from statements made by employers and industry association representatives lamenting on the absence of an A.S. degree in the field anywhere in the state and their subsequent challenges finding talented and experienced employees; **Catalog Course Description:** Analyzes local, state, and federal legislation governing housing and the residential property management industry. Topics include the Fair Housing Act, Florida Landlord and Tenant statute, Americans with Disabilities Act, Fair Credit Report Act, agency and licensing requirements, and contract law. Reviews best practices for legal compliance and reducing personal and company liability; **Prerequisites:** ENC 1101 or ENC 1101H or ENC 1210 or GEB 1011 or IDH 1110 or OST 1335; **Co-requisites:** None; **Credit/Class/Lab Hours:** 3/3/0; **Effective Date:** Fall 2017 (201810).

1617-243 REE 2521 Residential Property Management Finance, CCA.....J. McDonald

Purpose: The A.S. degree in Residential Property Management was developed in part based on a labor and job market analysis that revealed a workforce need for residential property managers in the region, as well as from statements made by employers and industry association representatives lamenting on the absence of an A.S. degree in the field anywhere in the state and their subsequent challenges finding talented and experienced employees; **Catalog Course Description:** Examines common financial competencies for managing income-producing, residential properties, including accounting, cash flow analysis, budgeting, and measuring performance. Topics include calculating effective gross income, net operating income, and before-tax cash flow; preparing an annual operating budget and income statements; and calculating cash-on-cash return and cap rates; **Prerequisites:** REE 1011 Introduction to Residential Property Management and REE 2113 Leasing and Marketing Residential Properties; **Co-requisites:** None; **Credit/Class/Lab Hours:** 3/3/0; **Effective Date:** Fall 2017 (201810).

1617-244 REE 2531 Residential Property Management Capstone Project, CCAJ. McDonald

Purpose: The A.S. degree in Residential Property Management was developed in part based on a labor and job market analysis that revealed a workforce need for residential property managers in the region, as well as from statements made by employers and industry association representatives lamenting on the absence of an A.S. degree in the field anywhere in the state and their subsequent challenges finding talented and experienced employees. This course will prepare students to take the Certified Apartment Manager (CAM) exam; **Catalog Course Description:** Expands upon foundation courses, implementing a project/case study model for students to analyze and prepare a due diligence report on a large residential asset. Students will research and report on the market and neighborhood characteristics, the property's features and competitors, and the financial condition of the asset; **Prerequisites:** REE 2521 Residential Property Management Finance; **Co-requisites:** None; **Credit/Class/Lab Hours:** 3/3/0; **Effective Date:** Fall 2017 (201810).

1617-245 REE 2560 Residential Property Maintenance for Managers, CCA.....J. McDonald

Purpose: The A.S. degree in Residential Property Management was developed in part based on a labor and job market analysis that revealed a workforce need for residential property managers in the region, as well as from statements made by employers and industry association representatives lamenting on the absence of an A.S. degree in the field anywhere in the state and their subsequent challenges finding talented and experienced employees. This course will prepare students to take the Certified Apartment Manager (CAM) exam; **Catalog Course Description:** Identifies practices for maintaining various residential asset types and connects them to the daily responsibilities of real estate managers. Topics include routine, corrective, and preventive maintenance; contracting labor and services; sustainability, retrofitting, and value enhancement; and building systems. Connects maintenance to leasing, financial performance, and risk management, covering topics such as turnover and retention, curb appeal, vacancy loss, and resident satisfaction; **Prerequisites:** REE 1011 Introduction to Residential Property Management and REE 2113 Leasing and Marketing Residential Properties; **Co-requisites:** None; **Credit/Class/Lab Hours:** 3/3/0; **Effective Date:** Fall 2017 (201810).

1617-246 REE 2581 Residential Property Management and Leadership, CCA
.....J. McDonald

Purpose: The A.S. degree in Residential Property Management was developed in part based on a labor and job market analysis that revealed a workforce need for residential property managers in the region, as well as from statements made by employers and industry association representatives lamenting on the absence of an A.S. degree in the field anywhere in the state and their subsequent challenges finding talented and experienced employees. This course will prepare students to take the Certified Apartment Manager (CAM) exam; **Catalog Course Description:** Explores leadership models and personality types in relation to residential management. Discusses human resource responsibilities including job descriptions, hiring and training personnel, and motivating and evaluating employees. Covers relevant employment laws governing the hiring process, fair labor and pay requirements, and occupational safety; **Prerequisites:** REE 1011 Introduction to Residential Property Management and REE 2113 Leasing and Marketing Residential Properties; **Co-requisites:** None; **Credit/Class/Lab Hours:** 3/3/0; **Effective Date:** Fall 2017 (201810).

1617-247 REE 2589 Residential Property Security and Risk Management, CCA
.....J. McDonald

Purpose: The A.S. degree in Residential Property Management was developed in part based on a labor and job market analysis that revealed a workforce need for residential property managers in the region, as well as from statements made by employers and industry association representatives lamenting on the absence of an A.S. degree in the field anywhere in the state and their subsequent challenges finding talented and experienced employees. This course will prepare students to take the Certified Apartment Manager (CAM) exam; **Catalog Course Description:** Examines the concepts of liability, negligence, and reasonable care in residential property management. Topics include environmental and occupational risks, EPA and OSHA compliance, emergency preparedness, and best practices for security concerns. Identifies methods for avoiding, mitigating, accepting, or transferring risks, including insurance policies and coverages; **Prerequisites:** REE 1011 Introduction to Residential Property Management; **Co-requisites:** None; **Credit/Class/Lab Hours:** 3/3/0; **Effective Date:** Fall 2017 (201810).

1617-248 REE 2591 Residential Property Management of Specialized Housing, CCA.....J. McDonald

Purpose: The A.S. degree in Residential Property Management was developed in part based on a labor and job market analysis that revealed a workforce need for residential property managers in the region, as well as from statements made by employers and industry association representatives lamenting on the absence of an A.S. degree in the field anywhere in the state and their subsequent challenges finding talented and experienced employees. This course will prepare students to take the Certified Apartment Manager (CAM) exam; **Catalog Course Description:** Explores the unique characteristics and management practices involved in sub-segments of residential property, including low-income, subsidized housing, student housing, military housing, housing for the aging, scattered-site housing, and manufactured home communities. Topics include public housing agencies, Low-Income Housing Tax Credit and Section 8 programs, student-focused design, military housing policies, housing designs for aging populations, and land site rentals; **Prerequisites:** REE 1011 Introduction to Residential Property Management; **Co-requisites:** None; **Credit/Class/Lab Hours:** 3/3/0; **Effective Date:** Fall 2017 (201810).

**1617-249 REE 2943 Internship in Residential Property Management,
CCA.....J. McDonald**

Purpose: The A.S. degree in Residential Property Management was developed in part based on a labor and job market analysis that revealed a workforce need for residential property managers in the region, as well as from statements made by employers and industry association representatives lamenting on the absence of an A.S. degree in the field anywhere in the state and their subsequent challenges finding talented and experienced employees. This course will prepare students to take the Certified Apartment Manager (CAM) exam; **Catalog Course**

Description: This course is a planned work-based experience that provides students with supervised career exploration activities and/ or practical experiences. Each earned credit of internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. Successful completion of this course will prepare a student to take the Certified Apartment Manager (CAM) certification exam.;

Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits, including REE 1011 and REE 2113. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses; **Co-requisites:** None; **Credit/Class/Lab Hours:** 1-4/Variable/0; **Effective Date:** Fall 2017 (201810).

Proposals 1617- 240 to 1617-249 were approved by consensus.

**1617-249A A. S. in Residential Property Management, CPA.....James
McDonald**

Purpose: New program offering; **Effective Date:** Spring 2018 (201920).

Proposal 1617-249A was approved by consensus.